

AMERICAN ACADEMY OF INTERNATIONAL EDUCATION. INC.



INFORMATION AND PROGRAM BULLETIN

FACULTY OF ARTS, HUMANITIES & SOCIAL SCIENCES
FACULTY OF BUSINESS ADMINISTRATION
FACULTY OF LANGUAGES & CULTURES
FACULTY OF HEALTH & MEDICINE

41800 Hayes Road
Clinton Township, MI 48038
Tel. 248-822-6000
Tel. 586-573-7300

info@americanacademyedu.org
<https://www.americanacademyedu.org>

Since 2010

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President's Message:



O Glorious Spirit of Mystery, I put my arms around you. I do not know what will happen to me today, but I accept it. Give me a heart of courage and believing, so I may put my trust in you, and fear nothing.

A Native American Prayer to Begin the Day

WELCOME AND THANK YOU FOR GIVING ME THIS OPPORTUNITY, TO INTRODUCE THE AMERICAN ACADEMY OF INTERNATIONAL EDUCATION.

American Academy of International Education, Inc. offers innovative programs, non-traditional didactic methodologies and supervised on-the-job practical training or community service, which are self-directed, oriented to action projects, and focused on everyone finding and mastering a field. All of these features may stand in sharp contrast to traditional programs which offer a single content taught to all students, through presentations and tested for right answers.

Our unique programs:

1. Open certificated higher education to a very large new global audience.
2. Offer creative programs which enable participants to focus, manage and develop their abilities in a field of their choice.
3. Provide teaching opportunities for faculty, committed to empowering students with the skills, environment and experience they need, to engage in a lifetime of learning and achievement.
4. Attract grants and other development money from governments, businesses and private supporters.
5. Become a model that other institutions may want to investigate and emulate.
6. Accept educational credits for comparable courses completed at other accredited colleges and allow advance standing to students who can provide documentary evidence or exemptions with testing or proof of proficiency, for most of our programs & wherever possible.
7. Allow advance standing for community service, volunteer work or lifetime achievement experiences.
8. Fully democratize what has been a very selective education process.

Quintessentially, however, the American Academy of International Education has the potential to empower people who have lost their way, been left behind for family, financial or other reasons or have suddenly awakened to higher education. We believe that other benefits will emerge as we describe or begin with the process of revolutionizing higher education, to eventually become a 'University Without Borders'.

Shakil A. Khan, M.D. ND. HD. LMT

PHILOSOPHY, MISSION, GOALS & OBJECTIVES

The Philosophy of the American Academy of International Education (AAIE) is to establish a center for personal & professional achievement, enabling adults & youth, with any background, to pursue their personal interests and achieve a level of competence, worthy of certification at the end of participation in one of our programs.

We believe that Higher Education is essential to the economic recovery and long-term growth. Education is a catalyst for industrial innovation and it strengthens your ability to compete globally.

The Mission of the American Academy of International Education is to provide advance training or the best educational opportunities, at low cost, to all who wish to pursue higher education, including those who have been left behind when they were screened out in the competition for higher education.

To fulfill its mission, and whenever & wherever legally possible, AAIE offers regular day classes, evening and weekend classes as well as classes' off-campus, off-shore and guided self-study through the internet, including but not limited to myriad of non-AAIE online courses, on-the-job training, internship, independent and/or guided research, etc. at convenient times and locations – subject to prior approval of AAIE.

The Goals & Objectives of the American Academy of International Education (AAIE) is to provide world-class education in such a way that students can become employable in the shortest period of time, then return to school and continue on for higher diploma or degree, while still working.

American Academy of International Education is incorporated in the State of Michigan. It is dedicated to serving the community, volunteer work, as well as providing knowledge, learning experience and improving the social, cultural & economic wellbeing of its students.

American Academy of International Education, makes higher education accessible and affordable to anyone & everyone with a passion to learn. In addition to financial aid available from State of Michigan, AAIE offers Pay-As-You-Study no-interest plans to help:

1. Minorities
2. Foreign qualified professionals
3. Refugees and/or Recent immigrants
4. Citizens with disabilities
5. Senior Citizens
6. Adults – for second or third career
7. Women
8. Youth
9. Others – who have the passion for higher or continuing education
10. And especially for those who feel that higher education is too expensive, too cumbersome, too long or too difficult for them.

American Academy of International Education

List of Courses offered individually or as a part of a career in our Academic Programs

ARTS & HUMANITIES:

Fundamentals of Adult Learning
American History & Culture
Art of Public Speaking
Afro-American Studies
Art Appreciation & Theory
History of Art
Career Guidance
Communication Fundamentals
Group Communication
Non-Verbal Communication
Research in Communication
Community Development
Community Leadership
Social & Community Services
Counseling
Crisis & Conflict Management
Death & Dying
Diversity Management
Economics – Introduction
Applied Economics
World Economics
Ethics
Grief Recovery
History of Modern World
Human Relationship
Human Sexuality
Multicultural Studies
Comparative Religions (*Intro to Buddhism, Christianity, Hinduism, Islam & Judaism*)
World Religions
Sociology
Spirituality – Introduction
Teacher Education
Volunteer Management
Youth Management

BUSINESS:

Accounting – Introduction
Principles of Accounting-1
Principles of Accounting-2
Intermediate Accounting
Accounting – Payroll
Accounting – Peachtree
Accounting – Spreadsheet
Accounting – Tax
Accounting – Quickbooks
Budgeting & Financial Management
Business – Introduction
Fundamentals of Business Plan
Event Planning 101
Event Management
Event Marketing
Multicultural Events Management
Export – Introduction

BUSINESS (cont'd):

Healthcare Management
Human Resource Management
How To Do Business in *Africa, Asia, Canada, Caribbean, Europe, Latin-America, Middle East & Pacific Islands*.
Import – Introduction
International Business
International Marketing
International Economics
International Trade Organizations
Management – Fundamentals
Marketing – Introduction (101)
Non-Profit Organization Management
Office Administration
Off-Shore Outsourcing
Organizational Theory
Public Relations
Psychology in Business
Retail Business
Salesmanship
Selling Your Services
Small Business – Operation
Teams Managements
Translation & Interpretation
Venturing Abroad

HEALTH & MEDICINE:

Activity Director – Introduction
Activity Director (Module 1-5)
Anatomy & Physiology
Biology
Case Management – Introduction
Case Management (CM) Process
CM – Information Systems
CM – Transitional Planning
CM – Practice Settings (*Homecare, Hospital, Community Centers, Rehab, Palliative Care & Hospice*)
CM – Workers' Compensation
CM – Life Care Planning
CM – Setting-up Your Own Business
Chemistry – General
Chemistry – Organic
Chiropractic Medicine – Introduction
Chiropractic Office Administration
Chiropractic Clinical Procedure
Chiropractic Treatments
Diagnostic Tests
Depression & Mental Health
Diseases & Health Conditions (*Series of more than 100 health conditions*)
Disease Process
Geriatrics (Aging & Health)
Health Assessment & Physical Exam
Health Coaching

HEALTH & MEDICINE (cont'd):

Massage Therapy
Medical Office Management
Microbiology – Fundamentals
Microbiology of Health & Disease
Nutrition
Pain Management
Pathology
Patient Advocacy
Pharmacology
Physical Therapy
Psychology – Introduction (101)
Psychology (Child & Adolescent)
Psychology – Abnormal
Psychology of Aging
Para-Psychology – Introduction
Recreational Therapy

HOLISTIC (NATURAL) MEDICINE:

Acupuncture & Acupressure
Alternative Medicine
Aromatherapy
Ayurvedic Medicine of India
Bach Flower Therapy
Detoxification Therapy
Diet & Nutrition Therapy
Feng Shui
Herbal Medicine
Homeopathic Medicine
Meditation
Naturopathic Medicine
Reiki
Reflexology

LANGUAGES & CULTURES:

African-American History
African-American Studies – introduction
Black Emancipation
Creative Writing
Cross-Cultural Competency
Cross-Cultural Training for Teachers
Dos & Don'ts Around the World
English Composition 1 & 2
Intercultural Career Planning
Intercultural Coaching
Intercultural Communications
Intercultural Training Methodologies
Introduction to World Cultures (*Africa, Asia, Caribbean, Europe, Latin-America, North America, Middle East and the Pacific Islands*).
Multicultural Adoption
Multicultural Relations
Multicultural Studies
Native American Studies

TAKE YOUR CAREER TO NEW HEIGHTS

STUDY ON-LINE, ON-CAMPUS OR HYBRID

• **FACULTY OF ARTS & HUMANITIES**

		Certificate (9-12m)	Diploma (15-24m)
1	Social & Human Services Assistant	\$2,970.00	\$5,970.00
2	Teaching Assistant (TA)	\$2,970.00	\$5,970.00
3	Volunteer Management	\$2,970.00	-

• **FACULTY OF BUSINESS ADMINISTRATION**

1	Business Administration	\$2,970.00	\$5,970.00
2	Event Management	\$2,970.00	\$5,970.00
3	International Business Administration	\$2,970.00	\$5,970.00
4	Management of Non-Profit Organization	\$2,970.00	\$5,970.00

• **FACULTY OF LANGUAGES & CULTURES**

1	ESL Teacher Training	\$2,970.00	\$5,970.00
2	Teacher of Foreign Languages	\$2,970.00	\$5,970.00
3	Translator & Interpreter Training	\$2,970.00	\$5,970.00

• **FACULTY OF HEALTH & MEDICINE**

1	Activities Director	\$2,970.00	\$5,970.00
2	Chiropractic Assistant	\$3,950.00	\$7,900.00
3	Home Health Aide (75 clock-hours) \$790.00	-	-
4	Homeopathic Medicine (HD)	\$4,500.00	\$8,500.00
5	Medical Case Manager Specialist	\$3,950.00	\$7,900.00
6	Health Coach	\$3,950.00	\$7,900.00
7	Naturopathic Medicine (ND)	\$4,500.00	\$8,500.00
8	Physical Therapy	\$3,950.00	\$7,900.00
9	Recreational Therapy	\$3,950.00	\$7,900.00
10	Therapeutic Massage	\$5,900.00	-
11	Therapeutic Massage Instructor Program	\$2,970.00	\$5,970.00
12	CPR & First Aid (8 hours online program) \$65.00	-	-

SPECIAL SINGLE COURSE PROGRAM TO IMPROVE YOUR SKILLS OR KNOWLEDGE

- More than 600 exciting courses are available in our faculties for online study
- Take just one 45-hour course for only \$225

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YOUR SCHOOL OF LIFE-LONG LEARNING SINCE 2010

The AAIE History

The American Academy of International Education, has more than half-century of history in education. It was set-up as 'Viva International Student Services' back in 1972 in Michigan, to recruit foreign students, and to train foreign students of medicine, nursing and public health at American hospitals. Hundreds of foreign students, generally from the Dominican Republic, Egypt, Israel, India, Japan, Pakistan, Nigeria and Taiwan, came for short-term clinical training.

Viva International worked with the Madonna College (now Madonna University) of Michigan, Ohio Dominican College (now Ohio Dominican University and Oberlin College) and brought foreign students to America to study. In the early 80's, it also started recruiting medical students for Universidad CIFAS of Dominican Republic, University of Health Sciences of Antigua, and Spartan Health Sciences University of St. Lucia. It was also the function of Viva International to supervise and coordinate clinical training of senior medical students at U.S. & Canadian hospitals.

During 1998 Viva International set-up a small vocational school in Michigan – American Academy of International Education, to offer academic programs and to continue training of foreign medical students.

It also established 'Dominican International College' in Santo Domingo, Dominican Republic (www.dominicancollege.edu.do) and worked with the Dominican Medical College, providing continuing medical education, ESL, Physical Therapy, Massage Therapy and many other courses, while also operating a small, charitable hospital 'AAA Hospital & Health Center'. AAA Hospital offered free or substantially reduced healthcare to indigent Dominicans & Haitians.

The hospital was partially supported by the Smile Train Organization of New York, for its free surgeries for cleft-lip and cleft-palate for hundreds of Dominicans & Haitians children.

Dominican International College and AAA Hospital also provided 'Clinical Training' to students of nursing, medicine and public health from American Medical Colleges, including Wayne State University, Michigan State University, Boston University, New York University, Yale, University of Texas and many others.

After the devastating earthquake in Hispaniola (Dominican Republic & Haiti) on January 12, 2010, the hospital/college building was badly damaged, and it was decided to close the facility and move back to Michigan

The Dominican International Institute was approved by the State of Michigan as a post-secondary vocational school in 2011, with four faculties (Arts/Humanities, Language/Cultures, Business Administration and Health & Medicine).

In 2020 – the name was changed back to our original name; American Academy of International Education, Inc. (AAIE) that was established in 1998.

The goal of AAIE is to eventually set-up a 'University Without Borders' providing free or low-cost higher education to millions of students in America, and Around the World, especially in Africa, Asia and Latin America, who are striving to get higher education but can't afford it.

AAIE recognizes that education is the key to help these young men & women around the world, become employable and for the elimination of poverty, illegal immigration and for the world to become prosperous and peaceful.

AAIE is affiliated with the Multicultural Council of America, (www.multiculturalcouncil.org) a 501(c) (3) charitable organization, established since 2001, promoting world cultures, education & healthcare.

ACADEMIC FACILITIES

The American Academy of International Education (AAIE)), is centrally located at 41800 Hayes Road in Clinton Township, Michigan. The campus provides free parking at our huge paved parking lot, with easy access from Hwy 59, I-75 & I-94. The building is accessible to physically compromised students.

Laboratory, as required for science & medicine courses is fully equipped with human skeleton, human body with detachable organs to study various body parts & systems, massage tables and other equipment for massage therapy, physical therapy, recreational therapy, etc.

Hands-on experience, clinical training and internship is also arranged at other facilities.

The American Academy of International Education also offer some classes, seminars, workshops or training off-campus at other locations, including at community centers, libraries, churches, etc. within or beyond the State of Michigan.

As your '**School of Life Long Learning**', American Academy of International Education offers Certificates & Diplomas in four faculties and more than 600 exciting courses in many fields. From senior citizens, home-makers to youth as well as working-adults, and those who don't want to, or can't take a whole-course, we encourage them to take just one or more of our exciting courses, online or on-campus, to upgrade their knowledge & skills or learn about something they always wanted to learn, at a very low cost.

Because we are a community-oriented private school, we offer no-interest, low monthly payment system to pay tuition. Knowing that the Federal Student Loans of more than \$1.3 trillion have destroyed many of our youth and families, we discourage our students to take a loan to study, and instead offer low-monthly payment plans with no interest or service-fee. We also offer scholarships to qualified students.

DISTANCE LEARNING

A comprehensive website with complete facility to enjoy distance learning is being developed. The students are encouraged to browse through the website, apply for admission, select courses, study independently through our myriad of self-guided courses, communicate with the professors, be able to pay tuition fee and apply for loans and scholarships.

While some courses have a class-room and distance learning components, other programs are offered strictly on-campus basis, including Therapeutic Massage.

Please check with the Registrar's office, our website or the course brochure for more details about the program you wish to pursue.

ARTICULATION AGREEMENTS

The graduates and students of the American Academy of International Education may be able to pursue higher degrees at various colleges & universities within Michigan, the United States and/or overseas, through the Articulation Agreements AAIE plans to have with many accredited institutions.

ACADEMIC POLICIES & PROCEDURES

Application Process

Applying for admission at the American Academy of International Education is very simple. One can complete the on-line Application and attach photos and relevant documentation, or apply by mail or come to the Registrar's office in Clinton Township campus.

For seminars or for a single-course – there is no admission fee. An online Registration Form with full payment (non-refundable) is required to confirm your participation.

For academic career programs, following documents are required;

1. Completed Application Form
2. Application for Admission fee of US\$100.00 (non-refundable)
3. Course Registration Fee of \$100.00
4. 3 Color Photos (2x2)
5. Copies of certificates, diplomas and transcripts from institutions previously attended
6. Health Certificate
7. A short essay, why you wish to take this program at AAIE, especially for applicants asking for exemptions or advance standing based on previous professional experience or training
8. For course which may require State Licensing, a Certificate of having no criminal record is required.
9. 2 Letters of Recommendations may be required for some courses
10. Official Transcripts from previously attended institutions will be required for any advance standing or course exemptions. The official transcripts must be sent directly to AAIE.
11. ACT, SAT or TOEFL scores are helpful considerations but **NOT** required
12. AAIE reserves the right to require any additional information or documentation.

Admission Process

Upon receipt of the above documents and if you are accepted, a 'Provisional Letter of Acceptance' will be issued. The provisional admission status shall be removed after the Registrar's office has received;

1. Completed Course Registration Form & Registration Fee
2. Applicable tuition fee in full, or an agreement to pay by instalments.
3. Official Transcripts of previous studies
4. Any other special requirements assessed by the Registrar

Academic Calendar

Regular academic programs are designed on Trimester (3 months) basis, beginning during the first week of January, April, July and October, each year. However, seminars, workshops and other programs will be offered at any time during the year.

Holidays

American Academy of International Education will be closed on all statutory holidays.

Non-Discriminatory Policy

In accordance with the Federal & State of Michigan laws and/or statutes, the American Academy of International Education is an Equal Opportunity organization and does not discriminate on the basis of race, religion, color, ethnic origin, national origin, creed, gender, sexual orientation, immigration status, disability or age.

Accreditation

American Academy of International Education is incorporated in Michigan. It is licensed in accordance with the Private Trade Schools, Business Schools, and Institutes Act 148 of 1943 of the State of Michigan.

Tuition & Fees

Because the American Academy of International Education is a community-based institution, the tuition and various fees are kept at a very minimum cost. The tuition is based upon the program;

1	Admission Fee (non-refundable)	\$100.00 *
2	Registration Fee	\$100.00 (Each Trimester)..
3	Seminars:	\$10 to \$225.00+ each, depending upon the length and subject.
4	Academic Programs	\$5 to \$15+ per clock-hour. Please refer to the specific program brochure
5	Evaluation Fee	\$50.00 for each course exemption, towards a Certificate or Diploma Program
6	Qualifying Exam Fee for exemptions	\$100.00 per exam
7	Late Fee	\$1.00 per day

- If the applicant is denied admission – 75% of the admission fee will be refunded
- There is no Registration Fee for seminars.
- There is no extra fee for the lab, graduation or for issuing the transcript
- Where there is a practical training or internship, the student may have to buy Professional Liability Insurance.
- There may be extra charges or fees for any extra-curricular activities.
- All fees are subject to change without notice
- Please refer to withdrawal or refund policy of AAIE for more information.

Scholarships & Loans

1	State of Michigan Grants	Michigan Works	Development Centers
2	Federal Government Student Loan	Not available	Not recommended
3	American Academy of Int'l Institute Loan	Available to bonafide students	Subject to superior scholastic achievements
4	MCC Scholarship	Available to bonafide students	“ “

- Loans or Scholarships may also be available from various financial institutions, potential employers, corporations or foundations.
- Scholarships can be rescinded, retrospectively, if grades fall below B average.

Withdrawal & Refund Policies

All requests for the withdrawal/refund must be in writing. For the Seminars, Workshops or Short-Courses, there shall be no refund after payment and confirmation, however a qualified substitute may be accepted with a written request, up to 48 hours before the actual program.

For courses of one week or more, following cancellation penalties & administrative fees apply:

- All tuition & fees paid by the applicant, shall be refunded if the applicant is rejected by the school before enrollment.
- An application fee of not more than \$25.00 may be retained by the school if the applicant is denied.
- All tuition & fees paid by the applicant shall be refunded if requested, in writing, within three business days after submitting a signed or internet based application for admission.
- Tuitions paid will be refunded – less administrative cost / penalties as follows:
 - Up to thirty (30) days before start of class..... \$ 50.00
 - Up to seven (7) days before start of class..... \$100.00
 - Up to three (3) days after start of class..... 50% of total fee
 - There shall be NO refund after the third day of class, whether a student has attended a class or not. However, the student can change to the next trimester or the fee can be adjusted for another course – up to 1 year, from the date of application for admission and/or registration.
- The Registration fee for the Trimester, is not refundable or adjustable, once paid/registered.

If a program is cancelled by the American Academy of International Education, for whatever reason, AAIE shall refund all monies paid for that particular program in full. AAIE cannot be held responsible or liable for any expenses incurred by the student or any consequential losses thereof. AAIE reserves the right to cancel or change any program, at any time and without any reason whatsoever.

- All refunds will be paid within 30 days after the receipt of written notice
- For Foreign students refund policy, please refer to ‘Foreign Students’ section below

Attendance:

At least 85 per cent attendance is mandatory for class room and/or lab. The Registrar, in concert with the instructor, may allow additional days off, subject to receipt of a written explanation, medical certificate or other acceptable reason. Wherever possible, student must apply in writing for such leave of absence before it happens. Being absent on the day of any exam may result in receiving zero marks in that particular exam.

Internship / Practical Training & Volunteer work, are an integral part of most programs. The location of AAIE provides access to internship, volunteer work and career opportunities throughout the metropolitan area. Internships & volunteer work provides hands-on work experience in business, industry, and non-profit organizations. Although students generally do not get paid, these experiences will expand your education by affording you the chance to combine theories learned in the classroom with actual practice in the workplace.

AAIE will try to provide this training at an approved organization, in the State of Michigan or beyond, but the student may be allowed to find, a location of his/her choice, for such training, with prior approval of the Registrar and the Dean. Training done without the knowledge and approval of AAIE may not be accepted. Costs involved with any such internship or training must be paid by the student, in addition to the applicable tuition fee.

For certain programs, American Academy of International Education, may organize cultural, academic and other activities, within Michigan or beyond, including short trips to cultural events, community affairs, museums, seminars or workshops, etc. Some of these events may be at no cost or some may have a cost involved. Students are expected to participate, if such programs are part of the course, and which, in view of the instructor, may enhance student's knowledge of the subject.

Foreign Students

The American Academy of International Education encourages foreign students to enroll in our online programs or come to study in Michigan. The tuition and application process for a foreign student is exactly the same as a local student, except that the foreign student must meet the approval and requirement for the appropriate visa from the U. S. Department of Immigration. A financial guarantee and tuition for at least one year (4 trimesters) is required upon issuance of a provision letter of admission.

For some of AAIE programs, the Laws may not permit Foreign Students. Please check with AAIE and US Embassy in your country.

The AAIE does not have any dormitory facility at this time, but AAIE will try to find affordable accommodation or home-stay. The student will be required to pay for all such housing expenses before coming to the United States. Depending upon the availability, airport transfers & meeting/greeting service may be provided, at additional expense.

All documents for the admission process must be in English language and notarized by the American Embassy or Consul overseas. Documents can be translated by AAIE staff or affiliate, at an additional cost.

American Academy of International Education does not require TOEFL. All foreign students must take the special English Test of AAIE, before enrolling in the regular programs. ESL programs are available for those who may be found deficient in English language.

In case a U.S. visa is denied to the foreign student, AAIE will refund full amount, except US\$100.00 application fee, and \$250 Administrative Fee, upon receipt of the notarized copy of such denial letter from the U.S. embassy. Generally, the security deposit and first monthly rent is non-refundable by landlords.

Foreign Students are subject to many regulations and restrictions about admission, transfers, withdrawal, residence, leave of absence, paid work, etc., imposed by the U.S. Homeland Security Office, the US Immigration and others. Please check with the local U.S. Consul in your country for more information.

Foreign students may consider studying online for six months or more, and then apply for a visa, or finish the whole program online, and then apply for a visa to come for an internship. AAIEI cannot help in obtaining the visa and does not have any authority whatsoever about the visa.

GENERAL REQUIREMENTS FOR GRADUATION

Credits Earned, Grade-Point Averages: To graduate, a AAIE student must successfully complete all required credits. These include any approved transfer credits, and credit-by-examination. (For details, see the sections on “Transfer credits,” and “Credit-By-Examination”) To graduate, students must have a 2.0 (C average) or better grade point average in courses counted for graduation. Students must also have a 2.0 average or better in all courses required for the major and minor.

Participation in Commencement

All students who have satisfied the requirements for the Certificate or Diploma, can participate in Commencement, including those who have officially graduated in the middle of the year and those who have graduated on-line. Students who have not satisfied all graduation requirements but have completed all credits by the end of the spring term are allowed to participate in Commencement without receiving the certificate or diploma. Such students who will have completed all credits at the end of winter term and who wish to participate in Commencement must register for at least 3 credits in the spring term and must sign a form acknowledging that failure to complete all credits by the end of spring term will keep them from participating in Commencement; the form must be submitted to the Registrar no later than the end of winter term. Students who participate in one Commencement are not allowed to participate again in a later Commencement, unless they have earned a second certificate or diploma.

Residence

“In residence” means taking classes being taught at the AAIE campus in Michigan and/or by AAIE faculty. At least 50 per cent of the credits required for graduation must be earned at American Academy of International Education. Students must be enrolled in residence at AAIE for at least two of the last three terms immediately before graduation and for at least six of the final twelve credits. The final term must be in residence, except for students on approved off-campus programs.. This requirement is waived for students completing approved cooperative programs leading to a professional degrees.

Except for seminars & short-courses, the normal time for earning a Certificate at AAIE is one year, and for the Diploma at AAIE is two years. Students may graduate in fewer than 12 or 24 months if they have completed all requirements, including residency, by the end of their last term and if they notify the Registrar of their desire to graduate early.

Certifying that Certificate / Diploma Requirements are completed

Each student is responsible for completion of all requirements for the certificate / diploma and should check progress regularly with his or her advisor. The Educational Development Record (EDR), printed once per year and available continuously in updated form at the Registrar's office. Students who plan to complete all

graduation requirements in fewer than 12 or 24 months must so inform the Registrar at least three months before the intended time of graduation.

In cases where the student is finishing certificate or diploma requirements out of residence (which requires permission of the Academic Standing Committee), the Office of the Registrar does not certify completion of the requirements until it has received an official transcript from each of the institutions where the work has been done. In exceptional cases, where the Registrar has determined that the official transcript is forthcoming, the Registrar may accept informal communication from another institution.

There may be cases when students require substitutions for the certificate or diploma requirements. These must be requested in writing by the student and approved by the Dean & Registrar at least six months prior to the graduation. Note also that all majors and minors must also be declared prior to the last term before graduation. The use of transfer, off-campus, or exam-credits toward major or minor requirements must be approved by the appropriate program chair. Other substitutions must be petitioned to the Curriculum Committee through the AAIE Dean.

When the Office of the Registrar certifies that certificate or diploma requirements have been completed, the certificate / diploma is ordinarily discussed at the next meeting of the AAIE faculty at which such business is normally conducted. Exceptions may be approved by the Registrar.

Students Proceeding to Cooperative Diploma or Degree Programs

Students participating in a cooperative program at another school, leading to a professional degree as well as a AAIE certificate/diploma should obtain a requirements checklist in the Office of the Registrar by the third week of the fall term of their final year at AAIE. This is to ensure that they complete the necessary AAIE requirements before leaving for the professional school. The end of the first year at the cooperating institution is the earliest possible time a student may receive a degree. In many cases, additional time is necessary. Students should check with the Registrar if they have questions regarding when the AAIE diploma will be received.

Satisfactory Academic Progress

To remain at the American Academy of International Education, all certificate/diploma-seeking students are expected to make satisfactory academic progress. Satisfactory progress is defined both in terms of the accumulation of credits toward the certificate/diploma, and as the maintenance of a grade-point average consistent with graduation requirements. Students will be considered to be making satisfactory academic progress if their cumulative grade point average is maintained at 2.0 or better.

For purposes of determining satisfactory academic progress, grades of 'W' received for reasons of verified illness or other conditions beyond the student's control may be excluded if the student successfully petitions the Academic Standing Committee to do so.

Normally, students making satisfactory academic progress are said to be in good academic standing. In some cases, where performance is declining, students who are still making satisfactory progress may be placed on academic probation, as explained below.

Academic Difficulty: Probation and Dismissal

In cases where students fail to meet the academic standards of AAIE, American Academy of International Education reserves the right to place students on probation, on academic leave, or to dismiss them from the school. Monitoring students' academic standing and progress is the responsibility of the Academic Standing Committee. In considering students' academic situations, the committee treats each student's case on its merits. It may consider courses attempted, credits and grades earned and the trend of performance.

Probation

Students are placed on probation if their grade-point average is below 2.0, or if they receive two credits of F or U in one term. Students will also be placed on probation if they fail to earn credit at the rate of 3 credits per academic term towards the degree. The only exception will be for students who for extenuating reasons (such as incapacitating illness) were unable to complete courses, and then only by action of the Academic Standing Committee in response to a petition from the student. Three terms is the maximum time normally allowed for a student to return to good-standing. Students on probation can be returned to good standing after the cumulative grade point index is raised to 2.0 or above and they have accumulated at least 3 credits for each 3 terms of enrollment. Students who are having academic difficulties because of poor or inefficient study skills are urged to contact the Academic Dean.

Mandatory Academic Leave

Where the Academic Standing Committee wishes to impose a penalty short of dismissal, it may place a student on compulsory leave for one or more (in most cases two) terms. Students on mandatory academic leave need not petition for readmission to AAIE. Upon their return, they will be placed on academic probation. During the time they are on leave, their transcripts may show that they were dropped for unsatisfactory progress.

Normally students will be placed on mandatory academic leave after a term has ended; but if a student fails to attend class or submit work for three continuous weeks the Academic Standing Committee may place a student on mandatory academic leave in the course of a term and award the student grades of 'W' for the term. If the Academic Standing Committee places a student on mandatory academic leave in the course of a term, the Registrar, Dean, or the Associate Dean of the AAIE shall determine the student's withdrawal date.

Unresolved Grades

Students in academic difficulty who return to the Institute with unresolved grades (i.e., grades of I or NR) do so at their own risk. In such cases the Academic Standing Committee may drop a student if the final grades replacing the grades of I or NR prove to be unsatisfactory, and in these cases dismissal is effective immediately.

Dismissal from the American Academy of International Education:

Students placed on probation are expected to consult with their faculty advisors and make immediate plans to improve their academic performance. If they do not show evidence of the ability to meet the Institute's satisfactory academic progress standards and maintain good standing, they should expect to be dismissed from the Institute. The Academic Standing Committee may also set specific requirements for a student, to attain in a given term, if the student is to avoid being dropped at the end of that term. Students should not assume that they have three terms on probation before being dismissed from the AAIE. A student who has been dismissed for a first time has the right to request readmission; a student who eventually does receive readmission and is then dismissed for a second time for poor grades, does not. The Academic Standing Committee may also dismiss a student from the Institute because of a disastrous term (see below).

Other Reasons for Dismissal from AAIE include non-payment of tuition, immoral or illegal acts, plagiarism and cheating on the exam, stealing, copying or abusing proprietary, confidential information about the school, administration, staff or fellow students, breach of confidence, violence or threats-thereof and/or use of foul language, inappropriate dress-code, disciplinary problems or sexual harassment. AAIE reserves the rights to dismiss any student for any reason, without necessarily giving him/her any explanation.

Disastrous Term: Students are generally dismissed from the American Academy of International Education after a disastrous term. The determination of a disastrous term and decision to dismiss are made by the Academic Standing Committee. The Academic Standing Committee usually considers a disastrous term to be one in which the student has earned 3 units of F, or 2 units of F and 1 unit of D, U, or W. A disastrous term may result in dismissal even if a student has not previously been on probationary status.

Appeal Process

A student dropped from the American Academy of International Education for academic reasons may petition the Academic Standing Committee for re-admission by contacting the Registrar or the Associate Dean of the Institute. (Students dropped for disciplinary reasons must direct petitions to the President of the Institute) Although the student should first discuss with the Associate Dean the basis for the petition, all such petitions must be submitted in writing to the Associate Dean and require favorable action by the Academic Standing Committee. The petition should indicate that the student has overcome the problems that led to earlier dismissal and include substantial evidence that the student is now ready and willing to meet the Institute's academic progress standards. Such evidence may include:

- A statement from the student indicating he or she believes the problems that led to earlier dismissal have been overcome or have been successfully addressed, e.g., through counseling or medical care;
- An academic transcript showing acceptable or better work at another comparable institution;
- a supporting statement from an individual such as the student's employer, physician or parent; and
- Any other evidence the student feels may be appropriate.

A petition may be submitted immediately after dismissal; however, the most persuasive petitions are ordinarily presented after the student has had sufficient time away from the Institute to correct the problems that resulted in dismissal. In many cases, the school may refuse to consider petitions before a term has elapsed. Where appropriate, the AAIE may re-admit a student only under specific conditions.

A student may not petition the Committee for re-admission more than once in any given term. Petitions must be submitted within three days of the beginning of the term.

ESSENTIAL TERMS AND PROCEDURES

Pre-Enrollment and Registration Check-in

Students currently enrolled and those ending leaves of absence should pre-enroll for each succeeding term. Course changes may be made during the first week of the term; after that any changes incur a Re-Registration fee of \$100.00.

Registration check-in takes place at the start of each term, at the times listed in the academic calendar, and serves the purpose of verifying attendance for the term. Payment of the balance of fees is due at that time. Students who do not perform registration check-in are assessed a late registration fee listed in the Tuition and Fees section. It is the responsibility of the student to learn and be aware of these rules & regulations or changes thereof.

Full-Time Enrollment

All Certificate or diploma-seeking students are expected to enroll full-time. The normal-time load varies with the academic program.

Part-Time Enrollment (“Special Status”)

Students pursuing a single-course, or a certificate or diploma part-time are designated as “special status students.” Students seeking special status must obtain permission from the Registrar or Associate Dean of AAIE. Permission is normally granted only when the student has special needs or certain limitations.

Overload

Students in good academic standing may enroll for more credits. Students on academic probation must have approval of the Dean or Associate Dean of the school to enroll for more credits. Permission is normally granted to students on the Dean’s List or with a cumulative grade index of 3.25 or better

Auditing

Students may register to audit a course. Regular attendance is required; the extent of participation in class is determined by the instructor. Full tuition for the Auditing Program must be paid before stating the class. Within the first week of each term, an audit can be changed to a credit.

Enrollment by Non-Certificate / Diploma-Seeking Students

College and university graduates, professionals or certain individuals, either foreign or domestic, may take courses at American Academy of International Education as continuing education students, pay appropriate tuition and enroll on a space-available basis, with approval by the Registrar or Associate Dean of the AAIE. Credits for this course work may not be used to satisfy requirements for a second certificate/diploma.

High school honors students may, with a letter of recommendation from a counselor, take courses at the American Academy of International Education in any term at 75 per cent of the actual cost. As with other continuing education students, enrollment is on a space-available basis.

In special cases, the Dean of Admission may recommend that an applicant for admission, although not granted regular admission, may for one term be enrolled for up to six credits. In such cases, the candidate for admission will receive admission or will be denied permission to re-enroll based on unsatisfactory performance.

Dependents of employees of the American Academy of International Education may take limited number of course per term at the Institute, at 50 percent of the cost of tuition. The Registrar is in-charge of advising for all such students. Preliminary arrangements to take courses on this special basis should be made well before the beginning of the term in question. Final registration is on the second day of the term.

Certain students, upon approval of the Dean, Registrar or President of American Academy of International Education, may be admitted at no cost if they do not require a certificate or diploma. All non-certificate/diploma-seeking students are subject to the usual rules and deadlines for dropping, adding and withdrawing described in this catalog. Non-certificate/diploma-seeking students may be refused permission to enroll, if they have not maintained at least a 'C' average (2.0) for previous AAIE coursework.

Second Certificate / Diploma

A person who holds a Certificate, Diploma, an Associate, and Bachelor's or post-graduate degree from any accredited institution, may be admitted as a candidate for a second certificate/diploma. In order to earn a second certificate/diploma, the candidate must satisfy the residence requirement and established academic requirements, including a major field or fields other than those presented for the first certificate/diploma or a degree. In the case that the first certificate or diploma was earned at AAIE, the minimum residence requirement may be waived.

CREDITS

A credit hour is generally considered equivalent to 15 contact hours, clock hours or lectures at AAIE. For independent study or self-study, a credit hour is equivalent to 30-hours of pre-approved and documented self-study. Students are required to complete the prescribed form of AAIE for 'Self-Study'.

Classification – sophomores, Juniors, Seniors

Students are classified as **sophomores** after they have earned 12 credits, as **juniors** after they have earned 24 credits, and as **seniors** after they have earned 36 credits.

Transfer credits

1. Credits earned at an accredited institution, prior to matriculation at AAIE and, only during the past five years, are evaluated for transfer by the Registrar, subject to the evaluation fee of \$50.00 per course, plus reliable, supporting documentation, including official transcripts. In general, subjects in which grades of B or better were earned are accepted.
 - No more than 50 per cent of the credits required for graduation at AAIE are accepted from other institutions, including Credits by Examination.
 - DII reserves the right to accept or reject any or all transfer credits, and without any reason or explanation.
2. Credits earned at any faculty of AAIE may be transferred to a different faculty at AAIE, subject to approval of the Registrar. Because the fee structure is different at different faculties, student will be responsible for any additional payment due, before graduating from the new faculty.
3. **Certain AAIE Programs do NOT allow ‘Transfer Credits’ in certain courses, for example ‘Therapeutic Massage’. Please check with the Registrar about eligibility for transfer credits in the program you are interested in.**

Credits by Examination: AAIE may allow up to 30 per cent of the 50% Transfer Credits, by a special examination, upon written request and payment of the Special Exam Fee of \$100.00 per exam. The credits will only be allowed, if the applicant achieves a minimum of B grade in each subject.

Transfer credits are **NOT** counted into the grade point average.

Repeating Courses: Only a few courses may be taken more than once for credit. If a student repeats any other course, only the credit earned the second time is counted toward graduation, but the record of the first taking may remain on the student’s transcript and in the grade point average.

Credit for Summer Study at Other Institutions: A limited number of credits earned in summer programs at other colleges may count towards graduation. In order to ensure that the transfer credits are acceptable, studies to be undertaken elsewhere must be approved in advance by the Registrar. Transcripts for transfer credits are reviewed by the Registrar, and in certain cases, by members of the faculty as well. Usually approval is not given for more than 3 credits in one summer. Students interested in obtaining approval of proposed summer studies must return a completed “Summer Study Transfer Approval” form to the Registrar no later than two weeks before the end of Spring Term classes.

Cambridge A-Level Examinations: Students who have completed their secondary education abroad and who have “Advanced Level” or “Advanced Subsidiary Level” passes in liberal arts subjects may apply to the Registrar to have credits awarded which count toward graduation. The awarding of credit is not automatic; it depends on the A-level grade received, the testing syndicate which granted it, a recommendation to the Registrar from the relevant department at AAIE and the approval of the Registrar.

The application for credit must be made during the first year of studies at AAIE. A maximum of two credits may be awarded for each examination, but one or no credit may be recommended by the department. A grade of C is the passing requirement. Departments may also require a student first to pass a course for which the A-level credit is a prerequisite. Credit is not awarded for ordinary level examinations.

GRADING

Grade Reports

Grades are reported at the close of each term to the student, faculty advisor, Associate Dean of the AAIE and Dean of Students. Instructors are asked to inform the Associate Dean whenever a student’s work in a course becomes unsatisfactory during the term. Grade reports are e-mailed to the students at their listed address, unless paper copies are explicitly requested.

Parents and/or Students may request copies of their grades to be sent to their parents or guardians by contacting the Office of the Registrar. Prior authorization is required.

Midterm grades are required for all students doing work below C, for the purpose of directing students to appropriate helpful campus resources. These grades are distributed to students, their faculty advisors and the deans.

Grading System –

American Academy of International Education uses the conventional A to F grading system, with pluses and minuses, which translates into numerical equivalents ranging from 4.0 to zero as below.

101+	A+	4.0	Excellent			72-74	C-	1.7	Satisfactory (S)
95-100	A	4.0	Outstanding			70-71	D+	1.3	Pass
91-94	A-	3.7	“			0-68	D	1.0	Fail
88-90	B+	3.3	Superior			S	C		Satisfactory
84-87	B	3.0				U	>C-		Unsatisfactory
81-83	B-	2.7				I	-	-	Incomplete
78-80	C+	2.3	Competent			NR	-	-	Not Recorded
75-77	C	2.0				W	-	-	Withdrawal

Incomplete Work:

A grade of Incomplete (I), with an extension of time to complete work after the end of the term, may be granted for situations beyond the student's control. It is not granted for work simply neglected. In the absence of an approved incomplete, each student's work for the term, including all examinations, reports, notebooks, essays and laboratory work must be handed in by 4 p.m. on the last day of examinations (or such earlier due dates as the instructor sets). Instructors do not have the authority to set later due dates.

To request an Incomplete, a student should:

- Obtain an Application for an Incomplete from the Office of the Registrar;
- Obtain the written approval of the instructor on the application form;
- Receive the approval of the Associate Dean or one of the Deans of Students;
- Return the completed form to the Office of the Registrar by the first day of final examinations.

Only in exceptional cases, such as serious illness, is the application procedure abridged, when the Dean of Students or the Associate Dean may initiate the award of a grade of Incomplete. Requests for Incompletes submitted after the first day of final exams are granted only if they involve circumstances such as illness arising during examination week; all such late requests must be submitted by the end of exam week.

If an incomplete grade is approved, the student normally has four weeks from the last day of exams to complete the work unless another date is specified on the Application for an Incomplete. All incomplete work must be submitted before the end of the term following the one in which the incomplete is granted. Petitions for extensions of the completion deadline may be submitted to the Academic Standing Committee, but will normally not be granted except in extraordinary circumstances.

The student is responsible for submitting the completed work to the Instructor. No credit is given for late work. Work sent by U.S. mail to the Instructor should be sent by registered mail; AAIE is not responsible for materials lost by regular mail or electronic transmission. Students using electronic transmission should keep copies of the work they have sent as well as proof of transmission. They should also request verification that their documents were received, and arrived in a format that could be read. Work should not be sent by campus mail or entrusted to a third party for delivery. The Instructors are expected to submit grades within a reasonable time.

When an incomplete has been granted, the faculty member records the grade that would be given based upon required work for the entire course if the missing work was not completed. This grade is regarded by the Office of the Registrar as provisional. The grade of 'I' is reported to the student by the Office of the Registrar. Only if the student fails to submit any further work by the stipulated deadline does the provisional grade become the final grade.

Students on probation and others whose records are reviewed by the Academic Standing Committee should note that incompletes delay review; such delays may result in late placement on probationary status or in late dismissal even though the committee's action has to be taken after the start of the next term.

Satisfactory / Unsatisfactory Option

Sophomores, juniors, and seniors who have a cumulative grade point average of at least 2.0 may stipulate for one letter-graded course per term that the grade shall be S or U. A maximum of four courses may be so taken. Instructors do not know when a student has elected to take a course on an S/U basis, and so they issue a letter grade which is converted afterwards to S or U. **In order to earn an S this letter grade must be C- or higher.** Grades of U do not earn credit and do not satisfy any graduation requirement. No course used to satisfy the Clinical, no course required for a student's major or minor, nor in the department of the student's major, may be taken for elective S/U grading, since the intent of elective S/U is to encourage students to enroll for courses beyond their major field of study and the minimum exploration for a AAIE certificate / diploma. An exception is made, however, for students enrolling in independent studies in their major where the instructor explicitly requests that the course be graded S/U.

A student registers for the S/U option by filing a completed Election of Satisfactory/Unsatisfactory Grading Form with the Office of the Registrar. Changes may be made during the add/drop period. No changes to or from elective S/U status may be made after the end of the add/drop period.

Sequenced Courses: If a student receives a grade below C- in a course that is part of an established sequence, he or she should meet with his or her faculty advisor to review the wisdom of taking the next course in the sequence.

Cumulative Grade-point Index: This is defined as the grade point average of all courses taken in residence at the American Academy of International Education. This index is used to determine class rank and graduation honors. Transfer and off-campus grades do not figure into the cumulative grade-point average.

Major Index

This is defined as the grade-point average of all courses required for the major. When choices exist, the Registrar selects those courses with the highest grades. Required courses outside the major department specified by course number are counted in this index. A major index of 2.0 or better is required for graduation. If a course required for the major is repeated, the first attempt is not included in calculating the major index. A grade-point average of 2.0 or better is also required for minors.

Grade Changes

A grade entered by the Registrar may be changed only if the instructor's request is approved by the Associate Dean of the College, in the case of clerical or judgmental errors, or by the Academic Standing Committee in all other cases. Requests based on an evaluation of work submitted after the last day of examinations are not granted.

Faculty regulations require that all grades be based on performance in the course. At the discretion of the instructor, the work to be evaluated may include written work, oral work, laboratory performance, class participation and attendance or any other forms of work appropriate to the course. Grading or classroom practices that reflect sex or race discrimination or harassment are a violation of faculty regulations. A student who believes his or her grade was based on factors other than performance in the course should first speak

with the instructor. The student may make an appeal to the Dean of the AAIE; if, in the Dean's opinion, the student establishes a reasonable probability that the grading was not in accord with faculty regulations, the Dean may constitute a review board.

ACADEMIC DISTINCTION

Dean's List and Graduation Honors

For the Dean's List, a student must have earned at least 12 credits in the term, with an average of 3.60 or better and no C, D, F, U or I grades.

Graduation honors are based on a student's cumulative grade point index with the minimum requirements as follows: *cum laude* 3.40; *magna cum laude* 3.70; *summa cum laude* 3.90. Such honors must also be recommended by the Academic Standing Committee and voted by the faculty. For *summa* the Committee normally requires at least 40 DII credits, 30 of which must be graded on the A-F scale, and no U grades. The quality of transfer credit is also considered for *summa*.

Majors

Self-Designed (Independent) Majors

Students cooperating with two or more faculty members may design a self-designed (independent) major that combines work in several departments. Approval of the Curriculum Committee is required and can occur no later than the end of the second term of the junior year. Students may also declare a self-designed minor with faculty sponsorship.

Multiple Majors and Minors

A student may graduate with a major and a minor; a double major; or a major and two minors. The approval of the Curriculum Committee is required for all such combinations. Combinations are approved only if the course work in one program shows substantial quantity in fields of study distinct from the other program(s). Each program must be essentially independent of the other(s) and the total educational plan of the student must present a sound liberal education.

Major and Minor: Blanket approval may be given to any combination of a major and a minor involving two different departments or two modern foreign languages.

Double Majors

Blanket approval may be given to any two departmental majors involving two different departments or two modern foreign languages.

Students who wish to complete a double major other than those given blanket approval must petition the Curriculum Committee. In particular, students who wish to complete a double major, one of which is a self-designed major, must have the approval of the Curriculum Committee. Students who complete a double major may not also add a minor.

Double Minors: For students electing two minors in addition to their major, each minor is subject to the same restrictions as stated above in the subsection on major-minor combinations. Students wishing to elect two minors not given blanket approval must petition the Curriculum Committee.

Registering, Adding, Dropping or Withdrawing from Courses: Each Trimester (January, April, July and October) students must complete a Registration Form for the courses he/she plans to attend, including the e-courses. The form must be turned into the Registrar's office at least two weeks before the end of the current trimester, with the Registration Fee of \$100.00.

The fee for all registered courses must be paid by the first day of the class. A late fee of \$1.00 per day, per course, will be charged from the first day of the class.

Courses may only be added or dropped during the first week of classes of each term. This time is referred to as the "drop-add period."

To **add** a course, a student completes a Change of Course form and obtains the permission of his or her faculty advisor and the instructor of the course. The student then returns the signed form to the Office of the Registrar. Change of Course forms may be obtained from the Office of the Registrar. After the drop-add period, courses may be added only in exceptional circumstances and only with the approval of the Academic Standing Committee. Students who fail to turn in a course change form by the deadline may be subject to a late fee of \$50.00.

To **drop** a course, a student completes a Change of Course form, obtains the permission of his or her faculty advisor and returns the completed form to the Office of the Registrar by the end of the drop-add period. Courses dropped do not appear on a student's transcript.

Students must enroll for all work for which they desire credit. They must accept responsibility for verifying that they are officially enrolled in the courses which they are attending. To assist students in verifying their enrollments, the Office of the Registrar e-mails students their enrollments as of the first day of the term and after the "drop-add period." Students should check the final enrollment carefully and report discrepancies to the Office of the Registrar. Students can check their enrollment at any time by consulting the Office of the Registrar's web site.

After the drop/add period a student may only **withdraw** from a course. To withdraw from a course, the student completes a course withdrawal form. A "W" (withdrawal) is recorded as of the date the student submitted the completed withdrawal request to the Office of the Registrar. A "W" does not count in grade indices. The withdrawal option should be used very sparingly, since multiple withdrawn courses slow a student's progress toward graduation and can result in violation of the satisfactory academic progress standard, and placement of the student on academic probation.

After the 4th week of classes, withdrawals are permitted only in extenuating circumstances such as illness. All such withdrawal requests and grades must have the approval of the Academic Standing Committee. Requests based on loss of interest or desire to improve one's grade point average are not approved. Students claiming extenuating circumstances should begin by consulting the Registrar, Associate Dean or one of the Deans of

Students. Students need to submit a written explanation along with the withdrawal request to the Associate Dean of the AAIE. Claims of extenuating circumstances result in a W only with the approval of the Academic Standing Committee. In the event that a student requests permission to withdraw after the deadline and bases the request on health reasons, the Committee will require written verification of illness from a health professional. This should be submitted in a timely way and should show that the professional writing the letter worked with the student during the time the student was ill.

American Academy of International Education reserves the right to drop or change a course at its discretion, without providing any prior notice, reason or an explanation. AAIE could offer another course or introduce a new course in lieu.

Class Attendance and Excused Absences

Students are expected to attend classes regularly and to participate fully in class activities. At least 85 per cent attendance is required. Students who are absent from class, regardless of the reasons for their absence, are responsible for all work assigned in the course. In all cases of excused absence, appropriate deadlines for the completion of work missed must be arranged by the student with the instructor. Students who fail to attend the first 3-days of class and who have not been excused may be dropped from that class.

In case of illness, it is a student's responsibility to see that written verification of the illness is obtained from the physician or hospital and is provided to one of the Deans of Students, who notifies the student's instructors. If a student was not seen by a physician or at a hospital, but is known by the Dean of Students to have been ill, the student may request verification of illness from the Office of Student Development. In case of a verified illness, the student is normally excused from the class; in all other cases the decision is the prerogative of the instructor.

Instructors may adopt more specific attendance policies in their courses. It is the student's responsibility to be familiar with the instructor's policy and to abide by it. Students should be prepared to accept a grade of an F in a course for failure to adhere to the instructor's attendance policy. Except in the case of illness, it is the instructor's decision whether to excuse a student from class attendance. Reasonable standards of humanity and responsibility are expected to prevail.

Examinations

Quizzes and examinations are administered during the term at the discretion of the instructor. Students who expect to be absent from class due to any reason should check well in advance with their instructors about possible re-examination.

Mid-Term and Final examinations must be held according to the published examination schedule. A student should not make plans to leave the campus before his or her last scheduled final examination. Faculty members may not make changes in the time of final examinations without prior approval of the Dean of the Institute. A student is not normally permitted to make up missed final examinations, except with an excused absence (e.g., due to illness) approved by the Office of Student Development or the Associate Dean of the AAIE.

LEAVES OF ABSENCE, VOLUNTARY WITHDRAWAL AND READMISSION

Leave of Absence

Application for a leave of absence, whether for personal reasons or for participation in individually arranged off-campus study programs, is done through the Office of the Registrar, Associate Dean and/or the Dean of Students.

Students who wish to take leave to pursue studies off-campus should see the Associate Dean of the AAIE, while students requesting leaves of absence for personal or medical reasons should see one of the Deans of Students.

Personal leaves are granted when a student desires to interrupt his or her progress toward a certificate or diploma for up to one year without withdrawing from candidacy for a AAIE certificate or diploma. Personal leaves enable students to work, travel or pursue interests not involving formal studies that would count towards graduation from American Academy of International Education. For a student in good academic standing, no qualifications are necessary to obtain a personal leave.

A student who is on academic probation may be required by the Academic Standing Committee to submit a statement of how he or she proposes to complete the academic program after returning from leave. A student should also request leave from one of the Deans of Students when medical or other emergencies would force the student to leave campus during the term.

A Dean assists the student in arranging for incomplete grades or course withdrawals. No refund of enrollment deposit is made to students who withdraw from the Institute after going on leave unless approved in advance by a Dean.

Withdrawal from the AAIE and Re-admission

When a student withdraws or takes a leave of absence from all classes during a term, it is the AAIE's responsibility to determine the student's withdrawal date for the purpose of the return of Title IV (federal) financial aid and the refund/cancellation of charges and non-federal financial assistance.

Official Withdrawal: For a student to be considered officially withdrawn, he or she must notify the Institute in writing, at least two-weeks in advance of the intent to withdraw by contacting one of the following AAIE officials: the Dean of Students, one of the Associate Deans of Students, or the Associate Dean of the AAIE. The withdrawal date is the date that the student notifies one of the above-named officials of the intent to withdraw and/or begins the withdrawal process by completing a withdrawal/leave of absence form.

Readmission: Students who have withdrawn may apply to the Registrar, Dean of Students or the Associate Dean of the AAIE for readmission; the agreement of the Academic Standing Committee is required for the readmission of students who withdrew while on any form of probationary status. Students who are readmitted may be required to satisfy the graduation requirements in effect at the time of their readmission.

Unofficial Withdrawal: If a student ceases attendance without providing official notification to AAIE, the withdrawal date is the midpoint of the term, except that the College may use as the withdrawal date the student's last date of attendance at an academically-related activity, as documented by the AAIE. Students who leave campus during a term without providing official notification are dropped from the AAIE and receive failing grades in all their courses (unless the Dean of Students or Associate Dean of the AAIE determines that such grades should not be awarded). This action is taken fifteen days after the Dean of Students sends a warning to them. During the fifteen-day period, students may show-cause why such action should not be taken.

Special Circumstances: If the school determines that a student did not provide official notification because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, one of the above-named Deans may determine a withdrawal date related to that circumstance.

STUDENT RECORDS

Privacy and Access to Student Records: All educational records of the AAIE are managed in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The act provides that a student may inspect certain records and also limits who may have access to a student's records without the student's permission. To inspect his or her records, a student should obtain a request form from the Office of Student Development. More detailed information on student rights under the act may be obtained from the Student Handbook or from the Office of Student Development.

Name Changes: At the time of initial enrollment, the full name of a student is entered on his or her transcript record. Students who change their names while they are enrolled at the American Academy of International Education may ask, in writing, that their name be changed on their transcript records. Appropriate documentation should accompany such requests. Such changes are made only if requested by students and only while students are enrolled at the school. At the time of graduation, the names used on diplomas are those that appear on 'Application for Admission' and Transcript Records. Students who return to AAIE with new legal names after receiving their credentials have separate, cross-referenced records established under their new names, but the names that appear on their pre-graduation transcript records are not changed.

COLLEGE RULES & REGULATIONS CHANGE

American Academy of International Education reserves the right to add, modify, delete or change any of the above rules & regulations without notice.

COMPLAINTS

Students who wish to file a complaint about a staff, a faculty or about the school, may do so by writing, in confidence, to the President of the American Academy of International Education, Inc. All efforts will be made to clarify any misunderstanding, resolve academic issues or a legitimate complaint, within a reasonable time period.

Students who are still not satisfied, may wish to file a complaint with the State of Michigan. Details and procedures are available at www.michiganps.net.