

## HARDWARE AND SOFTWARE REQUIREMENTS for AIU Online Programs

In order to have a quality learning experience in your online courses, AIU Online requires that your primary computer (the computer used to access course materials and on which you will be required to install course-specific software) meets or exceeds the following specifications:

### Students Accessing Courses Online

Item	Minimum	Recommended
<b>Operating System</b>	Windows XP SP3	Windows 7
<b>Processor</b>	Pentium 600MHz ***	Pentium 1 GHz ***
<b>RAM Memory</b>	256MB	1 GB (without 1 GB of Contextual Spelling will be turned off in Word)
<b>Hard drive space available</b>	6GB	10GB
<b>Media Devices</b>	DVD, USB Port 2.0	DVD, USB Port 2.0
<b>Audio card</b>	Sound Blaster compatible 16-bit sound card	Sound Blaster compatible 16bit sound card 128mb VRAM
<b>Audio device</b>	Headset or speakers	Headset or speakers
<b>Display/video card</b>	capable of 1024x768 resolution and 16-bit color	capable of 1024x768 resolution and 32-bit color
<b>Internet Connection</b>	Minimum: 256 kbps upload; 768 kbps download	Broadband
<b>Word processing</b>	Microsoft Office 2007*	Microsoft Office 2010*
<b>Web Browser**</b>	Internet Explorer 6.0 / Firefox 3.5 /Google Chrome 5.0	Internet Explorer 7.0 or greater/ Firefox 3.6/ Google Chrome 9.0

Additionally, please refer to Notes section at the end of this document.

## Students in Fine Arts Degree Programs

Item	Minimum	Recommended
<b>Operating System</b>	Windows XP Pro SP3 or Mac OS 10.5	Windows 7 or Mac OS 10.5
<b>Processor</b>	PC- 2 GHz / Intel-based Mac ***	PC- 2GHz/ Intel-based Mac ***
<b>RAM Memory</b>	2GB	2GB
<b>Hard drive space available</b>	11.2 GB	20 GB
<b>Media Devices</b>	DVD, Flat Bed scanner, USB Port 2.0	DVD, Flat Bed scanner, USB Port 2.0
<b>Audio card</b>	Sound Blaster compatible 16-bit sound card	Sound Blaster compatible 16-bit sound card
<b>Audio device</b>	Headset or speakers	Headset or speakers
<b>Display/video card</b>	capable of Direct X 1,280x900 display with 32-bit video card and 64MB of VRAM	capable of Direct X 1,280x900 display with 32-bit video card and 64MB of VRAM
<b>Internet Connection</b>	Minimum: 256 kbps upload; 768 kbps download	Broadband
<b>Word processing</b>	Microsoft Office 2007*	Microsoft Office 2010*
<b>Web Browser**</b>	Internet Explorer 7.0 / Firefox 2.0 /Safari 4.0 /Google Chrome 5.0	Internet Explorer 7.0 / Firefox 2.0 / Safari 5.0/ Google Chrome 9.0

Additionally, please refer to Notes section at the end of this document.

## Students in Information Technology Degree Programs

Item	Minimum	Recommended
<b>Operating System</b>	Windows XP Pro SP3	Windows 7
<b>Processor</b>	Pentium 2 GHz ***	Pentium 2.6 GHz ***
<b>RAM Memory</b>	2 GB	2 GB
<b>Hard drive space available</b>	10GB	20 GB
<b>Media Devices</b>	DVD-ROM Drive / 5400RPM hard drive, USB Port 2.0	DVD-ROM Drive / 5400RPM hard drive, USB Port 2.0
<b>Audio card</b>	Sound Blaster compatible 16-bit sound card	Sound Blaster compatible 16bit sound card
<b>Audio device</b>	Headset or speakers	Headset or speakers
<b>Display/video card</b>	capable of 1024x768 resolution and 32-bit color	capable of 1024x768 resolution and 32-bit color 128mb of VRAM
<b>Internet Connection</b>	Minimum: 256 kbps upload; 768 kbps download	Broadband
<b>Word processing</b>	Microsoft Office 2007*	Microsoft Office 2010*
<b>Web Browser**</b>	Internet Explorer 7.0 / Firefox 2.0 / Google Chrome 5.0	Internet Explorer 7.0 or greater/ Firefox 3.5 or greater / Google Chrome 9.0

Additionally, please refer to Notes section at the end of this document.

### Notes:

1 Students are required to have regular access to a computer that meets or exceeds the minimum specifications for online courses.

2 \*All students are provided with Microsoft Office during their first session of attendance.

3 \*\*Netscape, Opera, AOL and other proprietary browsers are not supported by AIU Online Technical Support. Google Chrome must be manually configured to allow full utilization of tools. Please review the supporting help documents accessed within the Virtual Campus. Optimal Resume only functions with Internet Explorer 7.0. Internet Explorer 6.0 or greater, Firefox 3.5 or greater, and Google Chrome 5.0 or greater are supported by Windows XP; Internet Explorer 7.0 or greater, Firefox 3.5 or greater, and Google Chrome 5.0 or greater are supported by Windows Vista and Windows 7; Safari 4.0 or greater and Firefox 3.5 or greater are supported by Mac OS.

4 \*\*\* Equivalent or better x86 architecture processors are supported.

5 Adobe Acrobat Reader 7 and the Macromedia Flash Player are complimentary downloads that need to be installed in order to access features in the Virtual Campus.

6 For those who may access courses from their place of employment as well as the Military: Organizations and the Military often place restrictions on the type of content allowed through the organization's firewall or network security. This may affect your ability to access your online courses from work and is beyond AIU Online's ability to predict or control.

7 Macintosh is currently only supported for use in the AIU Online Bachelor of Fine Arts Program.

## **COMPANIES THAT AIU GRADUATES WORK FOR**

**AT&T**  
**ADP**  
**Bank of America**  
**Bell South**  
**Blue Cross and Blue Shield**  
**Boeing**  
**Cingular Wireless**  
**Citigroup, Inc.**  
**Comcast Cable, Inc.**  
**Computer Science Corporation**  
**Dell Computers, Inc.**  
**Department of Defense**  
**Eaton Corporation**  
**General Dynamics**  
**General Electric Company**  
**Hewlett Packard Company**  
**IBM**  
**Intel Corporation**  
**Internal Revenue Services**  
**JPMorgan Chase & Co.**  
**Kaiser Permanente**  
**L-3 Communications**  
**Lockheed Martin**  
**Motorola**  
**Northrop Grumman Corporation**  
**Raytheon**  
**SAIC**  
**Sprint**  
**UPS**  
**U.S. Government**  
**Verizon**  
**Washington Mutual**  
**Wells Fargo**

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**Student Name Printed**

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**Student ID**

## Letter of Intent

As part of your acceptance process, the Letter of Intent will be reviewed along with your completed application in the Acceptance Meeting. Please focus and put all of your thoughts into the answer to the following question:

All AIU students have to be very committed to attending class, doing their very best, and graduating. Why are you committed to earning your degree at AIU and why should you be accepted?

*To be drafted by the applicant:*

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*For Official Use Only*

### **Admissions Advisor's Interview Recommendation**

Based on the above named applicant's Interest, Desire, and Motivation as demonstrated in the interview:

- This student is recommended for acceptance into AIU.
- This student is not recommended for acceptance into AIU.



The institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. Your responses to the questions below will not affect our consideration of your application. Responding to these questions is optional.

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender:  Female  Male

Are you Hispanic or Latino?  Yes  No

In addition, select one or more of the following racial categories to describe yourself.

American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

## **REFERRALS**

Please send information to my friends who may be interested:

Name	Address	Phone

## **EMPLOYMENT**

Please attach resume (optional)

Dates	Employer	City/State	Position/Title

## STUDENT SKILLS ASSESSMENT FOR DISTANCE LEARNING COURSES

Name \_\_\_\_\_ Date \_\_\_\_\_

Please rate the amount of use for the item listed below according to the following scale:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Never</b>	<b>Almost Never</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Daily</b>

*Please circle the appropriate rating of use for each item:*

**Overall computer use**

1      2      3      4      5

**I use the World Wide Web**

1      2      3      4      5

**I participate in real-time Internet chat**

1      2      3      4      5

**I use Internet search engines**

1      2      3      4      5

**I use electronic mail**

1      2      3      4      5

**I use video or audio equipment**

1      2      3      4      5

**I use computer-based CD ROMs**

1      2      3      4      5

**I use PC based word processing software**

1      2      3      4      5

**I use presentation graphics software such as Microsoft PowerPoint**

1      2      3      4      5

**Do you have reliable and regular access to a computer with Internet access, CD ROM, multimedia, and sound capability?**

Yes              No



## ENROLLMENT AGREEMENT

This agreement must be signed by the student and returned to the admissions office. If this Enrollment Agreement is cancelled in writing within three days after signing, the student is entitled to a refund of all monies paid.

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<i>Name of Student</i>	<i>Social Security Number</i>
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<i>High School</i>	<i>Year Graduated</i>	<i>GED Certificate Date</i>
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Are you at least 18 years of age?  Yes  No

### ENROLLMENT AGREEMENT

**Cancellation** A Student who cancels this Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid. A Student who cancels after 72 hours but prior to the Student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If this Enrollment Agreement is not accepted by AIU Online or if AIU Online cancels this Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the Student must be made in writing and mailed or emailed to the Student Affairs Department.

**Refund Policy** After the last day of the drop/add period for each session, no refunds or adjustments will be made to students dropping individual courses but otherwise enrolled at AIU Online. Refunds are made for students who withdraw or are withdrawn from AIU Online prior to the completion of their degree program and are based on the tuition billed for the quarter in which the Student withdraws, according to the schedule set forth below. Refunds will be based on the total charges incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. When a student withdraws from the institution, he/she must notify the Student Affairs Department. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. Non-Title IV credit balances less than \$5 will not be refunded to the student/lender unless requested by the student.

Week of the Quarter	First Session of the Student's Quarter	Second Session of the Student's Quarter	Part-Time 10 Week Course Degree Program
Student's Last Date of Attendance	Tuition Refund	Tuition Refund	Tuition Refund
During the first week of instruction of the program*	100%	100%	100%
During the first academic week	80%	100%	90%
During the second academic week	60%	100%	75%
During the third academic week	40%	100%	50%
During the fourth academic week	0%	100%	50%
During the fifth academic week	0%	100%	50%
During the sixth academic week	0%	0%	0%
During the seventh academic week	0%	0%	0%

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During the eighth academic week	0%	0%	0%
During the ninth academic week	0%	0%	0%
During the tenth academic week	0%	0%	0%
* This applies to a new student's right to cancel in the first week of their first quarter of attendance only.			

There will be no refund of tuition charges after a student has completed more than 50% of the quarter (or entering a class during the second session of a quarter).

The \$50 application fee is non-refundable, unless the prospective student requests for it to be refunded within three business days of signing the enrollment agreement. Prior to beginning classes, if no enrollment agreement has been signed, the applicant receives a full refund of all monies if he/she requests it within (3) business days after making a payment to the institution. In order to support students in the first week of instruction of each session, courses are open to students beginning on Friday in advance of the first day of the session. Students who participate in an academically-related activity on Friday or Saturday in advance of the first week of instruction will have their course participation recorded as participation for the first day of the session.

**Return of Title IV Funds Policy** AIU Online follows the federal Return of Title IV Funds Policy to determine the amount of Title IV aid a Student has received and the amount, if any, which needs to be returned at the time of withdrawal. For details regarding this policy, please see the AIU Online catalog.

### **Policies and Disclosures**

- Catalog:** Information about AIU Online is published in a catalog that contains a description of certain policies, rules, procedures, and other important disclosures and information about the University and the educational programs offered. AIU Online reserves the right to change any provision of the catalog at any time as provided in the following paragraph.. Students are expected to read and be familiar with the information contained in the University catalog, in any revisions, supplements and addenda to the catalog, and with all University policies. By enrolling in AIU Online, the Student agrees to abide by the terms stated in the catalog and all University policies.
- Changes:** AIU Online reserves the right to make changes at any time to any provision of the catalog, including academic programs and courses, University policies and procedures, faculty and administrative staff, the University calendar and other dates, and other provisions. AIU Online also reserves the right to make changes at any time to the amount of tuition and fees. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. AIU Online also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and when size and curriculum permit, to combine classes.
- Elimination of Classes:** AIU Online reserves the right to cancel or postpone a scheduled class start when the number of students scheduled to start the program is not sufficient as determined by AIU Online. If the Student does not choose to change to a different start date, the Student will be eligible for a full refund.
- Transfer of Credits:** The awarding of credit for coursework completed at any other institution is at the sole discretion of AIU Online. Additionally, AIU Online does not imply, promise, or guarantee that any credits earned at AIU Online will be transferable or accepted by any other institution. It is the Student's obligation to ascertain in advance of enrollment whether a possible recipient institution will recognize a course of study or accept credits earned at AIU Online.
- Success of Student:** The Student's individual success or satisfaction is not guaranteed, and is dependent upon the Student's individual efforts, abilities and application of himself/herself to the requirements of the University. The undersigned acknowledges receipt of the University's Hardware/Software Requirements and Student Software Agreement. The student has regular access to a computer that meets these specifications as required for the degree program of study and agrees to adhere to the requirements of the Student Software Agreement. Graduates/completers who obtain employment after graduation typically start out in an entry-level position. Career advancement and the success or satisfaction of an individual student are not guaranteed and depend on a variety of factors including, without limitation, a Student's abilities, personal efforts, employer and the economy. Career advancement assistance for a specific industry position may be enhanced by the education received but will depend on an individual's abilities, attitude, and prior relevant experience as well as the economy and local job market.

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6. **Student's Failure to Meet Obligations:** AIU Online reserves the right to terminate the Student's enrollment for failure to maintain satisfactory academic progress, failure to pay tuition or fees by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the AIU Online community, conviction of a crime, failure to abide by AIU Online policies and procedures or any false statements in connection with this enrollment. AIU Online can discontinue the student's enrollment status, not issue grades, and deny requests for transcripts should a student not meet all of his/her financial and institutional obligations or for any false statements in connection with this enrollment.
7. **Employment:** AIU Online does not guarantee employment or career advancement following graduation but does offer career planning assistance to students and graduates as described in the catalog. Some job or internship/externship opportunities may require substantial travel, background checks, and/or drug testing. Applicants with factors such as a prior criminal background or personal bankruptcy or failed drug test may not be considered for internship/externship or employment in some positions. Employment and internship/externship decisions are outside the control of the University. Graduates of some programs may require additional education, licensure, drug testing and/or certification for employment in some positions. AIU Online maintains information in its Career Services offices regarding the specific initial employment that its graduates obtain. It is available to students to review upon request.
8. **No Salary Representations:** AIU Online does not make any representations or claims to prospective or current students regarding the starting salaries of its graduates or the starting salaries of jobs in any field of employment. The salaries that may be earned by any particular graduate/completer are subject to many variables including, among other things, the student's abilities, efforts and prior relevant experience as well as the needs in the industry, the economy, and the local job market for the employment and freelance opportunities sought by the student. By signing this form, the Student confirms that s/he has not been promised anything about salaries and that the Student has not relied on anything heard or read from AIU Online regarding anticipated salaries in deciding to enroll at AIU Online and/or deciding to continue to attend.
9. **Virtual and Ground Graduation:** The undersigned understands that graduation from the online degree program carries with it the opportunity to participate in an online graduation ceremony at no additional cost to the graduate. Graduates from the online degree programs also have the option of participating in a ground graduation ceremony at times, dates and locations designated by the University. Such times, dates and locations are subject to change. Any and all costs incurred for travel to and from the ground graduation ceremony will be the sole responsibility of the graduate.
10. **Use of Images and Works:** The undersigned agrees that AIU Online may use his/her name, voice, image, likeness, and biographical facts, and any materials produced by the Student while enrolled at AIU Online, without any further approval or payment, unless prohibited by law. The undersigned acknowledges that the foregoing permission includes the right to tape and photograph him or her and to record his or her voice, conversation and sounds for use in any manner or medium in connection with any advertising, publicity, or other information relating to AIU Online.
11. **Discrimination:** AIU Online does not discriminate on the basis of race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law in the recruitment and admission of students, the operation of any of its educational programs and activities, and the recruitment and employment of faculty and staff. The Dean of Student Affairs at AIU Online serves as the compliance coordinator for Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of sex or handicap.
12. **Pre-recorded Messages:** The Student understands that s/he may periodically receive pre-recorded messages during his/her time as a student at AIU Online. These pre-recorded messages are considered "informational" and are intended to notify students of information that may be of interest to them (e.g., changes in class schedules or upcoming events at the school such as orientation).
13. **Agreement to submit to AIU Online's Grievance Procedure:** The Student agrees to submit any claim, dispute, or controversy that the Student may have arising out of or relating to his or her recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance by the University to AIU Online's Grievance Procedure set forth in the University catalog. The parties agree to participate in good faith in AIU Online's Grievance Procedure. Compliance with AIU Online's Grievance Procedure is mandatory and is a condition precedent to the Student commencing arbitration or otherwise pursuing his or her claim. Notwithstanding the preceding sentence, if a statute or other legal authority specifically bars AIU Online from requiring the Student to utilize AIU Online's Grievance Procedure, or if a court of competent jurisdiction determines that such a requirement is unenforceable with regard to the Student, then the preceding sentence shall be severed and shall have no force and effect, and the Student may, but will not be required to, submit his or her claim to AIU Online's Grievance Procedure. AIU Online may waive any or all limitations and requirements set forth in this provision. Such waiver shall not waive or affect any other portion of the Enrollment Agreement, this paragraph, or the Arbitration Agreement. Other grievance procedures - This provision is in addition to any grievance procedure specifically provided for by statute or rule to the extent that the claims are within the scope of such statute or rule.

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- 14. Agreement to Arbitrate:** Any disputes, claims, or controversies between the parties to this Enrollment Agreement arising out of or relating to (i) this Enrollment Agreement; (ii) the Student's recruitment, enrollment, attendance, or education; (iii) financial aid or career service assistance by AIU Online; (iv) any claim, no matter how described, pleaded or styled, relating, in any manner, to any act or omission regarding the Student's relationship with AIU Online, its employees, or with externship sites or their employees; or (v) any objection to arbitrability or the existence, scope, validity, construction, or enforceability of this Arbitration Agreement shall be resolved pursuant to this paragraph (the "Arbitration Agreement"). For purposes of this Section, the term "AIU Online" includes the School, its officers, directors and employees, and its affiliates, subsidiaries and parents, and any officers, directors, and employees of such entities. This Arbitration Agreement will not apply to claims by either party against the other for relief of \$5,000 or less, or any claim that could be brought in a small claims court or other court of competent jurisdiction for claims not exceeding \$5,000. Choice of Arbitration Provider and Arbitration Rules - Unless the parties agree to an alternative, the arbitration shall be administered by the American Arbitration Association ("AAA"). The arbitration shall be before a single arbitrator. The AAA's Commercial Arbitration Rules, and applicable supplementary rules and procedures of the AAA, in effect at the time the arbitration is brought, shall be applied. Copies of the AAA's Rules may be obtained from AIU Online's Campus President. Location of arbitration - All in-person hearings and conferences in the arbitration shall take place in a locale near Student, so long as that location is in the continental United States or unless the Student and University agree otherwise. In the event the Student is not located in the continental United States, such in-person hearings and conferences requested by the Student in the arbitration shall take place in a locale near the University's Illinois offices, unless the Student and University agree otherwise, or the arbitrator directs a different locale based upon the location and convenience of the necessary witnesses. Language - The language of the arbitration shall be in English. Any party desiring or requiring a different language shall bear the expense of an interpreter. Choice of Law - The arbitrator shall apply federal law to the fullest extent possible, and the substantive and procedural provisions of the Federal Arbitration Act (9 U.S.C. §§1-16) shall govern this Arbitration Agreement and any and all issues relating to the enforcement of the Arbitration Agreement and the arbitrability of claims between the parties. Costs, fees, and expenses of arbitration - Each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of proofs. All fees and expenses of the arbitrator and administrative fees and expenses of the arbitration shall be paid by the parties as provided by the AAA's Commercial Arbitration Rules, including the Supplementary Procedures for Consumer-Related Disputes, to the extent applicable, unless otherwise provided by the rules of the AAA governing the proceeding, or by specific ruling by the arbitrator, or by agreement of the parties. Information about the arbitration process also can be obtained from: AAA at [www.adr.org](http://www.adr.org), or 1-800-778-7879. Relief and remedies - The arbitrator shall have the authority to award monetary damages and may grant any non-monetary remedy or relief available by applicable law and rules of the arbitration forum governing the proceeding and within the scope of this Enrollment Agreement. The arbitrator will have no authority to alter any grade given to the Student or to require AIU Online to change any of its policies or procedures. The arbitrator will have no authority to award consequential damages, indirect damages, treble damages or punitive damages, or any monetary damages not measured by the prevailing party's economic damages unless such relief is expressly provided for by applicable law. The arbitrator will have no authority to award attorney's fees except as expressly provided by this Enrollment Agreement or authorized by law or the rules of the arbitration forum. Class and consolidated actions - There shall be no right or authority for any claims within the scope of this Arbitration Agreement to be arbitrated or litigated on a class basis or for the claims of more than one Student to be arbitrated or litigated jointly or consolidated with any other Student's claims. Arbitrator's Award - At the request of either party, the arbitrator shall render a written award briefly setting forth his or her essential findings and conclusions. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction. Severability and right to waive - If any part or parts of this Arbitration Agreement are found to be invalid or unenforceable by a decision of a tribunal of competent jurisdiction, then such specific part or parts shall be of no force and effect and shall be severed, but the remainder of this Arbitration Agreement shall continue in full force and effect. Any or all of the limitations set forth in this Arbitration Agreement may be specifically waived by the party against whom the claim is asserted. Such waiver shall not waive or effect any other portion of this Arbitration Agreement. Survival of provisions of this agreement - This Arbitration Agreement will survive the termination of the Student's relationship with the University.
- 15. NOTICE:** Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.
- 16. Assignment:** None of the rights of the Student or the Student's parent under this Enrollment Agreement are assignable to any other person or entity.
- 17. Entire Agreement:** This Enrollment Agreement constitutes the entire agreement between Student and AIU Online concerning all aspects of the education and training the Student will be provided by the University. By signing this agreement, the Student agrees that no binding promises, representations or statements have been made to the Student by AIU Online or any employee of AIU Online regarding any aspect of the education and training the Student will receive from the University or prospects of employment or salary upon graduation that are not set forth in writing in this Enrollment Agreement. AIU Online will not be responsible for any representation, statement of policy, career planning activities, curriculum or facility that does not appear in this Enrollment Agreement or the University catalog.

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- 18. Electronic Correspondence:** The undersigned provides consent to receive and/or sign electronic records, and to confirm the undersigned's ability to access all of the disclosures, records, and other information provided in electronic form. If the student withdraws consent, the terms of the previously delivered Electronic Records will continue to apply to his/her related transactions with the University. Use of the Services includes agreement to the terms of the previously delivered Electronic Records. Withdrawal of consent to receive Electronic Records will not change the fact that terms were agreed to when the Service was first used.
- 19. Additional Tuition and Fees:** The undersigned understands that any additional course work that results from the option to complete lower level or prerequisite requirements, failed courses, or program changes may result in additional tuition and fee charges.
- 20. Graduation Rate Disclosure:** As required by State Regulation, following are degree program graduation rates for the cohort reporting period:

### GRADUATION RATES

The graduation rates listed below are based on the following date range:

7/1/03 to 10/31/03

<i><b>COLUMN A</b></i> Program	<i><b>COLUMN B</b></i> Number of first-time, full-time students who started school	<i><b>COLUMN C</b></i> Of the students reported in Column B, the number who graduated within 150% of the normal program length	<i><b>COLUMN D</b></i> Graduation Rate
Associate of Arts in Business Administration	858	141	16.43%
<b>Total</b>	<b>858</b>	<b>141</b>	<b>16.43%</b>

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**FREQUENTLY ASKED QUESTIONS****1. Who is a first-time student?**

A first-time student has no prior postsecondary experience before enrolling at this school. This means that a student who attended another postsecondary school before enrolling at this school is not included in the calculation. The rate also does not include students enrolled part-time, taking individual classes (as compared to enrolling in a full program), or only auditing classes.

**2. How are the graduation rates calculated?**

The rates are calculated using the Student Right-to-Know formula in order to comply with U.S. Department of Education requirements. The statistics track all first-time, full-time certificate or degree-seeking students who began school during the date range noted above and have graduated within 150% of the normal program length. For example, for a two-year program, the graduation rate would include students who had graduated within three years of beginning the program. The Student Right-to-Know formula:  $\text{Column C} \div \text{Column B} \times 100 = \text{Graduation Rate}$ . This rate does not include students enrolled in graduate level programs.

**3. How do I obtain more information?**

To obtain further details as to policies relating to graduation rates, please contact the Vice President of Student Affairs at the school. Information pertaining to the graduation rates of all postsecondary institutions recognized by the U.S. Department of Education may be found on the College Navigator website. <http://nces.ed.gov/collegenavigator/>

I have read and fully understand the statements contained in this enrollment agreement. I further understand that the School is relying on my acknowledgement, understanding, and truthful representation in making its decision to enroll me at the School.

- I have read and fully understand the statements contained in this enrollment agreement. I further understand that the School is relying on my acknowledgement, understanding, and truthful representation in making its decision to enroll me at the School.
- The information contained in this enrollment agreement supersedes all prior or contemporaneous verbal or written statements and agreements that may have been made by the School or any employees of the School regarding the subject matters set forth in this enrollment agreement
- I will not start any class at the School until I am completely satisfied that my understanding of the disclosures concerning the School, its programs, and outcomes is entirely consistent with all of the statements contained in this enrollment agreement.
- I acknowledge and represent that my discussions with the admissions representative were entirely consistent with the above disclosures.
- I understand that during my time as a student enrolled at American InterContinental University Online I may periodically receive pre-recorded phone messages or SMS text messages at the phone number(s) I previously provided to the school during the inquiry and application processes. I expressly consent to receiving such messages.

I understand that during my time as a student enrolled at American InterContinental University Online I may periodically receive pre-recorded phone messages or SMS text messages at the phone number(s) I previously provided to the school during the inquiry and application processes. I expressly consent to receiving such messages.

BE SURE TO READ ALL PAGES OF THIS AGREEMENT AS THEY ARE ALL PART OF YOUR CONTRACT WITH THE UNIVERSITY.

In consideration of the acceptance of this Enrollment Agreement by AIU Online LLC d/b/a American InterContinental University\* ("AIU Online"), the undersigned agrees to pay the required fees and accept the terms and conditions specified in the attached Schedule of Tuition, Fees and Expenses.

I understand that in signing this Enrollment Agreement I am acknowledging that I will attend American InterContinental University Online; have read, understand and agree to accept the terms set forth in this Agreement (*including the reverse side of this Agreement and the attached Tuition and Fees Schedule*); and am agreeing to accept the rules and regulations of American InterContinental University Online.

**The attached Tuition and Fees Schedule is an integral part of this Enrollment Agreement, is incorporated herein by specific reference, and should be reviewed very carefully by student and parent guardian.**

*I understand that American InterContinental University Online does not guarantee employment or salary.*  
**THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.**

Date: \_\_\_\_\_ Signature of Student \_\_\_\_\_

Signature of Parent or Guardian  
who is financially responsible  
Date: \_\_\_\_\_ for Student (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**ACCEPTED:**  
American InterContinental University\*

Date: \_\_\_\_\_ By: \_\_\_\_\_



As part of our enrollment process, American InterContinental University (the "School") asks you and your admissions advisor to read the following information to acknowledge your mutual understanding of, and agreement to, each of the following important points.

Item
<p><b>1. Accreditation, Certification, and Licensure:</b> The School is institutionally accredited by The Higher Learning Commission (HLC) and a member of the North Central Association of Colleges and Schools, a regional accrediting agency recognized by the United States Department of Education (USDE). This indicates that the School substantially meets or exceeds the stated criteria of education quality established by HLC and approved by the USDE. The USDE recognition of institutional accreditation by HLC, entitles the School to offer Title IV Financial Assistance to students who qualify. Individual programs may also be programmatically accredited by outside agencies. Programmatic accreditation may enhance employment opportunities or allow graduates to sit for some credentialing or licensure exams upon graduation. No one at the School, including my admissions advisor, has made any representations or guarantees regarding accreditation other than what has been provided to me in writing by the School in the School Catalog and/or a separate disclosure. I understand that there may be certification and/or licensure exams that individuals in my particular field may take after graduation. However, no one at the School represented, implied, or guaranteed that I will be eligible for or will successfully pass any applicable certification or licensure exams, or obtain a particular credential upon graduation, other than the degree, certificate or diploma conferred upon successful completion of my program. I understand that further study or experience may be required to be eligible to take certain exams or receive certain credentials, and that I may have to successfully pass such exams or receive such credentials in order to obtain certain employment.</p>
<p><b>2. Transfer of Credits and Recognition of Degrees:</b> Every institution has its own rules regarding transferability of credits and recognition of coursework/degrees from another institution. The awarding of credit for and recognition of coursework/degrees completed at any other institution is at the sole discretion of the receiving institution. No one at the School implied or made any representation or guarantee that coursework completed at another institution would transfer to the School. Additionally, no one at the School implied, promised, or guaranteed that any credits earned at the School will transfer to or be accepted by any other institution. I understand there is a meaningful possibility that some or all credits earned at the School will not transfer to or be recognized by other institutions, and that it is my responsibility to find out in advance of enrollment whether a different institution will recognize coursework/degrees or accept credits earned at the School.</p>
<p><b>3. Degree Award:</b> The School Catalog outlines the type of credential I will receive upon successfully completing all listed graduation requirements for my chosen program. I acknowledge that it is my responsibility to read the School Catalog and confirm what degree I will receive upon graduation.</p>
<p><b>4. Changes in Curriculum:</b> I understand that as programs are modified and updated to meet the needs of the students and industry, the School may choose to change or terminate courses or times and methods offered. I also understand that the courses I intend to take, the times courses are offered, or the instructors teaching the courses may be changed or modified while I am attending the School.</p>
<p><b>5. Academic Standards:</b> My admissions advisor explained that the School has academic standards that I must meet or exceed in order to progress in my program. I understand that I will be required to participate in the classroom, complete homework assignments, and meet deadlines in order to remain enrolled at the School.</p>
<p><b>6. Attendance/Course Participation:</b> My admissions advisor explained that the School's attendance/course participation policy is detailed in the School Catalog and that I am required to read it and abide by it. I understand my education may be interrupted or terminated should I fail to comply with the attendance/course participation policy, and that my failure to attend classes (or participate online) in accordance with the policy may result in a failing grade in or withdrawal from class. I understand that I may be required to retake any failed or withdrawn course at an additional cost and, if I am required to retake any course, my date of graduation will likely be extended. I also understand that if I am withdrawn from the program, I may be required to reapply for admission and acceptance will be based on my eligibility at that time.</p>
<p><b>7. Catalog Acknowledgement:</b> My admissions advisor explained that the School Catalog contains a description of policies, rules, and other important disclosures and information about the School and the educational programs offered. I acknowledge that I have received a copy of the current School Catalog in one of the following formats: printed (hard copy), CD-ROM, or downloaded from the School's website. I agree to review it and ask any questions I may have and, unless I notify you otherwise, agree to comply with all School policies and procedures contained within.</p>
<p><b>8. Code of Conduct:</b> Each student has the responsibility to refrain from any behavior that detracts from the reputation, safety and security of the School. This requires that students cooperate and comply with the School's policies as reflected in the School Catalog, as well as with respect to local, state and federal laws and regulations. My admissions advisor explained and I understand that if I fail to comply with the School's policies and procedures or with any local, state or federal law or regulation, I may be subject to disciplinary action, up to and including dismissal from the School.</p>
<p><b>9. Grievance Procedure:</b> I understand that the School Catalog and Enrollment Agreement contain the procedures for resolving any grievance I may have with the School, and I have read and understand these procedures.</p>
<p><b>10. Financial Responsibility:</b> I understand that I may qualify for student loans and/or grants depending upon the financial information that I provide. Any substantive discussions regarding financial aid are conducted with financial aid personnel. No one at the School guaranteed that I will receive any loans or grants, or the amount or terms of any loans or grants. I further understand that if I receive loans, I will be responsible for repaying the loans. I also understand that no one at the School is a financial advisor and no one has made any representations about my ability to repay my loans after graduation. I further understand that I must pay for education charges according to my agreed upon terms and that a delinquent tuition account may be grounds for dismissal and may cause the lender(s) to pursue legal remedies against me and/or any of my co-borrowers. Finally, I understand that education charges are subject to change by the School.</p>
<p><b>11. Employment Opportunities:</b> Graduates/completers from the School who obtain employment after graduation typically start out in an entry-level position. Employment, career advancement, and the success or satisfaction of an individual student are not guaranteed and depend on a variety of factors including, without limitation, my abilities, my personal efforts, the economy, and my employer. Career advancement assistance for a specific industry position may be enhanced by the education received but will depend on my abilities, attitude, and prior relevant experience as well as the economy and local job market.</p>



Item
<p><b>12. Criminal Background Checks/Medical Testing:</b> Companies, agencies or institutions that accept students for potential employment may conduct a criminal and/or personal background check. I understand that students with backgrounds that include criminal conduct (e.g., misdemeanor or felony charges or convictions, including those that involve dishonesty or are drug related) or financial issues, such as bankruptcy, may not be accepted by these companies, agencies, or institutions for employment following completion of the program. I also understand that some employers may require candidates to submit to a drug test. I understand that a medical condition or past drug use may prevent a student from obtaining employment. My admissions advisor encouraged me to discuss any questions regarding how these issues may affect my future employment with the Career Services department prior to beginning my program.</p>
<p><b>13. Career Services:</b> My admissions advisor explained that the School will offer career services assistance as described in the School Catalog. However, I understand that my career success will depend largely on the effort I put into my studies, my job search efforts, my experience and my attitude. My admissions advisor also explained that the School does not and cannot guarantee employment. I acknowledge that no one at the School made any promises or guarantees regarding employment.</p>
<p><b>14. Salaries:</b> Any information provided by the School regarding salaries is for general information purposes only. The School does not make any representations or claims to prospective or current students regarding the starting salaries of graduates or the starting salaries of jobs in any field of employment. The salaries that may be earned by any particular graduate/completer are subject to many variables including, among other things, the student's abilities, efforts, and prior relevant experience as well as the needs in the industry, the economy, and the local job market for the employment and freelance opportunities sought by the student. By signing this form, I confirm that I have not been promised anything about salaries and that I have not relied on anything I heard or read from the School regarding anticipated salaries in deciding to enroll at the School.</p>
<p><b>15. Graduation and Employment Rate:</b> I acknowledge being informed that the following documents are available on the School website: the Graduation Rates Disclosure Form and the Employment Rates Disclosure Form. I also acknowledge that no one at the School provided, and I have not relied and will not rely upon, any graduation, employment, or placement rates or information different than the information in these Disclosure Forms. I further acknowledge that the disclosed rates reflect historical outcomes and should not be relied on by anyone as an implicit or explicit representation or promise of future outcomes or employability for any student following completion of a program of study. I understand that numerous individual and market factors contribute to the likelihood of me securing a job after graduation and the School has little or no control over many of these factors and, thus, cannot guarantee or estimate the likelihood of employment to me.</p>
<p><b>16. Proof of High School Graduation/Equivalency: [Undergraduate Programs Only]</b> I understand that the School requires all prospective students to have graduated from high school or its equivalency (GED). I agree to produce either proof of high school graduation or its equivalency in accordance with the requirements set forth in the School Catalog. Failure to abide by the requirements in the catalog will result in dismissal from School.</p>
<p><b>17. Binding Arbitration and Waiver of Jury Trial:</b> I understand that my Enrollment Agreement contains an arbitration provision that provides for the arbitration of any dispute arising out of or relating to my recruitment, enrollment, attendance, education, financial aid or career service assistance, no matter how described, pleaded, or styled under certain circumstances. The terms of the arbitration provision are laid out in my Enrollment Agreement, and I have read and understand them, and agree to them.</p>

By checking this box, I acknowledge that

- I have read and fully understand the statements contained in this disclosure form. I further understand that the School is relying on my acknowledgement, understanding, and truthful representation in making its decision to enroll me at the School.
- The information contained in this disclosure form supersedes all prior or contemporaneous verbal or written statements and agreements that may have been made by the School or any employees of the School regarding the subject matters set forth in the disclosure form.
- I will not start any class at the School until I am completely satisfied that my understanding of the disclosures concerning the School, its programs, and outcomes is entirely consistent with all of the statements contained in this disclosure form.\
- **I understand that the School does not guarantee employment or salary.**

By checking this box, I acknowledge and represent that my discussions with the admissions advisor were entirely consistent with the above disclosures.

Printed Name of Student

Student Signature

Date

Student Name: \_\_\_\_\_

By my signature below, I acknowledge and represent that my discussions with the Student were entirely consistent with the above disclosures.

Printed Name of Admissions Advisor

Admissions Advisor Signature

Date

## CREDIT CARD AUTHORIZATION

I authorize American InterContinental University to charge \$ \_\_\_\_\_ to my credit card.

Name of Cardholder: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Name of student if different from cardholder: \_\_\_\_\_

Telephone number: \_\_\_\_\_

X \_\_\_\_\_  
Signature Date

Credit Card Number: \_\_\_\_\_ CVV Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card Type: American Express Discover MasterCard Visa

\_\_\_\_\_  
Admissions Advisor (Printed Name)

\_\_\_\_\_  
Admissions Advisor Signature Date



**; F58I 5HCB: FCA 5 I "G" HIGH SCHOOL OR HG EQUIVALENH**

**ATTESTATION STATEMENT:**

I, \_\_\_\_\_, have applied for admission as a student at

**AMERICAN INTERCONTINENTAL UNIVERSITY ONLINE**

I understand that one requirement for admission to AIU Online is graduation from a U.S. high school or its equivalency.

I hereby certify that:

**I graduated from\***

\_\_\_\_\_

(Name of High School)

\_\_\_\_\_

(City)

(State)

(Date of Graduation)

**I earned the GED at**

\_\_\_\_\_

(Name of Testing Facility)

\_\_\_\_\_

(City)

(State)

(Date of Examination)

**I completed a home school program at** (must attach self-certification letter):

\_\_\_\_\_

(Address)

\_\_\_\_\_

(City)

(State)

If, for any reason, this attestation of high school graduation or GED/home school completion is found to be false or untrue, I understand that I will not have met an admission requirement of AIU Online and I will not be considered a regular student, and thus, will be subject to immediate dismissal from the University.

Furthermore, I understand that if this attestation is found to be false or untrue, all Title IV financial aid or any state or institutional financial aid that was disbursed on my behalf must be refunded to the appropriate source, and that I will be responsible for payment to AIU Online for any and all monies refunded.

By my signature below, I attest that the information provided is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*High school students who have not yet completed high school should note their anticipated date of graduation and indicate that the date is not yet final.

## HIGH SCHOOL/G.E.D. REQUEST FOR TRANSCRIPTS

Please complete a separate form for each institution attended.

### INFORMATION OF INSTITUTION ATTENDED

	<b>ATTN: Registrar/Records</b>
Name of High School:	
Address of School:	
City, State, Zip/Postal Code:	

*Student: Please ensure that you fill out the address information above accurately and completely so that we can receive your transcripts in a timely manner.*

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### STUDENT INFORMATION

Name:		
Name when attending, if different from above:		
Social Security #:	Date of Birth:	
Current address of student:		
City:	State :	Zip/Postal Code:
Dates Attended:		(from MM/YY to MM/YY)

**Please send one (1) official transcript for the above student to:**

American InterContinental University Online  
 Attention: Registrar  
 5550 Prairie Stone Parkway, Suite 400  
 Hoffman Estates, IL 60192  
 Toll Free: 877-221-5800 Option 3  
 Fax: 866-566-9524

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only: Payment of \$ \_\_\_\_\_ is enclosed

High School/G.E.D. Transcript Request Eff. 7/17/06

## COLLEGE REQUEST FOR TRANSCRIPTS

Please complete a separate form for each institution attended.

### INFORMATION OF INSTITUTION ATTENDED

	<b>ATTN: Registrar/Records</b>
Name of College/ University:	
Address of School:	
City, State, Zip/Postal Code:	

*Student: Please ensure that you fill out the address information above accurately and completely so that we can receive your transcripts in a timely manner.*

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### STUDENT INFORMATION

Name:		
Name when attending, if different from above:		
Social Security #:	Date of Birth:	
Current address of student:		
City:	State :	Zip/Postal Code:
Dates Attended:		(from MM/YY to MM/YY)

**Please send one (1) official transcript for the above student to:**

American InterContinental University Online  
 Attention: Registrar  
 5550 Prairie Stone Parkway, Suite 400  
 Hoffman Estates, IL 60192  
 Toll Free: 877-221-5800 Option 3  
 Fax: 866-566-9524

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:	Payment of \$ _____ is enclosed
College Transcript Request Eff. 7/17/2006	

## INSTRUCTIONS FOR ARMY TRANSCRIPT REQUEST FORM

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AARTS transcripts can be obtained by printing and filling out the following form. This form should be faxed or sent to:

**American InterContinental University Online**  
**Attention: Registrar**  
**5550 Prairie Stone Parkway, Suite 400**  
**Hoffman Estates, IL 60192**  
**Toll Free: 877-221-5800 Option 3**  
**Fax: 866-566-9524**

Please note that there are eligibility and disclosure guideline listed at the top of the request form. If you have any questions or concerns about your AARTS transcript, please contact the AARTS Operation Center.

**AARTS OPERATIONS CENTER**  
415 McPherson Avenue  
Ft. Leavenworth, KS 66027-1373  
Direct: 913-684-3269  
Toll Free: 866-297-4427  
Fax: 913-984-2011  
[www.leavenworth.army.mil](http://www.leavenworth.army.mil)



REQUEST FOR ARMY/AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT					
For use of this form, see AR 621-5; the proponent agency is ODCSPER.					
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
<b>AUTHORITY:</b>		10 USC, Section 4302.			
<b>ROUTINE USES:</b>		Upon initiation of individual.			
<b>PRINCIPAL PURPOSE(S):</b>		To enable the Army/American Council on Education Registry Transcript System (AARTS) to access its computerized files, retrieve data, and produce a transcript for forwarding to individual or other addressee designated by the individual. Use of Social Security Number is necessary to make positive identification of individual and records.			
<b>DISCLOSURE:</b>		Voluntary. Failure to provide required information will complicate, delay, and/or prevent administrative actions needed to produce the transcript and forward it to desired addressee.			
<b>ELIGIBLES:</b>		(1) ONLY Regular Army (RA) enlisted soldiers and veterans whose Basic Active Service Dates (BASD) fall on or after 1 October 1981.  (2) ONLY Army National Guard (ARNG) enlisted soldiers and veterans on active rolls as of 1 January 1993 whose Basic Pay Entry Dates (BPED) fall on or after 1 October 1981.			
MAIL TO: AARTS Operation Center, Fort Leavenworth, KS 66027-5073					
FAX TO: AARTS Operation Center, Commercial (913) 684-2011 or Autovon 552-2011					
1. SSN		2. NAME (Last First, MI) (List in parentheses other last names used)			
3. ENLISTED RANK		4. DATE OF BIRTH		5. SIGNATURE	
6. ENLISTED STATUS		7.a. ENLISTMENT DATE (BASD OR BPED) (Must be on or after 1 Oct 81)		b. ETS DATE	
<input type="checkbox"/> ACTIVE <input type="checkbox"/> VETERAN <input type="checkbox"/> ARMY NATIONAL GUARD					
8. FOR YOUR PERSONAL COPY/ARMY EDUCATION RECORD			9. FOR YOUR OFFICIAL COPY		
a. SEND TO			a. SEND TO (REGISTRAR, PERSONNEL OFFICER, OR EMPLOYER)		
b. MAILING ADDRESS (Include ZIP Code + 4)			b. NAME OF COLLEGE, EMPLOYER, OR OTHER RECIPIENT		
			c. MAILING ADDRESS (Include ZIP Code + 4)		
10. FOR OFFICIAL USE ONLY					
a. RESEARCH RECORD					
b. CROSS REF ID #			c. DATA ENTRY		
A	INITIATOR	ID #	C	FICE CODE	ID#
S			O		

## INSTRUCTIONS FOR NAVY TRANSCRIPT REQUEST FORM

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SMART transcripts can be obtained by printing and filling out the following form. This form should be faxed or sent to:

**American InterContinental University Online**  
**Attention: Registrar**  
**5550 Prairie Stone Parkway, Suite 400**  
**Hoffman Estates, IL 60192**  
**Toll Free: 877-221-5800 Option 3**  
**Fax: 866-566-9524**

Please note that there are eligibility and disclosure guidelines listed at the top of the request form. If you have any questions or concerns about your SMART transcript, please contact the Navy College Center.

**NET PDTC**  
**NAVY COLLEGE CENTER- CODE N2A5**  
6490 Sauflyfield Road  
Pensacola, FL 32509-5204  
Toll-Free: 877-253-7122  
Fax: 850-452-1281  
[www.navycollege.navy.mil](http://www.navycollege.navy.mil)



# REQUEST FOR SAILOR/MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY** 10 USC, Section 4302.  
**ROUTINE USES** Upon initiation of individual.  
**PRINCIPAL PURPOSES** To enable the Sailor/Marine American Council on Education Registry Transcript (SMART) System to access its computerized files, retrieve data, and produce a transcript for forwarding to individual or other addressee designated by the individual. Use of Social Security Number (SSN) is necessary to make positive identification of individual and records.  
**DISCLOSURE** Voluntary. Failure to provide required information will complicate, delay, and/or prevent administrative actions needed to produce the transcript and forward it to desired addressee.  
**ELIGIBLE**  
 (1) **Active duty and Reserve Sailors/Marines**  
 (2) **Navy veterans who separated/retired after 1975.**  
 (3) **Marines who separated/retired on/after 1 Oct 1999.**

**MAIL TO :** NETPDTC, Navy College Center , Code N2A5, 6490 Saufley Field Rd, Pensacola, FL 32509-5204  
**FAX TO :** DSN 922-1281 COM: 850-452-1281  
**QUESTIONS :** DSN 922-1828 TOLL FREE: 1-877-253-7122 COM: 850-452-1828  
**WEB SITE:** <http://www.navycollege.navy.mil> **E-MAIL:** ncc@smtp.cnet.navy.mil

### PRIVACY ACT INFORMATION - PLEASE TYPE OR PRINT LEGIBLY

1. NAME (Last, First, Middle Initial, Other names used)		2. COMMAND ADDRESS	
3. CURRENT RATE/RANK	4. SOCIAL SECURITY NUMBER	5. SIGNATURE	
6. BRANCH OF SERVICE (Circle One)  a. NAVY  b. MARINE CORPS  c. OTHER (Specify) _____	7. CURRENT STATUS (Circle One)  a. ACTIVE DUTY    b. RESERVE  c. SEPARATED    d. RETIRED  month/year  ____/____	8. HOW DO WE CONTACT YOU?  HOME PHONE (____) _____  WORK PHONE (____) _____  E-Mail: _____ -	

**9. PERSONAL COPY:**  
  
 CONNECT TO THE FOLLOWING WEB SITE TO GENERATE AND PRINT YOUR SMART TRANSCRIPT.  
  
[http://smart.cnet.navy.mil/](http://smart.cnet.navy.mil)

**10. FOR OFFICIAL COPY, SEND TO THE FOLLOWING EDUCATIONAL INSTITUTION :**  
  
**AMERICAN INTERCONTINENTAL UNIVERSITY- ONLINE**  
 Attn: Registrars  
 5550 Prairie Stone Parkway, Suite 400  
 Hoffman Estates, IL 60192  
 Toll Free: 877-221-5800 Option 3  
 Fax: 866-566-9524  
  
**NOTE: OFFICIAL SMARTS CANNOT BE SENT TO NAVY COLLEGE OFFICES, MARINE CORPS EDUCATION CENTERS OR OTHER SERVICES' EDUCATION CENTERS**

### FOR OFFICIAL USE ONLY

**REMARKS/NOTES**

**PRINTED NAME AND SIGNATURE OF SMART OFFICE EMPLOYEE** **DATE**

## AIR FORCE TRANSCRIPT REQUEST FORM

**REQUESTS MUST BE MADE BY MAIL OR FEDEX TO:**

Community College of the Air Force CAF/RRR  
130 Maxwell Blvd.

Maxwell Air Force Base, AL 36112

**DO NOT FAX!**

**STUDENT INFORMATION**

Full Name (At Time of Service): \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**AREA(S) OF SERVICE:**

**DATE(S) OF SERVICE:**

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**Please send one (1) official transcript for the above student to:**

American InterContinental University Online

Attention: Registrar

5550 Prairie Stone Parkway, Suite 400

Hoffman Estates, IL 60192

Toll Free: 877-221-5800 Option 3

Fax: 866-566-9524

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Payment of \$ \_\_\_\_\_ is enclosed



## U.S. COAST GUARD TRANSCRIPT REQUEST FORM

### REQUESTS MUST BE MADE BY MAIL TO:

U.S. Coast Guard Institute (VE)  
5900 SW 64<sup>th</sup> Street, Room 235  
Oklahoma City, OK 73169-6990  
**DO NOT FAX!**

### [U.S. COAST GUARD INSTITUTE TRANSCRIPT REQUEST FORM](#)

The official USCG Transcript Request form is available at the link below. Please mail the completed form directly to the USCG Institute at the above address.

[http://www.uscg.mil/hq/cgi/downloads/forms/cg\\_form\\_1564.pdf](http://www.uscg.mil/hq/cgi/downloads/forms/cg_form_1564.pdf)



# Education Partner Attestation

AIU has established a grant in the name of its Corporate and Academic Education Partners in order to assist eligible students and their immediate families\* with the opportunity to attend a degree program of study at AIU. To be eligible for the Education Partner Grant and waived application fee, a candidate must be accepted for admission to the University and complete the Education Partner Attestation form and must also allow for verification of eligibility. For Corporate Education Partners, verification of eligibility may require the student to submit documentation of proof of employment of the corporation\*\*. For Academic Education Partners, verification of eligibility may require the student to submit documentation of proof of graduation from the institution of higher learning with which AIU has an articulation agreement (or for family members, the relationship to the employee).

I, \_\_\_\_\_, understand the requirements for the Education Partner Grant and waived application fee.

**Education Partner:**

I hereby certify that I, or my immediate family member (as defined below), am employed at:

\_\_\_\_\_  
*Name of Company/Institution* *Company Address*  
*Required: Street, City, State, Zip*

\_\_\_\_\_  
*General Company/HR Phone Number Employee's Name/Relationship*

I give permission to allow AIU to verify my (or my family member's) employment/graduation with the above stated Education Partner.

If, for any reason, this employment information is found to be false or untrue, before or after my enrollment at AIU, I understand that I will not receive the Education Partner grant benefit at AIU and will forfeit any Education Partner benefit applied to my account as well as be expected to pay the application fee\*\*.

By my signature below, I attest that the information provided is true and correct to the best of my knowledge.

\_\_\_\_\_  
*Student's Signature* *Print Name* *Date*

\_\_\_\_\_  
*Admissions Advisor* *Print Name* *Date*

\*Immediate family members: spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

\*\* You will be required to provide documentation verifying your eligibility to the Financial Aid department in order to receive this grant. Documentation verifying your eligibility may include, in each case, your (or your immediate family member's): business card, a letter from the HR department on company letterhead, a recent pay stub, an earnings statement, or other appropriate documentation evidencing the relationship with the Education Partner.



## Military Active Duty/Reserve Attestation

American InterContinental University has established a application fee waiver in order to assist eligible students\*\* with the opportunity to attend a degree program of study at AIU. To be eligible for the waived application fee, a candidate must be accepted for admission to the University, meet the eligibility requirements as outlined in the AIU Catalog, and allow verification of eligibility.

I, \_\_\_\_\_, understand the requirements, as outlined in the AIU catalog, for the waived application fee.

I hereby certify that I am a member of:

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*Name of Military Base/Command*

I give permission to allow AIU to verify my eligibility for the application fee waiver.

If, for any reason, this eligibility information is found to be false or untrue, before or after my enrollment at AIU, I understand that I will not receive the application fee waiver as well as be expected to pay the application fee.\*\*

By my signature below, I attest that the information provided is true and correct to the best of my knowledge.

---

*Student's Signature*

*Print Name*

*Date*

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*Admissions Advisor Signature*

*Print Name*

*Date*

\*\* You may be required to provide documentation verifying your eligibility to the Financial Aid department in order to receive the application fee waiver. Documentation verifying your eligibility may include, in each case, your military enlistment paperwork, a letter from your Education Service Officer on official letterhead, a recent Leave and Earnings statement or other appropriate documentation evidencing the eligibility for the grant.



## AIU Online Military Spouse Grant

American InterContinental University has established the AIU Online Military Spouse Grant in order to assist eligible active duty/reserve military spouses\*\* with the opportunity to attend a degree program of study at AIU. To be eligible for the AIU Online Military Spouse Grant and waived application fee, a candidate must be accepted for admission to the University, meet the AIU Online Military Spouse Grant eligibility requirements as outlined in the AIU Course Catalog, and allow verification of eligibility. University grants or scholarships are based on established criteria as published in the University's catalog and are applied after verification that the conditions of eligibility have been met.

I, \_\_\_\_\_, understand the requirements, as outlined in the AIU catalog, for the AIU Online Military Spouse Grant and waived application fee.

I hereby certify that my spouse (as defined below), is a member of:

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*Name of Military Base/Command*

*Spouse's Name*

I give permission to allow AIU to verify my eligibility for the AIU Online Military Spouse Grant.

If, for any reason, this eligibility information is found to be false or untrue, before or after my enrollment at AIU, I understand that I will not receive the AIU Online Military Spouse Grant at AIU and will forfeit any AIU Online Military Spouse Grant benefit applied to my account, as well as be expected to pay the application fee.\*

By my signature below, I attest that the information provided is true and correct to the best of my knowledge.

---

*Student's Signature*

*Print Name*

*Date*

---

*Admissions Advisor Signature*

*Print Name*

*Date*

\*You may be required to provide documentation verifying your eligibility to the Financial Aid department in order to receive this grant. Documentation verifying your eligibility may include, in each case, your spouse's military enlistment paperwork, a letter from your spouse's Education Service Officer on official letterhead, your spouse's most recent Leave and Earnings statement or other appropriate documentation evidencing the eligibility for the grant.



## AIU Online Veterans Grant Attestation

American InterContinental University has established the AIU Online Veterans Grant\* in order to assist eligible students \*\* with the opportunity to attend a degree program of study at AIU. To be eligible for the AIU Online Veterans Grant and waived application fee, a candidate must be accepted for admission to the University, meet the AIU Online Veterans Grant eligibility requirements as outlined in the AIU Catalog, and allow verification of eligibility. University grants or scholarships are based on established criteria as published in the University's catalog and are awarded after verification that the conditions of eligibility have been met.

I, \_\_\_\_\_, understand the requirements, as outlined in the AIU catalog, for the AIU Veterans Grant and waived application fee.

I hereby certify that I am a Veteran of the U.S. military and I do not have a dishonorable discharge and I give permission to allow AIU to verify my eligibility for the AIU Online Veterans Grant.

\_\_\_\_\_  
If, for any reason, this eligibility information is found to be false or untrue, before or after my enrollment at AIU, I understand that I will not receive the AIU Online Veterans Grant at AIU and will forfeit any AIU Online Veterans Grant benefit applied to my account, as well as be expected to pay the application fee.

By my signature below, I attest that the information provided is true and correct to the best of my knowledge.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Admissions Advisor Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\* Please note that Veterans must not have a dishonorable discharge to be eligible for the AIU Veterans Grant.

\*\* You will be required to provide documentation verifying your eligibility to the Financial Aid department in order to receive this grant. Documentation verifying your eligibility may include, ( , your);, DD Form 214, DD Form 219, or other appropriate documentation evidencing the eligibility for the grant.

## AIU Online Grant Application

Full Name of Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

AIU Online Degree Program: \_\_\_\_\_

Grant (check one):

AIU Online Advantage Grant

AIU Career Education Grant

### ***AIU Online Advantage Grant***

The purpose of the AIU Online Advantage Grant is to recognize students who face extreme personal and/or financial hardships in pursuit of a degree from AIU Online. Current students must be in good academic standing at AIU Online. Newly enrolled students must have been in good academic standing at their last institution. This grant, typically awarded up to \$500 per academic program, will be applied against outstanding current or future charges at the University's discretion.

*The conditions are as follows:*

- The grant is used exclusively toward program charges.
- To be eligible, students must be in attendance during the applicable session.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- Candidates must submit a minimum 500-word essay on how they intend to use the skills learned at AIU Online to benefit others and society and complete the AIU Online Advantage Grant application.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.

The grant is non-transferable and nonsubstitutable. Interested candidates should contact the AIU Online Admissions or Financial Aid Department for additional application information.

### ***AIU Career Education Grant***

The purpose of the AIU Career Education Grant is to recognize students with an inspiring motivation to earn a degree from AIU. Current students must be in good academic standing at AIU. Newly enrolled students must have been in good academic standing at their last institution. The grant award ranges from \$500 to \$2,000, depending on funding of the grant, and will be applied against outstanding current or future tuition and fee charges at the University's discretion. No cash payment will be awarded to the student. No portion of the grant is refunded to the student.

*The conditions are as follows:*

- The grant is used exclusively toward tuition and fees.
- The grant recipient must be a full-time student currently attending or enrolled for a future start at AIU.
- The grant recipient must have a valid ISIR on file with the University for the applicable award year, been awarded all federal and state Financial Aid that they are eligible for and still have an unmet financial need.
- Students who are paying all cash or do not file a FAFSA are not eligible for the grant.
- Current students must be in good academic standing.
- Newly enrolled students must have been in good academic standing at their last institution.
- For new students, grant eligibility is for the student's first academic year only.
- For current students, grant eligibility is for the student's second academic year only.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.



- Candidates must submit a minimum 250-word essay on their motivation to earn a degree from AIU and complete the Career Education Scholarship Fund Grant Application.
- The potential grant recipient will be judged in addition on the following criteria:
  - Service
  - Leadership
  - Letter(s) of Reference
- The grant is awarded proportionately over each quarter in the program.
- Qualifying students are: an employee or immediate family member\* of an eligible institution.
- Students must attend the qualifying quarter prior to the grant being awarded.
- Candidates must submit a completed letter of intent.
- All grants' are applied as a credit to the student's account and no cash payments will be awarded to the student. The grant is non-transferable and non-substitutable and cannot be combined with the Freedom Grant.

Interested candidates should contact the AIU Admissions or Financial Aid Department for additional application information.

*\*Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
e

*I certify that all statements made in my submitted essay and the information above are true and correct to the best of my ability. I understand that misrepresentation or omission may be cause for disqualification. I have also read and understood the AIU Online Scholarship and Grant Terms and Conditions in the Catalog..*

---

**Internal Routing:**

**Scholarship Approval:** Admissions \_\_\_\_\_ Academics \_\_\_\_\_ Financial Aid \_\_\_\_\_ Student Accounts \_\_\_\_\_  
Finance \_\_\_\_\_ Public\* \_\_\_\_\_

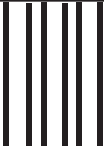
Scholarship Committee Decision: \_\_\_\_\_ Awarded \_\_\_\_\_ Not Awarded \_\_\_\_\_  
Date

Scholarship Award Amount: \$ \_\_\_\_\_  
(Distribution equal amongst sessions of academic year of award)

\_\_\_\_\_ Student Records Dept. Verification of Academic Standing If Current Student, CGPA: \_\_\_\_\_

\*Required for AIU Online Career Education Grant

Please cut out this postage-free mailing label and affix to the upper right-hand corner of your envelope.

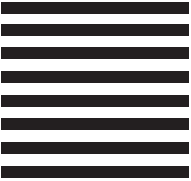


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*\*When courses are offered in 5 week sessions, the courses are designated as being offered in either an A session or a B session. Two consecutive 5 week sessions compose a 10 week quarter. When coursework begins in an A session, the student is enrolled in an A-B quarter sequence. When coursework begins in a B session, the student is enrolled in a B-A quarter sequence. 10 Week courses (as denoted by 'C' sessions) begins in the A-B quarter sequence.*

2010 A and C Session Start Dates (A-B Quarter Sequence*)		
Quarter 1 - 2010	1001A&C Begins	January 4, 2010
	1001A Ends	February 7, 2010
	1001B Begins	February 8, 2010
	1001B&C Ends	March 14, 2010
	Quarter Break	March 15-21, 2010

2010 B Session Start Dates (B-A Quarter Sequence*)		
Quarter 1 - 2010	1001B Begins	February 8, 2010
	1001B Ends	March 14, 2010
	Quarter Break	March 15-21, 2010
	1002A Begins	March 22, 2010
	1002A Ends	April 25, 2010

Quarter 2 - 2010	1002A&C Begins	March 22, 2010
	1002A Ends	April 25, 2010
	1002B Begins	April 26, 2010
	1002B&C Ends	May 30, 2010
	Quarter Break	May 31-June 6, 2010

Quarter 2 - 2010	1002B Begins	April 26, 2010
	1002B Ends	May 30, 2010
	Quarter Break	May 31-June 6, 2010
	1003A Begins	June 7, 2010
	1003A Ends	July 11, 2010

Quarter 3 - 2010	1003A&C Begins	June 7, 2010
	1003A Ends	July 11, 2010
	Session Break	July 12-18, 2010
	1003B Begins	July 19, 2010
	1003B&C Ends	August 22, 2010

Quarter 3 - 2010	Session Break	July 12-18, 2010
	1003B Begins	July 19, 2010
	1003B Ends	August 22, 2010
	1004A Begins	August 23, 2010
	1004A Ends	September 26, 2010

Quarter 4 - 2010	1004A&C Begins	August 23, 2010
	1004A Ends	September 26, 2010
	Session Break	September 27-October 3, 2010
	1004B Begins	October 4, 2010
	1004B&C Ends	November 7, 2010

Quarter 4 - 2010	Session Break	September 27-October 3, 2010
	1004B Begins	October 4, 2010
	1004B Ends	November 7, 2010
	1005A Begins	November 8, 2010
	1005A Ends	December 12, 2010

\*When courses are offered in 5 week sessions, the courses are designated as being offered in either an A session or a B session. Two consecutive 5 week sessions compose a 10 week quarter. When coursework begins in an A session, the student is enrolled in an A-B quarter sequence. When coursework begins in a B session, the student is enrolled in a B-A quarter sequence. 10 Week courses (as denoted by 'C' sessions) begins in the A-B quarter sequence.

2010 A and C Session Start Dates (A-B Quarter Sequence*)		
Quarter 5 - 2010	1005A&C Begins	November 8, 2010
	1005A Ends	December 12, 2010
	Winter Break	December 13, 2010-January 2, 2011
	1005B Begins	January 3, 2011
	1005B&C Ends	February 6, 2011

2010 B Session Start Dates (B-A Quarter Sequence*)		
Quarter 5 - 2010	Winter Break	December 13, 2010-January 2, 2011
	1005B Begins	January 3, 2011
	1005B Ends	February 6, 2011
	1101A Begins	February 7, 2011
	1101A Ends	March 13, 2011

2011 A and C Session Start Dates (A-B Quarter Sequence*)		
Quarter 1 - 2011	1101A&C Begins	February 7, 2011
	1101A Ends	March 13, 2011
	Session Break	March 14-20, 2011
	1101B Begins	March 21, 2011
	1101B&C Ends	April 24, 2011

2011 B Session Start Dates (B-A Quarter Sequence*)		
Quarter 1 - 2011	Session Break	March 14-20, 2011
	1101B Begins	March 21, 2011
	1101B Ends	April 24, 2011
	1102A Begins	April 25, 2011
	1102A Ends	May 29, 2011

Quarter 2 - 2011	1102A&C Begins	April 25, 2011
	1102A Ends	May 29, 2011
	Session Break	May 30-June 5, 2011
	1102B Begins	June 6, 2011
	1102B&C Ends	July 10, 2011
Quarter Break	July 11-17, 2011	

Quarter 2 - 2011	Session Break	May 30-June 5, 2011
	1102B Begins	June 6, 2011
	1102B Ends	July 10, 2011
	Quarter Break	July 11-17, 2011
	1103A Begins	July 18, 2011
1103A Ends	August 21, 2011	

Quarter 3 - 2011	1103A&C Begins	July 18, 2011
	1103A Ends	August 21, 2011
	1103B Begins	August 22, 2011
	1103B&C Ends	September 25, 2011
	Quarter Break	September 26-October 2, 2011

Quarter 3 - 2011	1103B Begins	August 22, 2011
	1103B Ends	September 25, 2011
	Quarter Break	September 26-October 2, 2011
	1104A Begins	October 3, 2011
	1104A Ends	November 6, 2011

\*When courses are offered in 5 week sessions, the courses are designated as being offered in either an A session or a B session. Two consecutive 5 week sessions compose a 10 week quarter. When coursework begins in an A session, the student is enrolled in an A-B quarter sequence. When coursework begins in a B session, the student is enrolled in a B-A quarter sequence. 10 Week courses (as denoted by 'C' sessions) begins in the A-B quarter sequence.

2011 A and C Session Start Dates (A-B Quarter Sequence*)		
Quarter 4 - 2011	1104A&C Begins	October 3, 2011
	1104A Ends	November 6, 2011
	1104B Begins	November 7, 2011
	1104B&C Ends	December 11, 2011
	Quarter Break	December 12, 2011- January 1, 2012

2011 B Session Start Dates (B-A Quarter Sequence*)		
Quarter 4 - 2011	1104B Begins	November 7, 2011
	1104B Ends	December 11, 2011
	Quarter Break	December 12, 2011- January 1, 2012
	1201A Begins	January 2, 2012
	1201A Ends	February 5, 2012

2012 A and C Session Start Dates (A-B Quarter Sequence*)		
Quarter 1 - 2012	1201A&C Begins	January 2, 2012
	1201A Ends	February 5, 2012
	1201B Begins	February 6, 2012
	1201B&C Ends	March 11, 2012
	Quarter Break	March 12-18, 2012

2012 B Session Start Dates (B-A Quarter Sequence*)		
Quarter 1 - 2012	1201B Begins	February 6, 2012
	1201B Ends	March 11, 2012
	Quarter Break	March 12-18, 2012
	1202A Begins	March 19, 2012
	1202A Ends	April 22, 2012

Quarter 2 - 2012	1202A&C Begins	March 19, 2012
	1202A Ends	April 22, 2012
	1202B Begins	April 23, 2012
	1202B&C Ends	May 27, 2012
	Quarter Break	March 28-June 3, 2012

Quarter 2 - 2012	1202B Begins	April 23, 2012
	1202B Ends	May 27, 2012
	Quarter Break	March 28-June 3, 2012
	1203A Begins	June 4, 2012
	1203A Ends	July 8, 2012

Quarter 3 - 2012	1203A&C Begins	June 4, 2012
	1203A Ends	July 8, 2012
	Session Break	July 9-15, 2012
	1203B Begins	July 16, 2012
	1203B&C Ends	August 19, 2012

Quarter 3 - 2012	Session Break	July 9-15, 2012
	1203B Begins	July 16, 2012
	1203B Ends	August 19, 2012
	1204A Begins	August 20, 2012
	1204A Ends	September 23, 2012



\*When courses are offered in 5 week sessions, the courses are designated as being offered in either an A session or a B session. Two consecutive 5 week sessions compose a 10 week quarter. When coursework begins in an A session, the student is enrolled in an A-B quarter sequence. When coursework begins in a B session, the student is enrolled in a B-A quarter sequence. 10 Week courses (as denoted by 'C' sessions) begins in the A-B quarter sequence.

2012 A and C Session Start Dates (A-B Quarter Sequence*)		
Quarter 4 - 2012	1204A&C Begins	August 20, 2012
	1204A Ends	September 23, 2012
	Session Break	September 24-30, 2012
	1204B Begins	October 1, 2012
	1204B&C Ends	November 4, 2012

2012 B Session Start Dates (B-A Quarter Sequence*)		
Quarter 4 - 2012	Session Break	September 24-30, 2012
	1204B Begins	October 1, 2012
	1204B Ends	November 4, 2012
	1205A Begins	November 5, 2012
	1205A Ends	December 9, 2012

Quarter 5 - 2012	1205A&C Begins	November 5, 2012
	1205A Ends	December 9, 2012
	Session Break	December 10, 2012-January 6, 2013
	1205B Begins	January 7, 2013
	1205B&C Ends	February 10, 2013

Quarter 5 - 2012	Session Break	December 10, 2012-January 6, 2013
	1205B Begins	January 7, 2013
	1205B Ends	February 10, 2013
	1301A Begins	Dates Pending
	1301A Ends	Dates Pending

## Administration

### President's Office

**Stephen J. Tober**

CEO of AIU &  
President of AIU Online  
*J.D., University of Virginia School of Law*  
*B.A., Amherst College*

**Nate Swanson**

Sr. Vice President,  
Finance & Administration, CFA  
*B.A., Augsburg College*

### Academic Affairs

**Dr. Greg Washington**

Provost and Chief Academic Officer  
*D.M., University of Phoenix*  
*M.B.A., University of Phoenix*  
*B.A., University of Kentucky*

**Dr. Joy Richman**

Vice President of Academic Affairs  
*Ph.D., Ohio State University*  
*M.E.D., Springfield College*  
*B.S., University of Georgia*

**Lewis Lynn**

Director of Academic Process

**Donald Grider**

Academic Quality Assurance Analyst

**Marcia James**

Academic Quality Assurance Analyst

**Darrin Johnson**

Academic Quality Assurance Analyst

**Kenya Lawton**

Academic Quality Assurance Analyst

**Daronell Moore**

Academic Quality Assurance Analyst

**Debra Shiflett**

Academic Quality Assurance Analyst

**Dariusz Stusowski**

Academic Quality Assurance Analyst

**Shedric Williba**

Academic Quality Assurance Analyst

**Rhonda Contreras**

Director of Library Services

**Glenda Miles**

Academic Collaboration for  
Excellence (ACE) Coach

**Lindsay Anderson**

Academic Collaboration for  
Excellence (ACE) Coach

### Academic Operations

**Dr. Connie Johnson**

Vice President of Academic  
Operations/Associate Provost  
*Ed.D., Nova Southeastern University*  
*M.B.A., Nova Southeastern University*  
*B.S., Florida State University*

**Peter Zickus**

Manager of Blended Learning

**Ron Senterfitt**

Academic Operations Analyst

**Mary-Celeste Slusser**

Senior Director of Training  
*M.Ed., American InterContinental University*  
*Online*  
*B.A., Sweet Briar College*

**Christie Grote**

Director of Academic Process  
*M.A., University of Houston Clear Lake*  
*B.S., University of Houston Clear Lake*

**Omari Martin**

Dean of Faculty Administration

**Danielle Giza**

Academic Analyst

**Mindy Thomason**

Academic Analyst

**Laura Naselli**

Academic Analyst

**Eugenia Luke**

Academic Analyst

**Heather Tebbe**

Academic Analyst

### Student Affairs

**Leon Kelley**

Vice President of Student Affairs/  
Associate Provost  
*M.B.A., Northwestern University*  
*B.A., Roosevelt University*

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Dean of Students

**Lynne Gomoll**

Dean of Students

**Schevone Bell**

Dean of Students

**Sandra Saldana**

Dean of Students

**Brenda Sadler**

Dean of Student Advising

**Jack Lewandowski**

Dean of Student Advising

**Amy Martin**

Associate Director of Prior Learning  
Assessment

**Yevgeny Polonsky**

Prior Learning Assessment Manager

**Elizabeth Bernal**

Prior Learning Assessment Manager

## Administration

### Heather Kolber

Prior Learning Assessment Manager

### Kathryn Allison

Prior Learning Assessment Manager

## Institutional Effectiveness

### Dr. Susan Malekpour

Senior Director of Institutional Effectiveness

*Ed.D., National Louis University*

*M.S., Northern Illinois University*

*B.S., Northern Illinois University*

### Christina Bowers

Institutional Effectiveness Research Specialist

## Admissions

### Traci Stiperski

Vice President of Admissions

### Daniel Swopes

National Director of Admissions

### Lisa Lahr

National Director of Admissions

## Financial Aid

### Matthew Reahm

Vice President of Financial Aid

### Shaneka Langston

Director of Financial Aid

### Phillip Olson

Director of Financial Aid

### Melissa Kapelle

Director of Financial Aid

## Student Accounts

### Bill Bates

Senior Director of Student Accounts

### Jennifer Olsen

Assistant Director of Processing

### Jennifer Richards

Assistant Director of Customer Service

## Career Services

### Betsy Balachandran

Senior Director of Career Services and Alumni Affairs

### Tricia Sigler

Director of Career Services

## Ombudsman

### Issac George

Ombudsman

### Lawrence Zabinski

Associate Ombudsman

## Regulatory Operations

### Amanda Marena

Regional Director of Regulatory Operations

### Danielle Moticka

Regional Director of Regulatory Operations

## Finance

### Meribeth Masters

Vice President of Finance

### Kathy Lange

Vice President of Financial & Strategic Analysis

## Human Resources

### Nicole Herzog

Director, Human Resources

## Education Partners

### Teresa Logue

Vice President, Education Partners

### Julie Zyung

Senior Account Manager

### Casey Slott

Senior Account Manager

### Frank Provenzano

Senior Account Manager



## Administration

### Program Chairs

#### Business – MBA/BBA/AABA

**Dr. Roberto Castaneda**

*D.B.A., Argosy University*

*M.M., Northwestern University*

*B.S., DePaul University*

#### Criminal Justice

**Dr. Alex Obi Ekwuaju**

*Ph.D., Michigan State University*

*M.S., University of North Carolina*

*J.D., University of Nigeria*

*L.L.B., University of Nigeria*

#### Education

**Dr. Eileen Gallagher**

*Ed.D., Northern Illinois University*

*M.Ed., National-Louis University*

*B.A., Clarke College*

#### General Education

**Dr. James Hite**

*Ed.D., Vanderbilt University*

*M.A., Georgia State University*

*B.A., Furman University*

#### Information Technology

**Tanya MacNeil**

*M.I.T.E., Dalhousie University*

*B.B.A., Mount Saint Vincent University*

#### Visual Communication

**Racquel Gabuya**

*M.F.A., University of Oregon*

*B.F.A., University of Oregon*

## Undergraduate Faculty

### Dr. Eman Abdelfattah

Information Technology  
Ph.D., University of Bridgeport  
M.S., University of Bridgeport  
B.A., Alexandria University, Egypt

### Dr. Hani Abu Salem

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Ph.D., Illinois Institute of Technology  
M.S., Western Michigan University

### Wendy Achilles

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M.S.A., East Carolina University  
B.S.A., East Carolina University

### Dr. April Adams

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Ph.D., University of South Florida  
M.A., University of West Florida  
B.A., Lamar University

### Dr. Vincent Agboto

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M.S., University of Minnesota  
B.S., University of Benin

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A.B., University of Illinois at  
Urbana-Champaign

### Dr. Mara Alexander

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M.P.H., New York University  
M.B.A., Michigan State University  
A.M., University of Michigan  
A.B., University of Michigan

### Dr. David Amiel

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M.S., Stony Brook University  
B.S., University of Massachusetts

### Dr. Jahue Anderson

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Ph.D., Texas Christian University  
M.A., Texas State University  
B.A., University of Texas at Austin

### Dr. Joe Anderson

General Education  
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B.S.E., Delta State University

### Martine Anderson

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J.D., Stetson University  
B.S., Park University

### Dr. Myron Anderson

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M.S.Ed., Radford University  
B.A., Virginia Tech

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B.S., Florida Institute of Technology

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B.S., Auburn University

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### Melanie Baldwin

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B.A., Cheyney University of PA

### LeNetta Banks

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B.S., U.S. Air Force Academy

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### Stacey Banks

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B.S., *SUNYIT*

### Dr. Hossam Banna

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M.S., *California State University*  
B.S., *California State University*

### Dr. Mernoush Banton

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D.B.A., *Nova Southeastern University*  
M.B.A., *University of Miami*  
M.S., *Florida International University*

### Dr. Jacqueline Barnett

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B.A., *York College of Pennsylvania*

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B.S., *Crichton College*  
A.A.S., *Southwest Tennessee Community College*

### Dr. Brian Barron

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M.S., *Louisiana Tech University*  
B.S., *Louisiana Tech University*

### Idara Bassey

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L.L.M., *University of Georgia*  
A.B., *Washington University in St. Louis*

### Pamay Bassey

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B.S., *Stanford University*

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M.A., *Ohio University*  
B.S., *University of Calcutta*

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J.D., *Northern Illinois University*  
M.A., *University of Nevada, Las Vegas*  
B.S., *Troy State University*

### William Becker

Business, Information Technology,  
General Education  
M.B.A., *Rider University*  
B.S., *Dowling College*

### Dr. Kristina Beckman

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### Dr. Robert Smotherman

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D.I.B.A., Nova Southeastern University  
M.B.A., Thunderbird, The Garvin School  
of International Management  
B.A., Eckerd College

### Dr. John Speltz

Business  
Ph.D., Florida State University  
M.B.A., Cleveland State University  
B.S.C.I.S., Cleveland State University

### Dr. Kenneth Terrell

Business  
D.B.A., Nova Southeastern University  
M.S., Central Michigan University  
B.A., Southeastern Louisiana University

### Dr. John Theodore

Business, Education, General Education  
Ph.D., University of South Africa  
Ph.D., University of Kansas  
M.A., Western Kentucky State College  
B.S., Peabody College at Vanderbilt University

### Dr. Mike Thirtle

Business, General Education  
Ph.D., Rand Graduate School  
M. Phil., Rand Graduate School  
M.B.A., Wright State University  
M.S., Wright State University  
B.S., United States Air Force Academy

### Alexander Thompson

Business  
J.D., University of Hawaii at Manoa  
B.A., University of Hawaii at Manoa  
B.A., University of New York at Buffalo

### Dr. Irene Tsapara

Information Technology, Business,  
General Education  
Ph.D., University of Illinois at Chicago  
M.S., University of Illinois at Chicago  
B.S., University of Patros

### Jeffrey Vandetta

Business  
J.D., Albany Law School of Union University  
B.A., Union College

### Dr. Walter Vanpoolen

Business  
Ph.D., University of Hawaii at Manoa  
B.S., Colorado State University

### Dr. Tomi Wahlstrom

Business  
D.M., Colorado Technical University  
M.A., Hawaii Pacific University  
B.A., Hawaii Pacific University

### Dr. Theresa Wansi

Business  
Ph.D., University of New Orleans  
M.A., University of New Orleans  
M.B.A., University of New Orleans  
B.S., University of New Orleans

### Dr. Eileen Wibbeke

Business  
D.M., University of Phoenix  
M.B.A., Thunderbird, The Garvin School of  
International Management  
B.A., Loyola Marymount University

### Dr. Lori Wegner

Business  
Ph.D., Capella University  
M.S.A., Central Michigan University  
B.B.A., Cleary University

### Dr. George Yeakey

Business  
D.B.A., Nova Southeastern University  
M.S., University of Southern California  
M.A., University of Oklahoma  
B.S., Middle Tennessee State University

### Dr. James Young

Education, Business  
Ed.D., Auburn University  
M.B.A., University of Maine  
M.B.A., Wichita State University  
B.S.B.A., Ohio State University

Note: Credentials listed include all institutions of higher education attended and/or degrees earned

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## 2011 Tuition and Fees Schedule

Total Credits Required for Graduation	Total Credits Taken at AIU	Total Cost Per Credit Hour	Program Tuition	Application Fee	Total Program Cost (Includes all software and course materials)*
<b>Undergraduate Program</b>					
<b>Associate of Arts in Business Administration (AABA) – Program</b>					
90	90	\$290	\$26,100	\$50	\$26,150
<b>Associate of Science in Criminal Justice (ASCJ) – Program</b>					
90	90	\$290	\$26,100	\$50	\$26,150
<b>Associate of Arts in Visual Communication (AAVC) – Program</b>					
90	90	\$290	\$26,100	\$50	\$26,150
<b>Bachelor of Business Administration (BBA) – Program</b>					
180	180	\$290	\$52,200	\$50	\$52,250
<b>Bachelor of Information Technology (BIT) – Program</b>					
180	180	\$290	\$52,200	\$50	\$52,250
<b>Bachelor of Fine Arts (BFA) – Program</b>					
180	180	\$290	\$52,200	\$50	\$52,250
<b>Bachelor of Science in Criminal Justice (BSCJ) – Program</b>					
180	180	\$290	\$52,200	\$50	\$52,250
<b>Graduate Program</b>					
<b>Master of Business Administration (MBA)</b>					
48	48	\$582	\$27,936	\$50	\$27,986
<b>Master of Information Technology (MIT)</b>					
48	48	\$582	\$27,936	\$50	\$27,986
<b>Master of Education (M.Ed.)</b>					
48	48	\$442	\$21,216	\$50	\$21,266
<b>Notes</b>					
<ol style="list-style-type: none"> <li>1. Program tuition and total program cost are based upon total program credits, which may vary due to transferred credits or repeated courses.</li> <li>2. The application fee may be waived for students enrolling under established articulation or Education Partner agreements and/or attendance at University-sponsored career events.</li> <li>3. Program tuition is charged per credit hour each quarter throughout the student's program and is charged at the beginning of each quarter.</li> <li>4. Institutional Charges include a custom suite of course materials that are provided to the student by Words of Wisdom, LLC. At the University's discretion, books may be delivered in an electronic (e-Book) or standard textbook format. Students not wishing to use e-Books are responsible for any additional charges associated with purchasing standard textbooks.</li> <li>5. For a complete list of specializations available, please see the university catalog.</li> </ol> <p><b>AIU Online reserves the right to make changes at any time to the amount of tuition and fees, as set forth in the Enrollment Agreement. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format.</b></p>					

Find disclosures on graduation rates, student financial obligations and more at [www.aiuniv.edu/disclosures](http://www.aiuniv.edu/disclosures).

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## Bachelor of Information Technology Degree Tuition Schedule – Dual Concentration

Your first concentration was included in your degree program. The required number of credit hours and corresponding costs are listed in the BIT table below.

### BIT

Number of additional credit hours per concentration	Number of additional courses per concentration	Cost per credit hour	Number of additional quarters required to complete this concentration	Total Additional Cost
18	4	\$290	1	\$5,220

### Available BIT Concentrations Include:

Networks  
Programming  
Security

### BSCJ

Number of additional credit hours per concentration	Number of additional courses per concentration	Cost per credit hour	Number of additional quarters required to complete this concentration	Total Additional Cost
18	4	\$290	1	\$5,220

### Available BSCJ Concentrations Include:

Forensic Science  
Law Enforcement

### Notes:

- Amounts listed are the total program costs and are based on a per credit hour charge of \$290 for the BIT degree program and a per credit hour cost of \$290 for the BSCJ degree program.
  - Each course is 4.5 credit hours with two courses taken per session. A quarter consists of two five-week sessions.
  - Students are not eligible to declare their intention to pursue an additional concentration with their Student Advisor until one quarter prior to scheduled graduation.
  - Students pursuing a concentration after graduation from an AIU Online degree program are considered non-degree seeking and are not eligible for financial aid.
  - Program tuition and total program cost are based upon total program credits, which may vary due to transferred credits or repeated courses.
  - Program tuition is charged per credit hour each quarter throughout the student's program and is charged at the beginning of each quarter.
  - Students who complete an additional concentration as part of their degree program will have their earned concentrations listed on their diplomas. Students pursuing a concentration after graduation from an AIU Online degree program are considered non-degree seeking and are not eligible to receive an additional or revised diploma.
  - Institutional charges include a custom suite of course materials that are provided to the student by Words of Wisdom, LLC. At the University's discretion, books may be delivered in an electronic (e-Book) or standard textbook format. Students not wishing to use e-Books are responsible for any additional charges associated with purchasing standard textbooks.
  - Students who graduate from the Associate of Arts Degree in Business Administration and enroll into an AIU Bachelor's Degree Program (other than Bachelor's Degree Completion Programs) may be required to take additional courses to satisfy program requirements. Taking additional courses will increase program length, program tuition, and total program costs.
  - Bachelor's Degree Completion Programs – Refer to the Degree Completion Program section in the catalog for entrance requirements.
  - BSCJ students completing a concentration in General Studies are not eligible to enroll in any other concentrations.
- AIU Online reserves the right to make changes at any time to the amount of tuition and fees, as set forth in the Enrollment Agreement. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format.**
- AIU Online no longer offers Concentration Programs for students who began school on or after 1/03/2011.**

Find disclosures on graduation rates, student financial obligations and more at [www.aiuniv.edu/disclosures](http://www.aiuniv.edu/disclosures).

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## Bachelor of Business Administration Degree Tuition Schedule – Dual Concentration

Your first concentration was included in your degree program. The required number of credits and corresponding costs are listed in the BBA table below.

Number of additional credit hours per concentration	Number of additional courses per concentration	Cost per credit hour	Number of additional quarters required to complete this concentration	Total Additional Cost
18	4	\$290	1	\$5,220

### Available BBA Concentrations Include:

Accounting  
Finance  
Healthcare Management  
Human Resource Management  
International Business  
Management  
Marketing  
Operations Management  
Organizational Psychology and Development  
Project Management

### Notes:

1. Amounts listed are the total program costs and are based on a per credit hour charge of \$290.
2. Each course is 4.5 credit hours with two courses taken per session. A quarter consists of two five-week sessions.
3. Students are not eligible to declare their intention to pursue an additional concentration with their Student Advisor until one quarter prior to scheduled graduation.
4. Students pursuing a concentration after graduation from an AIU Online degree program are considered non-degree seeking and are not eligible for financial aid.
5. Program tuition and total program costs are based upon total program credits, which may vary due to transferred credits or repeated courses.
6. Program tuition is charged per credit hour each quarter throughout the student's program and is charged at the beginning of each quarter.
7. Students who complete an additional concentration as part of their degree program will have their earned concentrations listed on their diploma. Students pursuing a concentration after graduation from an AIU Online degree program are considered non-degree seeking and are not eligible to receive an additional or revised diploma.
8. Graduates of the AIU Online BBA without a concentration are not eligible for the BBA dual concentration in Management.
9. Institutional charges include a custom suite of course materials that are provided to the student by Words of Wisdom, LLC. At the University's discretion, books may be delivered in an electronic (e-Book) or standard textbook format. Students not wishing to use e-Books are responsible for any additional charges associated with purchasing standard textbooks.
10. Students who graduate from the Associate of Arts Degree in Business Administration and enroll into an AIU Bachelor's Degree Program (other than Bachelor's Degree Completion Programs) may be required to take additional courses to satisfy program requirements. Taking additional courses will increase program length, program tuition, and total program costs.
11. Bachelor's Degree Completion Programs – Refer to the Degree Completion Program section in the catalog for entrance requirements.
12. Graduates of the BBA with a concentration in Accounting and Finance are not eligible for the BBA dual concentrations of Accounting or Finance.

**AIU Online reserves the right to make changes at any time to the amount of tuition and fees, as set forth in the Enrollment Agreement. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format.**

**AIU Online no longer offers Concentration Programs for students who began school on or after 1/03/2011.**

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## Master's Degree Tuition Schedule – Dual Concentration

Your first concentration was included in your degree program. The required number of courses, corresponding costs, and eligible concentrations for your degree program are listed below.

Please consult the AIU Online Catalog for the required additional courses to complete each eligible concentration.

Degree	Number of additional credit hours per concentration	Number of additional courses per concentration	Cost per credit hour	Number of additional quarters required to complete this concentration	Total Additional Cost
MBA	12	2	\$582	1	\$6,984
M.Ed.	18	3	\$442	1 ½	\$7,956
MIT	18	3	\$582	1 ½	\$10,476

### Available MBA Concentrations Include:

Accounting and Finance (See note 11 below)  
 Finance (See note 12 below)  
 Healthcare Management  
 Human Resource Management  
 International Business  
 Management  
 Marketing  
 Operations Management  
 Organizational Psychology and Development  
 Project Management

### Available M.Ed. Concentrations Include:

Instructional Technology  
 Curriculum and Instruction  
 Educational Assessment and Evaluation  
 Leadership of Educational Organizations

### Available MIT Concentrations Include:

Internet Security  
 IT Project Management

### Notes:

1. Amounts listed are total program costs and are based on a per credit hour charge.
2. Each course is 6 credit hours with one course taken per session. A quarter consists of two five-week sessions.
3. Students are not eligible to declare their intention to pursue an additional concentration with their Student Advisor until one quarter prior to scheduled graduation.
4. Students pursuing a concentration after graduation from an AIU Online degree program are considered non-degree seeking and are not eligible for financial aid.
5. Program costs are based upon total program credits, which may vary due to repeated courses.
6. Program tuition is charged per credit hour each quarter throughout the student's program and is charged at the beginning of each quarter.
7. Students who complete an additional concentration as part of their degree program will have their earned concentration listed on their diploma. Students pursuing a concentration after graduation from an AIU Online degree program are considered non-degree seeking and are not eligible to receive an additional or revised diploma.
8. Students may only pursue an additional concentration in their degree program of study.
9. Graduates of the AIU Online MBA in Global Technology Management are not eligible for the MBA dual concentration in Management.
10. Institutional charges include a custom suite of course materials that are provided to the student by Words of Wisdom, LLC. At the University's discretion, books may be delivered in an electronic (e-Book) or standard textbook format. Students not wishing to use e-Books are responsible for any additional charges associated with purchasing standard textbooks.
11. MBA students completing a concentration in Accounting and Finance are not eligible for the MBA dual concentration in Finance.
12. MBA students completing a concentration in Finance are not eligible for the MBA dual concentration in Accounting and Finance.

**AIU Online reserves the right to make changes at any time to the amount of tuition and fees, as set forth in the Enrollment Agreement. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format.**

**AIU Online no longer offers Concentration Programs for students who began school on or after 1/03/2011.**

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# MILITARY

EFFECTIVE FOR ALL STUDENTS ENROLLED TO BEGIN THEIR CLASSES FOR THE OCTOBER 3, 2011 QUARTER AND BEYOND.



## American InterContinental University Online

### Military Tuition and Fees Schedule

(applicable to all Active Duty/Reserve U.S. Military Service Members)

Total Credits Required for Graduation	Total Credits Taken at AIU	Total Cost Per Credit Hour	Program Tuition	Application Fee*	Total Program Cost (Includes all software and course materials)*
<b>Undergraduate Program</b>					
<b>Associate of Arts in Business Administration (AABA) – Program</b>					
90	90	\$260	\$23,400	Waived	\$23,400
<b>Associate of Science in Criminal Justice (ASCJ) – Program</b>					
90	90	\$260	\$23,400	Waived	\$23,400
<b>Associate of Arts in Visual Communication (AAVC) – Program</b>					
90	90	\$260	\$23,400	Waived	\$23,400
<b>Bachelor of Business Administration (BBA) – Program</b>					
180	180	\$260	\$46,800	Waived	\$46,800
<b>Bachelor of Information Technology (BIT) – Program</b>					
180	180	\$260	\$46,800	Waived	\$46,800
<b>Bachelor of Fine Arts (BFA) – Program</b>					
180	180	\$260	\$46,800	Waived	\$46,800
<b>Bachelor of Science in Criminal Justice (BSCJ) – Program</b>					
180	180	\$260	\$46,800	Waived	\$46,800
<b>Graduate Program</b>					
<b>Master of Business Administration (MBA)</b>					
48	48	\$466	\$22,368	Waived	\$22,368
<b>Master of Information Technology (MIT)</b>					
48	48	\$466	\$22,368	Waived	\$22,368
<b>Master of Education (M.Ed.)</b>					
48	48	\$354	\$16,992	Waived	\$16,992

#### Notes

\*AIU Online waives all associated fees (application, software and course materials) for all students who are Active Duty/Reservist U.S. Military Service Members.

1. Program tuition and total program cost are based upon total program credits, which may vary due to transferred credits or repeated courses.
2. Program tuition is charged per credit hour each quarter throughout the student's program and is charged at the beginning of each quarter.
3. Institutional charges include a custom suite of course materials that are provided to the student by Words of Wisdom, LLC. At the University's discretion, books may be delivered in an electronic (e-Book) or standard textbook format. Students not wishing to use e-Books are responsible for any additional charges associated with purchasing standard textbooks.
4. For a complete list of specializations available, please see the university catalog.

AIU Online reserves the right to make changes at any time to the amount of tuition and fees, as set forth in the Enrollment Agreement. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format.

Find disclosures on graduation rates, student financial obligations and more at [www.aiuniv.edu/disclosures](http://www.aiuniv.edu/disclosures).

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## CHANGES TO CATALOG

EFFECTIVE AS OF FEBRUARY 25, 2010

### Change to page 32

#### **Air Force (Mail Only)**

Community College of the Air Force CAF/RRR

130 Maxwell Blvd.

Maxwell Air Force Base, AL 36112-6613

<http://www.au.af.mil/au/ccaf/transcripts.asp>

### Change to page 45

#### *AIU Online Education Partner Grant*

AIU has established a 5% grant in the name of its Corporate and Academic Education Partners\* in order to assist eligible students and their immediate families\*\* with the opportunity to attend a degree program of study at AIU. To be eligible for the Education Partner Grant and waived application fee, a candidate must be accepted for admission to the University and complete the Education Partner Attestation form and must also allow for verification of eligibility. For Corporate Education Partners, verification of eligibility may require the student to submit documentation of proof of employment/membership of the corporation. For Academic Education Partners, verification of eligibility may require the student to submit documentation of proof of graduation from the institution of higher learning with which AIU has an articulation agreement (or for family members, the relationship to the employee/member).

The conditions are as follows:

- The Education Partner Grant is used exclusively towards prior or current program charges
- The grant is awarded proportionately over each session in the program.
- Qualifying students are an employee or immediate family member\*\* of the corporate education partner or a graduate from one of our academic education partners
- Students must be employed with the educational partner within 30 days of enrollment.
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students must submit documentation of employment or proof of graduation prior to the start of class.
- Students selected for membership verification must provide documentation before the grant is applied. Documentation must show effective date of membership prior to the first day of class. Students not able to provide documentation will also be required to pay the application fee.
- All of the conditions must be fulfilled before the grant can be disbursed.

The grant is non-transferable and non-substitutable and cannot be combined with the Freedom Grant, AIU Veterans Grant or AIU Lifelong Learning Grant. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the AIU Financial Aid Office for additional application information.

\*Grant percentages may vary by corporate Education Partner. Corporations with different amounts are listed below:

- AIU has established a 10% grant in the name of its Education Partner, Best Buy Corporation
- AIU has established a 10% grant in the name of its Education Partner, Qwest Communication

\*\*Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

## Change to page 53

### **Education Partner Grant (All Ground Campuses)**

AIU has established a 5% grant in the name of its Corporate and Academic Education Partners\* in order to assist eligible students and their immediate families\*\* with the opportunity to attend a degree program of study at AIU. To be eligible for the Education Partner Grant and waived application fee, a candidate must be accepted for admission to the University and complete the Education Partner Attestation form and must also allow for verification of eligibility. For Corporate Education Partners, verification of eligibility may require the student to submit documentation of proof of employment/membership of the corporation. For Academic Education Partners, verification of eligibility may require the student to submit documentation of proof of graduation from the institution of higher learning with which AIU has an articulation agreement (or for family members, the relationship to the employee/member).

The conditions are as follows:

- The Education Partner Grant is used exclusively toward tuition.
- The grant is awarded proportionately over each quarter in the program.
- Qualifying students are an employee or immediate family member\*\* of the corporate education partner or a graduate from one of our academic education partners
- Candidates must apply and be accepted for admission to AIU to be eligible to receive the grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students must submit documentation of employment or proof of graduation prior to the start of class.
- Students selected for membership verification must provide documentation before the grant is applied. Documentation must show effective date of membership prior to the first day of class. Students not able to provide documentation will also be required to pay the application fee.

The grant is non-transferable and non-substitutable and cannot be combined with the Freedom Grant or AIU Veterans Grant. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the AIU Financial Aid Office for additional application information.

\*Grant percentages may vary by corporate Education Partner. Corporations with different amounts are listed below:

- AIU has established a 10% grant in the name of its Education Partner, Best Buy Corporation
- AIU has established a 10% grant in the name of its Education Partner, Qwest Communication

\*\*Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

## Change to pages 67 and 68

*\*The Bachelor of Criminal Justice with concentrations in General or Corrections begin in the 1002B session for the Online Campus.*

	Atlanta	South Florida	Houston	London	Online
<b>Bachelor of Science Degree Criminal Justice</b>	X	X	X		*
<b>General</b>	X	X	X		*
<b>Law Enforcement</b>	X	*	*		*
<b>Corrections</b>	X		*		*
<b>Forensic Science</b>	X	X	X		*

*\*The Bachelor of Fine Arts with a concentration in Illustration begins in the 1002B session for the Online Campus.*

	Atlanta	South Florida	Houston	London	Online
<b>Bachelor of Fine Arts Degree Visual Communication</b>	X		X	X	*
<b>Digital Design</b>	X		X		*
<b>Graphic Design</b>	X		*	X	*
<b>Illustration</b>	*			X	*
<b>Photography</b>	*			X	
<b>Web Design and Development</b>			*		*

## Addition to page 173

### MGMT 390 International Management Seminar (4.5)

*Prerequisite: All 200 level courses*

This course covers undertaking business internationally from the perspective of domestic and foreign firms; the structure, ontogeny, and political economy of existing and emerging trade associations and agreements; the historical evolution of the economy and business forms in regions of the world; public policy and social and legal attitudes toward business; local customs and the international business executive; and current trends and issues in the region. This course aims to help students to develop an in-depth understanding of the strategic and operational importance of international business. Emphasis is on analysis of the environment as well as formulating and implementing international business strategies.

## Change to page 112

Students entering as juniors must successfully complete the following course related to their program of studies during their first term of study if they transfer with an Associate Degree of an unrelated discipline:

#### ***Bachelor of Business Administration***

BUSN 300 Lower Division Business Capstone

#### ***Bachelor of Fine Arts in Visual Communication***

VCDD 300 Portfolio Development and Review

#### ***Bachelor of Information Technology***

ITCO 299 Comprehensive IT Project

#### ***Bachelor of Science in Criminal Justice***

CRJS 300 Proseminar in Criminal Justice