Undergraduate Academic Regulations of **American International College**

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AMERICAN INTERNATIONAL COLLEGE
UNDERGRADUATE ACADEMIC REGULATIONS
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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!

I. STATEMENT ON STUDENT AND FACULTY RESPONSIBILITIES – ADVISING

All students at American International College are assigned an academic advisor who takes an active interest in the academic progress of the student advisee. This includes aiding advisees in making decisions regarding course registration and selection of major, offering support to advisees as various departmental issues are confronted, and referring those needing any type of help to the appropriate resources. Advisors are familiar with academic requirements, policies and regulations and provide advisees with the information to enable them to make responsible academic choices.

(a) Traditional Day Students
During the freshman and sophomore periods of study (commonly known as Lower Division), a professional academic advisor will be assigned to each student. During the transition to junior year and Upper Division, a faculty advisor will be appointed through the graduation term. (Updated April 9, 2019)

(b) Evening and Online
Evening and Online students are advised by the program director for the duration of their program. (Updated April 9, 2019)

(c) As always, the student, however, has the ultimate responsibility to ensure that all requirements for graduation are met. (Updated February 28, 2017)

II. ADMISSION STANDARDS

A. General Traditional Day Requirements (Updated April 16, 2019)

The Admissions Office will admit those students who have demonstrated that they have the necessary skills and background to be successful in college-level studies. Specifically, the following criteria are addressed in making this determination. Records of applicants who do not meet these criteria but who demonstrate potential will be further reviewed by the Director or Dean of Undergraduate Admissions for exceptional admittance.

1. The following list outlines how admission criteria may be met:
    a. High School Record – Minimum cumulative high school grade point average of 2.0

    b. High school diploma or high school transcript indicating date of graduation; recognized equivalent of a high school diploma; a General Educational Development Certificate (GED); or a state certificate received by a student after the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;

    c. An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or

    d. For a person who is seeking enrollment in an educational program that leads to at least an associate degree or its equivalent and who has not completed high school, but who excelled academically in high school, documentation that the student excelled academically in high school and has met the

formalized, written policies of that postsecondary institution for admitting such students.

2. Applicants are expected to have completed a traditional college preparatory program of study with a minimum of 16 academic courses including the following:
   English – 4 Years
   Mathematics – 3 years (usually Algebra 1 & 2 and Geometry)
   Science – 2 years (Chemistry with Lab for Nursing
   Social Studies – 2 years
   Foreign Language – 2 years

3. Some programs have additional admission requirements, including nursing, occupational therapy and physical therapy. Please see the catalog for more information.

4. AIC is a test optional institution. Applicants may choose to submit SAT/ACT scores. Those who choose not to submit test results will be evaluated based solely on their high school performance. Non-submission of test scores will not count against applicants in any way. (Updated November 29, 2016)

5. Other factors which may be considered are a personal statement, recommendations, and participation in extra-curricular and service activities.

B. General Evening and Online Requirements (Updated April 16, 2019)

1. The following list outlines how admission criteria may be met:
   a. High School Record – Minimum cumulative high school grade point average of 2.0

   b. High school diploma or high school transcript indicating date of graduation; recognized equivalent of a high school diploma; a General Educational Development Certificate (GED); or a state certificate received by a student after the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;
   c. An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree or;

   d. For a person who is seeking enrollment in an educational program that leads to at least an associate degree or its equivalent and who has not completed high school, but who excelled academically in high school, documentation that the student excelled academically in high school and has met the formalized, written policies of that postsecondary institution for admitting such students.

2. Some programs have additional admission requirements. Please see the catalog for more information.

C. Transfer Students (Updated April 16, 2019)

Transfer students will be evaluated for admission based on the record of their college studies. A minimum CGPA of 2.0 is expected with the exception of some programs which have additional admission requirements including, nursing, occupational therapy and physical therapy. Please see the catalog for more information. Transfer applicants who do not meet these criteria may be further reviewed by the Director/Dean of Undergraduate Admissions.

D. Transcripts (Updated April 16, 2019)

1. Official transcripts of all previous academic work are required. Transfer students may submit a copy of their high school diploma in lieu of official high school transcripts. AIC requires transcripts for each year of secondary and post-secondary education. Secondary school transcripts, which are not in English, will require translation from an accredited service prior to submission. For post-secondary institutions, a course by course credit evaluation is required. AIC accepts evaluations from all active members associated with the NACES organization. (www.naces.org)

2. Applicants who have participated in a study abroad program that has been verified by their home institution in the United States are not required to provide separate transcripts for study abroad credits. If study abroad coursework and credits are not listed on the transcript of a student's home institution, the student is required to send a course by course credit evaluation through a recognized service. AIC accepts evaluations from all active members associated with the National Association of Credential Evaluation Services (NACES).

E. Non-native Speakers of English (TOEFL) (Updated April 22, 2020)

Non-native Speakers of English who wish to be considered for admission must provide the Admissions Office with the following information:

1. Must meet all general requirements for program of entry

2. AIC recognizes that there are a variety of ways to evaluate an international applicant's English proficiency and uses a holistic approach in admissions, including high school GPA, essays, test scores, spoken language proficiency, and length of time lived in the US. When evaluating scores from the Test of English as a Foreign Language (TOEFL), AIC will consider students with a minimum TOEFL score of 500 on the paper-based test (PBT) or a 60 on the internet-based test (IBT), or a score of 6.0 on the International English Language Testing System (IELTS). Students with scores below 550 and 70, respectively, will be required to participate in support services for at least the first semester of attendance.

3. Applicants who have successfully completed at least 15 credits (100 level or higher) with a 2.0 CGPA in those courses from a regionally accredited 2 or 4 year institution in the United States are not required to submit TOEFL or IELTS scores.

F. Conditional Admissions

Applicants who do not meet the above listed criteria for admission to the College may be considered for conditional admission by the Director/Dean of Undergraduate Admissions with the added provision that they fulfill specific stipulations as stated in their acceptance letter.

G. Qualified Student with a Disability

Where necessary, the College will provide appropriate accommodations to all qualified students with a disability as mandated by the Americans with Disabilities Act.

III. PLACEMENT TESTING

A. Communication – Writing (Updated March 8, 2017)

Traditional Day Students entering at the freshmen level must complete the College's English Placement examination before starting the first term at American International College. The student will be placed in an appropriate section of English 1100, 1201 or 1601 based on the results of this exam.

Any new student who has successfully completed an equivalent English 1201 course prior to starting at American International College is not required to take the placement examination. The student will be placed, if necessary, in an appropriate English course.

B. Mathematical Reasoning (Updated March 8, 2017)

Students accepted into majors in the Sciences and certain pre-professional health sciences programs are required to complete the College-administered test in Mathematics Competency. The student will be placed in an appropriate section of Mathematics.

IV. CREDIT FOR COLLEGE-LEVEL LEARNING

A. College Level Examination Program (CLEP) (Updated March 3, 2016)

The college awards credit for successful completion of CLEP to matriculated students only. Scores greater than or equal to 50 are considered "satisfactory completion." All CLEP credit is evaluated as part of the transfer evaluation process. Credits will be awarded according to the most recent accepted guidelines from the ACE CREDIT recommendation service. Students should note that certain departments may not accept CLEP credit to waive major course requirements. Scores older than 5 years will be evaluated on a case-by-case basis.

B. Advance Placement Program (Updated March 3, 2016)

The College awards transfer credit and/or advanced placement in one or more courses for a score of 3 or better on any of the Advanced Placement Tests offered by the Educational Testing Service.

C. Work-Related Examination (WRE) (Updated February 26, 2019)

Completion of assignments or final examination to provide evidence that the student has met the objectives of an American International College course.

1. Eligibility: Any non-traditional, matriculated undergraduate student in an AIC degree program who meets all of the following criteria:

    a. A minimum of 5 years of work experience post high school diploma or GED.

    b. Completed 6 graded American International College credits.

    c. A CGPA of 2.67 or better.

    d. Permission of their Dean in consultation with an advisor. (Updated April 25, 2017)

2. Process: The student will discuss the subject area(s) in which they wish to be examined with their advisor. Upon approval, the advisor will contact the discipline appropriate Dean, who will coordinate with the appropriate subject matter expert faculty member (SME) to confer with the student and administer the exam. (Updated April 25, 2017)

    a. All WREs are managed by the Dean's Office of the school in which the discipline is taught, regardless of whether the student is enrolled in a day-division or evening-division program. (Updated April 25, 2017)

    b. The demonstration examination must receive a grade of C or above to be accepted for transfer credit.

    c. Transcripts will not record a letter grade; credit from WRE will appear with transfer credits as Pass (P) or Fail (F).

    d. Provided there is no conflict with other college requirements, a student may obtain up to 45 credit hours through Work-Related Examinations.

    e. Not more than 9 credit hours from Work-Related Exams can be applied in a student's major discipline area toward the completion of a degree.

D. American Council on Education

Students are eligible to receive ACE credit for those programs which have a specific ACE evaluation.

E. Military and Service Credit

Military students may be eligible to earn credit for educational experiences and for Military Occupational Specialties (MOS), Navy Enlisted Classification (NEC), Marine Corps Enlisted Rating (MCE), Coast Guard Rating (CGR), ACE, DANTES Subject Standardized Test (DSST), Community College of the Air Force, and the Joint Services Transcript.

F. International Baccalaureate Diploma Programme

The college awards transfer credit for courses taken as part of the International Baccalaureate Diploma Programme (IB). The College may award up to 6 credits for each IB course taken at the

higher level where a score of 4 or better was earned. Such credits will be counted toward either general education requirements or as general electives. A maximum of 30 credits may be granted.

G. Credits Awarded

The total number of credits awarded for college-level learning will be subject to review by the EVPAA.

V. MATRICULATION

A. Definitions

1. Matriculation

Matriculated status is accorded to full-time and part-time students who are officially recognized candidates for a degree. This recognition begins with an acceptance for admissions 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. Matriculated status is conferred by the Registrar in consultation with appropriate admissions and academic administrators (Updated March 20, 2012).

a. AIC Online students are considered first matriculated on the first day of the term according to the traditional academic calendar, regardless of when their course begins. (Updated April 16, 2019)

2. Full-time Status

Students enrolled in at least 12 credits per term in a particular program are considered full-time status. However, students should consider an average course load of 15 credit hours/term in order to graduate within 8 full terms. (Updated December 8, 2015)

3. Part-time Status

Students who are enrolled in fewer than the minimum of 12 credit hours per term are considered in part-time status. (Updated December 8, 2015)

4. Non-Matriculated Students (Updated April 16, 2019)

a. A non-matriculated student is one who takes college credit courses but who has not applied for formal admission (matriculation) to a degree program. A person who wishes to register for an undergraduate course without an application for admission may do so. That person must present documentation of high school graduation or completion of the General Education Development (GED) program.

b. Students may take up to 15 semester hours of college credit as non-matriculated students before applying for admission. To become a

matriculated student, one must comply with the admission procedure outlined above.

c. Non-matriculated students register for courses directly through the Registrar's office

Students participating in Dual Enrollment are not required to provide proof of graduation at the time of non-matriculated entry. (Updated April 16, 2019)

B. Second Bachelor's Degree (Updated December 12, 2018)

1. Second baccalaureate degrees may be permitted for both AIC and non-AIC baccalaureate degree holders. It is strongly encouraged, however, that students speak with program directors, admissions, or an advisor, where applicable, to explore the potential for graduate study, additional baccalaureate credits or a certificate program.
2. Requirements for the second bachelor's degree:

   a. All of the courses required for the new major must be taken at AIC.

   b. The second baccalaureate degree program must include a minimum of 30 new credit hours, 24 of which must be in the second major.

   c. A major must be completed. Once the application for admission is accepted, the student's major requirements will be governed by the catalog in effect at the term the second degree begins.

   d. If the initial bachelor's degree was completed at an institution other than American International College, courses applied toward the completion of that degree will not be transferred to the College and will not count toward a degree. Any coursework completed after the conferral of the initial bachelor's degree will be posted to the student's American International College record in accordance with the policy on acceptance of credit for transfer students (Section VII.B).

   e. All requirements for the major must be completed. If any of these requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits of new courses should be satisfied with courses related to the major.

   f. The General Education requirements of the College will be waived for the second bachelor's degree.

   g. Students pursuing a second bachelor's degree may not be considered for Valedictorian and Salutatorian.

C. Voluntary Withdrawal and Leave of Absence (Updated April 16, 2019)

1. A voluntary withdrawal is the status of a student who has chosen of their own accord to separate from the College.

a. A Traditional day student who voluntarily withdraws from the College must notify the Dean of Students Office at the time of withdrawal.

b. An Evening or Online student who voluntarily withdraws from the College must complete the "Evening and Online Withdrawal from the College" form found on the Registrar's Portal page or must email the Registrar's Office their intent to withdraw from the College from their AIC email to Registrar@aic.edu.

c. An Undergraduate student who voluntarily withdraws from the College must notify the Dean of Students Office at the time of withdrawal.

d. A Graduate student who voluntarily withdraws from the College must complete the "Graduate Withdrawal from the College" form found on the Registrar's Portal page or graduate students can email the Registrar's Office their intent to withdraw from the College from their AIC email to Registrar@aic.edu.

2. Leave of Absence (Updated April 16, 2019)

A Leave of Absence (LOA) is a temporary hiatus from all coursework for an approved period of time, granted upon written request. The purpose of a Leave of Absence is to allow students to interrupt continuous enrollment without having to apply for re-enrollment and without changing conditions of their academic program.

a. A Leave of Absence may be granted for one semester. Students may request a Leave of Absence from studies for various reasons including but not limited to; military service, family emergencies, financial or health-related reasons. Students can apply in writing to the Executive Vice President for Academic Affairs (EVPAA) for an extension of the Leave of Absence.

b. A Leave of Absence policy does not apply to those who have received permissions to study at another institution other than American International College. Please see your Dean if you are seeking permission to take courses elsewhere, whether U.S. or abroad.

c. Degree seeking students who have been registered during the semester immediately prior to the beginning of the proposed semester of absence are eligible to apply for an approved Leave of Absence (LOA). Approved students remain as active, non-enrolled students in college systems. Due to U.S. government regulations, international students cannot take a Leave of Absence. New students who wish to defer enrolling in their first semester are not eligible for an LOA; instead, must make arrangements through the Office of Admissions to defer the semester they begin their studies.

d. Failure to return as scheduled or to secure an extension of a prior Leave of Absence will result in an administrative withdrawal from the college and the student will need to re-apply for admission.

e. The Dean of Students may require a student to take an Excused Withdrawal or a Leave of Absence under certain medical/health circumstances. This approach is designed to help students receive appropriate treatment that is

beyond the ability of the College to provide. This applies to students who are in need of a structured and supervised environment. Such behaviors or conditions may include but are not limited to threats or acts of violence, highly impaired functioning or judgment, or serious self-injury which also disrupts the well-being of the community, or highly communicable, life threatening diseases. Required Leave of Absence and Excused Withdrawal are used in conjunction for situations generally involving serious risk to the student and community and may involve emergency hospitalization. The Dean of Students will outline the required clearances and provisions that will need to be obtained and demonstrated before the student is able to return to campus and academic program.

f. When the student is healthy or no longer at serious risk and has experienced a period of sustained stabilization, the student must contact the Dean of Students. The student must submit a Return Authorization Statement from their medical provider along with evidence that they are able to pursue the full range of academic, behavioral and social expectations that apply to all students.

g. A student can appeal the decision of a required Leave of Absence in writing to the EVPAA within seven (7) days of the date on the letter notifying them of the Leave of Absence. The EVPAA will only consider an appeal if new information that was not available earlier is included in the request.

h. Policy:

i. Students may apply for a Leave of Absence through the end of the withdrawal period, as published on the Academic Calendars. If Leave of Absence petition is received prior to the end of the add/drop period, all the coursework will be dropped off the student's transcript. When a Leave of Absence petition is received after the add/drop period and during the withdrawal period (60% of the semester), all the coursework will be marked with a "W" on the student's transcript. After the end of the withdrawal period (60% of the semester), students may apply for a Leave of Absence for the subsequent semester.

ii. Students are responsible for all financial obligations when taking a Leave of Absence from the College. Students should always check with a Financial Aid advisor and with Student Accounts to see what financial ramifications they may incur.

iii. Students must fill out the Leave of Absence petition with guidance from their advisor. Students are responsible to obtain all required signatures. In all cases, the student transcript will be noted: "Leave of Absence" for each term approved under this policy. Students granted a Leave of Absence retain their admitted student status and retain the catalog of their term of entry as well as email and library access.

iv. Students on an approved Leave of Absence are not considered enrolled students and are not eligible for:

- Financial aid disbursements during the semester while on a Leave of Absence. Student on a Leave of Absence are reported

to lenders as withdrawn and need to contact lenders for information on possible deferment or repayment options.
- Enrollment verifications from the Registrar will read withdrawn for that term which may prevent certain insurance benefits.
- Use of College services such as Dexter Health Center, Athletic facilities or residence/dining halls

3. Excused Withdrawal (Updated September 29, 2015)

   Occasionally, students will need to withdraw from the College due to rare and difficult circumstances such that further pursuit of academics is either impractical or extraordinarily challenging. For this reason, and after filing the appropriate withdrawal paperwork, students may petition to have the withdrawal coded as extraordinary. In doing so, the transcript will be noted with a "WE" notation indicating that the withdrawal was for circumstances beyond the student's control. The WE may only be applied to all courses in a term.

   a. In order to initiate a petition, students must be able to demonstrate the circumstances which are extraordinary and beyond their control. Valid reasons include, but are not limited to: death in the immediate family, personal/familial illness, being called to active duty, substantive change in work schedule. Please note this is not a comprehensive list. Inability to pay tuition or receiving "F" grades at mid-terms/final are never valid reasons for an excused withdrawal.

   b. Students may submit petition for Excused Withdrawal along with their withdrawal paperwork. Relevant forms may be found in myAIC.

D. Reenrollment to AIC (Updated April 23, 2019)

1. Reenrollment to AIC is available to former students who plan to return within 3 consecutive semesters (not including summers or intersession) and meet one or more of the following criteria:

   a. Did not return from an approved Leave of Absence at the expected term.

   b. Did not return from a term under the Excused Withdrawal Policy at the expected term.

   c. Withdrew from the College while in good academic standing.

   d. Was not dismissed from the College for disciplinary reasons.

2. Former students who wish to pursue reenrollment should complete the Petition for Reenrollment found on the College's website by the deadlines listed.

3. If the application is approved, the catalog year for the declared major will be retained from the initial term of admission, unless the student chooses otherwise. Additionally, students will be required to meet with an advisor and outline a plan for academic success for the degree program. Students are also free to change to a new major at this time.

4. Students who left under poor academic standing need approval from the EVPAA prior to consideration. Poor academic standing is defined as a status of Academic Warning or Academic Probation; furthermore, students are not permitted to elect the Academic Forgiveness option. Students wishing to return after academic dismissal should consult the policy on readmission to AIC.

5. If courses were taken elsewhere, they may be evaluated, at the discretion of the College, according to the current policy on transfer credit.

E. Readmission to AIC (Updated April 23, 2019)

1. Readmission to AIC is available to former students who plan to return after the reenrollment period (see above) and who meet one or more of the following criteria:

    a. Did not return from an approved Leave of Absence

    b. Did not return from a term under the Excused Withdrawal Policy

    c. Withdrew or separated from the College while in good academic standing

    d. Was not dismissed for disciplinary reasons

    e. Was dismissed for academic reasons but has attended another institution of higher education and can demonstrate successful academic performance. A petition for Academic Forgiveness may also be submitted at the student's request.

2. Students expelled from the College for disciplinary reasons are not eligible for readmission.

3. Former students who wish to pursue readmission should contact the Admissions Office before the required admissions deadline for the term in which they want to enroll.

4. If the application is approved, the catalog year for the declared major will be set to the term of readmission, potentially initiating new degree requirements. Additionally, students will be required to meet with an advisor and outline a plan for academic success for the degree program. Students are also free to change to a new major at this time and have courses from other colleges/universities evaluated for transfer to the AIC program according to the College's current transfer evaluation policy.

5. The department to which a student is returning has final approval of credits that will count toward graduation. Departments may disallow credits toward graduation for some older courses.

F. Academic Forgiveness (Updated September 30, 2019)

Occasionally, a student's academic performance early in their career or as a result of extenuating life circumstances may not be reflective of that student's academic ability. The Academic Forgiveness Policy allows an undergraduate student to request to eliminate credit hours that may be negatively

impacting their overall GPA. Academic forgiveness provides a second chance to students who are demonstrating significant improvement to have grades lower than a C- removed from their grade point average (GPA) while retaining credit for grades of C- or higher.

A student may be granted academic forgiveness once. To be granted academic forgiveness, a student must meet the following criteria:

1. The student must be matriculated into a program.

2. The student must have either left their original program and transferred into a new program or have been readmitted after leaving AIC.

3. The student must have completed at least one semester in the new program or since returning with a minimum of 12 credits and a GPA of 2.5 or higher.

Courses previously earned at AIC with grades of D+, D, D-, F and NC may not be used for credit. Credit will be considered for courses with grades of A, A-, B+, B, B-, C+, C and C-. The department to which a student is returning has final approval of credits that will count toward graduation. Departments may disallow credits toward graduation for some older courses.

There are two methods through which students may pursue academic forgiveness:

1. Undergraduate, baccalaureate degree-seeking students who are readmitted following the stated policy for readmission may petition to have their cumulative GPA recalculated from the time of readmission to the College. They may find the Undergraduate Petition for Academic Forgiveness with instructions on the College's myAIC portal, or request one from the Registrar.

2. Undergraduate, baccalaureate degree-seeking students who have transferred majors and have evidenced a minimum of two semesters of 2.5 minimum GPA may also use the Undergraduate Petition for Academic Forgiveness.

Requesting Academic Forgiveness:

1. Students must complete the Undergraduate Petition for Academic Forgiveness and meet with the appropriate academic Dean to review the courses that will be included in the petition as well as any other requirements.

2. Once completed, the form should be submitted to the EVPAA's office. The Registrar's Office will be notified of the outcome of the petition.

3. Upon successful petition:

    a. Cumulative GPA will be reset by removing all grades below C- that are included in the petition.

    b. All prior courses and grades will remain on the student's academic record and transcript.

    c. The notation of "Academic Forgiveness" will be recorded on the student's transcript.

d. If a student has previously exhausted their options for repeating a course, that student may repeat that course one additional time.

e. Students who elect this option may not be considered for Valedictorian and Salutatorian; however, they may earn other honors as appropriate and in accordance with academic standards.

4. Once enacted, the reset GPA cannot be reversed.

5. Students are afforded one opportunity for Academic Forgiveness.

6. If students requesting financial aid are judged ineligible due to the Standards for Satisfactory Academic Progress for financial aid, they may appeal through the Financial Aid Office to restore eligibility.

G. Certificates at AIC

1. Academic certificate programs provide substantial education at either the graduate or undergraduate level. The programs center on a coherent and relatively free-standing body of knowledge and skills, and their completion, therefore, represents the achievement of competence in a well-defined domain. Records of course work and program completion must be maintained by the Registrar's Office and show on the student's official transcript.

2. An academic certificate program can be:

   a. a free-standing program that bears little resemblance to existing degree programs (for example, a new interdisciplinary program or an attempt to test the market to determine whether a new degree program will succeed)

   b. a subset of courses offered as part of an existing curriculum for a degree program

   c. a credential for students who elect not to finish a degree in which they enrolled

   d. Credit bearing certificates may be embedded into existing degree programs and students will be able to earn credits that count towards both the certificate requirements as well as the other program, for example a bachelor's degree.

3. Students pursuing an undergraduate certificate are required to produce proof of high school completion or equivalent. Program materials and admit letters should clearly state that admission to the certificate program does not guarantee admission to any other program at the University.

4. Academic certificate programs must include a minimum of 9 credit hours. The content, methodology, and workload for all courses applied toward the program must be clearly defined and appropriate for the level and amount of credit awarded. Because of the small number of courses included in a certificate, these programs should not have concentrations associated with them.

5. To ensure continued high academic standards, programs should make requisites for success in the program clear to applicants and maintain the same standards when teaching courses to certificate students that they apply when teaching degree candidates. Each certificate program should set minimum grade performance standards no lower than those for the most closely related degree program. At a minimum, undergraduate certificate students must maintain a grade-point average of 2.0 or above. Additionally, students pursuing a certificate must have a minimum GPA of 2.0 at the completion of the required courses in order to earn a certificate. No transfer credit is permitted towards an undergraduate certificate program.

VI. ACADEMIC REQUIREMENTS

A. General Education (Updated February 12, 2020)

The General Education program is designed to develop student skills and perspectives in the following areas. A student must satisfactorily meet all General Education requirements. For a listing of specific courses which meet these objectives, see the College catalogue under which the student was admitted.

B. Core Competencies

The Core Competencies are the primary goals and desired outcomes to be achieved by each AIC graduate. These goals and outcomes permeate the General Education core curriculum and major-level curricula, though their application can vary from discipline to discipline. More specifically, all general education courses will address the core competencies and each major will clearly identify program learning outcomes to include them. In acquiring these competencies, each student will be equipped with the knowledge, intellectual and practical skills, and attitudes for full and productive lives in a rapidly changing global society.

1. Written Communication: Demonstrate effective writing skills in various genres (e.g., essays, correspondence, technical papers, note taking) and for various purposes (e.g., informing, defending, explaining, persuading, arguing, teaching). (Core1)

2. Oral Communication: Demonstrate effective oral communication skills in various formats (e.g., group discussion, debate, lecture) and for various purposes (e.g., informing defending, explaining, persuading, arguing, teaching). (Core2)

3. Information Literacy: Demonstrate the ability to locate, evaluate, synthesize, and use information in an ethical and responsible manner to produce, communicate, and share new ideas and knowledge. (Core3)

4. Critical Thinking: Demonstrate the ability to comprehensively analyze, synthesize and evaluate issues, ideas, artifacts and events from multiple perspectives when accepting or formulating an opinion or conclusion using accurate terminology and information literacy. (Core4)

5. Cultural Sensibility: Demonstrate understanding, recognition, and appreciation of various cultural perspectives, including their own. Cultural sensibility includes

developing a set of cognitive, affective, and behavioral skills to navigate complex cultures in personal and professional environments. Growth of understanding multiple worldviews, experiences, and power structures are a vital part of this competency. (Core5)

C. Breadth of Knowledge Areas

Breadth of knowledge courses are introductory, providing the student with a broad survey of the discipline. These courses contribute to each student's intellectual and personal growth, social and cultural competency, and ability to be a productive and knowledgeable citizen of the world. Breadth of Knowledge requirements include courses in the following categories: Civic and Social Responsibility, Human Culture and Expression, Scientific Perspectives and Inquiry, and Quantitative Literacy, with the first two categories have subcategories.

1. Understanding Self and Others (USO)

    a. Understanding Self and Others examines the interconnections between local, national, and global citizenship to include personal accountability and an awareness of diverse perspectives. Courses in this category will introduce students to approaches to understand and analyze various social factors that impact and influence human activities and behaviors.

        i. Describe how personal matters, choices and self-identity are impacted by psychological, social, economic, political and/or historical trends (USO1).

        ii. Demonstrate understanding of concepts, theories, research methods, and ethical decision making used in the social and behavioral sciences (USO2).

        iii. Explain the influence of social identity, such as ethnicity, race, class, religion, gender, disability, age or sexual orientation, on perspectives of contemporary or historical issues (USO3).

        iv. Describe historical or contemporary examples of the influence of global and international forces on state decisions and/or societal and cultural developments (USO4).

        v. Evaluate, critique, and reflect on values, policies, or practices needed to develop a more equitable society (USO5).

2. Exploring the Arts and Humanities (EAH)

    a. Exploring the Arts and Humanities exposes students to the core of a liberal arts education. Specifically, this area provides students with a broad vision of humanistic and artistic themes. Courses in this category will enable students to understand the artistic and cultural aspects of humanity while helping understand the greater global context.

i. Develop skills and awareness to value and engage in creative activities (EAH1).

ii. Communicate effectively using the language of the arts and humanities (EAH2).

iii. Articulate the aesthetic merit of various works of literature, philosophy, or the arts from different time periods and world cultures (EAH3).

iv. Demonstrate familiarity with the historical development and the cultural context of noteworthy movements within the arts and humanities (EAH4).

3. Exploring the Scientific World (ESW)

a. Exploring the Scientific World equips students with the fundamental principles of sciences and the application of strategic reasoning to the world around us. Additionally, students will work to strengthen their quantitative and mathematical skills. Courses in this category will introduce students to the issues created by the complex interactions between science, mathematics, and society.

i. Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in the sciences (ESW1).

ii. Demonstrate the scientific method of inquiry and the process of scientific reasoning by performing scientific experiments or by studying a question through the critical analysis of the evidence in the scientific literature (ESW2).

iii. Create and clearly communicate arguments supported by quantitative evidence using a variety of formats, such as words, tables, graphs, mathematical equations, etc. as appropriate (ESW3).

iv. Choose and properly utilize appropriate mathematical methods to solve problems that are part of everyday life (ESW4).

v. Explain numerical data that is presented in graphs, tables and formulas (ESW5).

4. Exploring Interdisciplinarity (EI)

a. Exploring Interdisciplinarity prepares students to understand and explore the interconnected nature of problems facing America and the world today. Students will explore interdisciplinary issues beginning in their sophomore year. Courses in this category are interdisciplinary in nature and represent emerging and complex issues in today's society.

i. Produce an interdisciplinary understanding of a complex issue (EI1).

ii. Demonstrate the ability to engage in taking different perspectives. interconnections between local, national, and global citizenship to include personal accountability and evaluate, critique, and reflect on values, policies, or practices needed to develop a more equitable society (EI2).

iii. Demonstrate advancing critical thinking skills (EI3).

iv. Integrate knowledge and ways of thinking drawn from two or more disciplines (EI4).

5. Developing Professional Readiness (DPR)

a. Developing Professional Readiness recognizes that students need a variety of skills to be successful in their academic pursuits on campus and subsequently in their career. Courses in this category will allow students to explore and develop skills, such as academic success, time management, civility and civic responsibility, working with others, and financial literacy.

i. Develop skills and strategies for academic and professional success (DPR1).

ii. Acquire and apply learning management skills (DPR2).

iii. Build a portfolio that includes a co-curricular transcript, samples of academic work relevant to the student's career goals, and a list of skills and achievements (DPR3).

D. Cross-Curricular Competencies

1. Writing: A student must complete two courses required by the major that have been designated as writing intensive. One of these courses will be at the sophomore/junior level, the other at the junior/senior level. Each course will require at least 15 pages of formal writing, and writing will comprise a significant portion of the course grade.

E. Majors and Minors (Updated April 23, 2019)

1. A student must satisfy the requirements of a major prior to graduation. A major consists of a minimum of 36 credit hours of required courses in the discipline and related areas.

2. The majority of the upper level courses required for the major need to be completed at American International College.

3. A student must select a major field of study by the end of the sophomore year. No student who has accumulated more than 45 credits will be permitted to register for classes unless they have declared a major.

4. A student also has the option of selecting a minor. A minor has fewer requirements and credits than a major, and consists of a minimum of 18 credit hours, at least nine (9) of which must be completed at AIC.

5. A student may elect to complete the requirements of two or more majors and/or minors.

F. Culminating Experience

All students must pass a culminating activity, determined by each major department and approved by the EVPAA, to satisfy requirements for completion of the major. This activity will provide a demonstration of the student's ability to synthesize and apply the skills and knowledge learned in the major. This culminating activity is required of all undergraduate and graduate majors and programs.

G. Residence Requirements (Updated November 29, 2018)

1. Each candidate for an Associate's degree at this College must complete the final 15 term hours of credit work here.

2. Each candidate for a Bachelor's degree at this College must complete the final 30 term hours of credit work here.

3. In rare and unusual circumstances, an exception to this rule may be made by the EVPAA for a limited number of term hours, upon the recommendation of the student's faculty advisor or program director and the Dean of the student's school.

VII. CREDIT & GRADING SYSTEMS (UPDATED SEPTEMBER 26, 2017)

A. Definitions (Updated April 23, 2019)

1. Credit Hour
   American International College follows the guideline set by the U.S Department of Education and the New England Commission of Higher Education (NECHE) for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery.

   a. American International College follows a semester system with the fall and spring semesters consisting of approximately 15 weeks, including one week for exams. Certain graduate and undergraduate programs follow 6, 7, or 8 week modular formats which fall within the master term calendar but have separate begin and end dates. Regardless of the semester or modular length, all of these programs adhere to these guidelines.

   b. Regardless of the format in which it is delivered, all courses taught at American International College require equivalent student-instructor and student-student interaction. The online modality achieves equivalent interaction and learning through asynchronous discussions and group work. Hybrid courses incorporate both online and face-to-face instruction. All courses, regardless of

modality, are required to meet the same learning outcomes and objectives. To ensure rigor, faculty develop the pedagogical delivery structure and content following the policy of NECHE, standard 4.34: **The Academic Program, Integrity in the Awarding of Academic Credit.**

Every AIC course requires the equivalent of 50 minutes of instruction per week and a minimum of two hours of out-of-class student work, per credit hour, based on the Integrated Postsecondary Education Data System (IPEDS™) definition for credit hour, which states that a credit hour is a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. The minimum contact time per credit for laboratory/studio courses is twice that of a lecture (2:1 ratio).

Lecture hours required per credit (See Section IX: Academic Courses for definition of "Lecture" courses)		
Credits awarded	Minimum contact time per week for 15 weeks	Minimum instructional time
1	50 contact minutes	750 contact minutes
2	100 contact minutes	1,500 contact minutes
3	150 contact minutes	2,250 contact minutes
4	200 contact minutes	3,000 contact minutes

Laboratory/Studio hours required per credit (See Section IX: Academic Courses for definition of "Laboratory/Studio" courses)				
Credits awarded	Minimum contact time per week for 15 weeks	Minimum instructional time	Lab/studio minimum instruction time per week	Lab/studio minimum
1	50 contact minutes	750 contact minutes	100 contact minutes	1,500
2	100 contact minutes	1,500 contact minutes	200 contact minutes	3,000

B. Acceptance of Credit for Transfer Students (Updated December 11, 2018)

1. The process of determining transfer credit may be initiated by the Admissions Office; the final determination of transfer credit is made by the Registrar in conjunction with the Dean of the school or the EVPAA.

2. Transfer credit will be granted for courses successfully completed elsewhere only when those courses relate academically to the curriculum of the College and have been completed with a grade which equates, at a minimum, of "C-." A higher grade may be required for some specific courses in certain majors, particularly those with program specific accreditation requirements. Academically related courses are those which a) correlate directly to the subject matter taught, b) clearly demonstrate the

same or higher academic rigor and c) are transcripted by the institution or an active member of the National Association of Credential Evaluation Services (NACES). Final determination may be made by one or more of the following: EVPAA, Registrar, or Dean of the school.

3. Any course graded by the Pass/Fail system will not be accepted for credit unless approved by the Registrar.

4. Students who have earned academic credit at other accredited institutions of higher education may transfer up to a maximum of 90 term hours as outlined in the following table.

Institution Type	Maximum Transfer Credits	AIC minimum credits
4 Year	90	30
2 Year (no Associate degree)	60	60
2 Year (no Associate degree) +4 Year	60 + 30	30
2 Year (Associate degree)	75	45
2 Year (Associate degree) +4 Year	90	45

a. In all cases, the residency rule applies (see Section VI.G).

5. Students applying for admission by transfer from an institution not accredited by an official regional accrediting agency (such as the New England Association of Schools and Colleges) and wishing to transfer credit from such an institution will have their records evaluated on an individual basis. Final determination of the acceptability of such transfer credit will be made by the Registrar and Dean of the school to which the student is applying or by the EVPAA.

6. Academic work that extends beyond ten years will be evaluated for transfer credit on a course by course basis by the Registrar in consultation with the appropriate faculty member.

7. Academic work that extends beyond ten years will be evaluated for transfer credit on a course by course basis by the Registrar in consultation with the appropriate faculty member.

C. Early College Credit

1. A student who has not yet received their high school diploma may apply to take courses on an individual basis for full college credit. Such students will be graded using the same criteria and course requirements as matriculated students.

2. Upon matriculation, credit(s) and grade(s) for such course(s) will become part of the student's academic record. Failed courses taken for early college credit may be retaken in the usual manner. (See "Repeating Courses")

D. Credits for Courses Taken at Other Colleges and Universities (Updated January 26, 2016)

See Section VIII.H: Registration at Other Colleges and Universities

E. Transfer Credits for Study Away Programs

A student enrolled at this College may study away in an organized and accredited program. A maximum of one full year of academic credit may be transferred from this study. A proposal for study away must be evaluated and approved, in advance by the student's academic advisor, the student's academic dean and the registrar. Examples of Study Away programs can include Study Abroad, Semester At Sea, or unique programs offered by accredited four year institutions of higher education within North America. In general, such experience should be unique, not offered at the College, or is an enhancement to the College's curriculum (e.g., studying a modern language in the native country).

At the completion of the Study Away experience, the student shall have official final transcripts sent to the Registrar for inclusion on the academic record. The course work shall be evaluated in accordance with the normal transfer process.

F. Grading System Definitions (Updated April 23, 2019)

1. Grades

    a. Grades are indicated by the letters "A," "B," "C," "D," and "F," with modifying plus or minus symbols for students entering September 1963 or later. An "A" represents distinguished work and is reserved for work of outstanding quality. A grade of "B" is given for work that is decidedly above average. A grade of "C" is given for work of average quality. A grade of "D" is given for work which is below average, but passing. A grade of "F" indicates that the student's work is not passing and that the course must either be repeated or another subject taken in its place. (Updated September 29, 2015)

    b. Other grades, which are assigned in specific types of evaluation, are Pass (P), Fail (F), Withdraw (W), Incomplete (I) and Withdraw Excused (WE). They are assigned as follows: (Updated April 25, 2017)

        i. Grades of "P" or "F" are assigned to indicate Passing or Failing performance of any student enrolled in an internship or practicum type of course in which all students so enrolled are so graded. A grade of "P" is to be assigned in such cases when the student's performance is judged to be in the range from excellent to minimally passing. A grade of "F" is to be assigned in such cases when the student's performance is judged to be not passing. Credits earned in courses for which a student has been awarded a grade of "P" are accounted toward the total accumulation of credit required for the degree, but the grade and credit are not used in calculating the Cumulative Grade Point Average. When the grade of "F" is assigned, it is the equivalent of failing and is so

accounted in the calculation of the Cumulative Grade Point Average. (Updated January 26, 2016)

ii. A grade of "W" (Withdrawal) is assigned when a student withdraws at any point prior to the 60% mark of the term, as identified on the academic calendar, from a course. Such a student earns no credit for the course, and the grade is not used in calculating the Cumulative Grade Point Average. (Updated September 27, 2016)

iii. A grade of "I" (Incomplete) is awarded in circumstances where a student has completed most of the work for the course but requires a reasonable extension due to personal or other serious issues. See (Incomplete grades for more information) (Updated September 26, 2017)

iv. WE (Withdrawn Excused) is awarded in circumstances where a student must withdraw from the college due to serious personal or extenuating circumstances. See the section on Withdraw – Excused for more information. (Updated September 26, 2017)

2. Grades Which May Appear on the Transcript (Updated April 25, 2017)

a. Equivalency of Grades with Percentages and Quality Points

The table below serves as the basic numeric standard or percentage that faculty use in evaluating student performance. Grading systems may vary according to discipline and instructor preferences. Some grading practices recalculate "on the curve", while others use only letter grades without assigning numeric values, and still other grading protocols may exist. Although other systems may exist, they will not be stricter than the standards set below. In all cases of variance from these standards, the instructor will explain the grading system clearly on the course syllabus.

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
C-	70.00 – 72.99	1.67
D+	67.00 – 69.99	1.33
D	63.00 – 66.99	1.00
D-	60.00 – 62.99	0.67
F	< 60.00	0.00

b. Other Grades with No Grade Points that do not Affect GPA (Updated April 23, 2019)

I Incomplete; no credit, no grade points until changed to one of the grades listed in line 2a above.

NG Non-graded; to be used only for non-credit courses (does not affect GPA).

AU Audit; no grades or grade points are given.

CIP Course in Progress

P Pass; course credit but no grade points (does not affect GPA).

TR Transfer Credit

W Withdraw; no credit, no grade points

WE Withdraw Excused

3. Semester Grade Point Average (Updated April 23, 2019)

a. To find the Semester Grade Point Average at any given point, divide the sum of the grade points earned by the sum of the term hours attempted. (Updated May 2, 2005)

b. To find the sum of the grade points, multiply the value of each course grade (that is 4.00 for an "A", 3.67 for an "A-", etc.) by the semester-hour value of that course and add all of the resulting figures for a total.

c. The grade of "I" will not be used in calculation of the Semester Grade Point Average (SGPA). (Updated February 17, 2005)

4. Cumulative Grade Point Average (CGPA)

a. To find the Cumulative Grade Point Average at any given point, divide the sum of the grade points earned by the sum of the term hours attempted.

b. To find the sum of the grade points, multiply the value of each course grade (that is 4.00 for an "A", 3.67 for an "A-", etc.) by the semester-hour value of that course and add all of the resulting figures for a total.

c. The grade of "I" will not be used in calculation of the Cumulative Grade Point Average (CGPA). (Updated February 17, 2005)

G. Incomplete Grades (Updated October 20, 2018)

1. An Incomplete ("I") is a temporary grade which may be assigned by a faculty member to a student who, for reasons beyond their control, cannot finish the assigned course work as defined in the course syllabus by the end of the current term.

2. The following conditions apply to this grade:

    a. The majority of the work for the semester has been completed and passing (D- or better)

    b. Required work may be reasonably completed in the agreed upon time frame

    c. The "I" is not assigned as a substitute for an "F" or other such failing grade

    d. The "I" is not used as a means of raising a grade by doing additional work after a final grade has been assigned.

    e. The student initiates the request for the grade before the last day of the course or the last day of the final exams for that course, whichever is later.

3. Students must initiate the process using the Contract for an incomplete grade and obtain the approval of their instructor and the instructor's Dean. This contract will specify what work remains, how it is to be completed, the grades earned in all assignments to date and the deadline. It will remain on file in the Registrar's Office, with finalized copies to the student, instructor and the appropriate Dean.

4. Faculty who have agreed to this process may assign an "I" before the grade deadline. The "Contract for Incomplete Grade" must be received by the Registrar's Office within 10 calendar days after the end of the current semester. When the "Contract for Incomplete Grade" is not submitted to the Registrar's Office in the allotted time frame, the Registrar will contact the instructor so that the grade earned by the student, including the impact of the missing work, can be entered.

5. The deadline for initiating the process is 24 hours before the final exam for that course, absent any exigent circumstances which would prevent a student from making the request. However, students are encouraged to engage in dialogue with their instructor as soon as they are aware that circumstances may delay completion of course work.

6. "Contract for Incomplete Grade" may be of any length up to 50% of the term in which the course was taken. For example, a 15 week course will allow for a 7 week incomplete timeline. An 8 week course will allow for a 4 week incomplete timeline. A 7 week course will allow for a 3 week incomplete timeline. A 6 week course will allow for a 3 week incomplete timeline. The student should be encouraged, where possible, to complete work sooner.

7. An extension may be granted for good and sufficient reason with the approval of the faculty member who issued the grade and the Executive Vice President of Academic Affairs. An "Extension for Incomplete Grade" must be submitted to the Registrar's Office no more than 2 calendar days after the "Contract for Incomplete Grade" coursework due date has expired.

8. An "Extension for Incomplete Grade" may be of any length up to 50% of the term in which the course was taken. A 15 week course will allow for a 7 week incomplete term. An 8 week course will allow for a 4 week incomplete term. A 7 week course will allow for a 3 week incomplete term. A 6 week course will allow for a 3 week incomplete term. An extension will not exceed the add/drop period of the subsequent semester.

9. If the student has not been granted an extension, the Registrar will contact the instructor so that the grade earned by the student, including the impact of the missing work, can be entered.

10. When the work is submitted to the faculty member, a Change of Grade form should be submitted to the Registrar's Office with the appropriate final grade. The grade is due no later than 15 calendar days after the course work completion date.

11. Grades become part of the student's permanent academic record, 30 calendar days after recording.

H. Change of Course Grade

1. Occasionally, faculty may wish to change the final grade in a course after the grading period for the term has closed. Faculty, at their discretion alone, may change a grade:

    a. When a demonstrable miscalculation has occurred such that the final grade is now higher or lower.

    b. When the faculty member has inadvertently entered an incorrect grade into the Student Information System and the faculty member becomes aware of the error or the student can demonstrate the grade is incorrect and the faculty member agrees (see Grade Appeal Process).

    c. Evidence of plagiarism or academic dishonesty has been presented after the final grade deadline.

    d. The student was awarded an "I" and has now turned in all work to the faculty member's satisfaction.

2. Grades may not be changed: (Updated April 23, 2019)

    a. There is no demonstrable miscalculation or system error.

    b. More than one semester after the final grade was due.

    c. Thirty calendar days (30) after the degree has been conferred.

3. Faculty should fill out the Change of Grade form and include a reason for the change. The change must be reviewed and signed by the Dean/Dean's designee who will then forward to the Registrar, if approved.

I. Pass-Fail Grades

1. Students may elect up to one course in any term on a Pass/Fail basis, excluding courses that are automatically graded on a Pass/Fail basis.

2. The maximum within the bachelor's degree program is 12 credits.

3. The Pass/Fail option may not be used for any course taken to fulfill a student's General Education requirements. The Pass/Fail option is not available for courses in the student's major or minor.

4. Selection of the Pass/Fail option for a course must be made on or before the deadline announced in the college calendar, normally no later than the deadline for course Withdrawal, the end of the 9th week or 60% mark of the term.

5. See Section VII.F.1.B.1 for definition of a Pass grade and Fail grade.

J. Repeating Courses (Updated February 28, 2017)

A student who has achieved a grade of C- or below, a grade that does not satisfy the requirement of the major, or a grade of W may repeat the course at the current tuition rate.

1. The student is expected to repeat the course at American International College. If a student wishes to repeat a course at a different institution, the student must obtain written permission from the Dean of the School in which the course is offered at American International College.

    a. The student must provide rationale for why the course cannot be repeated at American International College.

    b. Repeated courses taken at other colleges fall under the current regulations for courses taken at other colleges.

2. Eligible courses may be repeated once without administrative approval.

    a. A student wishing to take a course for a third time, regardless of whether the repeated grade is passing or failing, must obtain written permission for the Dean of the School in which the course is offered.

    b. Except in extreme circumstances, a course may not be attempted more than three (3) times.

3. The repeated course and the new grade for the course will be entered on the student's permanent record. The cumulative GPA reflects only the most recent grade for the repeated course, even if it is lower than the original grade. The attempted credit hours will reflect each attempt at the course. The credit hours will not be reflected in earned credit hours and will not be used to calculate the cumulative GPA, even if the student had previously passed the course.

4. The repeated course must be the same as the original course. Substitution for courses will only be allowed if the course is no longer offered at American International

College or will not be offered again in a timely manner for the student to complete the repeat.

5. The repeat of a course must be completed before graduation.

6. If a grade of "W" was received for a course, re-registration for the same course is not considered a repeat of the course.

7. The repeat of a course may affect financial aid awards, NCAA eligibility and completion of major requirements. The student should consult the appropriate authorities for advice related to these issues.

K. Accessing Grades

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

L. 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 subjected 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 singe evaluative 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

      i. 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 they will submit a Change of Grade form to the Registrar within five class days.

      ii. In the event that the faculty member is not available, either because they are 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.

      iii. If concerns remain after meeting with the faculty member, the student may elect to initiate the formal appeals process.

   b. Formal Appeal: With the Dean

      i. 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.

      ii. 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.

iii. If concerns remain after meeting with the dean and the faculty member, the student may initiate a final appeal with the EVPAA.

c. Final Appeal: With the EVPAA

i. The student must initiate the final appeal within one week of receiving the dean's decision.

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

d. Timing

i. All parties involved in the appeals process must adhere to the timeline delineated in this policy.

ii. 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.

iii. In extreme circumstances, the Dean may extend the timeline, at their discretion.

VIII. REGISTRATION (UPDATED SEPTEMBER 27, 2016)

A. Definition of Registration Periods (Updated April 23, 2019)

1. Registration for any given term will occur according to a published schedule available online.

a. Advanced Registration is the initial registration period of any given term. Generally speaking, students with no holds will be permitted to freely register, add and drop courses.

b. Add/Drop is the period of registration during which students can change their course schedule without academic penalty.

i. Courses offered in 15 week semesters have an add/drop window that ends on the second Friday after the start of the semester.

ii. Courses offered in 7 or 8 week modules have an add/drop window that ends on the 1st Friday after the start of the module.

iii. Courses offered in 6 week modules have an add/drop window that ends on the 1st Wednesday after the start of the module.

c. Withdrawal Period is the period immediately following add/drop and continues

i. Through the published date equivalent to 60% of the course

ii. Students may withdraw from courses, according to policy, with a "W" notation on their registration and academic records.

2. Registration for new students occurs at any time prior to the first day of classes. Late registration for new students occurs any time after the first day of classes.

B. General Procedures (Updated May 2, 2019)

1. Students must meet with an assigned academic advisor or program director to determine the courses needed for the upcoming term.

2. It is the responsibility of the student to ensure that they are fulfilling the requirements for graduation. The advisor will assist in this determination.

C. Role of Academic Advisors

1. The advisor will provide the student with the list of requirements for the selected major and assist the student to develop a plan of study.

2. The advisor will review and approve the student's registration, taking into consideration the following:

a. The need to match the student with courses of interest and appropriate academic level.

b. The need to fulfill institutional requirements.

D. Course Changes During the Add/Drop Period

Course changes during the Add/Drop period may be made at any time during the Add/Drop period by meeting with the academic advisor.

E. Course Changes After the Add/Drop Period (Updated September 26, 2017)

1. After the Add/Drop period has ended, additions of courses to a schedule are not possible unless verifiable institutional error is demonstrated. Verifiable institutional error includes, but is not limited to: advising errors, failure to perform a registration action during the valid Add/Drop period, registration in an incorrect section. If verifiable institutional error has been established, a course may be added with the approval of the instructor and the Dean of the School in which the course is offered.

2. Withdrawal from courses after the Add/Drop period must have approval of the student's academic advisor and are subject to the following conditions:

a. Up until 60% of a term is completed ("Last Day to Withdraw from a Class"), 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.

b. After 60% of a term is completed ("Last Day to Withdraw from a Class"), a student may not withdraw from a single course. If serious circumstances warrant, as detailed in the Withdrawn Excused Policy, a student may apply for an Excused Withdrawal from the College. (Updated December 4, 2018)

c. The 60% completion point of a term is identified by the Registrar and published in the Academic Calendar.

3. If there is no verifiable presence (academically or residentially) or contact from a new or returning student by the end of the Add/Drop period, that student will be dropped from classes and administratively withdrawn for the term.

F. Undergraduate-Graduate Courses (Updated October 30, 2018)

1. Courses that are designated for and primarily taken by undergraduates are designated with four-digit course numbers with first digits of 1, 2, 3, or 4. Courses starting with a 3 or 4 are generally taken by students who are further along in their program of study.

2. Undergraduates are permitted to register for a graduate course if the graduate course is required by the student's academic program. Such courses will count toward both the undergraduate and graduate program requirements.

3. Students in other academic programs who have senior status and a CGPA of 3.3 or higher may be permitted to register for graduate course work at American International College.

   a. A student may take no more than 6 credits of graduate level course work during their undergraduate program.

   b. Such course work will apply towards the undergraduate degree only and may not be used to meet graduate program requirements.

   c. If a course is cross-listed as undergraduate/graduate, the student will be registered at the undergraduate level and receive undergraduate credit for the course.

G. Cross-registration Through the Colleges and Universities of Greater Springfield (CUGS) Agreement (Updated April 21, 2009)

1. Undergraduate students may take courses for credit at another CUGS institution when such courses are not available at American International College.

2. To be eligible to participate in cross-registration, students must be enrolled in at least six credits at American International College.

3. Students are limited to enrolling in two CUGS or up to 8 credit hours per term.

4. The Registrar will be responsible for administering this program in accordance with the cross-registration agreement of the CUGS.

H. Registration at Other Colleges and Universities

Students enrolled at this College who are not within the last 30 term hours required for a degree may take courses at other accredited institutions of higher learning in certain circumstances, under the following guidelines:

1. Matriculated students must have a justifiable academic reason, as determined by their advisor and the Dean of their School, to take a course at another institution.

2. No course may be taken at a two-year college to meet an American International College upper division requirement or upper division elective.

3. Matriculated students who wish to take courses elsewhere must have written permission, in advance, from the Dean of their School, and the EVPAA.

    a. If the course is to fulfill a general education requirement, approval by the Dean of the School of Business, Arts, and Sciences is also required.

4. When prior approval has been granted for specific courses at another institution of higher learning, a transcript for the full record of performance at the other institution must be sent to this college. The credit and grade for such courses will become part of the student's permanent record here and will be included in their cumulative grade point average.

5. Students who fail to follow these guidelines will receive transfer credit and grade for courses taken at other accredited institutions of higher learning only upon successful petition to the EVPAA.

I. Auditing Courses

A student may register for a course as an audit course. No grade is given for audited courses, however, the course name and number will be listed on the transcript with the designation "AU". Audited courses may not subsequently be repeated for credit, do not apply towards the credits needed for graduation and do not figure into the calculation of GPA. Major requirements cannot be met with a course taken on an audit basis. A student who enters on an "audit" basis may not subsequently change to a "letter-grade" basis. (Updated March 29, 2016)

J. Course Loads

1. The normal course load for students is 15 term hours of credit per term. Students are considered as "full-time" when they are enrolled for a minimum of 12 term hours in any term. (Updated January 26, 2016)

    Every student is hereby advised that taking fewer than twelve (12) credits per term may adversely affect their financial aid. Every student wishing to take fewer than twelve (12) credits per term should consult with the financial aid office.

2. Any student who wishes to take more than 18 term hours of credit in any term must have written approval of the Dean of the School, in consultation with the student's academic advisor.

3. Part-time students cannot take more than 11 credits per semester. (Updated May 2, 2019)

IX. ACADEMIC COURSES (UPDATED FEBRUARY 28, 2017)

A. Types of Courses

1. Lecture and Seminar: courses with multiple students that meet to engage in various forms of group instruction under the direct supervision of a faculty member. A typical 3 credit course will meet 2250 minutes over 15 weeks.

2. Laboratory and Studio: courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a laboratory or studio setting.

3. Independent Study: courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact. Minimum credit hours are determined based on lecture contact minutes with the face-to-face meetings and student work being equivalent to the values found in the lecture contact table. Such courses can be those which are delineated in the catalog or can follow a program of instruction designed by a qualified faculty member in consultation with the students.

   A course should be taught by independent study only when:

   a. The student is judged by thier advisor and the instructor to be capable of learning in this way,

   b. This topic is one not offered in a formal class by the College or the course is required by the student's major or other degree requirements and there are no options at or outside of AIC for the student to complete the course under the normal course of instruction and within the expected time to completion of the degree.

   c. The cooperating instructor agrees that the course material lends itself to Independent/Independent directed study and agrees to conduct it in this manner.

   An independent study course requires a contract between the student and instructor which should include a list of readings to be completed or a proposal by the student, 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. In the case of a normal catalog course, the student should be expected to follow the requirements of the standard syllabus for that course. Additionally:

a. The student's advisor must initiate the form which can be obtained on the Registrar page of the College portal. The instructor giving the independent 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.

b. A course should be taught by independent directed study only when the course is not otherwise reasonably available within the time frame needed to complete the student's academic program

4. Internship/Practicum/Field Experience: A specific experience arranged for a specific student in a setting outside the classroom. The practicum/internship/field experience 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/field experience is appropriate to the student's academic progress. The student, the faculty member and the supervisor in the off-campus setting will establish, before the experience begins, realistic learning objectives, and the criteria to be used to determine whether those objectives have been met.

On-going programs of practicum/internship experiences 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 in this regulation.

Requirements and Qualifications for Practicum and Internships:

a. A student must be classified as a Junior or Senior during the term the practicum, internship or field experience is to take place, have a GPA of 2.0 or higher and be making normal progress toward a degree.

b. The total number of credits to be taken in practicum, internships or field experiences is a maximum of twelve term hours to be counted towards a degree.

c. Practica, internships and field experiences may be graded using either pass/fail or letter grades.

d. A student may take practica, internships or field experiences from no more than two departments.

e. A minimum of one hundred twenty-six hours of on-site practicum/internship time (42 hours per credit hour) will constitute the equivalent of three term hours of academic credit.

f. A practicum/internship/field experience course may carry between 1 and 12 credits.

g. An appropriate form must be filled out and approved by the Dean/Director before the practicum/internship/field experience begins.

5. Online Undergraduate Courses: courses offered entirely online without face-to-face meetings. These courses have the same learning outcomes and substantive components of a standard lecture course with alternate delivery method. Contact time is satisfied by several means which can include, but are not limited to, the following: a.) regular instruction or interaction with a faculty member. b.) Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty. (Updated May 2, 2019)

   In order to experience a wide range of pedagogy, students are permitted to take online courses with the following restrictions:

   a. No day-division undergraduate student who has completed fewer than 27 credit hours will be permitted to enroll in an online course.

   b. No day-division undergraduate student may enroll in more than one online course per term.

   c. No day-division undergraduate student on academic probation (see Section X, E) will be permitted to enroll in an online course. (Updated October 16, 2007)

   d. AIC Online students are not permitted to enroll in any undergraduate day division courses

      i. Online students who wish to change their modality to be a traditional undergraduate day student must meet all admission standards.

6. Hybrid Courses: courses offered in blended format with one or more face-to-face class sessions and at least one or more online sessions, both containing direct interaction with a faculty member. Typically, at least 10% of the face-to-face seat time has been replaced with online learning. Faculty members demonstrate through the syllabi that the content and activities equate to a standard assignment of lecture credit.

B. Course Mechanics (Updated October 25, 2016)

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 Chairs 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 their degree, the College will provide the student with the opportunity to fulfill their requirements through alternative means.

b. Individual Course Session Cancellations (Updated May 2, 2019)

On rare occasions, it may be necessary for an instructor to cancel a face-to-face course session. Make up course sessions may be scheduled with the agreement of all parties involved. Whenever possible, the instructor will post an alternative assignment on Black Board, which students will be responsible for completing prior to the next scheduled class meeting.

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 a class in accordance with Athletic Department procedures found in the Student Athlete Handbook.

c. Students participating in other co-curricular and extracurricular activities are responsible for informing the instructor in advance of the anticipated absence.

d. Students are responsible for providing their professors with documentation of other reasons for an absence, such as illness or a family emergency.

e. Whether to grant an excused absence to a student is up to the professor's discretion in all cases.

4. Examinations

a. Examinations Scheduled During the Term

i. 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).

ii. Make-up Examinations – Each instructor will include a statement of their 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 their control and are scheduled at the discretion and convenience of the faculty member.

b. Final Examinations

i. There will be a final examination period at the end of each term and no examinations or tests will be administered during the last five class days

of the term with the exception of laboratory examinations. The final examination schedule is published by the Registrar as part of the Academic Calendar. Each examination is allotted a two-hour time period. No examination should be administered with the expectation that it will require more than two hours to complete.

ii. Make-Up Examinations – In order to take a make-up final examination, students must obtain permission to do so from the instructor of the class and the Dean of their school. Such permission will be granted only when students have been prevented from taking an examination by reasons beyond their control.

X. ACADEMIC PROGRESS

A. Full-time/Part-time Status

A matriculated student enrolled for a minimum of 12 term hours of academic credit for any given term is considered a full-time student.

A matriculated student enrolled for less than 12 term hours of academic credit for any given term is considered a part-time student.

B. Classification in Class Year According to Credit

1. A student who, at the beginning of any term, is credited with less than 27 term hours is classified as a Freshman.

2. A student who, at the beginning of any term, is credited with 27 hour or more, but less than 57 term hours, is classified as a Sophomore.

3. A student who, at the beginning of any term, is credited with 57 term hours or more, but less than 87 are classified as a Junior.

4. A student who, at the beginning of any term, is credited with 87 hours or more is classified as a Senior.

C. Progress to Degree Completion (Updated March 27, 2018)

Undergraduate degree programs are designed to be completed in eight semesters or four academic years. To maintain normal progress, full-time students are expected to enroll in and pass an average of 15 credits per semester, maintain a CGPA of 2.0 as well as a minimum GPA of 2.0 in major and minor coursework. An extension of enrollment beyond eleven semesters requires the approval of the Dean of the student's School.

Some degrees require more than eight semesters for completion. In those instances, normal progress is defined as successfully completing all necessary course work within the time frame specified in the catalog.

D. Good Standing

All students who are permitted to enroll in course work in any term are considered to be in good standing; that is to say, "good standing" is defined as that status in which a student is permitted to enroll in credit work.

Among students in good standing, a distinction is made between those whose cumulative grade point average is at or above the minimum satisfactory level required for graduation and those whose cumulative grade point averages are below that level and who are, consequently, placed in the status of Probation.

E. Academic Warning (Updated March 27, 2018)

Academic Warning is an academic standing that is applied to students when the cumulative grade point (CGPA) average is 2.0 or above, but the most recent term grade point average is less than a 2.0.

F. Academic Probation

1. Students will be considered to be on Academic Probation at any point in their academic career when their Cumulative Grade Point Average (CGPA) is below the level required at that point in their academic career as indicated in Chart I below. A part-time student will be considered on Academic Probation if, after completing 15 term hours of credit at AIC, their CGPA is below that in Chart I below.

   Chart I:

Total Term Hour Credits* Attempted	Minimum CGPA Required to Avoid Academic Probation
1-30	1.81
31-60	1.93
61 or more	2.00

   **Includes P-F credits and transfer credits (Updated October 28, 2013)*

2. Duration of Probation: The standard length of the academic probation period for the probationer to meet with College criteria in all required areas is two subsequent semesters. (Updated October 28, 2013)

G. Midterm Progress Report

Each semester, faculty members must submit midterm grades for each student enrolled in their courses by the date identified by the Registrar, typically 2-3 days before midterm. At midterm, the Registrar will release the hold on this information, so that the student, advisor, and other appropriate administrators and personnel can access the midterm progress report. These grades are not a part of the student's permanent record and will therefore not appear on the student's transcript.

H. Determination of Status

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 EVPAA and the Registrar. The summer and intersession terms, while possibly raising a student's CGPA, do not impact academic standing. (Updated December 8, 2015)

I. Dismissal

After two consecutive terms on probation, the student's file will be subject to review by a committee composed of the Deans of Business, Arts and Sciences; Health Sciences; and Academic Success, with input from the Registrar, the Coordinator of the Academic Resource Center, the Director of Advising and others as necessary. After review, the committee will recommend to the EVPAA students whose academic performance is considered to be sufficiently unsatisfactory as to warrant dismissal from the College. These students may then be dismissed from student status by action of the EVPAA. (Updated February 26, 2019)

Dismissal will be highly recommended for those students who, after completing 90 term hours of credit including transfer hours, are carrying a CGPA below 2.00 in American International College courses.

A student who has been dismissed for poor academic performance can be reinstated only with the approval of the EVPAA.

J. Conditionally Matriculated Special Student: Probationary Status

1. A student whose academic performance is such as to warrant dismissal may, at the discretion of the EVPAA, be placed in the status of a Conditionally Matriculated Special Student on Probation when there appears to be some good reason for the use of this alternative to dismissal.

2. No student is permitted to begin or to continue in the Senior year, as a matriculated student, with a cumulative grade point average lower than 2.00. In the event that there appears to be some ground for confidence that such a student can achieve the required CGPA by the time they have completed all course requirements, they may be permitted by the EVPAA to continue as a Conditionally Matriculated Special Student on Probation.

K. Minimum CGPA in Courses Required by a Major/Minor (Updated March 14, 2006)

1. A student must achieve the minimum CGPA of 2.0 or above in courses required for a major in order to graduate. The department offering the major will determine the courses required for a major; these include courses offered by other departments and courses that satisfy general education requirements.

    a. A student must achieve the minimum CGPA of 2.0 or above in courses required for a minor in order to graduate with that minor recognized. The department offering the minor will determine the courses required for a minor; these include courses offered by other departments and courses that satisfy general education requirements.

2. Individual major, minor, and/or program requirements may exceed the minimum College standard.

XI. LEARNING ENVIRONMENT STANDARDS AND POLICY (UPDATED MAY 2, 2019)

A. Learning Environment Standards

1. The AIC Creed:

   "We practice personal and academic integrity, respect the dignity and rights of all persons, live up to our community responsibilities, and approach learning with a spirit of inquiry. We take pride in American International College."

   We are all, regardless of role, partners in our learning community.

2. Our Learning Community:

   a. We focus on learning through transformative experiences.

   b. We share responsibility for learning and use our successes and failures as opportunities for growth.

   c. We cultivate an atmosphere of respect and civility.

   d. We value diversity and foster a community of inclusion.

3. Our Daily Commitment

   a. We exchange ideas and engage in healthy debate.

   b. We celebrate the dignity and uniqueness of every member of our campus community.

   c. We embrace open dialogue and the art of listening.

   d. We respect the learning environment through preparation and active participation.

B. Learning Environment Policy

1. Students are expected to meet the learning environment standards.

2. Behaviors that negatively impact the learning environment may serve as an opportunity for dialogue about the values driving the standards. If such behaviors continue, additional actions may be taken.

C. Actions Resulting from Violation of Standards & Policy

1. Failure to comply with the learning environment policy may result in the student's dismissal from an individual course meeting or from the course for the remainder of the term. In extreme circumstances a student may be dismissed from a program or the college.

2. Sanctions for Violation of Policy

    a. Warning

        i. The faculty member gives a verbal or written notice to the student that they are violating or have violated the Learning Environment Policy, and must cease the behavior immediately. Warnings are generally given for minor disruption of the learning environment, and may be accompanied by dismissal from that class meeting.

        ii. If the student is dismissed from a class meeting, then within one business day of that dismissal, the instructor must notify, in writing, the appropriate chair or program director with the course number and title, the date and time of the course meeting, and a brief description of the incident that led to the dismissal.

        iii. The continuation or repetition of wrongful behavior may be cause for additional action.

    b. Formal Warning

        i. The faculty member gives a written notice to the student that they are violating or continuing to violate the Learning Environment Policy, and must cease the behavior immediately. Formal warnings are given for egregious or repetitive disruptions of the learning environment, and may be accompanied by dismissal from a class meeting.

        ii. The warning is forwarded via email to the Chair or Program Director along with a detailed description of the behavior and a requested action. The Chair or Program Director reviews the incident and meets with the student and/or faculty, as appropriate.

        iii. Should the behavior not cease, the Chair or Program Director may recommend student dismissal to the Dean.

        iv. The Dean of the school in which the violation occurred may dismiss a student from a course for the remainder of the term.

D. Appeals Procedure (for course dismissal only)

1. Students may appeal a course dismissal in writing to the EVPAA.

2. A final decision will be made by the EVPAA within five working days of the appeal.

XII. ACADEMIC INTEGRITY (UPDATED SEPTEMBER 21, 2017)

A. Policy Statement, Scope and Intent

1. American International College is a community of learners and scholars committed to academic excellence, the pursuit of knowledge, and propriety in all endeavors in and out of the classroom. This commitment, therefore, demands that each member of the community work diligently toward fostering an environment that is open to inquiry where each participant upholds a high standard of 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 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.

B. Definitions (Updated November 29, 2018)

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, electronic media/devices or other information in examinations, tests and quizzes (except as expressly permitted);

    c. Obtaining or using confidential information about examinations, test or quizzes other than released by the instructor;

    d. Using or exchanging information during examinations, tests and quizzes, other than expressly permitted by the instructor;

    e. Falsifying experimental data or information;

    f. Engaging another person to submit work as one's own;

    g. 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 course as if it were unique for each course).

h. Use of online exam and assignment sharing sites;

i. Cooperating with or assisting others to do one or more of the above.

2. "Plagiarism" means to take and present as one's own 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,

c. The presentation of work prepared by another in final or draft form as one's own source (e.g., purchased research papers), or

d. Presenting data or other material gathered or edited by another person or group as one's own.

C. Determination of Cheating or Plagiarism

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 their own.

D. Academic Sanctions

1. Sanctions Within a Course

These sanctions may be applied in any educational experience at the College where academic credit is graded, awarded, or otherwise evaluated for the learning process.

a. The instructor may refuse to accept the work for credit, irrespective of the work product's type or scope;

b. The instructor may assign a grade of "E F" 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 "E F" 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 insufficient, or not available, the instructor may initiate additional or alternative sanctions through the EVPAA. Sanctions which may be imposed include suspension, or dismissal from the College.

b. Further academic sanctions are provided for acts of cheating or plagiarisms which are deemed pervasive to the student's academic career such that the validity of the degree and the integrity of the College could be questioned. It is expected that such occurrences will be related but not limited to professional or graduate work. Possible sanctions include:

i. 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;

ii. Revocation of degree or certificate.

E. Academic Administrative Procedures for Invoking Sanctions (Updated November 29, 2018)

In the event that an instructor determines that a student in a course or program under the instructor's supervision has presented work for 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, by email, 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. The instructor shall clearly indicate the assignment(s) or work which is in question and provide documentation that supports the allegation. Additionally, the instructor shall direct the student to review this Academic Integrity Policy.

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. In every case, the instructor shall file the appropriate form and documentation in the office of Academic Affairs. This notice will form the basis of an ongoing file in Academic Affairs, 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 Dean's office and other appropriate 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 EVPAA will appoint a designate.

F. Appeals of Sanctions (Updated April 9, 2019)

Two 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 the charge of academic dishonesty and/or the applied academic sanction. The student's appeal shall be made within 7 days from notification of the offense. The student shall complete the "Academic Integrity Sanctions Appeal" form and submit to the Dean of the School.

   b. The dean (or designate) shall consider the appeal and shall make a determination within 7 days. The dean will review all documentation related to the accusation and applied sanction, and will meet with the student and/or faculty as needed or upon request. Both the instructor and the student have the right to examine all evidence presented by all parties.

   c. After reviewing and evaluating all evidence that support the claims of the instructor and student, the dean (or designate) shall render the School's decision, including a brief written statement supporting the decision. This decision shall be relayed promptly to both the student, the instructor, and the Office of Academic Affairs.

2. Second Appeal: Within the Office of Academic Affairs

   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 EVPAA (or designate) within 7 days after notification of the denial of the first appeal. The EVPAA will examine the evidence and decide whether or not to alter the decision of the School Level Appeal. The decision of the EVPAA shall be relayed promptly to the dean (or designate), the instructor, and the student. The decision of the EVPAA shall be final.

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 EVPAA. 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

1. When a final determination of a decision or appeal has been made, the EVPAA shall instruct the Registrar and other appropriate College administrators, chairperson or instructors as to the final disposition of the decision and appeal. Any documents necessary for the application of sanctions or the correction of records shall be executed and submitted to the Registrar for inclusion in the academic record:

    a. In the case of dismissal from the College, the Registrar will note the dismissal on the transcript as "Academic Dismissal."

    b. In the case of the revocation of degree or other credential, the Registrar will remove the conferral from the transcript and note "Academic Dismissal" in the final term of enrollment.

    c. In either case, the Registrar will also evaluate any awards or honors noted in the record for the terms in which sanctions have been imposed and remove them from the record (e.g., Dean's List, Latin Honors).

XIII. ACADEMIC HONORS

A. Dean's List (Updated April 22, 2020)

The School Deans issue a Dean's List shortly after the completion of each term to recognize the academic excellence of students enrolled in 12 or more credits. To earn the honor of a place on the Dean's List of one's school, a student must have attained at least a 3.30 semester grade point average with no grade lower than a C- or any incomplete grades in any course. If an incomplete grade is received, it must be resolved by the date stated on the incomplete contract. The term which had the incomplete will then be evaluated by these criteria and the Dean's List will be retroactively awarded assuming all other criteria are met.

B. Graduation with Latin Honors (Updated April 15, 2020)

1. To determine eligibility for honors, the Cumulative Grade Point Average (CGPA) will be computed by including all the courses taken at American International College. Any courses taken at other accredited institutions and recorded on the transcript at American International College will not be included in calculating the CGPA.

2. After all final grades are submitted and the student has been cleared for graduation, Latin Honors will be awarded as follows: Cum Laude with a CGPA in the range of 3.30 to 3.59; Magna Cum Laude with a CGPA in the range of 3.60 to 3.79; and Summa Cum Laude with a CGPA in the range of 3.80 to 4.00.

    a. Graduation with such distinction is noted on the student's diploma, transcript, and in the Commencement Program.

    b. In order to qualify for honors recognition, a student must have successfully completed a minimum of 45 term hours of credit at American International College.

3. In order to qualify for Valedictorian or Salutatorian, a student must have successfully completed a minimum of 60 term hours of credit and averaged full-time status at this college (a minimum of 12 credits per semester). The Valedictorian will be that student with the highest CGPA. The Salutatorian will be that student with the second highest CGPA.

4. No honors will be determined for a second bachelor's degree.

XIV. GRADUATION REQUIREMENTS

A. Academic Requirements

Students must satisfy the academic requirements in effect at the time of their matriculation at the College. This includes the following:

1. General Education Requirements – as outlined in Section VI, A;

2. Major and Culminating Experience Requirements – as defined by the respective departments including successful completion of a defined culminating experience;

3. Total Term Hours – The total minimum number of term hours of credit required for the Bachelor's degree in any major program is 120.

   The total minimum number of term hours of credit required for the Associate's degree in any major program is 60.

4. CGPA Overall and in Major and/or Program – Candidates for a degree must have a minimum cumulative grade point (CGPA) average of 2.00 overall and in the major and/or program. Individual major and/or program requirements may exceed the minimum College standard.

   a. Candidates for a degree must have a minimum cumulative grade point average (CGPA) of 2.00 in the minor in order for that minor to be recognized. Individual minor requirements may exceed the minimum College standard.

B. Change of Academic Requirements After Matriculation

If the above referenced academic requirements are modified, the student may elect to graduate under the requirements in effect at the time of their graduation.

C. Application for Graduation

Students who plan to earn bachelor or associate degrees must file the appropriate form with the Registrar according to the dates published by the Registrar's Office.

D. Posthumous Degrees

1. A request for a posthumous degree is initiated by a person associated with the deceased, to the Registrar. This request is usually made by a family member; however the academic department of the student can initiate it in accordance with the wishes/support of the family. The request must be approved by the Department Chair/Program Director and the Dean of the School in which the student was matriculated and the EVPAA.

2. At the time of death, the student was:

    i. Enrolled in courses required for completion of the degree and had completed 75% of the work required for award of the degree.

    ii. In good academic standing and successfully progressing toward completion of requirements for the degree to be awarded.

3. If the posthumous degree is approved, the EVPAA will notify the family in writing that their request was approved and provide the family with the option of attending Commencement ceremonies to receive the degree or having the degree mailed to the family.

4. The posthumous degree will be noted after the deceased student's name in the Commencement program. The Registrar shall record the degree to the deceased student's official transcript with the notation "Degree Conferred Posthumously". The Registrar shall ensure that grades of WE (Withdrawn Excused) are recorded for all courses in the decedent's last term on enrollment.

APPENDIX I: OTHER RESOURCES

A. List of Other Applicable Resources

1. Student Handbook (Office of Student Affairs)
2. College Catalog (Admissions Office and online)
3. College Grievance-Appeal Process (Office of Student Affairs)
4. Library User Handbook (Library)
5. Computer Center User Handbook (Computer Services and online)
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. Student Advising Folder (Academic Advisor)
2. Academic Advising (Academic Advisor/Student Development Office)
3. 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)
9. Incomplete form (Online)

APPENDIX II: REVISIONS TO UNDERGRADUATE ACADEMIC REGULATIONS

All indicated revisions are to the document approved by the Faculty on May 1, 2004. A summary follows of the sections affected and the dates of the approved changes/additions. All changes are reflected in the document.

Section Updated	Faculty/Senate Approval Date
Appendix III	November 22, 2013
Section I	April 9, 2019
Section II. A	April 16, 2019
Section II. B, C, D	April 16, 2019
Section II. E	April 22, 2020
Section III. A, B	March 8, 2017
Section IV. A, B	March 3, 2016
Section IV. C	February 26, 2019
Section V. A. 1	April 16, 2019
Section V. A. 2, 3	December 8, 2015
Section V. A. 4	April 16, 2019
Section V. B	December 12, 2018
Section V. C	April 16, 2019
Section V. D, E	April 23, 2019
Section V. F	September 30, 2019
Section VI. A, C	February 12, 2020
Section VI. E	April 23, 2019
Section VI. G	November 29, 2018
Section VII. A	April 23, 2019
Section VII. B	December 11, 2018
Section VII. D	January 26, 2016
Section VII. F	April 23, 2019
Section VII. G	October 20, 2018
Section VII. H	April 23, 2019
Section VII. J	February 28, 2017
Section VIII. A	April 23, 2019
Section VIII. B	May 2, 2019
Section VIII. E	September 26, 2017
Section VIII. F	October 30, 2018
Section VIII. G	April 21, 2009
Section VIII. I	March 29, 2016
Section VIII. J	May 2, 2019
Section IX. A. 5.	May 2, 2019
Section IX. B	October 25, 2016
Section X. C	March 27, 2018
Section X. E	March 27, 2018
Section X. F	October 28, 2013
Section X. H	December 8, 2015

Section Updated	Faculty/Senate Approval Date
Section X. I	February 26, 2019
Section X. K	March 14, 2006
Section XI.	May 2, 2019
Section XII. B, E	November 29, 2018
Section XIII. A	April 22, 2020
Section XIII. B	April 15, 2020

APPENDIX III: DATA MANAGEMENT TEAM (DMT) DEFINITIONS (UPDATED JULY 1, 2019)

DMT Term	DMT Approved Definition
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 EVPAA or designee.
Administrative Dismissal	The status of a student who has been prohibited from continued enrollment due to failure to comply with college policies.
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.
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.
Full-time	Student is taking the required number of credits in their particular program to be considered full time.
Hold	An action that prohibits a student from academic registration.
Leave-of-absence	A temporary hiatus from all course work for an approved period of time, granted upon written request.
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 their first term at AIC.
Non-Matriculated	A student who is allowed to take courses but not admitted to a degree program.
Part-time	A status of a student who is taking fewer than the required number of credits in their particular program to be considered full-time.
Registered	Student is listed as a student in a given course per the Registrar's Office within a particular term.
Term	Period of enrollment as defined by the college or by the program.
Voluntary Withdrawal	The status of a student who has chosen of their own accord to separate from the College.
Withdrawn Leave (WL)	A "WL" grade indicates that the withdrawal was for circumstances beyond the student's control. The WE may **only** be applied to all courses in a term.

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