



Graduate Academic Regulations
of
American International College

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AMERICAN INTERNATIONAL COLLEGE
UNDERGRADUATE ACADEMIC REGULATIONS
(May 5, 2004, Revised June 30, 2015)

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COLLEGE MISSION STATEMENT

The mission of American International College is to prepare students for personal fulfillment, professional achievement, and civic engagement through educational experiences that transform lives. Academic programs founded on the knowledge, skills, and values of the liberal arts engage students in theory and emphasize applied learning, while preparing them for the challenges and opportunities presented in the global environment. Committed to the intrinsic worth of each individual, AIC prepares students for life!

This document outlines the minimum requirements and standards governing graduate programs. Individual programs may have requirements and standards that vary. Specific program requirements may exceed these minimum requirements. Each school assumes responsibility for the professional integrity of programs offered in its discipline areas. Each student is advised to consult directly with the appropriate graduate program director.

I. Statement on Faculty and Student Responsibilities

Each student at American International College is assigned an academic advisor who takes an active interest in the academic progress of the student advisee. This includes aiding each advisee in making decisions regarding course registration, offering support to the advisee as various departmental issues are confronted, and referring the advisee requiring help to the appropriate resource. Each advisor is familiar with academic requirements, policies and regulations and provides each advisee with the information to enable them to make responsible academic choices. The student, however, has the ultimate responsibility to ensure that all requirements for graduation are met.

II. Admission Standards

A. General Requirements

An applicant who demonstrates the necessary skills and background for success in a graduate program will be considered for admission by the appropriate Dean and/or Graduate Program Director.

Each candidate for admission must submit a completed “Application for Graduate Admission,” the required application fee, official college transcripts and the required recommendations. A minimum undergraduate CGPA of 2.5 is required, unless otherwise stipulated by the individual program. Additional admission requirements may include submission of GRE, GMAT or MTEL scores.

B. Non-native Speakers of English (Updated June 27, 2013)

Non-native speakers of English who wish to pursue a graduate degree must submit evidence of proficiency in the English language. Results from the Test of English as a Foreign Language (TOEFL) require a minimum overall score of 550 for the paper-based test, 213 for the computer-based test, or 80 for the internet-based test. Results

from the International English Language Testing System (IELTS) Academic Model require a minimum overall score of 6.5. Schools and programs may have higher standards that prevail over the Graduate School policy. TOEFL or IELTS scores are considered official only when submitted directly from the testing service; copies will not be accepted. Test scores are valid for 2 years after the test date. TOEFL/IELTS scores are not required if a prior college or university degree has been granted within the last three years from a regionally accredited institution within the United States or applicant can document that the language of instruction for undergraduate degree was English

C. International Student Policy (Updated May 8, 2012)

International students can apply for on-campus graduate programs at American International College. International graduate students must possess the equivalent of a four-year bachelor's degree from a United States accredited college or university. If the academic record/degree has not been conferred in the United States, the student applicant must provide an official transcript that has been translated and evaluated by an active member of the National Association of Credential Evaluation Services. In addition to the application for graduate study, international applicants must provide a Declaration of Finances form and may be required to provide evidence of English language proficiency.

International students must meet the admissions requirements of the program to which they applied and must have been issued an I-20 form before they can be enrolled. International students must be enrolled on a full-time basis for on-campus coursework. International student will be limited to enroll in one on-line, three-credit course per term.

D. Provisional Acceptance

Any applicant who does not meet the admission requirements established by the specific graduate program of interest may be admitted as a conditionally-matriculated student upon review by the appropriate Dean and/or Program Director. Fully matriculated status will be granted once the student has met the conditions established by the respective graduate program.

III. Matriculation

A. Definitions

After all the general requirements for admission are submitted as outlined to II. A., matriculation status is determined by the following definitions (Updated May 8, 2012).

1. Matriculated Status

Matriculated status is accorded to full-time and part-time students who are accepted for admission and officially recognized candidates for a degree. A student is considered first matriculated on the first day of the first class of his/her first term at AIC. (Updated July 1, 2013).

2. Conditionally-matriculated Status

Conditionally matriculated status is accorded to any student admitted under provisional acceptance, and is confirmed by a verified enrollment presence including official enrollment in at least one course that applies to that degree. A student is considered first matriculated on the first day of the first class of their first term at AIC. Conditional matriculated status is conferred by the Registrar in consultation with appropriate admission and academic administrators. A conditionally-matriculated student is accorded matriculated status once all requirements for matriculation have been met (Updated March 20, 2012).

3. Full-time Status (Revised June 2013)

Student is taking the required number of credits in his/her particular program to be considered full time.

4. Part-time Status (Revised June 2013)

A status of a student who is taking fewer than the required number of credits in his/her particular program to be considered full-time.

5. Special Student Status

A non-matriculated student enrolled for any number of term hours of academic credit in any given term is assigned special student status. (Updated December 13, 2011)

B. Change of Graduate Program

The matriculated student who wishes to change to another graduate program:

1. Is required to submit a new "Application for Graduate Admission." The originally submitted transcripts, references and application fee will be applied to the new application.
2. Will receive a new letter of acceptance or denial after the application has been reviewed.
3. Will meet, upon acceptance, with his or her current Graduate Program Director and/or Dean to complete a "Change of Graduate Program" form, available from the Registrar and/or the Graduate Program Director.

IV. Academic Requirements

A. Residency Requirement

1. Each candidate for a Doctorate at this college must complete two consecutive full time terms, exclusive of summer sessions and intersession. The doctoral program is the only graduate program that has a residency requirement.
2. In rare and unusual circumstances, an exception to this rule may be made by the Provost for a limited number of term hours, upon the recommendation of the student's Graduate Program Director and the Dean of the student's School.

B. Culminating Activity

Each student must pass a culminating activity, determined by each program and approved by the Provost, to satisfy the requirements for completion of the degree. This activity will provide a demonstration of the student's ability to synthesize and apply the skills and knowledge learned in the discipline. This culminating activity is required of all graduate programs.

V. Credit and Grading System

A. Definitions

1. Credit

The College defines credit hours in relation to the Carnegie unit. The basic unit of credit is the term hour. All courses have an assigned term hour value, as listed in the Catalog or related official publications. These policy documents both state that "a minimum of fifty (50) minutes class time per week is equivalent to one term hour" and further state that "courses offered during summer sessions, intersession and weekend sessions must contain at least the same number of contact minutes." Courses are designed using a guideline of two hours of work outside of class for each hour in class.

Practica and internships require a minimum of 42 hours of on-site work in order to qualify as the equivalent of one credit (126 hours equivalent to three credits).

2. Professional Development Credits

Professional Development Credits include Continuing Education Units (CEUs), Continuing Professional Education Units (CPEs) and Professional Development Points (PDPs). These are credits which certify student attendance in a non-degree professional development program which is approved by or co-sponsored by a professional association to meet the continuing education requirements for membership or continued membership.

B. Transfer Credits

1. The final determination of transfer credit is made by the Graduate Program Director in conjunction with the Registrar.
2. Transfer credit is granted when a student has earned grades of B or better as a **non-**matriculated student taking graduate courses at AIC or at an accredited college or university in courses substantially similar in content, and equivalent in term credit hours, to those offered at AIC.
3. A student applying for admission by transfer from an institution not accredited by an official regional accrediting agency (such as New England Association of Schools and Colleges) and wishing to transfer credit from such an institution, will have his/her records evaluated on an individual basis. Final determination of the acceptability of such transfer credit will be made by the Registrar and Graduate Program Director.
4. Academic work that extends beyond seven years will be evaluated on a course by course basis by the appropriate Graduate Program Director in conjunction with the Registrar.
5. The number of transfer credits allowed will be no more than nine. The specific number depends on the courses and program requirements.
 - a. When Massachusetts licensure requirements mandate otherwise, a graduate program may accept up to 15 graduate credits in relevant graduate course work (Arts and Sciences or Business) from other institutions. (Revised February 17, 2009).
6. The Graduate Program Director will decide which, if any, Pass/Fail courses may be accepted for transfer credit.
7. A student enrolled at this college may take courses at other accredited institutions of higher learning in certain circumstances under the following guidelines:
 - a. The student has a justifiable reason, approved by the Graduate Program Director and the Dean of the School.
 - b. A matriculated student who wishes to take graduate courses elsewhere must have written permission, in advance, from their Graduate Program Director and the Dean of the School.
 - c. When prior approval has been granted for specific courses at another institution of higher learning, a transcript of the full record of performance at that other institution must be sent to this college. The transfer credit for such courses will become part of the students' permanent record here, and will be included in their cumulative grade point average.

- d. A student enrolled at this college who takes courses elsewhere, without prior approval of this college, may transfer only the credit, but not the grade and grade point average of such courses, if he/she obtains the permission to do so from the Registrar and the Dean of the school and the Provost, and if the grade obtained is “B-” or better.
8. USAFI (United States Armed Force Institute). For students who wish to transfer credit for USAFI or other “Service” courses, the college follows the principles set forth in Turner’s A Guide to the Evaluation of Educational Experiences in the Armed Forces (American Council on Education).
9. Academic credit earned by a student can only be used to satisfy the credit requirements for one equivalent graduate degree. If the same course(s) is(are) required for a second graduate degree program, a relevant substitute course(s) of equal credit will be selected by the graduate program director to satisfy the total credit requirement for the second graduate degree program.

C. Grading System Definitions (Revised May 2, 2005)

1. Grades

- a. Grades are indicated by the letters “A”, “A-”, “B+”, “B”, “B-”, “C+”, “C” and “F”. An “A” represents distinguished work and is reserved for work of outstanding quality. A grade of “B” is given for work which is satisfactory. A grade of “C” is assigned for work that is not satisfactory. A grade of “F” indicates that the student’s work is not passing and therefore, no credit is given.
- b. Other grades which may be assigned are Withdraw (W), Withdraw Leave (WL), Administrative Withdrawal (AW), Incomplete (I), Incomplete Failure (IF) and Course in Progress (CIP). These grades are assigned as follows:
 - (1) A grade of “Incomplete” (I) is applied to work of acceptable quality when all of the course work has not been completed because of illness or other legitimate reasons. It is never applied to work which, up to the time the grade is to be given, is of failing quality. A “Contract for Incomplete Grades” form with all required attachments and signatures must be submitted to the dean/director of the school in which the course is offered and to the Registrar as soon as the need for an incomplete is determined, at the latest by the end-of-term deadline for submission of grades. An “Incomplete” (I) must be completed by the last day of examinations of the following term. An extension may be granted for good and sufficient reason with the approval of the faculty member who issued the grade and the appropriate Dean/Graduate Program Director. An “Incomplete” is not used in calculating the Cumulative Grade Point Average. If the student has not been granted an extension of time during which to complete the work, the Registrar will change the grade to “IF” for the course. In determining the student’s Cumulative Grade Point Average an “IF” is the equivalent of a “F” (no grade points).

- (2) An audited course may not subsequently be repeated for credit. A course taken as an audit will be so designated on the student's permanent record. A student who enters on an "audit" basis may not subsequently change to a "letter-grade" basis.
- (3) A grade of "NC" is to be used only for non-credit courses. The student receives no credit and the grade point average is not affected.
- (4) A grade of "AW" is used for administrative withdrawal from a course. The grade is issued only by the Registrar and does not affect the grade point average.
- (5) A grade of Course In Progress (CIP) is a grade assigned to a student who is enrolled in a culminating experience (i.e. practicum, field base research, thesis, clinical experience, apprenticeship, or dissertation) that allow more than 1 term for completion and where the student is making satisfactory academic progress. No grade points are assigned for a "CIP", and it is not included in the GPA calculation. A student has 1 year from the start of the course to complete the course requirements before the "CIP" is changed to an "IF". In this case, the student must re-register and complete the course to receive credit. In the case of extenuating circumstances, an additional extension of up to 1 year can be requested. This extension must be approved by both the student's Program Director and the Dean of the School.
- (6) Withdraw Leave: A grade of "WL" for each course in progress will be assigned to students with an approved leave.

2. Equivalency of Grades with Percentages and Quality Points

To maintain satisfactory academic standing, graduate students must make satisfactory progress toward their degrees and have a minimum cumulative grade point average (GPA) of B (3.00 on a 4.00 point scale). Certain graduate programs may have requirements above the College minimum for maintaining satisfactory academic standing. Students who fall below the GPA requirement of their program or college are placed on academic probation.

A course grade below 73 (C) cannot be used to fulfill degree requirements. Certain graduate programs may have requirements above the College minimum. Grades below 73 are considered failing, with a grade of "F" awarded. No credit is earned for such courses and "0" quality points are calculated into the GPA.

Students whose GPA falls below 3.0 are notified by letter that they are on academic probation, and are given one additional semester to bring their GPA up to a 3.0; failure to do so, may result in dismissal from the college. A student who fails to meet the criterion for removal from probationary status or earns a grade of less than B- in more than two courses may be dismissed from the College by action of the

Provost, upon the recommendation of the Dean and Graduate Program Director.

Grade	Percentage	Quality Points
A	≥ 93.00	4.00
A-	90.00-92.99	3.67
B+	87.00-89.99	3.33
B	83.00-86.99	3.00
B-	80.00-82.99	2.67
C+	77.00-79.99	2.33
C	73.00-76.99	2.00
F	≤ 72.99	0.00

3. Term Grade Point Average (GPA)

- a. The Term Grade Point Average at any given point is determined by dividing the sum of the grade points earned by the sum of the term hours attempted in conventionally graded courses within a given term. Pass/Fail courses and courses for which an Incomplete (I), Course In-Progress (CIP), or Withdrawal Leave (WL) have been awarded are excluded in this determination.
- b. The sum of the grade points is determined by multiplying the value of each course grade (that is, 4.00 for an “A”, 3.67 for an “A-”, etc.) by the term-hour value of that course and adding all of the resulting figures for a total.

4. Cumulative Grade Point Average (CGPA)

- a. The Cumulative Grade Point Average at any given point is determined by dividing the sum of the grade points earned by the sum of the term hours attempted in conventionally graded courses over the student’s academic tenure at this college. Pass/Fail courses and courses for which an “Incomplete” (I) has been awarded are excluded in this determination.
- b. The sum of the grade points is determined by multiplying the value of each course grade (that is, 4.00 for an “A”, 3.67 for an “A-”, etc.) by the term-hour value of that course and adding all of the resulting figures for a total.

D. Repeating Courses

A student who has achieved a grade of “C”, “F”, or “IF” in a course taken at this college may repeat the course at the current tuition rate. The procedure is as follows:

1. The student must obtain permission from the Dean/Graduate Program Director to repeat the course.
2. The course must be taken at this college and only repeated one time.
3. The repeated course and the new grade for the course will be entered on the student’s permanent record and included in the grade point average. Both the

original grade and the new grade are used in the GPA calculation. Additionally, the attempted credit hours will reflect each attempt at the course.

4. This course repeat must be done before graduation.
5. The course repeat may have effects on financial aid. The student should consult the appropriate authorities for advice related to these issues.

E. Reporting Grades (Revised January 2011)

Students can access their grades through the AIC student information system.

F. Course Grade Appeal Process

1. Policy, Scope and Intent

The assessment of the quality of a student's academic performance is one of the major responsibilities of college faculty members. This assessment is solely and properly their responsibility. It is essential for the standards of the academic programs at American International College and the integrity of the degrees conferred by this institution that the professional judgments of faculty members not be subject to pressures or other interference from any source.

It is presumed that the grade assigned by a faculty member is correct. Thus, the burden of proof that it is not correct or was improperly awarded rests on the student who files the appeal.

This appeals process provides an opportunity for the student to initiate a review of a perceived injustice in the final determination of a course grade. Appeal is available only for review of alleged arbitrary or capricious grading. "Arbitrary or capricious grading," as used herein, is limited to one or more of the following:

- a. The instructor failed to notify students in a clear and timely manner as to the basis for grade determination;
- b. The assignment of a final grade deviates substantially from the instructor's previously announced standards;
- c. The grade is assigned on some basis other than the student's performance in the course;
- d. There is demonstrable evidence of discrimination or prejudice in the final grade assignment;
- e. There was a demonstrable error in calculating the grade.

A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work. Appeals are for grades received in a course, not for those received for individual assignments (though individual assignments may nonetheless be the basis of disputing the course grade). Appeals are for course grades after the end of the term. Appeals are not accepted in anticipation of course grades or because of final scheduling. A student who is

uncertain about whether or not a grade should be appealed or needs additional information about the grade appeal process should contact the dean's office.

A course grade must be based on evidence of the student's academic performance. The student must have access to the evidence; the instructor must explain and interpret the evidence to the student. A single evaluation standard must be applied to all students in a course section. It is also expected that grades be determined in accordance with written guidelines provided by the instructor.

2. The Appeals Process

a. Informal Appeal: With the Professor

- (1) The first appeal is an informal one made to the professor of the course. This should be made by the end of the Add/Drop period of the following term. The student should bring all evidence of academic work, the course syllabus and well-thought out reasoning why this grade was incorrect to this meeting. If the professor agrees that the grade assigned for the course is incorrect, then he or she will submit a Change of Grade form to the Registrar within five class days.
- (2) In the event that the faculty member is not available, either because he or she is on leave, sabbatical or no longer employed by the College, the student may appeal to the department chair by the end of the Add/Drop period of the following term. If the faculty member is no longer employed by the College, then the Chair will serve as the instructor of record.
- (3) If concerns remain after the meeting with the faculty member, the student may elect to initiate the formal appeals process.

b. Formal Appeal: With the Dean

- (1) The formal appeal is initiated within one week of meeting with the faculty member. This appeal is initiated with the Dean of the School which offers the course, not the Dean of the student's major. The student will complete and submit the Grade Appeal Form, available through the dean's office.
- (2) The Dean will consult, separately, with the student and with the faculty member. The Dean will make a written decision to support the faculty member or a recommendation to the faculty member in support of the student's position within one week of meeting with both parties.
- (3) If concerns remain after meeting with the Dean and the faculty member, the student may initiate a final appeal with the Provost.

c. Final Appeal: With the Provost

- (1) The student must initiate the final appeal within one week of receiving the

Dean's decision.

- (2) The Provost, in consultation with the Dean, the faculty member, and the student, will make a final written decision to support the faculty member or recommendation to the faculty member in support of the student's position on the grade appeal within two weeks of its initiation.

d. Timing

- (1) All parties involved in the appeals process must adhere to the timeline delineated in this policy
- (2) While this policy is designed to resolve any disputes in as short a time as possible, there may be a time when a student wishes to have the process completed prior to the start of the following term. The process can be accelerated in this case, provided that the student initiates the informal appeal as soon as possible.
- (3) In extreme circumstances, the Dean may extend the timeline at his/her discretion.

VI. Registration

A. Course Loads

1. The normal course load for a student is defined by the program and credit per term.
2. Any student who wishes to take more than 12 term hours of credit in any term must have the approval of the Graduate Program Director.
3. Any international student certified by American International College with the U.S. Department of Immigration must carry a full-time course load during each term.

B. Course Changes (Add-Drop)

1. Changes in course selection may be made at any time up to the end of the first week of any term, with the use of the official Add/Drop form, which requires the signature of the student's faculty advisor or the Graduate Program Director.
2. Additions made after the first week of any term may be made with the written approval of the Graduate Program Director and the course instructor.

C. Withdrawal from Courses

1. Withdrawal from courses is accomplished with the use of the official Add/Drop form which requires the signature of the student's faculty advisor or the Graduate Program Director. The form is available in the Office of the Registrar.

2. Up until 75%-completed of a term (“Last Day to Withdraw from a course”), a student may withdraw from a course without affecting the Cumulative Grade Point Average; such a course will be marked “W” on the student’s record.

VII. Academic Courses

A. Types of Courses

1. Lecture Courses

During the fall and spring terms, a minimum of fifty (50) minutes class time per week is equivalent to one term hour. Courses offered during summer sessions, intersession and weekend sessions must contain at least the same number of contact minutes.

2. Laboratory Experiences

Laboratory experiences are integrated into a lecture course, offered as a separate component of a lecture course, or offered as an independent course. The number of hours per term hour is determined by the department offering the course.

3. Practicum and Internships

- a. A practicum is defined as a specific experience arranged for a specific student in a setting outside the classroom. The practicum/internship is an opportunity for the student to observe and apply the principles learned in the classroom into a realistic setting in an off-campus environment. It must be coordinated with a faculty member whose responsibility it is to warrant that the practicum/internship is appropriate to the student’s academic progress. The student, the faculty member and the supervisor of the off-campus setting will establish, before the practicum begins, realistic learning objectives and the criteria to be used to determine whether those objectives have been met.

On-going programs of practical/internships administered by external foundations or established academic programs which require specific training or those experiences deemed necessary for certification-licensure by outside agencies are not subject to the guidelines represented by this regulation.

- b. The student, before registering for practicum/internship credit, must secure permission and make arrangements with the appropriate coordinator. The student’s registration form will list the faculty member responsible for the final grade.
- c. A minimum of 126 hours of on-site practicum/internship time will constitute the equivalent of three term hours of academic credit.

4. Fieldwork

- a. Fieldwork is a project-based course. A project is a defined piece of work with a beginning and end. Fieldwork experiences required by external foundations or established academic programs for certification/licensure by outside agencies are not subject to the guidelines represented by this regulation.
- b. Process: students propose a project prior to the beginning of the term. At the first class meeting, the project proposal is refined and/or approved by the instructor.

Students meet as a group with the fieldwork instructor periodically throughout the term at which times:

- (1) The instructor tracks student progress
 - (2) Students make presentations of their progress and problems encountered.
 - (3) Students and instructor engage in collaborative problem-solving.
- c. Fieldwork is assessed with a letter grade.

5. Independent Study and Research Study

- a. Independent study/research study is a course specifically designed by the instructor to address a unique need for learning about a topic. An independent study/research study course carries the designation of the department related to the topic and a numerical designation appropriate to the level of the course.
- b. A course should be taught by independent study only when:
 - (1) The student is judged by his/her advisor and the instructor to be capable of learning in this way,
 - (2) The student will learn about or investigate in depth a topic using library or laboratory research, and
 - (3) This topic is not offered in a formal class by the College.
- c. An independent study/research study course requires a contract between the student and the instructor which should include a list of readings to be completed or a proposal by the student for a research project, an indication of what the student will be required to do and to produce, and how the work will be evaluated. At the completion of the course, a letter grade will be assigned which reflects the level of work completed by the student.
- d. The student's advisor must initiate the "Independent Study Form" which can be obtained from the office of the appropriate academic dean. The instructor giving

the Independent study/research study should complete the appropriate section of the form and attach any additional relevant materials before returning it to the advisor. All approvals must be secured before the independent study can begin. The specific procedure to be followed is outlined on the form.

6. Directed Study

- a. A directed study course is a course taken from the College catalog and taught outside the regularly scheduled term schedule, generally to a single student. A directed study course should cover the same content as the listed course and carries the same department designation and number with the suffix “DS”.
- b. A course should be taught by directed study only when:
 - (1) The course is not otherwise reasonably available within the time frame needed to complete the student’s academic program,
 - (2) The student has received the permission of his/her advisor, and
 - (3) The cooperating instructor agrees that the course material lends itself to directed study and agrees to conduct it in this manner.
- c. The student’s advisor must initiate the “Directed Study Form” which is obtained from the office of the appropriate academic dean. The instructor responsible for the directed study should complete the appropriate section of the form and attach any additional relevant materials before returning it to the advisor. All approvals must be secured before the directed study can begin. The specific procedure to be followed is outlined on the form.

7. Thesis Preparation

Some programs require or offer a thesis.

8. Dissertation

A dissertation is required for the Doctoral program.

B. Course Mechanics (revised April 21, 2009)

The following general rules apply to all courses. Each individual course is governed by a course syllabus provided by the instructor at the outset of the course. Students are expected to adhere to the contents of the syllabus for each course in which they are enrolled.

1. Course Enrollment Limits

Course enrollment limits (caps) are defined as the maximum number of students to be enrolled in a class. Course enrollment limits will be set by the Dean of the

appropriate school in cooperation with the Department Chair and instructor(s).

2. Cancellations

a. Course Cancellations

Courses may be cancelled for a variety of administrative reasons. In situations in which the cancellation affects the student's normal progress towards fulfillment of his or her degree, the College will provide the student with the opportunity to fulfill his or her requirements through alternative means.

b. Individual Course Session Cancellations

On rare occasions, it may be necessary for an instructor to cancel a course session. Make up course sessions may be scheduled with the agreement of all parties involved.

3. Class Attendance Policies

- a. Each member of the faculty will decide the impact a student's absence may have on the student's grade and make that impact clear to all students in the course syllabus.
- b. Student-athletes participating in competition are responsible for requesting permission from their professors to miss class in accordance with athletic department procedures found in the Student Athlete Handbook.
- c. A student participating in other co-curricular and extracurricular activities is responsible for informing the instructor in advance of the anticipated absence.

4. Examinations

a. Examinations Scheduled During the Term

- (1) General Considerations – Examinations are to be administered during regularly scheduled class times with the exception of take-home examinations. Additional exceptions may be made with the mutual agreement of the instructor and student(s).
- (2) Make-up Examinations – Each instructor will include a statement of his/her policy regarding make-up examinations in the course syllabus. Make-up examinations are intended for situations where a student has missed an examination for reasons beyond his/her control and are scheduled at the discretion and convenience of the faculty member.

b. Final Examinations

- (1) General Considerations. There will be a final examination period at the end

of each term. No examinations or tests will be administered during the last five class days of the term, with the exception of laboratory examinations. For courses that meet once weekly, no examinations or tests shall be administered during the last scheduled class period.

- (2) Make-up Examinations. In order to take a make-up final examination, a student must obtain permission to do so from the instructor of the class and the Dean of the school. Such permission will be granted only when a student has been prevented from taking an examination by reasons beyond his/her control.

VIII. Academic Progress

A. Statute of Limitations

The student must complete the requirements for the degree within seven years of matriculation for a master's degree; ten years for a doctorate. The student may apply to the Graduate Program Director for an extension of the Statute of Limitations.

B. Voluntary Withdrawal and Leave of Absence

1. Voluntary Withdrawal

A voluntary withdrawal is the status of a student who has chosen of his/her own accord to separate from the College. A student who voluntarily withdraws from the College must notify the Registrar's Office AND the Vice President for Student Affairs at the time of withdrawal.

2. Leave of Absence: A Leave of Absence is a temporary hiatus from all course work for an approved period of time, granted upon written request.

- a. Students may request a leave of absence from studies for compelling reasons such as military service, family emergencies, financial, or health-related reasons. A leave of absence is appropriate when the student intends to return to the College to complete their degree program. A leave of absence does not normally extend beyond a 1-year term. Requests for a leave of absence must state the reason for such request and stipulate an anticipated date of return. All leaves of absence are requested by completing a Leave of Absence Form. A "WL" grade for each course in progress will be assigned to students with an approved leave of absence.

C. Determination of Academic Standing

The academic standing of each student shall be determined at the end of the fall term and at the end of the spring term by the Provost and the Academic Deans.

D. Satisfactory Academic Standing

Satisfactory academic standing is defined as a CGPA at or above 3.0 (or its equivalent), and no grade below a B-.

E. Unsatisfactory Academic Standing
Unsatisfactory academic standing is defined as a CGPA below a 3.0 (or its equivalent) or a grade below B- in a course.

F. Probationary Status
A student who falls into unsatisfactory academic standing due to a CGPA below a 3.0 is considered to be in probationary status, and will be informed of this status in writing by the Dean of the respective School or the appropriate Graduate Program Director. If the student does not raise the CGPA to a 3.0 or better by the end of the subsequent term, the student may be dismissed from the graduate program.

G. Dismissal
A student who fails to meet the criterion for removal from probationary status or has a total of three grades below a B- (regardless of whether or not the grades have been replaced by a retake of the original failure) or fails a repeated course may be dismissed from student status by action of the Provost, upon the recommendation of the Dean and Graduate Program Director. A student who has been dismissed for poor academic performance can be reinstated only with the approval of the Provost.

H. Individual graduate programs may have policies on the determination of academic standing that are more stringent than those outlined in this section. Students are responsible for reading the appropriate program policy handbook and being aware of any program specific requirements. Program policy handbooks are available in the office of the appropriate Graduate Program Director and electronically.

IX. Classroom Behavior Policy

A. Policy Statement

1. Each student at American International College is expected to exhibit behavior in the classroom that is conducive to the learning of all students in the class. In the absence of modifications explicitly announced by an instructor, these expectations should be understood to be standard such as:
 - Being on time so as not to be disruptive;
 - Remaining for the entire class period unless early dismissal has been approved by instructor;
 - Attending during class time to course-related responsibilities only; and
 - Being respectful of instructor, other students, and the learning process.
2. Failure to comply with these expectations may result in the student's dismissal from a particular class meeting or for the remainder of the term.

B. Mechanism for Dismissal and Person Empowered to Execute Dismissal

1. Any particular class meeting – Instructor.

2. The remainder of the course – Dean of School.

C. Mechanism of Appeal

1. Student may appeal in writing to the Provost, followed by a hearing with the following in attendance:
 - Student
 - Instructor
 - Dean of School
 - Provost
2. A final decision will be made by the Provost within five working days of the appeal.

X. Academic Integrity

A. Policy Statement, Scope and Intent

1. American International College is firmly committed to students understanding the value of their education. The value of one's education is compromised if the integrity of the grading system is violated, as is the case when academic dishonesty is tolerated. To this end, it is necessary to assure that students honestly represent their work. The student has full responsibility for the content and integrity of all academic work. It is every student's responsibility to be familiar with the Academic Integrity Policy of the College. Neither ignorance nor misunderstanding of the policy excuses violations of academic integrity.
2. The standard at American International College is that:
 - a. students are to perform their own academic work according to the standards set by the faculty members, departments, schools and the College, and
 - b. Academic dishonesty, including cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted.
3. It is the intent of the Academic Integrity Policy to define academic dishonesty, to provide appropriate sanctions, to provide procedures that impose sanctions which are fair and realistic, to provide safeguards for any student suspected of academic dishonesty, and to coordinate the Policy with the procedures of the Student-Faculty Appellate Court.

B. Definitions

As used in this Policy:

1. "Cheating" means to present as one's own the work of another either by false representation of the work as one's own or concealment of the fact that it is not

one's own.

As defined above, "cheating" includes but is not limited to:

- a. obtaining, retaining, or using partial or whole copies of examinations, tests or quizzes before these are distributed for student use,
 - b. using notes, textbooks, or other information in examinations, tests and quizzes (except as expressly permitted),
 - c. obtaining or using confidential information about examinations, tests or quizzes other than released by the instructor,
 - d. using or exchanging information during examinations, test and quizzes, other than expressly permitted by the instructor,
 - e. presenting data or other material gathered by another person or group as one's own,
 - f. falsifying experimental data or information,
 - g. having another person take one's place for any academic performance without the specific knowledge and permission of the instructor,
 - h. cooperating with or assisting others to do one or more of the above, or
 - i. using a substantial portion of a piece of work previously or also submitted for another course or program without notification to the instructor to whom the work is presented (e.g., submitting substantially the same paper for two different courses as if it were unique work for each courses).
2. "Plagiarism" means to take and present as one's own a significant portion of the ideas or works of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source or the ideas or works.

As defined above, "plagiarism" includes but is not limited to:

- a. the copying of words, sentences, paragraphs, and even ideas directly from the work of another person without proper credit,
- b. the copying of illustrations, figures, photographs, drawings, models, or other visual and non-verbal materials (including recordings) of another without proper credit, or
- c. The presentation of work prepared by another in final or draft form as one's own source (e.g., purchased research papers).

C. Standards and Tests

The standards and tests for determination of an act of cheating or plagiarism under this Policy are as follows:

1. The burden of establishing the fact of cheating or plagiarism is on the person who claims the act took place, although the instructor may require additional information from the student (beyond that required from the class as a whole or for the purposes of the assignment itself) in order to evaluate the integrity of the academic work.
2. The test of whether the evidence is sufficient to sustain a finding of cheating or plagiarism is that the preponderance of evidence must be clear and convincing.
3. A finding of cheating or plagiarism is a finding that the student presented work not his or her own.

D. Academic Sanctions

1. Sanctions Within a Course

The following academic sanctions are provided by this Policy for offenses of cheating or plagiarism in any academic work (including not only regular and lab courses but also practicums, internships, and any other work for which academic credit is to be granted):

- a. The instructor may refuse to accept the work for credit, including not only single assignments within a course but even theses, dissertations, or other major works required for a degree
- b. The instructor may assign a grade of “C” or zero for the project, test, paper, examination or other work in which the cheating or plagiarism took place
- c. The instructor may assign a grade of “C” for the course in which the cheating or plagiarism took place.

2. Sanctions Beyond a Course

- a. The instructor may pursue other sanctions having impact beyond the course. If the instructor believes that the offense is of such nature that the academic sanctions within a course are an insufficient remedy, or are not available, the instructor may initiate additional or alternative sanctions through the Provost. Sanctions which may be taken through the Provost include suspension from the College, or even dismissal from the College.
- b. Further academic sanctions are provided for acts of cheating or plagiarisms which so permeate the student’s work that the effect is seriously to question the validity of a degree. It is expected that such occurrences will be related but not limited to professional or graduate work. Possible sanctions include:

- (1) Notification of offenses to the appropriate licensing or certifying bodies or graduate and professional schools to which the student is applying and whose application decision would be influenced by such offenses.
- (2) Revocation of degree.

E. Academic Administrative Procedures for Invoking Sanctions

In the event that an instructor determines that a student in a course or program under the instructor's supervision has presented work for American International College credit that involves an act of cheating, plagiarism or cooperation in either, then the instructor shall:

1. Inform the student as soon as is practical in person or by mail of the allegation that an act of cheating or plagiarism has occurred, and provide the student an opportunity to explain orally, in writing, or both, why the allegation is erroneous. Additionally, the instructor shall direct the student to review the Academic Integrity Policy in the Student Handbook.

Exception: If the student cannot be reached in a reasonable period of time (such as at the end of the term after classes have ended), the instructor may proceed with sanctions, notifying the student in writing as promptly as possible of the allegation, the applied sanction, and the right and procedures of appeal.

2. The instructor shall also inform the student in writing of the applied sanction and the right of appeal as provided by the Academic Integrity Policy.
3. The instructor shall inform the Provost, in writing, of the action taken and the reasons therefore. This notice will form the basis of an ongoing file of the Provost, should additional infractions by the student occur.
4. The instructor shall keep the evidence of cheating or plagiarism in a secure place and provide a copy upon request to any appeals officer. The instructor shall provide copies on request to the student.
5. The instructor shall cooperate with the academic and Appellate Court personnel in any appeal of the decision.
6. In any instance where there is a conflict in an individual's role (e.g., the same individual serves as instructor and Dean), the Provost will appoint a designate.

F. Appeals of Sanctions

Three appeals are provided for violations involving academic work.

1. First Appeal: Within the School

- a. The student shall be notified of the right to appeal when the instructor applies academic sanctions. The student's appeal shall be made within 30 academic days. The student shall notify the dean of the School in writing of the desire to appeal academic sanctions. Upon notice, the dean (or designate) shall notify the student of School procedures for appeal and shall set a time and place for the appeal.
- b. The Dean (or designate) shall hear the appeal and is charged with the responsibility of rendering the final decision of the appeal hearing at this level.

For the appeal hearing, the instructor shall provide documents (if any) in support of the sanction and shall make a statement, orally, in writing, or both of the facts and the basis for the sanction. The student may make a statement in writing, orally, or both stating the reason for the appeal. At the hearing, both the instructor and student may ask question of the other or any witnesses. Both the instructor and the student may present witnesses for the purpose of providing additional evidence regarding the alleged violation. Both the instructor and the student have the right to hear all testimony and examine all the evidence in support of the arguments.

- c. After hearing arguments and evaluating all documents and evidence that support the claims of the instructor and student, the Dean (or designate) shall render the School's decision regarding the sanctions and prepare a brief written statement of the facts as they are judged to be true and the reason for the decision. This decision shall be relayed promptly to both the student and instructor.

2. Second Appeal: Provost

If the student believes that the decision regarding the School Level Appeal was arbitrary, unreasonable, not based on clear and convincing evidence, or not in accordance with this Policy, the student has the right to appeal to the Provost. The Provost will examine the evidence and decide whether or not to alter the decision of the School Level Appeal. The decision of the Provost shall be relayed promptly to the Dean (or designate), the instructor, and the student.

3. Third Appeal: Student-Faculty Appellate Court

If the student believes that the decision, as either affirmed or altered by the Provost, was arbitrary, unreasonable, not based on clear and convincing evidence, or not in accordance with this Policy, the student also has the right to appeal to the Student-Faculty Appellate Court.

Applicable procedures, including appeals, of the Student-Faculty Appellate Court are provided and defined in the Office of the Dean of Students.

G. Appeals of Sanctions Involving Degrees or Certifications

Appeals from sanctions which involve major works required for the degree or concern

the degree itself or professional certification follow the same procedures as provided in F. above. All recommendations to notify licensing or certifying bodies, and/or recommendations for revocation of a degree shall be reviewed by and a decision for approval or disapproval made by the Provost.

Final authority to revoke a degree rests with the Board of Trustees. Final authority to refuse or revoke certification rests with the appropriate licensing or certifying body.

H. Final Disposition

When a final determination of a decision or appeal has been made, the Provost shall instruct the Registrar or other appropriate College administrators, chairperson or instructors as to the final disposition of the decision or appeal. Any documents necessary for the application of sanctions or the correction of records shall be executed. The Provost shall notify the student of the final disposition.

The policies regarding academic integrity and honesty from the following schools were reviewed in the process of drafting the current Policy: Bay Path College, Humboldt University, Kent State University, Springfield College, and University at Albany.

XI. Graduation Requirements

A. Academic Requirements

1. A degree candidate must have a minimum average of "B" (Cumulative Grade Point Average of 3.00, except for the doctoral program which requires 3.50).
2. Each student must satisfy the academic requirements of the program in which he/she is matriculated.
3. The total minimum number of term hours of graduate credit required for a graduate degree in any program is 30.

B. Change of Academic Requirements after Matriculation

A change in the academic requirements of the program may affect the graduation requirements for the program according to the specific program of study.

C. Application for Graduation

Each student who plans to earn a graduate degree must file the appropriate form with the Registrar according to the dates published by the Office of the Registrar.

Appendix I: Other Resources

- A. List of Other Applicable Resources
 - 1. Student Handbook (*Office of Student Affairs*)
 - 2. College Catalog (*Online and Admissions Office*)
 - 3. College Grievance-Appeal Process (*Office of Student Affairs*)
 - 4. Library User Handbook (*Library*)
 - 5. Computer Center User Handbook (*Computer Services*)
 - 6. Financial Aid Handbook (*Financial Aid Office*)
 - 7. License Examination Requirements (*Department Offices*)
 - 8. Certification Examination Requirements (*Department Offices*)

- B. Assessment References (*Library*)
 - 1. Course Assessment
 - 2. Program Assessment
 - 3. Student Assessment
 - 4. Faculty Assessment
 - 5. Administration Assessment

- C. Student Records (*Registrar's Office*)
 - 1. Family Education Rights and Privacy Act
 - 2. Student Transcripts
 - 3. Student Degree Audits
 - 4. Registrar's Folder

- D. Advising Resources
 - 1. Academic Advising (*Academic Advisor*)
 - 2. Career Advising (*Dexter Counseling Center/Career Development Office/Academic Advisor*)

- E. Forms
 - 1. Registration (*Online and Registrar's Office*)
 - 2. Drop/Add (*Registrar's Office*)
 - 3. Change of Graduate Program (*Registrar's Office/Graduate Program Director*)
 - 4. Internship (*Academic Department*)
 - 5. Directed Study (*Academic Department*)
 - 6. Independent Study (*Academic Department*)
 - 7. Practicum (*Academic Department*)
 - 8. Application for Graduation (*Registrar's Office*)

Appendix II: Data Management Team (DMT) Definitions

Column1	Column2
<u>DMT Term</u>	<u>DMT Approved Definition</u>
Term	Period of enrollment as defined by the college or by the program.
Registered	Student is listed as a student in a given course per the Registrar's Office within a particular term.
Full-time	Student is taking the required number of credits in his/her particular program to be considered full time.
Hold	An action that prohibits a student from academic registration.
Former Student Returning (FSR)	A student who formerly attended American International College (AIC) and is returning after being absent one or more terms.
Enrolled	A status of a student who is actively pursuing an academic program at any time during an academic year, including those who are taking a leave of absence.
Matriculated	Matriculated status is accorded to full-time and part-time students who are accepted for admission and officially recognized candidates for a degree. A student is considered first matriculated on the first day of the first class of his/her first term at AIC.
Part-time	A status of a student who is taking fewer than the required number of credits in his/her particular program to be considered full-time.
Leave-of-absence	A temporary hiatus from all course work for an approved period of time, granted upon written request.
Academic Dismissal	The status of a student who has not met the minimum academic standards of the college and has been prohibited from continued enrollment by the Provost or designee.
Administrative Dismissal	The status of a student who has been prohibited from continued enrollment due to failure to comply with college policies.
Voluntary Withdrawal	The status of a student who has chosen of his/her own accord to separate from the College.
Administrative Withdrawal	The status of a student who is prohibited from course registration at any time for failure to comply with college policies and/or procedures.

Non-Matriculated	A student who is allowed to take courses but not admitted to a degree program.
Course In Progress (CIP)	A grade assigned if a student is enrolled in a culminating experience (i.e. practicum, field based research, thesis, clinical experience, apprenticeship, or dissertation) that allow more than 1 term for completion and where the student is making satisfactory academic progress.
Withdrawn Leave (WL)	A "WL" grade for each course in progress will be assigned to students with an approved leave.

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