

AIU HOUSTON
2009-2010
Student Handbook



The statements and policies set forth in this handbook (effective August 2008 through August 2009) are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort is made to provide accurate and current information, the University reserves the right to change, without notice, any provision in this handbook without actual notice to individual students. Every effort will be made to keep students advised of any such changes. In case of any information that is inconsistent or contrary to the American InterContinental University Catalog, 2009 – 2010 the information found in the catalog is controlling and supersedes any information found in this handbook. It is especially important that each student note that it is the individual student's responsibility to keep apprised of current graduation requirements for her or his particular program of study. Students enrolled at the University agree to comply with the University's rules and regulations and to accommodate to any changes necessary. Information on changes will be available in the Student Affairs Department, Houston campus.

| T A B L E O F C O N T E N T S |

PRESIDENT’S WELCOME	7
Vice President of Student Affairs Welcome	8
STUDENT AFFAIRS	9
Purpose.....	9
Academic Information and Processes.....	9
Texas Success Initiative.....	9
Accuplacer Assessment	9
Exemptions.....	9
Initial Score Requirements	10
Academic Advising Services	11
Career Services Department	11
Career Services Offered.....	11
Exchange Program Between Campuses-Campus Transfer Process	12
Health Services	12
International Student Services	12
Prior Learning Assessment Philosophy	12
Transfer Credit.....	15
Prior Learning Assessment.....	13
Coherency of Undergraduate Degree Programs.....	14
General Education.....	14
Prior Learning Assessment Methods	15
Prior Learning Assessment Standards	15
Degree Completion Programs.....	16
Experiential Learning.....	16
Professional Training and Certification Credit.....	17
CLEP Examinations.....	17
Course Challenge Exams.....	17
DSST Examinations.....	17
Advanced Placement (AP) Examinations.....	18
Registrar’s Office.....	18
Student Counseling.....	18
Student Activities.....	18
Study Abroad Policy & Process.....	18
Approval Process for Study Abroad	18
ACADEMIC INFORMATION AND ACADEMIC TERM PROCESSES	20
Academic Support/Tutoring.....	20
Appeals Board.....	20
AIU Asynchronous Learning Model	20
CAMPUS Attendance Policy.....	20
Class Attendance.....	20
Class Participation	21



Directed Study Procedure	21
Drop/Add Period	22
Field Trips	22
Final Examinations	22
Grade Appeal Procedure Summary	22
Grade Appeal Procedure Summary (AIU Online courses).....	22
Graduate Exit Process	24
Graduation Ceremony Participation	24
Incomplete Grade Procedure (I).....	25
Incomplete Grade Procedure (AIU Online courses).....	25
Internships.....	25
Internship Guidelines:	26
Internship Procedures:	26
Course Overload/Normal Academic Load.....	27
Virtual Campus	27
Registration	27
Student Orientation	28
Students with Requests for Special Accommodations.....	28
Study Tours	28
FINANCIAL SERVICES AND SCHOLARSHIP INFORMATION	29
Cash Payment.....	29
Employer Reimbursement	29
Program Financing Policy.....	29
GENERAL POLICIES.....	30
Access Policy to AIU Facilities	30
Bookstore	30
Course materials for students taking courses from AIU Online	30
Campus Closure	31
Campus Evacuation Plan	31
Fire Evacuation Plan	31
Bomb Evacuation Plan.....	32
Tornado Preparedness	32
Hurricane Preparedness	32
Communication.....	32
Contact information for the Office of the Ombudsman.....	33
Dress Code	33
Hours of Operation:	34
Inclement Weather.....	34
Photocopying	34
Student Disclosure Notification Policy.....	34
Smoking, Eating, Drinking	34
Student Housing.....	34
Student Mail.....	34
Student Parking.....	34

Student Portal.....	35
Telephone.....	35
Vandalism.....	35
Visitors.....	35
CAMPUS HEALTH AND SAFETY PROCEDURES	36
Health and Safety.....	36
Student Incident Report Procedure.....	37
COMPUTING AND NETWORK RESOURCES.....	38
Acceptable Use of Computing and Network Resources Policy.....	38
E-mail Policy.....	39
Netiquette.....	39
Software Code of Ethics.....	40
AIU Help Desk Resources.....	40
LIBRARY RESOURCES AND SERVICES.....	41
AIU Library Collections and Electronic Databases.....	41
Purpose and Goals.....	41
How to Access the CECybrary.....	42
Checkout Privileges and Responsibilities.....	42
Overdue Fees and Replacement Costs.....	43
Materials Not Available for Checkout.....	43
Appropriate Behavior in the Library.....	43
Library Personal Property Search Policy.....	43
Photocopiers, Scanners and Printers.....	44
Hours.....	44
Alumni Use.....	44
Learning Center.....	44
Physical Structure and Layout.....	44
Assessments, Proctoring, & Tutoring.....	44
Developmental Course Support.....	45
Hours of Operation.....	45
STUDENT CODE OF CONDUCT	46
Honor Code.....	46
Academic Integrity.....	46
Academic Dishonesty/Cheating/Plagiarism.....	46
Student Conduct Code.....	47
Disregard of the Student Conduct Code: Penalties and Procedures.....	48
Student Rights and Responsibilities of Assembly.....	49
Freedom of Expression.....	49
Policy and Philosophy on Drug and Alcohol Use.....	49
Learning Environment Preservation Policy.....	50
Student Projects.....	50

Use of Images and Works	50
Student Belongings	50
Abandoned Property	50
Offensive Materials.....	51
STUDENT CLUBS AND ORGANIZATIONS	52
Introduction.....	52
Belonging to an Organization	52
Expectations and Policies for Student Clubs and Organizations	53
Policy for Forming Clubs and Organizations	53
Departmental Clubs	53
American Institute of Graphic Arts.....	54
AIU-Houston Student Ambassadors.....	54
Portfolio Club.....	54
SOFA (Student Organized Fun Activities).....	54
Special Interest Organizations	54
Campus Telephone Directory.....	55
Referrals-Hotlines-Self-Help Support Groups.....	56



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

Dear Student:

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

You will find that the entire faculty and staff of our University focus on customer service. We want you to be successful! Our objectives are to provide you a high quality education, and give you enthusiastic assistance in securing employment in your chosen career field. Our attention to customer service and leading edge curriculum, separate us from traditional academic programs.

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

Sincerely,

Stephen M. Malutich
President
AIU Houston

| VICE PRESIDENT OF STUDENT AFFAIRS WELCOME |

About Your 2008-2009 Student Handbook

This Student Handbook addresses important areas of information for all students of American Intercontinental University Houston.

As a small university, we pride ourselves in our personal approach to everything we do. Faculty, administration, staff, and students are available to help each other. Please ask questions and take responsibility for finding out what opportunities AIU offers to you. The more involved in your own education and the more active you are in University programs; the more likely you will be satisfied with your AIU experience.

The Handbook describes how this University works, where students should go, and who they should see to resolve questions and concerns. The Student Handbook is published on the AIU student portal. It is the University's official notification of its policies, rules, regulations, and standards of conduct. The student is responsible for knowledge of these policies, rules, regulations, and standards of conduct; enrollment is considered as acceptance of all conditions specified in this handbook.

The Office of Student Affairs is here to help you. Stop in and meet our staff. You will always find a friendly face and a helping hand. Best wishes to you as you pursue your educational and career goals.

Marty Negrón

Vice President of Student Affairs

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Purpose

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

Housed in the Student Affairs Department are the Vice President of Student Affairs, the Registrar, Assistant Registrar, Re-entry/Retention Coordinator, and the Director of Career Services.

ACADEMIC INFORMATION AND PROCESSES

Texas Success Initiative

American InterContinental University Houston (AIU Houston) participates in a program designed to help students achieve success in their college-level coursework. Under the provisions of this plan, all degree-seeking students who enter AIU Houston at the undergraduate level are assessed for academic preparedness in reading, mathematics, and writing. AIU Houston administers the Accuplacer Assessment at no cost to the student.

Accuplacer Assessment

An assessment of academic proficiency is conducted for all undergraduate students at AIU to determine their level of proficiency in language, reading, and mathematics to help ensure success in their University degree program of study. The assessment is administered in the Learning Center.

If a student has not completed the assessment and does not have proper documentation for exemptions prior to the first day of class, the student will be scheduled in the lowest level of developmental courses.

All students (unless exempt) who score below the minimum standard must enroll in the appropriate developmental course(s).

Exemptions:

A student is exempt from the program requirements by providing official documentation that any one of the following conditions has been met:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
 - a. ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;

- b. Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections; or
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
3. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required for those corresponding sections.
4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
5. A student who transfers to AIU Houston from a of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by AIU Houston.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

NOTE: Submit transcripts to AIU as soon as possible. Proof of meeting one of the above-listed exemptions is required prior to granting an exemption.

Initial Score Requirements

Minimum passing scores for assessment instruments approved by the Texas Higher Education Coordinating Board are:

- ACCUPLACER: Reading Comprehension - 78; Elementary Algebra - 63; Sentence Skills - 80; and Written Essay - 6.
- ASSET: Reading Skills - 41; Elementary Algebra - 38; Writing Skills (objective) - 40; and Written Essay - 6.
- COMPASS: Reading Skills - 81; Algebra - 39; Writing Skills (objective) - 59; and Written Essay - 6.
- THEA: Reading - 230; Mathematics - 230; Writing - 220.

The minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet this standard if the student meets the objective writing test standard.

If an entering undergraduate student does not meet minimal standards of preparedness in reading, mathematics, or writing on the basis of the assessment:

1. The student will be enrolled in all required developmental courses (unless there is an unavoidable scheduling conflict) in their first term at the University. Depending upon the program of study, the student may be enrolled in two developmental courses their first term of study.
2. If a student does not pass a developmental course the first time, the student is required to repeat that course the following term the course is available (every effort is made to offer the necessary developmental courses each term). If a student fails the same developmental course twice, he/she will be academically dismissed from the University.
3. All students who place in developmental courses will receive an Individual Plan for Academic Success that includes a plan for improving his/her academic preparedness. The student's completion of the Individual Plan for Academic Success is monitored by appropriate staff, and the plan is modified as needed to maximize the student's potential for academic success in college-level work.

For more details on the Texas Success Initiative, students should contact an Academic Advisor.

Academic Advising Services

The University has established a multi-level approach to see that academic and personal advising are addressed.

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

Career Services Department

The Career Services Department is located on the 1st floor. The mission is to educate, empower, and assist students in making good career decisions, effectively preparing for the job search process, and successfully transitioning from college to career. Career Services connects employers and students/alumni to create mutually beneficial employment opportunities.

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

Career Services Offered

Part-time, internship, and full-time career opportunities are advertised on the job postings on the student portal and e-mail job distribution lists.

- Career counseling and guidance;
- Mock interviewing;
- Assistance with job search materials: applications, cover letters, resumes, thank you letters, etc.;
- Career resources: books, newspapers, magazines, etc., for review in the Career Services Department and the campus library;
- Self assessment instruments: COPS Interest Inventory;

- Job search workshops and seminars for classes and student groups;
- Help with the development of individual Career Action Plans;
- Onsite and virtual job fairs;
- Professional development seminars.

Exchange Program Between Campuses-Campus Transfer Process

Students wishing to transfer among the AIU campuses, must meet all of the requirements as stated in the AIU University Catalog. To obtain the necessary forms and timeline to apply for transfer, students must meet with their Academic Advisor.

Health Services

The Student Affairs Department provides individuals with personal counseling referrals and information on available student health insurance.

International Student Services

The Designated School Official (DSO) coordinates services for international students and their dependents. The DSO assists members of the AIU international community with all matters of special concern to them and serves as a referral source to other University offices and academic departments. The DSO provides direct support with United States immigration requirements, employment, academic, cross-cultural and financial matters. The Designated School Official is the University's liaison to the United States Citizenship and Immigration Services (USCIS) previously known as the United States Immigration and Naturalization Service (INS) and the United States Information Agency. All international students must register with the office upon arrival and must notify the office of any changes in their academic program, enrollment, or employment status. All questions regarding one's visa status as an F-1 or J-1 student must be addressed to the Designated School Official.

Prior Learning Assessment Philosophy

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

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

Transfer Credit

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

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

1. Only earned degrees from accredited institutions with articulation agreements with AIU are evaluated for block transfer.
2. All other official college and military transcripts are evaluated on a course-by-course basis in accordance with AIU policies.
3. Only courses completed with a "C" (or equivalent) or above will be eligible for transfer credit.
4. Only courses representing freshman-level or higher collegiate, degree-applicable course work will be eligible for transfer credit, which excludes pre-college level or remedial level courses.
5. Except as defined above, students may transfer in no more than half of the credits required for graduation from the AIU program in which they enroll (See AIU Residency Requirement in the University catalog).
6. Students transferring to AIU under the requirements of the Servicemembers Opportunity Colleges Consortium or into specified degree-completion programs may transfer in a maximum of 75% of the required credits for graduation from the AIU program in which they enroll.
7. Comparable course-to-course transfer may be approved from accredited institutions based on demonstrated learning competencies consistent with AIU's academic policies and standards in lieu of credit requirements.
8. No transfer credit is allowed for 300 and 400 level courses.
9. Notwithstanding the above policies and procedures, all transferred course credit is subject to review and approval by Academic Affairs.

A maximum of twelve (12) transfer credits may be allowed at the graduate level.

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

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

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

Prior Learning Assessment

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

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

Coherency of Undergraduate Degree Programs

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

General Education

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

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

The six General Education competencies are evaluated within the program major courses. These

culminate in a capstone course or course sequence in which the attainment of the competencies is assessed prior to graduation.

Prior Learning Assessment Methods

AIU recognizes the following prior-learning assessment methods:

TRANSFER CREDIT

- College Transfer Credit
- Military Transfer Credit

PROFICIENCY CREDIT

- Course Challenge Examinations (CSM 101 MTH 132, ENG 105)
- Standardized Assessments (College Level Examination Program Tests, DSST, AP)
- Professional Training/Certification Credit
- Experiential Learning Portfolio

Prior Learning Assessment: Standards

College Transfer Credit must be:

- From an institution accredited by an institutional accrediting organization
- College-level
- Non-remedial, non-developmental
- Degree-applicable at its source institution
- Recognized by the Department of Education

Military Transfer Credit must be:

- Recommended for associate- or baccalaureate-level credit by the American Council on Education (ACE)

Course Challenge Examinations are:

- Based on the outcomes of the courses they represent (CSM 101, ENG 105, and MTH 132)

Standardized Assessments must:

- Carry an ACE credit recommendation

Professional Training/Certification Credit must:

- Carry an ACE credit recommendation, or
- If not ACE recommended, must pertain to an AIU major program of study and be comparable to an AIU degree requirement;
- *and must always be*
 - Verifiable and documented
 - Approved by a Subject Matter Expert (faculty member) and determined to be equivalent to the learning that occurs in comparable AIU course(s).

Experiential Learning must be:

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

Degree Completion Programs

AIU's Degree Completion programs are:

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

Degree Completion Programs can be fulfilled by:

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

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

(Buckhead, Dunwoody, Houston, and South Florida)

Bachelor of Business Administration

ACG 230 Introduction to Accounting

BUS 255 Fundamentals of Business Law

MGT 240 Business Management and Leadership

MGT 260 Entrepreneurship

(Buckhead, Dunwoody, Houston, and South Florida)

Bachelor of Fine Arts in Visual Communication

DES 107 Drawing and the Creative Process

DES 108 Design Fundamentals

GDE 210 Basic Typography

(Buckhead, Dunwoody, Houston, and South Florida)

Bachelor of Information Technology

CSM 230 Computer Hardware

CSM 245 Introduction to Web Development

CSM250 IT Project Management

(Buckhead, Dunwoody, and South Florida)

Bachelor of Science in Criminal Justice

CRJ 101 Introduction to Criminal

CRJ 110 Introduction to Criminology

CRJ 210 Criminal Law

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

Experiential Learning

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

Students who are interested in pursuing experiential learning options should first contact their Academic Advisor to determine eligibility. Once eligibility is determined, the Academic Advisor will work with the

student to explain what the portfolio entails, discuss the potential credit award range, and provide resources and basic steps to get the student started. Once the student has completed his/her experiential learning portfolio, his/her Academic Advisor will provide specific steps on how and where to submit his/her portfolio for assessment. Once submitted, the portfolio is reviewed, and the proficiency credit award is posted by the Registrar's Office. The Academic Advising and Program Dean are continual resources to the student as they work his/her way through the creation of their portfolio.

Professional Training and Certification Credit

Students that have acquired formal training outside of the sponsorship of traditional credit granting institutions (including certificate training with officially documented clock hours or CEUs, or other company training) may be eligible for proficiency credit awards. If the training in question is documental, verifiable, and meets specified AIU course objectives, it may meet the requirements for an award of proficiency credit (designated by a grade of "PR"). Other clock hour or CEU programs and courses listed on an official institutional transcript may have a credit award based on appropriate credit conversions through the same internal review process. If a student has already completed professional training/certification, they should immediately contact their Academic Advisor who can tell them if they possess the appropriate documentation and/or if they may be eligible for a proficiency credit award.

CLEP Examinations

The College-Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college level achievement. Students should work with their Prior Learning Assessment Specialist to determine which CLEP examination(s) would work best within their individual degree plan and consult <http://www.collegeboard.com/> to find a CLEP examination center in their area. AIU Online awards academic proficiency credit for 100-200 level comparable coursework based on CLEP examination scores as recommended by the American Council on Education (ACE). Students must submit an official CLEP score report or have one mailed to the Registrar's Office. CLEP Examinations can be taken an unlimited number of times; however, once a test is failed, a student must wait six months before the same test can be retaken.

Course Challenge Examinations

Course challenge examinations are offered to allow students in degree completion programs who can demonstrate mastery in English, College Algebra, and Introductory Computer Concepts the opportunity to test out of ENG 105, MATH 133, and/or CSM101. To determine eligibility or to register for a challenge examination, a student should consult their Academic Advisor. The challenge examination can only be attempted once and must be taken at least one session prior to the start of the course. Students must score a minimum of 80 percent to pass the examination. If successfully completed, proficiency credit (PR grade) may be awarded for the respective course. Any questions pertaining to missed or failed exams should be directed to the student's Academic Advisor.

DSST Examinations

DANTES Subject Standardized Tests (DSST) provide another option for students to demonstrate competencies for learning in non-traditional ways. Students who have previously taken a DSST exam and would like to have it considered for a proficiency credit award should contact their Academic Advisor. Official DSST score sheets may be sent directly to the Student Records Department. Students interested in pursuing DSST exams should work with their Academic Advisor to determine which exam(s) would be in their best interest to pursue. Additional information on study guides and examination options is available at <http://www.getcollegecredit.com/>.

Advanced Placement (AP) Examinations

Advanced Placement (AP) Examinations provide students in degree completion programs the opportunity to complete college-level coursework while in high school. Students scoring a 3 or higher on the AP Exam who would like their scores considered for a proficiency credit award must submit an official AP score report to the Registrar's Office. The student's score report will be evaluated for a credit award based on recommendations from the American Council on Education (ACE).

Registrar's Office

Transcript Requests – Students may request a copy of their transcript or grade report from the Registrar's Office by simply completing and signing a transcript request form at the Registrar's Office (1st floor). There is a \$3.00 charge for each copy of an official transcript (\$10 for same day service).

Student Counseling

The Student Affairs Department is responsible for personal counseling referrals and professional advisement. In addition, Student Affairs provides information on health services.

Student Activities

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

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

Activities take place on campus, in and outside the campus building.

The AIU student lounge is an activity area for students to sit and relax and is located on the 1st floor of the University. The lounge is open during regular operating hours of the University. Vending machines are located in the student lounge.

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

Study Abroad Policy & Process

AIU Study Abroad Programs is a division of AIU that administers short term study abroad opportunities for visiting students from many US universities through AIU London and American University in Dubai. AIU students enrolled at the US campuses may participate in study abroad as part of their degree program, should compatible coursework be available for their program of study.

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

Students interested in studying abroad should first contact AIU Study Abroad Programs at www.aiustudyabroad.com or 1-800-255-6839 to learn more about appropriate programs available and the application process. Students should also review the study abroad program guidebook. Interested

students should also speak with their Academic Advisor and/or Program Chair to determine the compatibility of study abroad coursework with their degree plan.

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

- Only one study abroad status may be granted for any 12-month period.
- The student must be in good academic standing. (CGPA of 2.0 for undergraduate programs and CGPA of 3.0 in graduate programs).
- The student must have met all financial obligations at the (Campus).
- The student must be in good standing with housing.
- The study abroad status will only be for one study abroad term.

The student must have completed 45 hours in residence prior to the study abroad status with the last 15 hours being completed in the term prior to the SAS term.

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

Approval Process for Study Abroad

1. The request for study abroad status form, available from the Advising office, is completed by the student and submitted to their Academic Advisor. The form must be in the Advising office by the published deadline date for each term. For the year 2009 the deadlines are:
 - Quarter 1, 2009 Term-Jan 5, 2009
 - Quarter 2, 2009 Term-Mar 25, 2009
 - Quarter 3, 2009 Term-Jul 22, 2009
 - Quarter 4, 2009 Term-Oct 7, 2009
2. The request is reviewed by the Academic Advisor and Financial Aid advisor.
3. Students approved for Study Abroad must meet with their Program Chair to outline the courses that will be taken and the Study Abroad Programs Course Pre-Approval Form must be completed with all required signatures.
4. Students approved for Study Abroad must meet with financial aid to complete the Study Abroad Programs Financial Aid Consortium Agreement with all required signatures.

| ACADEMIC INFORMATION AND ACADEMIC TERM PROCESSES |

Academic Support/Tutoring

The Learning Center is designed to assess prospective and new students and provide support and assistance (remediation) for the students to master basic academic skills.

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

Appeals Board

Please refer to the University **catalog** for information on the “Grievance Procedure” and “Appeals Board.”

AIU Asynchronous Learning Model

The AIU Asynchronous Learning Model is designed to develop students’ ability to communicate, to conceptualize, and to demonstrate appropriate behavioral skills using an integrated delivery system that includes a combination of face-to-face classroom instruction and Web-based learning modules.

Campus Attendance Policy

A student, who is absent 15 consecutive days, including weekends and holidays, without making special arrangements with the Student Affairs Department, is withdrawn from the University for non-attendance. To avoid being administratively withdrawn, **email: mnegron@houston.aiuniv.edu and provide your name, Student ID, and the course you will miss**, prior to missing class.

The following steps are taken once a student is administratively withdrawn:

- The student’s Financial Aid lender will be notified the student is no longer active at AIU. (This may have serious consequences regarding loan deferment and repayment schedules).
- The student’s AIU email account will be deactivated.
- The student’s internet access provided by AIU (at the campus) will be deactivated.
- The student will receive a W (withdraw) grade for all current classes.
- The student will not be allowed to re-enter until the following term.
- If a student is allowed to re-enter after being withdrawn (re-entry is a privilege, not a right) they must retake all of the classes from which they were withdrawn and pay for them again.
- If the student is an International student- their F-1 status may be considered out of status.

Class Attendance

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

Attendance at all scheduled class sessions is required of each student. Scheduled class sessions will be noted in the syllabus, and each student is expected to be present, on time, and prepared for each class session. Class attendance records will be maintained by each instructor and reported to the school. In addition, a percentage of the student's grade may be determined by class participation. If significant, consistent tardiness is observed, instructors should refer the student to the Program Chair. Occasional circumstances may arise that cause students to miss a class session, or to arrive late for a class session. Make-up work will normally be required for missed class sessions. However, the student's class participation grade may still be affected. Please see the course syllabus for instructor policies related to class participation.

Class Participation

In keeping with AIU's mission of providing students with a high quality education, classroom participation is extremely important. Since many of the classes are taught in lab, studio, and hands-on formats including projects, presentations, and student involvement, class participation is an integral part of the student's grade. All students are encouraged to carefully read their class syllabi and consult with their instructors and/or Program Chair.

Directed Study Procedure

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

1. A student who wants to obtain permission to enroll in a directed study course should contact their Program Chair for approval. The student must be in her/his last term of study at AIU.
2. If it is agreed that a directed study is warranted, the student will complete the requisition form and obtain the required signatures from his/her Program Chair and the Vice President of Academic Affairs.
3. Once an instructor is obtained and the completed request form is signed by the Program Chair and the Vice President of Academic Affairs, the form is submitted to the Registrar. One copy of the approved request form is kept in the student's file.
4. The instructor is required to meet with the student at least once each week during the term. The instructor and student should meet on the campus; offices are available at all campus facilities and should be used for such meetings.
5. The instructor is responsible for seeing that the student, Program Chair and Vice President of Academic Affairs have a copy of the syllabus.
6. The instructor is responsible for submitting the student's final grade worksheet and backup documentation to the Program Chair no later than the Monday of the week following the term end date.

The student has until the end of the Drop/Add period to drop this class; otherwise the student will be billed for the full amount of the course. (See next section for drop/add period.)

Drop/Add Period

Students may request schedule changes within the official drop/add period (the first six business days of each term quarter or five-week session). Students may only request schedule changes during the official add/drop period.

Field Trips

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

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

Final Examinations

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

Grade Appeal Procedure Summary

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

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

The grade appeal procedure must be followed and the Grade Appeal Form received by the Vice President for Academic Affairs's Office no later than thirty days into the term following the receipt of the grade. Grade appeals submitted later than the thirty days as stated above can not be appealed and will remain as originally recorded.

Formal Grade Appeal Procedure

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

1. Appeal to the faculty member.
2. Appeal to the Program Chair
3. Appeal to the Vice President of Academic Affairs (This is the final grade appeal level).

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

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

Grade Appeals and the Role of the University Appeals Board

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

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

To submit an issue to the Appeals Board, contact the campus Ombudsman at your campus to obtain a copy of the American InterContinental University Grade Appeal Form. The completed form should be returned to the Ombudsman.

Grade Appeal Procedure Summary (AIU Online courses)

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

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

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

Formal Grade Appeal Procedure

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

1. Appeal to the faculty member.
2. Appeal to the Dean of Academic Affairs
3. Appeal to the Vice President of Academic Affairs (This is the final Grade Appeal level.)

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

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

Graduate Exit Process

Each candidate for graduation must obtain clearance from the seven departments listed on the Graduation Clearance Form. No student will be awarded their diploma until these clearances have been completed. Graduation Clearance Forms are available in the Registrar's office.

The exit process requires signatures from the following areas:

- Career Services Office
- Financial Aid Office
- Student Accounts Office
- Library
- IT Services
- Program Chair's Office
- Registrar's Office

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

Graduation Ceremony Participation

Graduation ceremonies are held two times per year, typically in the winter and summer. All students who have met the requirements below are encouraged to participate.

- In order to participate in the graduation ceremony, all candidates for the associate's, bachelor's and master's degrees must have completed the full number of required credit hours by the term ending prior to the date of graduation. In order to establish if a student has successfully completed

all academic requirements, a degree audit must be conducted by their Academic Advisor who at the completion of the audit will determine if a student can be given clearance to participate.

- Students must be in good academic standing (2.0 CGPA for associate's and bachelor's degrees and 3.0 CGPA for master's degree) and have completed the appropriate degree requirements in order to participate in the graduation ceremony.

Incomplete Grade Procedure (I)

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

If approval for the **I** is granted, a *Request For an Incomplete Form* (available from the Registrar or Program Chair) is completed by the appropriate faculty member, and is signed by the faculty member and the appropriate Program Chair and/or Vice President of Academic Affairs. Once the form has all required signatures, it is submitted to the Registrar. No incomplete grades will be assigned without the appropriate paperwork submitted to the Registrar.

Once the student completes the required coursework, the instructor completes the Grade Change Form (with his/her signature) and submits the final grade worksheet and supporting documentation to the appropriate Program Chair and/or Vice President of Academic Affairs for review. Once the Program Chair and/or Vice President of Academic Affairs has reviewed and signs the Grade Change Form, the form and supporting documentation are forwarded to the Registrar for final grade posting and filing of the form in the student's file.

Incomplete Grade Procedure (AIU Online courses)

To receive a grade of Incomplete (I) the student must petition, by Friday of the fifth week of class, for an extension of time to complete the required course work. An agreement must be made with the instructor, in writing, as to whether an 'I' is granted. The e-mail must include an explanation for the request. The instructor reviews the request and approves or rejects the student's request. If the request is denied and a student wishes to appeal the decision, the student may request an appeal through their Academic Advisor.

In order to qualify for an incomplete, a student is expected to have completed at least three (3) units of the coursework in any combination at a passing level (60%). The exception is for students on academic probation. Those students must have completed three units of work in any combination at a passing level of 70%.

The incomplete course work must be completed within 2 weeks after the end of the session. If the student does not complete the work within the stipulated time, the incomplete will be converted to the letter grade earned and will affect the student's CGPA. Students in pending graduate status are not eligible for an incomplete grade without the consent of the Vice President of Academic Affairs.

Internships

Internships are only available for students enrolled in the Bachelor of Fine Arts in Visual Communication program. Internships are designed to be instructional in nature by providing students with hands-on experience. Internship training is a cooperative effort between the school, student and internship facilities. Students who successfully complete didactic courses and receive instructor approval in those programs will be placed on externship at local facilities or businesses.

All students on internship are supervised by the appropriate faculty or on-site personnel. Students may not substitute or replace paid staff members. The institution will attempt to assign sites that are within a 30-mile radius of the institution and that are convenient for the students, however, this may not always be possible.

An appropriate internship experience must be:

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

The Career Services Department and the Visual Communication Program Chair maintain directories and listings of suggested available internship sites. However, requirements for participation in the internship program are as follows:

- Enrolled in their last term in the Bachelor of Fine Arts in Visual Communication degree program
- Be in good academic standing

Internship Guidelines:

- The total working hours per week (6 credits) will be three times the credit hours (18 credits) earned for the course. A timesheet must be submitted weekly to the instructor.
- The internship experience may or may not be a compensated position. The employer is under no obligation to reimburse the student. Financial matters are strictly between the student and employer.
- Student interns are expected to exhibit an attitude of initiative, cooperation, enthusiasm, creativity and professional appearance.
- Student interns are expected to abide by all rules and regulations of the host company and failure to do so could result in the loss of credit.
- Students are required to attend a mandatory internship orientation at the beginning of the term, a mid-term progress meeting, and a final meeting at the end of the term. Students will be notified of the date and time of these sessions by the instructor. (Any deviation from this schedule must be approved by the instructor.)

Internship Procedures:

- Students are advised to seek help the term before qualifying for an internship. For assistance, a student may see the Visual Communication Program Chair and the Director of Career Services. The Office of Career Services and Visual Communication Program Chair maintain directories and listings of suggested available sites. Also, students are encouraged to network with faculty and the professional community to obtain an internship. Acceptance into an internship is the sole decision of the host company.
- To obtain approval for an internship, students are required to obtain four signatures of approval on their internship contract: Visual Communication Program Chair, Director of Career Services, site supervisor at the host company, and the instructor.
- Students must register through the Visual Communication Program Chair for their internship hours prior to the beginning of the term in which the internship will be performed. Before a student may secure an internship at any location, the Visual Communication Program Chair must visit the site and submit their approval of the site in writing.

- Once the internship is approved and the student has registered for classes, it is the student's responsibility to set up an appointment with the instructor. This should be done no later than the beginning of the term in which the internship is secured.
- A grade is assigned on the basis of the following requirements: a) a written evaluation received from the site supervisor, and b) weekly attendance. Students will be supervised and graded by the instructor and are responsible for scheduling a site visit with the instructor during the term.

Course Overload/Normal Academic Load

The normal academic load is no more than 18 credits per term. Students wishing to carry additional hours above the normal academic load may do so with the permission of the Financial Services Office and Vice President of Academic Affairs.

Virtual Campus

Virtual Campus courses are offered, on a limited basis based on scheduling conflicts at the campus, through the AIU/Virtual Campus site. Virtual Campus tools are offered, including an online Virtual Campus orientation, the courses themselves, the CECybrary (online library) and support contacts. The following criteria have been established for registering to Virtual Campus course sections.

Students wishing to register for AIU Virtual Campus online classes must follow the process below:

- Students must have completed all required developmental courses before taking any Virtual Campus course.
- New students will enroll in Virtual Campus courses during their first term of study only with the approval of their Academic Advisor or Vice President of Academic Affairs.
- Student must be meeting satisfactory academic progress.
- Students experiencing failure in a Virtual Campus course must receive academic counseling from the AIU/Virtual Campus Coordinator before enrolling in any additional Virtual Campus classes.
- Students enrolled in Virtual Campus classes must complete mandatory online Virtual Campus orientations.

The Vice President of Academic Affairs must approve any exceptions.

Registration

There is a designated period to register for classes. Students are notified of the registration dates through numerous sources. An academic calendar is available on AIU's website www.houston.aiuniv.edu and the 1st floor academic advisor suite.

Registration procedures are published and distributed to students through the student portal, Student Affairs Department and other sources. Students register online via the Student Portal or with their Academic Advisor. Financial clearance from Financial Services must be obtained prior to registering. Any student wishing to take course overloads (above normal academic load) must receive permission from the Vice President of Academic Affairs and the Financial Services office. It is the responsibility of the student to register in a timely manner. A late registration fee may be applied if a student is not registered by the end of the late registration period. Please refer to the Tuition Schedule Addendum in the catalog for further information.

Student Orientation

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

Students with Requests for Special Accommodations

Students must complete and submit the *Special Accommodations Request Form* to the Vice President of Student Affairs six (6) weeks prior to the first day of classes. Applications are obtained from the Vice President of Student Affairs office.

The Vice President of Student Affairs at the Houston campus serves as the Americans with Disabilities Act contact. **It is the student's responsibility to make the disability known and present certified documentation to the Vice President of Student Affairs.** Current (within one year) comprehensive evaluative/medical documentation is required for students seeking special accommodations in the classroom. Detailed information on proper documentation is available from the Vice President of Student Affairs. A *Special Accommodations Request Form* must be filled out each term and signed by the student and the Vice President of Student Affairs. Decisions about accommodations are made on a case-by-case basis based on supporting documentation.

Students with disabilities must meet the entrance requirements and academic standards set by each degree program.

Students with documented disabilities are not excluded from exhibiting appropriate behavior in the classroom and adhering to the attendance and University policies.

Study Tours

In all study tours, students participate in visits to museums, manufacturers and businesses that expose them to future career positions and provide valuable national and international perspectives. Tours are usually coordinated by Program Chairs.

For more information, contact your department chair by program:

- Nicole Bent-Visual Communications (832-201-3644)
- Shayan Mirabi-Information Technology and General Education (832-201-3636)
- Dr. Kolawole Sonaike-Business Administration (832-201-6875)

| FINANCIAL SERVICES AND SCHOLARSHIP INFORMATION |

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

Cash Payment Options

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

Employer Reimbursement Program

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

Program Financing Policy Statement

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

Policy Regarding AIU Facilities

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

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

Bookstore

The Student Bookstore is located on the 1st floor. The bookstore stocks textbooks that are scheduled to be used in the upcoming term, as well as basic office supplies. The University makes every effort to purchase textbooks at competitive prices in order to keep costs to the student as affordable as possible.

Textbooks may be returned for refund or exchange with RECEIPT ONLY through the first two weeks of the term. Refunds will be made in accordance to the form of payment received.

We offer students the opportunity to sell textbooks through a service vendor. Two bulletin boards are located directly behind the receptionist's desk in the foyer (across from the stairs) so that students may post messages if they wish to buy, sell, or trade amongst themselves.

The bookstore accepts cash, checks, school credit and credit cards.

Course Materials for Students Taking Courses From AIU Online

Students use various required course materials including textbooks, electronic books (e-Books), supplies, and software in online courses. Words of Wisdom, LLC, provides a custom suite of these required materials to students on behalf of AIU Online. Costs for these materials are included in the online course fee (see Tuition Schedule for online course fees). At the University's discretion, books may be delivered in an electronic (e-Book) or standard textbook format. Students not wishing to use e-Books are responsible for any additional charges associated with purchasing standard text books.

Every effort is made to ensure that these materials are delivered on time using express courier delivery and tracking services. The shipping address to which a student's course materials will be sent is verified by Words of Wisdom, LLC shortly before each session, offering students the opportunity to verify and/or update his/her shipping address.

Please note that incomplete, incorrect and PO Box addresses could delay receipt of course materials. If course materials are not received within three business days before the session starts, the student should contact Words of Wisdom, LLC. Students shall be responsible for following warning labels placed on software, and following all installation and use instructions provided by software manufacturers.

As AIU Online course offerings continue to grow for AIU ground students, the University is dedicated to leveraging new technology to enhance its degree program delivery. In an effort to move toward this new and exciting area, select AIU Online courses will use e-Books. e-Books are electronic versions of standard text books which offer significant advantages to AIU's online students that include readability,

portability, availability and efficiency. This technology makes things possible that could never be attempted with traditional standard text books.

Students enrolled in e-Book courses will be required to accept the e-Book policy located on the VirtualCampus, which states that the student agrees that by accessing e-Books provided as course material by AIU Online, he or she will abide by the terms and conditions of the e-Book Agreement, which states that the Student will not copy, alter, or reproduce their e-Books in any form with the intent of distributing or selling any part of the content, directly or indirectly and that the Student understands that these are security requirements necessary to protect e-Book copyrights.

Words of Wisdom Customer Service Contact Information

Via phone: 866-590-2486

Via e-mail: aiubooks@wordsofwisdombooks.com

Campus Closure

The University will be closed on the Holidays listed below. Announcements relating to campus closure for any other reason and when university operations will resume will be recorded on the voice mail and the Student Portal. **Dial 832-201-3600 for information about campus closings.**

New Year's Day

Labor Day

Christmas Day

Memorial Day

Thanksgiving Day & Friday
following

4th of July

Christmas Eve

Campus Evacuation Plan

The management of AIU Houston has outlined a comprehensive fire safety plan for the building. The Vice President of Student Affairs of American InterContinental University meets annually with University appointed Floor Wardens (i.e., full-time staff member, 1-2 wardens to a floor) for a complete orientation. The Floor Wardens are trained to coordinate evacuation procedures for civil disturbances, i.e. bomb threats, etc.

The building management company maintains proper functioning of the electric exit signs and the burglar and fire alarm systems. Maps outlining exit routes from the building have been installed in key locations throughout the University.

Fire Evacuation Plan

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

1. All students and employees should evacuate the building immediately. People should remain calm and move quickly.
2. Books and bags should be left in the building.
3. All personnel and students are expected to be familiar with floor layouts; maps are posted in the hallways of the building. Everyone should know the most efficient routes to emergency exits and know where the red colored manual pull alarms are located.
4. The red colored manual alarms should be activated.
5. Use the stairways (Marked by the red EXIT signs). Do not take the elevator.

6. All personnel and students should meet at the Safe Refuge Area. This area is the open parking lots in the front and rear entrances to the building. Do not congregate on the sidewalks immediately adjacent to the building.

Bomb Evacuation Plan

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

1. All students and employees should evacuate the building immediately. People should remain calm and move quickly.
2. This information must be reported by the campus Vice President of Student Affairs to the police department, fire department, ATF, FBI, campus security and other appropriate agencies. The Vice President of Student Affairs also reports this information to the appointed Floor Wardens.
3. Use the stairways (Marked by the red EXIT signs.) Do not take the elevator.
4. Floor Wardens will check their designated areas for any suspicious packages, boxes, or backpacks.
5. If there is something that looks suspicious it should not be touched. The location and description of the suspicious item should be reported to the Vice President of Student Affairs. The Vice President of Student Affairs will alert the appropriate authorities.
6. Reentry into the building is not permitted until the police/bomb squads have determined that the suspicious item is either removed or found not to be threatening and the building is declared safe for reentry by one of the AIU management staff.

Tornado Preparedness

AIU continues to operate as usual during a tornado watch condition. In the event that the *National Weather Service* issues a tornado warning, the campus President will decide whether to declare the Houston campus closed. In the event that the Campus is closed, AIU will notify local radio and television stations that the Campus is closed, as well as putting this information on the Student Portal and the Campus voicemail system.

Hurricane Preparedness

AIU continues to operate as usual during a hurricane watch condition. In the event that the *National Weather Service* issues a hurricane warning, the campus President will decide whether to declare the Houston campus closed. In the event that the Campus is closed, AIU will notify local radio and television stations that the Campus is closed, as well as putting this information on the Student Portal and the Campus voicemail system.

If the campus is declared closed, staff, faculty, and students should make certain that desktops are cleared, if there is time. All electrical equipment should be disconnected. Any item that is glass, heavy, or sharp should be secured. All employees and students will be notified through e-mail, or by local station television stations that AIU is open, once the hurricane warning has been lifted.

Dial 832-201-3600 for information about campus closings and re-openings.

Communication

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

- The Program Chair
 - Nicole Bent-Visual Communication
 - Shayan Mirabi-Information Technology and General Education
 - Dr. Kolawole Sonaike Business Administration;
- The Director of Financial Services, concerning financial aid, and student accounts;
- The Vice President of Student Affairs concerning student development, registration and student advisement, as well as concerning health and disability services, student records and housing concerns;
- The Vice President of Academic Affairs concerning the course delivery methodology, specific academic policies or issues, or faculty-related issues not addressed to the student's satisfaction by the pertinent Program Chair;
- The Director of Admissions, concerning admissions;
- The Director of Career Services concerning career counseling, part-time employment during enrollment, and job placement issues;
- The Ombudsman helps to provide student information about University policies, regulations, and procedures and also works to guide students through the University grievance process for effective conflict resolution.

Any other concerns or overriding issues related to student satisfaction may also be addressed with the Vice President of Academic Affairs (for faculty and classroom issues), Vice President of Student Affairs (issues involving other students), and the campus President (for administrative issues). Good communication among all parties will result in the efficient and effective operation of the program and maximum benefit to the learning process. If a student is unable to schedule a meeting in person, the University encourages the use of e-mail to ask questions or arrange an appointment with any AIU faculty or staff member.

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

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

Contact information for the Office of the Ombudsman

The Ombudsman is also available for students to assist with the resolution of any student concerns or issues. The Ombudsman at the campus is Jamie Mike and is located on the 1st floor and can be reached by phone at 832-201-3640 or e-mail jmike@houston.aiuniv.edu.

Dress Code

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

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

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

Hours of Operation:

AIU Houston campus facilities are accessible 7:45 am to 10:00 pm Monday through Friday, and 9:00 am to 5:00 pm on Saturday.

Inclement Weather

In the event that the University closes due to inclement weather, students should tune to local Houston television and radio stations for an announcement of whether the campus will be closed. You can also **dial 832-201-3600 for information about campus closings and re-openings.**

Photocopying

A photocopy machine for students is located in the library on the 1st floor.

Student Disclosure Notification Policy

Students should be aware that should they disclose to any AIU faculty or staff member information that may cause harm to themselves or others, faculty and staff are required to report such information to the Program Chair, Vice President of Academic Affairs, or President.

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

Smoking, Eating, Drinking

Smoking is not permitted in the campus building. The designated smoking areas are located outside in the parking lot across from the building. Food and drink are allowed only in the student lounge, and outside the campus building. Please dispose of trash properly.

Student Housing

Optional Student Housing is available to AIU Houston students through Collegiate Housing Services, a third party vendor. Further information and applications for housing are available online at www.housingservices.com

Student Mail

The University cannot accept personal mail for students. Mail must be received by students at their local residence and/or permanent address. Always keep the University apprised of address and/or name changes (any updates need to be made in the Registrar's office).

Student Parking

Student parking is available on all sides of the Campus.

Student Portal

AIU Students receive an account to the Student Portal once they enroll. This account remains active throughout the student's time in the program and as Alumni. Access to the Student Portal is at <https://my.houston.aiuniv.edu>.

Telephone

Students are not allowed to use staff or administration telephones. No telephone messages will be taken for students, except in case of an emergency. A pay phone is located in the student lounge on the first floor.

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

Vandalism

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

Visitors

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

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

Health and Safety

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

In the event of an emergency, CALL 911.

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

1. Notify the courtesy officer located on the 1st floor. The officer will need to know the nature of the crime and will file a *Campus Incident Report Form* through the Vice President of Student Affairs office. If the courtesy officer cannot be immediately located, call the campus' main telephone number, 832-201-3600.
2. The *Campus Incident Report Form* will be kept on file for one calendar year. If necessary, additional information concerning the crime written by the student will be attached to the completed *Campus Incident Report Form*. All reported crimes are kept on file in the Student Affairs Department. A summary of this information is available to students and parents upon request.
3. Report crimes that occur on the AIU campus to the Houston Police Department at 713-884-3131 or **call 911 in the event of an emergency**. Crimes should also be reported to the Vice President of Student Affairs 832-201-6880.
4. Victims or witnesses to crimes may report crimes on a voluntary, confidential basis to the Vice President of Student Affairs. The Vice President of Student Affairs will assist you in filling out a *Campus Incident Report Form* that will be kept confidential and on file for one calendar year.
5. In the event that you think your property has been stolen, first verify with the Vice President of Student Affairs to see if your property was turned in.
6. If deemed necessary, the Houston Police will be contacted if they have not already been notified.
7. The Vice President of Student Affairs will notify the campus President of all serious crimes immediately once a *Campus Incident Report Form* is completed.
8. If a crime is seen as a continuous threat to the AIU community, defined by the AIU Management Team (consisting of the President, Vice President of Academic Affairs, Vice President of Finance Director of Admissions, Vice President of Student Affairs, and Program Chairs then students, faculty, and staff will be notified in writing via mail within 10 business days and notices regarding the incident(s) will be posted throughout the campus building.
9. In cases of sexual offenses, students have an option to report the offense to the appropriate law enforcement: Call Houston Police at 713-884-3131 or for incidents that occur on Housing property. **Call 911 in the event of an emergency**. If a student first reports an incident to a University official other than the Vice President of Student Affairs, the University official is directed to immediately contact the Vice President of Student Affairs. In turn, it is the student's

- option to seek assistance from the Vice President of Student Affairs. Students have the option to seek assistance from University personnel for assistance in notifying the proper authorities.
10. In the case of a sexual offense, students are instructed to preserve evidence related to the crime. This includes preserving any torn clothing, hair, or blood, and not showering.
 11. The Vice President of Student Affairs is available for counseling referrals to outside agencies.
 12. An annual campus crime report is posted on the student portal and is available from the Vice President of Student Affairs. It is also in the “Student Right-to-Know” handout. This report contains the crime statistics for the campus and facilities, as well as non-campus buildings and public property. In addition, the crime statistics are prepared from information received from the Houston Police Department. The crime statistics can be viewed at <http://ope.ed.gov/security>.
 13. Students engaged in officially recognized organizational events at off-campus locations, including but not limited to student organizations and off-campus housing facilities, are monitored for criminal behavior. In the event that a crime does occur, the student reports to the Vice President of Student Affairs (VPSA). The VPSA will report the crime to the appropriate police department or **call 911 in the event of an emergency**. The advisor assists the student in filling out a *Campus Incident Report Form* that will be kept on file in the Vice President of Student Affairs’ office for one calendar year.
 14. Any questions regarding campus crime reporting procedures should be directed to the Vice President of Student Affairs.
 15. The campus crime log of submitted *Campus Incident Report Forms* is kept in the Vice President of Student Affairs’ office.

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

Student Incident Report Procedure

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

Faculty/staff must fill out a Campus Incident Report Form within 48 hours of the incident. Forms are available from the Vice President of Student Affairs.

| COMPUTING AND NETWORK RESOURCES |

Acceptable Use of Computing and Network Resources Policy

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

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

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

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

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

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

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

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

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

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

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

E-mail Policy

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

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

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

Netiquette

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

University information technology resources shall not be used for purposes that could reasonably be expected to cause (directly or indirectly) excessive strain on computing resources or unwarranted and unsolicited interference with others' use of information technology resources. Engaging in any use that would interfere with students' and employees' work or disruption of the intended use of information

technology resources is prohibited. Examples of interference include but are not limited to: (a) sending or forwarding chain letters; (b) “spam” -- that is, to exploit the list server or similar broadcast systems for purposes beyond their intended scope in order to amplify the widespread distribution of unsolicited e-mail; and (c) re-sending the same e-mail repeatedly to one or more recipients to interfere with the recipient’s use of e-mail.

Penalties for misuse of information technology resources (i.e. e-mail, Internet or local area network) are to be determined by the instructor, Program Chair of the Department, campus Director of Information Technology, or campus President.

Software Code of Ethics

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

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

AIU Help Desk Resources

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

The Help Desk is located on the 2nd floor.

For assistance call the Help Desk at (832) 201-5600.



AIU Library Collections and Electronic Databases

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

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

Each campus library maintains policies developed to benefit the local student body and collection development. Facilities have been designed to allow comfort and promote active usage of the resources by students and faculty.

Each campus has a Library Director, who works with the University administration and library staff members to develop and make available an outstanding collection as well as to offer instructional programs which develop library users' skills.

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

Purpose and Goals

The American Intercontinental University Library supports the institution's goal to prepare students for careers in Business Administration, Information Technology and Visual Communications. The library, along with the administration of the University, is committed to acquiring resources and establishing services that support and enhance the curriculum and respond to the needs of the patrons.

The primary focus of the collection is on the subjects covered in the major areas of study. A basic collection of resources to support General Education classes is also maintained. To meet the informational and academic needs of students and faculty, access to and assistance with equipment and materials are presented in a manner and setting designed for ease and efficiency of use. Patrons may gain access to needed resources through catalogs, indexes and bibliographies. Bibliographic instruction is geared toward immediate use of existing resources and to encourage independent research and study. Point-of-use instruction, personal guidance in conducting library research, and traditional reference services are also offered. Inter-library loan from other institutions is available for the benefit of patrons who wish to access additional resources.

Processes and procedures have been developed to allow for the widest possible use of materials. Patrons are given the opportunity to learn how to access information in a variety of formats to encourage life-long learning.

The goals of the AIU Houston Library are:

- To develop a collection of print and non-print materials that supports the programs of the university and meets the identified needs of patrons.
- To maintain the collections in an organized manner for efficient retrieval of records.
- To provide a qualified staff to assist patrons in using collections, resources, facilities, and services.
- To offer instructional programs which develop library users' skills.

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

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

How to Access the CECybrary

The CECybrary is available to all faculty, students, staff, and alumni of AIU campuses. Users of the CECybrary are encouraged to enter the CECybrary from the link on the Library page on the student portal, but may go directly to the CECybrary website if necessary.

1. Go to <http://www.cecylbrary.com>
2. Click Enter Cybrary
3. Enter User Name: (Student Portal ID)
4. Enter Password: (Student Portal Password)
5. Enjoy the CECybrary

The library also subscribes to the extensive **LIRN** databases. These provide full-text access to more than 30 additional databases across all academic disciplines, from the arts and the humanities to social sciences, and science and technology. Information is included from scholarly journals, news magazines, and newspapers – many with full-text and images.

How to Access LIRN:

1. Go to <http://www.lirn.net>.
2. Enter 14417 for Patron ID number.
3. Enjoy the LIRN databases.

Checkout Privileges and Responsibilities

Students must present a current AIU Student ID in order to check out library materials, and to use textbooks. Only currently enrolled students with a valid student ID may check out library materials. Student ID cards are available at the IT department on the 2nd floor of the Houston campus building.

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

Overdue Fees and Replacement Costs

There is no daily charge for overdue items, however, students will incur the replacement cost, plus a \$10.00 processing fee for items not returned. The charge for lost items is the retail price of the most current edition as listed in the Baker & Taylor online website, plus a \$10.00 processing fee. Out-of-print items not listed in Baker & Taylor are charged at \$40.00, plus fees and fines. Students are responsible for the replacement and processing costs of items returned in damaged condition, including but not limited to missing or torn covers/pages and water damage. This charge is administered at the discretion of the Director of Library Services.

Materials Not Available for Checkout

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

- **Textbooks** – may only be used in the library because they must be available for everyone. ***You must show your Student ID in order to use a textbook.***
- **Reference Books** – consist mostly of directories or heavily used items.
- **Reserve Books** – are placed on hold by instructors to be available for everyone in a class.
- **Videos & DVDs** – are intended for classroom use by instructors, but may be used by students for in-class presentations, or viewed in the library.
- **Magazines & Newspapers** – may only be used in the library because they must be available for everyone.

Appropriate Behavior in the Library

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

Library Personal Property Search Policy

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

Hours

The library is located on the 1st floor. The library is open six days per week during the academic term. Hours coincide with class schedules, so that Monday through Thursday the library is open from eight o'clock in the morning to nine o'clock in the evening, on Fridays from eight o'clock in the morning to twelve o'clock in the afternoon, and from nine o'clock in the morning to one o'clock in the afternoon on Saturdays. Specific hours for each term are posted in the library. A brochure listing current library hours is available at the Circulation Desk and listed on the student portal. The library is open with reduced hours during term breaks. Call the library at 832-201-3623 to confirm current library hours.

Alumni Use

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

Learning Center

Physical Structure and Layout

The Learning Center is located on the second floor, in Room 209. The center is equipped with the following:

- Eleven Microsoft Dell workstations, a high speed LaserJet printer, a multi-functional color scanner, copier and printer, and a second flat bed scanner. These systems are Internet enabled and are equipped with Microsoft's front-end suite. They are connected to the campus network, which allows the IT Department to "trouble shoot" problems remotely, and allow for greater flexibility in printing throughout the facility.
- Four of the eleven workstations are located in the testing room, which is positioned in the Learning Center, and in clear view of the LC Director. These workstations are used specifically for Accuplacer assessments. Five other units are available for general use by students and have the necessary software applications to support the campus' undergraduate and graduate programs of study. Three workstations are also available to support tutorial activities as well as independent and small group literature and information searches.
- Two large tables and two small tables are positioned throughout the Learning Center to allow for comfortable individual and small group studying and tutorial services. Although the Houston campus is a wireless environment, the Learning Center provides several Internet plug-in connections and power sources.
- The Center retains a collection of textbooks, which are currently being used throughout the various programs of study. These texts are not available or checkout, but are mainly used to support peer and faculty led tutoring.

Assessments, Proctoring, and Tutoring

The Learning Center is charged with administering and interpreting the results of the Accuplacer Assessment. The Learning Center Director and/or Receptionist will complete an Individual Plan for Academic Success (IPAS) for each student that takes the Accuplacer Assessment. The assessment results are shared with the student's Academic Advisor and used for placement purposes.

The center staff is responsible for proctoring challenge examinations (ENG105, CSM101, and MTH132). Only the Learning Center Director and Receptionist are permitted to administer or proctor

assessments/examinations. Challenge examinations are scored, and the results reported to Registrar for posting to the student's transcript.

The student workers are permitted to assist learners in "surfing" the Internet for information or data in support of school-related projects or assignments or personal enrichment. Those student workers who have been qualified to tutor must demonstrate subject matter proficiency through an interview and examination process.

Tutorial support services can be scheduled through the faculty referral program or by simply walking into the center and requesting assistance. To get the most out of tutoring, it is best to give the tutor time to adequately prepare for the tutoring session.

Developmental Course Support

The Learning Center collaborates with the developmental faculty, Academic Advisors, and the Retention Coordinator to monitor students' performance during the foundation courses. Learning Center tutors are available to assist students during the hours posted below.

The Developmental courses include: REA093, *Foundation Reading*; REA094, *Preparatory Reading*; ENG093, *Foundation Writing*; ENG094, *Preparatory English*; MTH093, *Introductory Algebra*; MTH094, *Intermediate Algebra*; and UNV102, *University Success*. The course descriptions are included in the University catalog and master curriculum outlines are also available.

Hours of Operation

The Learning Center is open Monday – Thursday from 7:00 a.m.10:00 p.m., Fridays from 7:00 a.m. to 5:00 p.m. and Saturdays from 10:00 a.m. to 2:00 p.m.

Accuplacer assessment times are Monday – Thursday from 9:00 a.m. to 7:00 p.m., Fridays, from 9:00 a.m. to 5:00 p.m., and Saturdays from 10:00 a.m. to 2:00 p.m.



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

Honor Code

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

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

Academic Integrity

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

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

Academic Dishonesty/Cheating/Plagiarism

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

- Using unauthorized notes during an examination as prompts or cues to improve one's score
- Having someone else take an examination in a student's place
- Copying from another student's examination
- Submitting a term paper or project that was not the result of the student's own efforts, but the result of someone else's efforts and passed off as the submitter's own work
- Examples of plagiarism include, but are not limited to:
 - Handing in a paper written by someone else
 - Copying from a book or other published document without citing sources
 - Copying information directly from the Internet without citing resources
 - Having someone else rewrite a rough draft
 - Handing in as original work sketches, artwork, projects, examinations, costumes, etc. that were designed, prepared or completed by someone else.

Student Conduct Code

Overview

As noted in the AIU catalog, AIU is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion from the University.

AIU believes strongly in promoting the development of personal, professional and social responsibility. AIU also believes in a humanistic approach to discipline conducive to academic pursuits. However, AIU recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Therefore, University administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of students. Student conduct offenses may be related to persons, property, campus operations, and welfare, health or safety of students, faculty and staff.

Students are encouraged to share personal experiences while participating in classes at AIU and AIU Online. However, students must be aware that should he/she disclose to any AIU or AIU Online faculty members or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to campus administration.

Courteous behavior and professional conduct, appropriate to a professional environment, is to be displayed at all times. Inappropriate conduct and/or communication, violations of the University's Academic Honesty policy, or violations of the Computing and Network Use policy will not be tolerated and may be a cause for sanctions or dismissal.

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

Infringements of the Student Code of Conduct are handled by the Vice President of Student Affairs. Conduct decisions made by the campus President may be appealed to the Appeals Board for review.

A. Offenses Related to Persons

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

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

B. Offenses Related to Property

An offense related to property is committed when a student:

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

C. Offenses Related to the Operation of the University

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

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

D. Offenses Related to Welfare, Health or Safety

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

1. Uses, possesses, or manufactures, without University authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property;
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on University property;
3. Abuses, removes, or damages fire and safety equipment; fails to vacate a building or facility when a fire alarm is activated;
4. Fails to leave a building, streets, walks, driveways or other facilities of the University when directed to do so by an official of the University having just cause to so order; or
5. Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

Disregard of the Student Conduct Code: Penalties and Procedures

Courteous behavior and professional conduct, appropriate to a business environment, is to be displayed at all times. Inappropriate conduct will not be tolerated, and may be a cause for dismissal.

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



Student Rights and Responsibilities of Assembly

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

Freedom of Expression

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

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

Policy and Philosophy on Drug and Alcohol Use

American InterContinental University believes strongly in emphasizing the development of each individual's acceptance of his/her own personal and social responsibility. The University also believes in providing an atmosphere that is conducive to academic pursuits. In recognition that personal problems such as the use of alcohol and drugs do exist, which adversely affect the development of an individual and his/her academic pursuits, American InterContinental University has developed a drug and alcohol prevention program in order to ensure a drug-free environment. Relevant literature is updated and distributed on an annual basis via the student portal and can also be in the "Student Right-to-Know" handout.

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

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

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

Learning Environment Preservation Policy

All AIU faculty, staff and students are expected to create a learning environment committed to an effective learning process. Any behaviors and/or events determined to be detrimental to success in the classroom or any related academic pursuit are prohibited (including but not limited to conducting

unauthorized tours, having unauthorized guests/visitors/children on campus, usage of cell phones/pagers/radio headsets in library or class, etc.).

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

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

Student Projects

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

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

Use of Images and Works

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

Student Belongings

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

Abandoned Property

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



Offensive Materials

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

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

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

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

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

| STUDENT CLUBS AND ORGANIZATIONS |

Introduction

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

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

Belonging to an Organization

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

Rewards:

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

Responsibilities:

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

Expectations and Policies for Student Clubs and Organizations

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

- Each organization is expected to provide impetus for high academic achievement or professional

development for its members.

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

Expectations and Policies for Forming Clubs and Organizations

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

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

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

Departmental Clubs

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

AIGA (American Institute of Graphic Arts)

AIGA enables students to build leadership skills, gain valuable information, attend local chapter events, get involved in the local design community, and understand the profession. There is a student board of directors.

AIU-Houston Student Ambassadors

AIU-Houston Student Ambassadors serve as official hosts of the University as well as liaisons between students and faculty; Student Ambassadors assume campus leadership roles, participate in student/faculty forums and other social/academic or career related events. The goal of the organization is to enhance leadership, pride, self-esteem, academic achievement and teamwork skills. The organization does this through planning activities, workshops, service projects, and other events. Successful candidates for Student Ambassadors must:

- Maintain a G.P.A. of a 3.0 or higher;
- Have been enrolled at AIU for at least 1 quarter;
- Complete an application;
- Turn in a letter of recommendation from faculty or staff;
- Have a successful interview.

Portfolio Club

The Portfolio Club is comprised of Visual Communication students who will take the initiative and apply project management and teamwork skills in a variety of projects. They will arrange for professional speakers to talk about real-world issues at AIU-Houston and help curate the Final Portfolio show for graduates.

SOFA (Student Organized Fun Activities)

Student Organized Fun Activities (SOFA) is a social organization where students can plan constructive and productive fun events through the university. SOFA is open to all students.

Special Interest Organizations

These organizations are usually active on a seasonal basis and encompass a variety of opportunities for students to explore interests and develop ideas.

The Short Story Club

This club is comprised of students from all departments. Students will read short stories and learn about well known authors. Members will improve their literacy skills and have the opportunity to participate in short story writing contests throughout the year. The club will also provide an opportunity to socialize and network with other students at AIU without requiring a lot of their personal time as the students will read stories during the meetings. Students in all disciplines may add valuable input in technical or administrative areas and the selection of stories covered in the meetings. Membership cost is free. The faculty adviser and/or the library will provide the books.

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

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

Main Number: 832-201-3600

To dial campus personnel, dial 832-201 plus the four-digit extension listed below.

Campus President	Mr. Stephen M. Malutich	3626
Vice President of Academic Affairs	Dr. Stanley Scott	3621
Vice President of Student Affairs	Mr. Martin Negron	6880
Vice President Finance	Mr. Patrick Davis	3629
Director of Admissions	Ms. Ashia Dawood	6893
Director of Student Mgmt	Ms. Jamie Mike	3640
Dir Career Services	Frederick Richards	6879
Dir of Compliance	Ms. Lea Ann Hiatt	3632
Dir Ed Partner / Marketing	Ms. Jo Aragon	6896
Director of Financial Aid	Mr. Javier Flores	3610
Director of Human Resources	Mr. Will Ross	6892
Director of Information Technology	Mr. Jason Yoon	3630
IT Lab Support Coordinator	Mr. Nakeya Lancaster	3647
Director Library Services	Mr. David Drake	3623
Director Learning Center	Mr. Felix Alexis	3648

PROGRAMS

Assoc. Dean of Academic Ops / IT Program Chair	Mr. Shayan Mirabi	3636
Business Program Chair	Mr. Kolawole Sonaike	6875
Vis Com Program Chair	Ms. Nicole Bent	3644

STUDENT SERVICES

Registrar	Mr. Jeff Andre	3622
Academic Advisor	Mr. Gerard Ladera	6876
Retention Re-Entry Coordinator	Mrs. Marie Palacios	6922
Assistant Registrar	Ms. Trechele Easley	3639
Academic Advisor	Ms. Audrey Ayoubé	6890
E-Learning Coordinator	Ms. Martha Culbreth	3627

| R E F E R R A L S |
H O T L I N E S / S E L F - H E L P
S U P P O R T G R O U P S

Emergency – 911

AIDS

AIDS Foundation of Houston – 713-524-AIDS (2437)

Alcoholic’s Anonymous – 713-686-6300

Family of Alcoholics – Al-Anon Family Group Services – 713-683-7227

Alcohol/Drug Addiction – Council on Alcohol and Drug Abuse – 713-942-4100

Bereavement/Grief

Family Services of Greater Houston – 713-861-4849

Harris County Social Services (Bereavement Counseling Center) – 713-696-7900

Childcare – Child Care Council (United Way Agency) – 713-868-1555

Cocaine Abuse – Cocaine Anonymous – 713-668-6822

Consumer Credit Counseling – 1-800-873-2227 (College workshop/Debt counseling)

Depression and Bi-Polar – Depression and Bipolar Support Alliance -713-600-1131

Domestic Violence

Houston Area Women’s Center (Shelter/Counseling) – 713-528-2121

TX. Council on Family Violence (Hotline) – 1-800-799-7233

Houston Police Department Family Violence Unit – 713-308-1100

Financial Assistance

Gulf Coast Community Services (SW Station) – 713-541-5205

Federal Emergency Management Agency (FEMA) (Rent/Mortgage) – 713-957-4357/685-2437

Food Stamp Office – Texas Department of Human Services – 713-767-2095

Harris County Housing Resource Center – 713-578-2055

MHMRA (Mental Health & Mental Retardation Authority)

If you are in a psychiatric emergency or need information please call 24 hours a day. 713-970-7000 / 1-866-970-4770

Parenting/Pregnancy

Planned Parenthood (Main Office) – 713-529-8844/SW Office – 713-541-5372

Birthright (Free Pregnancy Testing) – 713-465-4058

Rape Hotline – 713-528-7273/528-RAPE

Shelters

Star of Hope (Headquarters) – 713-748-0700

S.E.A.R.C.H. – 713-739-7752

SUICIDE

Prevention – 713-HOTLINE

Survivors of Suicide – Crisis Intervention of Houston (S.O.S.) – 713-527-9864

Victims of Crime – Victims Assistance – 713-755-5625

Hospitals

Methodist Hospital – 281-274-7000

Memorial Hermann – 713-456-5000

Dentist

Harris County Hospital District (Dental Center) – 713-757-0572 (Must have Gold Card)

