



2011 – 2012 School Catalog

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**99 South Street
West Hartford, CT 06110**

**346 Lexington Avenue
Clifton, NJ 07011**

**1117 Main Avenue
Clifton, NJ 07011**

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GENERAL INFORMATION

WELCOME TO AMERICAN INSTITUTE

“Tomorrow’s Success Begins Today”

It is with great pleasure that we welcome you to American Institute. We are very proud of the fact that we have graduated thousands of students over the past 87 years. During this time we have evolved from an institution that focused primarily on business education to one that now includes computer technology, massage therapy, medical assisting, medical coding and billing, and diagnostic medical sonography.

Although our program offerings have changed and grown since 1924, one thing has remained the same – our passion for your success.

We wish you both academic and personal success in your studies here at American Institute. If you should ever have any issues, concerns, or suggestions, please do not hesitate to contact us directly. It is our pleasure to assist you throughout your program, and thank you for choosing American Institute.

Christopher Coutts
Chief Operating Officer/President

Fox Institute of Business d.b.a.
American Institute

American Institute – Main Campus – West Hartford, Connecticut
Kim Colbert
Assistant School Director

American Institute – Branch Campus – Clifton, New Jersey
Donna M. Romeo
Director of Education

This catalog contains important information about the curriculum and the policies of the school. Students should carefully read the catalog.

AMERICAN INSTITUTE RESERVES THE RIGHT TO MAKE ANY CHANGES IN THE SCHEDULE OF HOURS OR IN THE COURSES OF STUDY THAT MAY BE DESIRABLE UPON APPROVAL OF THE CONNECTICUT COMMISSIONER OF HIGHER EDUCATION AND CLIFTON, NJ DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT DIVISION OF ONE STOP COORDINATION AND SUPPORT SCHOOL APPROVAL UNIT.

MISSION STATEMENT

American Institute (AI) is committed to excellence in education. It is our mission to provide quality distance and on-site education, realistic laboratory experiences, and hands-on clinical experiences in medical facilities. AI enables students to develop and exhibit the professional skills, personal behaviors, and a record of reliability necessary to successfully obtain entry-level employment.

To support our mission, our objectives are to:

- ❖ Provide a stimulating and supportive learning environment which encourages students to graduate
- ❖ Enable students to improve their lives economically and professionally
- ❖ Meet workforce demands for allied health and information technology professions by providing excellent and innovative education
- ❖ Provide a caring and qualified faculty and staff committed to the professional and academic success of each student
- ❖ Provide relevant program content which enables students to qualify for certification/registry exams, where required, and that meets the expectations of employers
- ❖ Provide resources for the personal growth of our students for the improvement of the communities of which we are a part

HISTORY OF AMERICAN INSTITUTE

In 1924, American Institute, then known as Hartford Secretarial School, opened its doors to its first class of business students. Since that day, thousands of students have graduated to enjoy careers in the world of business, legal, allied healthcare, diagnostic medical sonography and information technology.

Building on its distinguished past, American Institute continues to meet the challenges of technology in today's business world. It recognizes its single, well-defined teaching mission: reflecting job market demands with flexibility in identifying and incorporating new programs to give our graduates an edge in today's competitive job market.

FACILITIES

West Hartford, CT

The main campus of American Institute occupies two floors of an office building located at 99 South Street in West Hartford.

Our space consists of approximately 19,000 square feet in an office building. Convenient public transportation and ample parking facilities are available. There are administrative and education offices, a reception area, eleven spacious classrooms for instruction, including laboratory areas for demonstrating

medical office administration and hands-on medical and sonography skills and computer labs. There is a library resource center and a student lounge equipped with vending machines and microwave ovens and several bathroom facilities that are handicapped accessible.

Clifton, NJ

The branch campus of American Institute occupies two floors of an office building located 346 Lexington Avenue, Clifton, NJ 07011. The Clifton, New Jersey branch campus of American Institute enjoys a suburban setting, yet is only minutes away from large metropolitan areas. The facility is a free standing building covering approximately 6,000 square feet. The building and all classrooms on the ground floor have been designed for handicap use; meeting all the specifications.

American Institute has acquired additional classroom space located at 1117 Main Avenue, 2nd Floor, Clifton, New Jersey which has been designed specifically to accommodate the lab portion of the Diagnostic Medical Sonography – Cardiac and General Concentration Program. This location can be contacted by calling the main facility at 973-340-9500.

This location has 2,174 square feet, is housed in the second (2nd) floor of a professional building which is easily accessible for those using either public or private transportation. There are three (3) classrooms, one (1) executive office, and a reception area in the space. There is a women's and men's room located in the hallway directly in front of the space. Since this space is on the second floor, it can be reached by the stairs or elevator. The building and space has been designed for handicap use; meeting all the specifications. The entire school is air conditioned and offers to the student a comfortable and professional atmosphere.

The additional classroom space located at 1117 Main Avenue, 2nd floor, Clifton, New Jersey is equipped with internet access and computers are available for accessing reference material.

American Institute has also acquired additional classroom space located at 1117 Main Avenue, Lower Level, Clifton, New Jersey which will be used as an extra lecture classroom. This location can be contacted by calling the main facility at 973-340-9500. This lecture classroom, at 1850 square feet, is located in a professional building which is easily accessible for those using either public or private transportation. The classroom located on a the lower level is accessible by stairs or elevator. The building and space has been designed for handicap use; meeting all the specifications. The classroom is air conditioned and offers to the student a comfortable and professional atmosphere.

American Institute has a selection of reference books and materials related to all the programs and services offered. This material is located in the Conference Room on the first floor. In addition, all computers in the classrooms are equipped with internet access and can be used by any student when no classes are scheduled. A brief instruction session on how to use the computer is provided to those who do not know how to operate a computer.

ACCREDITATION & AFFILIATIONS

West Hartford, CT

The American Institute main campus is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, DC 20002-4241, Telephone: (202) 336-6780, which is recognized by the Secretary of the U.S. Department of Education. The American Institute Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL, 33756, (727) 210-2350.

The school and courses of study are approved by the Connecticut State Commissioner of Higher Education and by the State of Connecticut Rehabilitation Commission. The school is approved for veterans.

Clifton, NJ

The American Institute branch campus in Clifton, New Jersey is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates and diplomas.

American Institute branch campus in Clifton, New Jersey courses of study are approved by the New Jersey Department of Labor and Workforce Development Division of One Stop Coordination and Support School Approval Unit P.O. Box 055, Trenton, New Jersey 08625-0055, Telephone: 609-292-9696.

Programmatic Accreditation

Beyond institutional accreditation there are other accreditations that institutions may seek in certain instances. These are called programmatic accredit.

Like institutional accreditation, programmatic accreditation should be viewed as an indication of quality. Some employers or some educational institutions may view programmatic accreditation as required or, if not, as helpful to a program's graduates employability. Additionally, certain programmatic accreditations are required for students to be eligible to sit for registry or licensure exams.

Generally, we seek programmatic accreditations only in those instances where our graduates are not permitted to sit for exams required for employment or when substantially necessary to facilitate employment opportunities (required by 50% or more of job opportunities within the market, as we define such).

DECLARATION OF OWNERSHIP

American Institute is owned by Fox Institute of Business, Inc., 99 South Street, West Hartford, CT 06110.

STATEMENT OF OWNERSHIP AND CONTROL

The Institution is owned by Fox Institute of Business d.b.a. American Institute, Inc. a corporation formed under the laws of the State of Connecticut. Fox Institute of Business d.b.a. American Institute, Inc. is a wholly-owned subsidiary of AI Holdings, Inc. AI Holdings, Inc., through its parent company, American Institutes Holdings LLC, is governed by its Board of Directors. Primus Capital Fund VI, LP owns approximately 80% of the common voting stock of American Institutes Holdings, LLC. The members of the Board of Directors for American Institutes Holdings, LLC are Scott B. Harper – Chairman of the Board, Randy Proto – President/CEO and Director and Arthur E Benjamin – Director. The President of Fox Institute of Business d.b.a. American Institute, Inc. is Christopher Coutts.

NON-DISCRIMINATION POLICY

In accordance with Title IX of the Education Amendments of 1972, American Institute does not discriminate against persons because of their sex, creed, race, age, or national origin.

SPECIAL NEEDS

Students in need of reasonable accommodations in accordance with the Americans with Disabilities Act should contact the Director of Education.

DISCLAIMER:

Due to the layout of the school at 346 Lexington Avenue, Clifton, New Jersey, individuals with physical limitations including climbing stairs may not benefit from the Massage Therapy Program since it is located on the 2nd floor of the building and accessible by stairs only.

WHY AMERICAN INSTITUTE?

All of our goals and objectives are oriented to the professional world of allied health careers for men and women.

AT AMERICAN INSTITUTE YOU GET THE BENEFITS OF:

- ❖ more than 87 years of continuous operation and experience in training and assisting graduates with finding employment,
- ❖ more than 87 years of community recognition as an institution of high standards and quality graduates,
- ❖ thousands of graduates,
- ❖ a curriculum that concentrates total emphasis on developing professional-level skills,
- ❖ specialized divisions—computer/information technology, allied health, medical coding and billing, and business programs,
- ❖ placement assistance for graduates,
- ❖ a convenient location near major highways and public transportation routes.

ADMISSIONS POLICIES

REQUIREMENTS FOR ADMISSION

A student will be considered for admission into all programs except Diagnostic Medical Sonography and ESL providing the following criteria is met:

- ❖ Have a high school diploma or its equivalent
- ❖ A signed attestation of an official high school diploma/GED, and
- ❖ A signed application, accompanied by a \$25 registration fee, and a signed enrollment agreement before the start of classes.

It is NOT necessary that students have previous experience or training to qualify for admission to any of the school's programs.

Students enrolling in the day and evening allied health programs are required to complete a medical history form as part of their admissions process.

ADMISSIONS REQUIREMENTS FOR DIAGNOSTIC MEDICAL SONOGRAPHY DIPLOMA

The Institution encourages the applications of qualified students regardless of race, sex, color, religion or national origin.

Applicants who are applying to the Diagnostic Medical Sonography Programs with General or Cardiac concentration must:

- ❖ Possess a Bachelor's Degree in any major – or – be a graduate of an associate's degree in an allied health patient care related program that is a minimum of 24 calendar months, 60 semester credits or 90 quarter credits
- ❖ Must complete the following College level course(s):
 - ❖ Algebra, Statistics or higher math
 - ❖ General Physics or Radiographic Physics
 - ❖ Communications Skills

Admissions applications are reviewed by the Director of Admissions and/or the Campus Executive Director.

Upon acceptance by the school, students are required to complete a physician's form which must be signed by a licensed physician indicating that the student is in good health. The cost of this process is paid by the student.

See the section on Diagnostic Medical Sonography under Program Information for additional information.

SPECIAL ADMISSIONS

A student who wishes to study a specific subject without becoming a candidate for a diploma may be admitted on a space available basis if the student demonstrates to the satisfaction of American Institute that he or she can benefit from the course. The student will be considered non-matriculating and will not qualify for financial aid.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

Agencies and institutions that accept students for clinical rotations and employment upon graduation may conduct criminal and/or personal background checks as well as random drug testing. The student is responsible for any costs associated with these additional requirements. American Institute expects that students in all programs can meet the criminal background check and random drug test requirements of clinical affiliates.

Students with criminal records that include both felonies and misdemeanors (including those that are drug related or of a violent nature) or personal background issues such as bankruptcy might not be accepted by those agencies for clinical rotations or employment.

Random drug testing may be required by healthcare facilities before acceptance or during the clinical rotations. If at any time a student tests positive, the student will be removed from the clinical site and may be subject to withdrawal from the program.

Applicants to the program who have questions regarding how these issues may affect their clinical placement, ability to graduate, or potential employment should discuss this with the Admission Representative, Program Director, or Director of Education. The Institution does not have control regarding the decisions of outside agencies. A student who is unable to be placed on or dismissed from a clinical rotation due to an adverse result on either a criminal background check or random drug test may be responsible to find his or her own clinical site or, in extreme cases, may be dismissed from the program.

HEALTH SCREENING AND IMMUNIZATIONS

For Diagnostic Medical Sonography students a statement of health also known as a "Form B" must be signed by a healthcare practitioner and proof of immunization from diphtheria, pertussis, and tetanus (DPT), measles, mumps, and rubella (MMR), and varicella must be submitted within 60 days of the program start. A two-step tuberculosis test must be done no sooner than 3 months prior to the first day of Term II. Proof of immunization from Hepatitis B is not a requirement on Form B, however, many clinical affiliates do require the completed series. Students that have not had the Hepatitis vaccines may be limited in their clinical placements.

Completion of these items and the costs incurred are the responsibility of the student. No student will be allowed to participate in any hands-on lab sessions and will not be assigned to a clinical rotation without submission of Statement of Health or Form B and documentation validating required immunity and testing.

CARDIO-PULMONARY RESUSCITATION (CPR) TRAINING

All Diagnostic Medical Sonography students that are attending clinical rotations must maintain valid CPR certification. Satisfactory completion of the American Heart Association Basic Life Support for Healthcare Providers course is required. If at any time during the program, the student's CPR card is near expiration, the student must re-train and provide the school with proof of satisfactory completion of a new course. The student should submit evidence of CPR certification 30 days prior to Term II. Any expense related to attainment of CPR training is the responsibility of the student.

All other medical students will obtain their CPR certification during the course of their programs.

INTERNATIONAL APPLICANTS

Institute American is not authorized under federal law to enroll non-immigrant foreign students.

TRANSFER OF CREDIT / ADVANCED STANDING

A student requesting a transfer of credits from another institution must meet the following criteria:

A request for credit transfers must be made in writing to the Administration and include an official transcript and catalog description from the transferring institution. All requests for transfer credit must be submitted prior to the student beginning the program. Failure to provide documentation may result in denial of this request.

In assessing credit for transfer, the school uses the following criteria:

- 1** The coursework must be completed at an accredited college or institution.
- 2** Only grades of "C" or higher qualify for consideration.
- 3** Any course or courses must be equal to or greater in credit hours to the subject(s) offered by the school.
- 4** The course(s) must be similar in contact hours and similar in format to the subject(s) offered by the school in terms of type of instructional delivery (e.g., theory, lab, externship, clinical, etc.).
- 5** General education and non-core curriculum subjects must not be older than 10 years.
- 6** Core subject(s) may not be older than five years to be considered for transfer credit.
- 7** Foreign course work must be translated and/evaluated at the students expense. Acceptance of foreign course work is solely at the discretion of the Director of Education.

All prior education and training will be evaluated, and where deemed appropriate, the student will be granted credit or advanced placement. The applicant will be notified regarding the acceptance or rejection of the credit transfer after all required materials have been evaluated. No credit will be given for subject-related work experience. Transfer credits are calculated in the CGPA as credit hours and not credit hours attempted.

Decisions are made on a case-by-case basis and may require some testing, lab or scanning assessment.

No more than 25% of the program credits may be transferred into American Institute from another institution.

FINANCIAL INFORMATION

TUITION AND FEES

Please refer to the catalog supplement for the current listing of tuition and fees for each program.

Students may pay by cash, check, money order or credit card for educational costs. Tuition is due based on the terms in the student enrollment agreement and any supplemental payment plan agreed to during the financial aid interview. Students unable to make timely tuition payments must speak with a representative in the business office to continue in their program of study. Unexcused late payments may be cause for suspension or dismissal.

FEDERAL STUDENT FINANCIAL ASSISTANCE

The school is accredited by a nationally recognized accrediting commission and is approved by the U.S. Department of Education to offer federal financial assistance (Title IV) programs to those students who qualify.

Students cannot always afford to pay their educational costs in full at the beginning of their programs of study. Therefore, the school participates in various programs designed to assist students to meet their educational costs on a more affordable basis. The school is accredited by a nationally recognized accrediting commission and is approved by the U.S. Department of Education to offer federal financial assistance (Title IV) programs to eligible students.

Many students supplement Title IV assistance or pay for their educational costs with other programs such as Veterans benefits, agency sponsorship, employer reimbursement or in-house financing.

A student must apply for admission prior to completing a packaging appointment with the Financial Aid Department at the school. In general, financial aid is awarded based upon need. In order to assist applicants to complete their financing prior to beginning classes, the school makes available individual appointments for each applicant with a Financial Aid Advisor who will assist with form completion and answer questions that may arise. However, general information about Financial Aid is available to all prospective applicants in the Financial Aid Department.

In general, an applicant may be eligible for federal Title IV assistance if the applicant:

- ❖ Is enrolled as a regular student in one of the school's programs
- ❖ Has a valid Social Security Number
- ❖ Is a U.S. citizen or eligible non-citizen
- ❖ Is not in default on any Federal student loan

-
- ❖ Does not owe a repayment on any federal grant
 - ❖ Possesses a high school diploma, its equivalency
 - ❖ Has demonstrated Selective Service registration (males only)
 - ❖ Has not been convicted of a drug offense while receiving federal financial aid
 - ❖ Continuing students must maintain satisfactory academic progress

The following federal aid programs are available to those students who qualify (subject to availability of funds):

- 1** Federal Pell Grant: This is a grant to assist undergraduates who have not earned a bachelor's or professional degree with education expenses. It does NOT have to be paid back. For 2011-2012, the maximum Pell Grant award is \$5,550.
- 2** Federal Supplemental Educational Opportunity Grant (FSEOG): The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the college will determine to whom and how much it will award based on federal guidelines. The range of awards are typically between \$100-\$200 for the entire program.
- 3** Federal Work Study (FWS) is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus or community service-related. Jobs on-campus must be student service positions. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.
- 4** Federal Direct Subsidized Stafford Loan: This is a low interest fixed rate loan for students attending school at least half time. The interest rate for loans disbursed on or after July 1, 2010 is 4.5 percent. It MUST be paid back. Interest does not accrue while students are attending school, during their grace period, and during periods of deferments.
- 5** Federal Direct Unsubsidized Stafford Loan: This is a low interest fixed rate for independent students enrolled at least half-time. The interest rate is 6.8 percent. It MUST be paid back. Interest will accrue on this loan while students are in school, during their grace period, and during periods of deferment; the interest rate can be paid while the student is in school.
- 6** Federal Direct PLUS Loan: This is a low interest fixed rate loan for parents who want to borrow to help for their child's education. The interest rate is 7.9 percent. This loan is available only to parents without adverse credit histories. It MUST be paid back.

Annual Loan Limits – Stafford Loan			
Dependent Students (whose parents were not denied a PLUS loan)	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
First-Year Undergraduate (Freshman)	\$3,500	\$2,000	\$5,500
Second-Year Undergraduate (Sophomore)	\$4,500	\$2,000	\$6,500
Third-Year and Beyond Undergraduate (Junior, Senior)	\$5,500	\$2,000	\$7,500
Independent Students (and dependent students whose parents were denied a PLUS loan)	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
First-Year Undergraduate (Freshman)	\$3,500	\$6,000	\$9,500
Second-Year Undergraduate (Sophomore)	\$4,500	\$6,000	\$10,500
Third-Year and Beyond Undergraduate (Junior, Senior)	\$5,500	\$7,000	\$12,500

Aggregate Loan Limits – Stafford Loan			
	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
Dependent Undergraduate Students (whose parents were not denied a PLUS loan)	\$23,000	\$8,000	\$31,000
Independent Undergraduate Students (and dependent students whose parents were denied a PLUS loan)	\$23,000	\$34,500	\$57,500

OTHER SOURCES OF ASSISTANCE

There are many other sources of financial assistance. Various agencies provide educational benefits for eligible students. The student will need to contact the agency directly for more information. Some agencies that may make aid available include the new Workforce Investment Act, (WIA) Job Training Partnership Act (JTPA), Division of Workers' Rehabilitation (DWR), Division of Vocational Rehabilitation, (DVR), Employment and Training Administration (ETA), Social Security Administration, and the Veterans Administration.

Vocational Rehabilitation

Applicants wishing to attend American Institute under Vocational Rehabilitation sponsorship should apply to the appropriate agency for these benefits. The Admissions Office will help prepare the application. The Agency will issue the student a certificate of approval, which should be submitted to the Department of Financial Assistance for official certification. The Business Office will bill the appropriate agency for the approved amount.

Veterans

The Connecticut State Department of Higher Education has approved American Institute, Inc. for the training and education of Veterans and their qualified dependents under the provisions of Section 1775, Chapter 36, United States Code, and Veterans Benefits. The U.S. Department of Veterans Affairs determines eligibility. Applicants for veterans' benefits should apply at the nearest VA regional office. Detailed information and assistance may be obtained through the VA regional office, local service officer, or the veterans' organization representative. Assistance in preparing the required enrollment forms is available at American Institute or via the veterans' website at www.gibill.va.gov. Adherence to the policies regarding Satisfactory Academic Progress and attendance are required for continued VA benefits. See SAP and attendance policies for details.

Trade Reform Act

American Institute is also approved to train students sponsored under the Trade Reform Act (TRA) of 1974.

Employer Sponsorship

Applicants currently employed are urged to look into any tuition reimbursement benefits offered by their employers. Tuition reimbursement is paid by companies directly to their employee, not to the school. Most companies require the employee to pay for their program and then reimburse the employee after completion of their program of study. Payments due to the school are not dependent on tuition reimbursement.

FEDERAL AID APPLICATIONS

Any student who wishes to apply for federal Title IV financial assistance must complete a **Free Application for Federal Student Aid (FAFSA)**. The FAFSA information is electronically transmitted to the U.S. Department of Education's Central Processing Service (CPS) and the School receives in return a processed Institutional Student Information Record (ISIR). The ISIR is used to determine Federal Pell Grant and Federal Direct Loan eligibility. The Financial Assistance Office will retain the ISIR as documentation of the student's eligibility. (If a student wishes to have a printed copy of their ISIR, it may be requested from the School's Financial Assistance office.)

CORRECTION OF INFORMATION

If, as the result of verification (described below) or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Assistance office will note the corrections on

the current ISIR and submit the corrections to the Central Processor electronically after obtaining signed documentation. A new ISIR, showing the corrected information, is then generated.

If the applicant becomes ineligible for a Federal Pell Grant or other Title IV aid as the result of corrections in his/her information, the applicant will be so informed by the Financial Assistance office. If corrections result in a change in eligibility, the Financial Assistance Office will complete an updated financial plan with the student.

REQUIREMENTS FOR VERIFICATION OF THE APPLICANT'S DATA ON THE FAFSA

A certain portion of FAFSAs submitted to the CPS are subject to a process called Verification. Verification means that the applicant is asked to “verify” or confirm that the information on the application is correct.

Verification requires the applicant and spouse or parent (if applicable) to sign a Verification Worksheet. In addition, the applicant may be required to submit a copy of the prior year's federal tax returns for each year a FAFSA is submitted to the Financial Assistance office. If the applicant is married, the return(s) must include the spouse's information. If the applicant is dependent, copies of the parents' prior year's tax returns are also required.

Time period within which required documentation must be provided. Except in instances where extenuating circumstances intervene, the required documentation must be provided within 30 days of the date the applicant is notified to do so. All financial aid disbursements are withheld until this process has been completed.

CONSEQUENCES OF FAILURE TO PROVIDE THE INFORMATION WITHIN 30-DAY PERIOD

Students will receive no disbursement of funds if they fail to provide the information required for verification within 30 days, and they may be dismissed from school. In addition, they will be expected to make cash payments in lieu of any expected financial aid disbursements to the School. If the results of the verification satisfy the requirements, the first disbursement of funds to which the student is entitled will be released. If the verification results are negative, the student will be called into the Financial Assistance office and the items that were not accurate will be discussed.

The student (and/or the family) will be required to correct inaccurate information by resubmitting the aid application (with corrected information) to the Central Processor.

If the School has reason to believe that any application has been intentionally submitted under false or fraudulent circumstances, such application will be referred to the Department of Education Office of the Inspector General.

DEFINITION OF FINANCIAL NEED

Financial need is calculated to determine a student's eligibility for some types of Title IV aid programs. Financial need is the difference between the student's cost of attending school and the amount of the student and/or family's financial resources. The need formula can be stated as follows:

COST OF ATTENDANCE minus EXPECTED FAMILY CONTRIBUTION minus OTHER ESTIMATED FINANCIAL ASSISTANCE = FINANCIAL NEED

A student's financial need may not be funded entirely or in some cases not at all by Title IV programs. Students are expected to pay any unfunded portions.

COST OF ATTENDANCE

The School's Financial Assistance office estimates the student's Cost of Attendance for aid eligibility determination purposes only, using nationally approved living expense guidelines. An average cost of attendance for a student attending school consists of allowances for room, board, personal, transportation and miscellaneous expenses, plus one academic year's tuition and fees. A sample cost of attendance for an 8-month period of attendance is as follows:

	PROGRAM A	PROGRAM B
First Academic Year Tuition (as indicated per Enrollment Agreement)*	\$ 14,970.00	\$ 15,997.50
Fees (as indicated per Enrollment Agreement)*	\$ 25.00	\$ 25.00
Room and Board**	\$ 6,370.00	\$ 6,370.00
Personal	\$ 2,567.00	\$ 2,567.00
Miscellaneous	\$ 525.00	\$ 525.00
Transportation	\$ 931.00	\$ 931.00
Total Estimated Cost of Attendance***	\$ 25,388.00	\$ 26,415.50

* These amounts are for illustration purposes only and do not necessarily represent actual tuition and fees for a seven month period of attendance. Students should refer to their Enrollment Agreement for actual or estimated costs.

** The School does not offer room and board. These estimates are used solely for purposes of eligibility determination.

*** The Total Estimated Cost of Attendance listed above is a sample used for illustration purposes only, and does not necessarily represent an actual cost of attendance for any particular student or program.

Furthermore, financial aid available does not typically cover the entire cost of attendance. Students and their families are expected to fund the difference. The Cost of Attendance should not be assumed to reflect all of the student's costs of coming to school.

EXPECTED FAMILY CONTRIBUTION

The student's Expected Family Contribution is calculated by the Central Processor and is a function of the information entered on the Free Application for Federal Student Aid. An Expected Family Contribution (EFC) figure is included in the ISIR that is produced by the Central Processor when the student's application is processed. The EFC is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education during the academic year.

REQUIREMENTS FOR THE REVIEW OF A FINANCIAL AID APPLICANT'S FINANCIAL AID HISTORY

It is a federal requirement that the school determine any and all federal Title IV aid previously received by any aid applicant. The school uses the National Student Loan Data System (NSLDS) to obtain the financial aid history of each financial aid applicant. The information is found on the ISIR. Financial aid disbursements are withheld until confirmation of previous aid is received.

REQUIREMENTS FOR CITIZENSHIP VERIFICATION

When a student applies for federal Title IV financial assistance, an electronic database match (for Social Security number, name and birth date) is conducted by the Central Processor to determine the student's eligibility status with the Social Security Administration and the United States Citizen and Immigration Service (USCIS). The results of those matches are reported on the student's ISIR.

If either match is unsuccessful, the student must resolve his or her citizenship status. The Financial Aid office will inform any applicant in this situation of the steps necessary to verify citizenship, which may include contacting the USCIS. Financial aid disbursements will not be made until citizenship status has been confirmed.

DISBURSEMENT PROCEDURES FOR TITLE IV AID

Title IV aid is disbursed in at two or three equal payments during each academic year using the following definitions and calculations: An academic year is defined as 24 semester credits and at least 30 weeks.

Federal Direct Loans are disbursed as a credit to the student's account. A student's first loan disbursement is made within 30 days after the start of the program. The student's second and subsequent loan disbursements are scheduled for the beginning of each term in the academic year. When a student receives a Direct Loan credit, the student receives a notice advising the student or the parent (in the case of a PLUS loan) that the loan has been credited to the student's account and asking the student or parent if he/she continues to want all of the loan.

Federal Pell Grant disbursements are credited directly to a student's account at the beginning of each term. Each recipient is issued a receipt when a disbursement has been credited to his/her account.

If a credit balance occurs on a student's account, the student or parent in the case of PLUS borrowers may request that the excess funds be retained by the school to pay for future tuition and fee charges, applied to other educationally related charges (i.e., books, supplies, equipment, etc.), or refunded to the Direct Loan Program to reduce the student's principal balance, all within the current academic year. Without a student's or parent's authorization(s), credit balances will be paid within 14 days to the student, or to the parent in the case of PLUS Loans.

HOW STANDARDS OF ACADEMIC PROGRESS AFFECT STUDENT AID

In order to qualify for student aid under Title IV programs, a student must meet the standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) is discussed in detail in this Consumer Catalog, and the requirements are discussed in the section on Satisfactory Academic Progress later in this booklet.

If students are placed on Academic Probation/Financial Aid Warning, they remain eligible for financial aid disbursements during the warning period. If students fail to make satisfactory progress by the end of their warning period, they are suspended from financial aid eligibility pending any additional appeals. Students who are suspended from financial aid eligibility will also be terminated from the school.

FEDERAL FINANCIAL AID COUNSELING

Entrance Counseling

The institution ensures loan entrance counseling is conducted either online at the Department of Education website, studentloans.gov, before a borrower takes out a loan or a paper copy can also be completed in the financial aid office. The interview includes:

- ❖ an explanation of the use of a master promissory note (MPN);
- ❖ importance of repayment obligation;
- ❖ description of consequences of default;
- ❖ sample repayment schedules;
- ❖ information in reference to a borrower's rights and responsibilities; and
- ❖ other terms and conditions

Exit Counseling

The institution ensures loan exit counseling is conducted at the financial aid office or via mail at completion of a program or withdrawal from the institution. The interview includes:

- ❖ an explanation of the use of a master promissory note (MPN);
- ❖ importance of repayment obligation;
- ❖ description of consequences of default;
- ❖ sample repayment schedules;
- ❖ information in reference to a borrower's rights and responsibilities; and
- ❖ other terms and conditions

Loan Payment Calculator

The Loan Payment Calculator may be used to calculate monthly payments under the standard and extended repayment plans. You may refer to the following websites to access a Loan Payment Calculator: finaid.org/calculators/loanpayments.html or ed.gov/offices/OSFAP/DirectLoan/calc/html.

Statement of Educational Purpose

Federal financial aid is to be used solely for educational expenses related to a student's attendance at American Institute.

Referrals to the Office of Inspector General

American Institute is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the federal financial aid programs.

RETURN TO TITLE IV AND REFUND POLICIES

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of federal financial aid funds the student did not earn calculated according to a federal formula. This calculation will be based on the student's last date of attendance (LDA), which is the withdrawal date.

Schools are required to determine the amount of federal financial assistance that must be returned based upon the percentage of the payment period completed prior to withdrawing. The amount of federal financial assistance earned is based on the number of days attended up to the withdrawal date divided by the number of days in the program's payment period. After a student has attended more than 60 percent of the payment period or period of enrollment, the student will have earned 100 percent.

Once the amount of federal financial aid that was not earned has been calculated, federal regulations require that the school return the federal financial aid in the following order:

- 1** Federal Direct Loans
 - a** Unsubsidized Federal Direct Stafford Loans
 - b** Subsidized Federal Direct Stafford Loans
 - c** Federal Parent PLUS loans received on behalf of the student.
- 2** Federal Pell Grants
- 3** Federal SEOG

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, in the case of a Federal Parent PLUS loan) must return or repay, as appropriate, the remaining grant and loan funds. Loan funds are returned in accordance with the terms and conditions of the promissory note. If there are any grant funds to be returned by the student, the student is responsible for returning any overpayment that exceeds 50 percent of the amount of grant received. The student (or parent, if a Federal Parent PLUS loan) will be notified of the amount that must be returned or repaid, as appropriate.

If the student earned more federal financial aid funds than were received, the student (or parent in the case of a PLUS loan) may be eligible to receive a post-withdrawal disbursement. If the student or parent is eligible to receive a post-withdrawal disbursement of loan funds, the institution will ask for the student's or parent's (as applicable) permission to disburse the loan funds. The institution may automatically disburse the post-withdrawal disbursement of grant funds.

All returns of unearned Title IV funds will be made within forty-five (45) days of the school's date of determination of the student's withdrawal.

ENROLLMENT CANCELLATION

A student may cancel his enrollment within three business days of signing the Enrollment Agreement. In the event that a student cancels his enrollment, all monies paid will be refunded. If a student cancels his enrollment after three business days but prior to the first day of class attendance, the student will receive a refund of all monies paid, except for the non-refundable application fee. Applicants who have not visited the school prior to enrollment will have the opportunity to cancel without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school's facilities and inspection of equipment where training and services are provided.

REFUND POLICY

If a student is unable to complete his or her training due to withdrawal or dismissal from the program, the Institution will calculate the amount of tuition and fees that are owed to the Institution. For refund calculation purposes, academic year tuition and fees will be divided into payment periods. Payment periods are defined as an equal portion of an academic year that represents the lesser half of the program or half of the academic year. There are typically two or three payment periods per academic year. When a student has completed sixty percent (60%) or less of a payment period, the tuition and fees shall be refunded on a pro-rata basis calculated as of the student's last date of attendance. When a student terminates his or her program of study after completing more than 60% of the payment period, the Institution may retain the entire cost of tuition and fees for the payment period. If the amount of funds retained on the student's behalf exceeds tuition costs, the school will issue a refund. Registration and application fees are not included in the pro-rata. All refunds due will be paid within forty-five (45) days of the student's date of determination.

In the event a student needs to withdraw from school, the student is required to advise the Registrar and/or Director of Education. Written notice is preferable but not required.

PROGRAM TERMINATION / CANCELLATION

In the event classes are permanently cancelled by the school, the student will be entitled to a refund of any tuition monies already paid for their cancelled classes.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to know:

- ❖ The School's accrediting and licensing agencies
- ❖ The School's programs, facilities and faculty

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- ❖ The cost of attending school
 - ❖ The financial assistance available
 - ❖ How the Financial Assistance office determines the student's financial need
 - ❖ Each type of aid to be received and how it will be disbursed
 - ❖ How to submit appeals under various school policies
 - ❖ The School's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility
 - ❖ Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
 - ❖ The criteria for continued eligibility for financial aid
 - ❖ Student completion and retention rates, placement rates, and student body diversification.

All students have the following responsibilities:

- ❖ To review and consider all aspects of the School program before enrolling
- ❖ To complete financial aid applications accurately and truthfully
- ❖ To provide additional documentation, verification, correction, etc. as requested by the School or agency
- ❖ To read, understand and keep copies of all forms received
- ❖ To notify the School of any change in their financial circumstances
- ❖ To notify the School and the lender of a name or address change
- ❖ To understand the School's satisfactory academic progress policy
- ❖ To understand the School's refund policies
- ❖ To sign all required certification statements
- ❖ To repay all loans according to the promissory notes signed

INSUFFICIENT FUNDS POLICY

There is a \$25 fee for any checks returned for insufficient funds.

ACADEMIC TERM

American Institute follows a 2-term academic calendar year on a 4-day week, Tuesday through Friday for day programs and Monday through Thursday for evening programs. The school reserves the right to change class schedules for programs. The school is closed on legal holidays and scheduled vacations.

For exact start and ending dates, vacation periods, and holidays, please refer to the school calendar in Supplement A.

ACADEMIC AND ATTENDANCE POLICIES

ATTENDANCE POLICIES – FOR NON-DMS PROGRAMS

As an employer would expect an employee to be present for work, the administration and faculty members expect students to attend classes and be absent for only serious reasons. Day students must telephone the school by 8:30 a.m. (night students, by 5:45 p.m.) on the days of absence; explain the causes of absence, and the expected date (s) of return.

- ❖ Students are responsible for making up all missed assignments, tests, quizzes, notes, etc. upon their return to school in accordance with faculty members' course policies.
- ❖ Students are allowed to miss no more than 20% of the total instructional hours of any course (i.e., 80% attendance is required). Attendance is recorded in 15 minute increments.
- ❖ Students who have EXCEEDED the allotted percentage of absence per course may be withdrawn from the course and required to meet with the Director of Education.
- ❖ Students must also abide by the attendance policies established by their instructors in order to avoid applicable penalties. **Faculty members' policies may be equal to or more demanding than the school's attendance requirement.**
- ❖ Please remember that poor attendance may result in dismissal from the institution.

Example:

20% of a 60 hour course = 12 hours

DMS PROGRAM ATTENDANCE POLICY

Due to the stringent standards of the ultrasound profession that require an in-depth knowledge base, hands-on scanning skills, and professional attitudes; attendance in theory, lab and clinical courses is essential to a student's success in the program. Therefore, in the theory and laboratory courses, students are allotted 1 (one) unexcused absence per course. Excused absences are at the discretion of the Program Director. In the clinical courses, 100% of the hours for each clinical course must be completed prior to the start of the next term.

The student will be required to have a computer with reliable high speed Internet access and a microphone and speaker set up or combination headset with built-in microphone. The student may be required to download free software such as Apple Quicktime. There is a Wizard that students will run that will provide step-by-step instructions for preparing their computers prior to their first online class. Tutorials are available for novice computer users and technical support is available through both the platform and the campus IT departments.

CONSECUTIVE DAYS OF ABSENCE POLICY

Upon 14 consecutive calendar days of absence without formal notification to the school, a student may be withdrawn from American Institute.

GRADING SYSTEM – West Hartford, CT

Grades are compiled at the end of each eight week module, and a report card is prepared and issued to the student. Permanent records are kept for each student showing grades, skills, and absences. Grades are based on classroom participation, homework, laboratory and project work, homework and written examinations.

The following table is the grading scale for all programs except DMS:

LETTER	GRADE AVERAGE RANGE	DESCRIPTION	GPA
A	90-100	Excellent	4
B	80-89	Above average	3
C	70-79	Average	2
D	60-69	Below Average	1
F	Below 60	Fail	0
P/F	Pass / Fail	Pass / Fail	Not effected
W		Withdrawn	Not effected
I		Incomplete	Not effected
TR		Transfer Credit	Not effected

Students receiving a grade of “I” in any course, other than externship, must make up the required work within two weeks of the completion of the course. It is the student’s responsibility to fulfill this obligation in the two-week time frame or the grade of “I” will be recorded as an “F” and will then be compiled in the student’s cumulative grade point average (CGPA). Students receiving an “I” in externship will be allowed four weeks to complete the externship requirements or the grade of “I” will be recorded as an “F” and will then be compiled in the student’s cumulative grade point average (CGPA). A grade of “I” has no impact on the student’s CGPA, but it will be calculated as hours attempted.

Courses receiving a grade of “F” must be repeated. The grade earned the second time will be averaged into the student’s CGPA and calculated as credit hours earned and credit hours attempted.

Courses receiving a Pass/Fail Grade must be completed but are not numerically compiled into the student’s CGPA. However, in programs requiring an externship, the Grade of P/F is calculated as credit hours earned and credit hours attempted. Courses receiving a W (Withdrawn) will be compiled into the student’s CGPA and are calculated as credit hours attempted.

GRADING SYSTEM – Clifton, NJ

Grades are compiled at the end of each 15- or 24-week term and/or at the end of each level of English and/or at the end of each Computer component and an Academic Transcript is prepared and issued to the student. Permanent records are kept for each student showing grades, skills, and absences. Grades are based on classroom participation, laboratory and project work, and written examinations.

The following table is the grading scale for all programs except DMS:

LETTER	GRADE AVERAGE RANGE	DESCRIPTION	GPA
A	90-100	Excellent	4
B	80-89	Above average	3
C	70-79	Average	2
D	60-69	Below Average	1
F	Below 60	Fail	0
P/F	Pass / Fail	Pass / Fail	Not effected
W		Withdrawn	Not effected
I		Incomplete	Not effected
TR		Transfer Credit	Not effected

Students receiving a grade of “I” in any course must make up the required work within the within two weeks of the completion of the course or within one week for the Level of English or Computer component. It is the student’s responsibility to fulfill this obligation in the two-week time frame or the grade of “I” will be recorded as an “F” and will then be compiled in the student’s cumulative grade point average (CGPA). Students receiving an “I” in externship will be allowed four weeks to complete the externship requirements or the grade of “I” will be recorded as an “F” and will then be compiled in the student’s cumulative grade point average (CGPA). A grade of “I” has no impact on the student’s CGPA, but it will be calculated as hours attempted.

Courses receiving a grade of “F” or “W” must be repeated. The grade earned the second time will be averaged into the student’s CGPA and calculated as credit hours earned and credit hours attempted. The grades earned the first time will remain on the student’s transcript but is not calculated into the overall CGPA.

Courses receiving a Pass/Fail must be completed but are not numerically compiled into the student’s CGPA. In Programs requiring an externship, the grade of P/F is calculated as credit hours earned and credit hours attempted. Courses receiving a W (withdrawn) will be compiled into the student’s CGPA and are calculated as credit hours attempted.

GRADING SYSTEM – Diagnostic Medical Sonography (West Hartford, CT / Clifton NJ)

Theory courses award letter grades based upon the following system:

LETTER	GRADE AVERAGE RANGE	DESCRIPTION	GPA
A	93-100	Excellent	4.0
B	86-92	Good	3.0
C	80-85	Fair	2.0
F	0-79	Failure	0.0
W		Withdrawn	Not effected
I		Incomplete	Not effected
TR		Transfer Credit	Not effected

DMS laboratory and clinical courses are Pass/Fail. All course objectives must be met and all exercises completed in order to pass the course. (Exception: see “Deferred Objectives” policy in Clinical Policies and Procedures Handbook)

In order to pass a DMS course, a grade of 80% or better must be achieved. If a student fails a course and must repeat it, they will be required to audit a lab and/or clinic based on availability.

REPEAT OF FAILED COURSES

Students are permitted to retake a failed course once and at no additional cost.

The total number of failed classes has a direct impact on the rate of satisfactory academic progress calculation. Students must maintain an acceptable level of satisfactory academic progress per the definition in the policy.

Students in the Diagnostic Medical Sonography program are allowed a maximum of one failed course during the entire program. Students failing more than one course in the program will be dismissed from the program. DMS students must pass the theory, lab, and clinical segment of each course before progressing to the next level.

DEAN’S LIST

At the end of each term, students who have achieved a “B+” (3.5) or better average with no grade below a “C” and have not exceeded the stated school attendance policy will be placed on the Dean’s List.

STANDARDS OF ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue in their program of study and in order to remain eligible to continue receiving financial assistance.

Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progression toward completion of the academic program. These are outlined below:

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

Students must meet minimum CGPA requirements at specific points during their enrollment to be considered making satisfactory academic progress. These requirements are noted in the tables below. CGPAs will be reviewed at the end of each term to determine whether SAP requirements have been met. Once a student reaches a review point, he/she must maintain the minimum CGPA required for that level at the end of each term until the next review point. For repeated courses, the grade earned the second time will be averaged into the student's CGPA and calculated as credit hours earned and credit hours attempted. The grades earned the first time will remain on the student's transcript but is not calculated into the overall CGPA. Courses that are withdrawn from and grades of "incomplete" do not count in the CPGA.

Rate of Progress Toward Completion Requirements

A course successfully completed is any course in which a grade of D or above has been earned. The successful course completion percentage is calculated as the cumulative number of credits completed divided by the cumulative number of credits attempted. Any course for which the student has class attendance is counted as attempted for purposes of satisfactory academic progress. This includes repeated courses, courses from which a student withdraws after any drop period, and courses in which a student receives a grade of "incomplete". However, these courses are not counted as earned. A student's rate of progress will be reviewed at the end of each term to determine whether SAP requirements have been met. The minimum successful course completion percentages at each evaluation point are detailed in the SAP chart below. Transfer credits are included as credits attempted and credits earned.

Maximum Time Frame

The maximum time allowed for a student to complete the program is the period of time during which a student attempts 1.5 times the number of clock/credit hours required to complete the program. Students must complete 100% of clock or credit hours required for graduation. Periods of non-enrollment are not considered in the calculation of maximum time frame. The requirements for rate of progress are to assure that the student is progressing at a rate that will allow them to meet the graduation requirements within the maximum time frame allowable.

Maximum Allowable Program Credits Attempted

Computer Systems Business Applications (CT)	54
Massage Therapy (CLIFTON, NJ)	60
Medical Assisting (CLIFTON, NJ/CT)	66
Medical Coding & Billing (CT)	60
Diagnostic Medical Sonography (CLIFTON, NJ/CT)	60*

*DMS students are limited to one course failure in the program, regardless of their credit value. Sixty credits is the standard number of credits for the program without failures. The maximum number of credits allowed can vary based on which class was failed.

Maximum allowable Clock Hours Attempted

CIP – Day/Evening (CLIFTON, NJ)	937.5
ESL – Day (CLIFTON, NJ)	1350
ESL – Evening (CLIFTON, NJ)	540

SAP Table for certificate programs (except Diagnostic Medical Sonography & ESL)

SAP Table	First Term	Second Term	Third Term
Minimum CGPA	1.50	1.75	2.0
Credit Completion (credits earned /credits attempted)	67%	67%	67%

SAP Table for Diagnostic Medical Sonography

DMS	All Terms
Minimum CGPA	2.0
Credit Completion	67%

All programs over 625 hours at American Institute, with the exception of the Diagnostic Medical Sonography program, operate on a 16-week term made up of 2 eight week modules. The academic year consists of a minimum 32-week period.

The Diagnostic Medical Sonography program operates on a 12-week term. The academic year consists of a minimum 36-week period.

For clock hour programs, the evaluation for S.A.P. is assessed after 50% of the completion of the program.

Effect of certain grades on Satisfactory Academic Progress

An incomplete grade (“I”) is not included in the calculation of the CGPA but is counted in the successful course completion percentage as courses attempted but not successfully completed. Upon resolution of the incomplete grade, the student’s academic progress will be re-evaluated.

Grades of “W” indicate that the student withdrew, was withdrawn from the course prior to its completion, or failed to uphold satisfactory course attendance of minimum of 75% and was administratively dropped. These grades are not included in the calculation of the CGPA but are counted in the successful course completion percentage as courses attempted but not successfully completed.

A failing grade of “F” will be included in the CGPA until the course is repeated and a passing grade is achieved. When a passing grade is earned for a course, only the passing grade will be used to determine the CGPA. However, both attempts are used in the calculation of the successful course completion percentage.

Course grades of “Pass”, “Failed”, “T”, “TR” are not factored in calculation of CGPA. Remedial courses if any are not factored in the calculation of the CGPA or attempted credits. However, student enrollment in such courses may not extend beyond a full academic year.

Accepted transfer credits are included as credits attempted and credits earned but are not included in CGPA.

ACADEMIC PROBATION / FINANCIAL AID WARNING

Each student’s progress is evaluated at the end of each academic term. Students will be placed on Academic Probation/Financial Aid Warning when the CGPA and/or credit completion does not meet the minimum requirements. Students will remain on warning for a period of one academic term and will be reviewed for meeting SAP at the end of that term. If, after one academic term, the student’s CGPA and/or credit completion is above the required range, the student is removed from Academic Probation/Financial Aid Warning. Students who still do not meet SAP after one academic term will be dismissed. Students who are dismissed for not meeting SAP during their warning period may appeal their dismissal in writing to the Director of Education. See the appeal procedure below. During any period of Academic Probation/Financial Aid Warning, students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

GRADUATION REQUIREMENTS

To qualify for graduation, a student must complete a prescribed course of study with a minimum grade point average of 2.0, attain the required number of semester credit hours necessary, and meet all financial obligations. All students must complete a clearance process prior to externship, if applicable, or after final classes if there is no externship for the program, before being eligible to graduate. The clearance process seeks approval from each department that the student is in good standing with that department.

Semester Credit Hours Programs

CSBA – Day/Evening (CT)	36
Medical Assistant – Day/Evening (CT/CLIFTON, NJ)	44 (Includes 180-hour Externship)
Medical Coding and Billing Specialist – Day/Evening (CT)	40 (Includes 180-hour Externship)
Diagnostic Medical Sonography (CT/CLIFTON, NJ)	60
Massage Therapy (CLIFTON, NJ)	40

Clock Hour Programs

CIP – Day/Evening (CLIFTON, NJ)	625
ESL – Day (CLIFTON, NJ)	900
ESL – Evening (CLIFTON, NJ)	360

Students completing all courses within the 150% time frame, but failing to achieve a final CGPA of 2.0 or greater, will receive a certificate of completion instead of a diploma.

DIPLOMAS & CERTIFICATES

When a student fulfills the graduation requirements for his or her program, American Institute shall award a diploma.

If a student has graduated from another program at American Institute, no credits are awarded for coursework completed in the previous program unless they are also courses required in the new program. All course requirements for the new program must be fulfilled. Only those courses that count toward the student's new program of study will be included in the determination of the student's satisfactory academic progress.

Registration or certification requirements for taking registration and certification exams are not controlled by the school but rather by outside agencies and as such are subject to change without notice to the school. The school cannot guarantee that graduates may be eligible to take certification exams, regardless of the eligibility status upon enrollment, or that graduates may successfully complete any such exams.

Honors Graduate

At the annual graduation ceremony, students who completed their programs meeting certain criteria can earn the title of Honors Graduate. Criteria for Honors are the following:

- ❖ 3.5 CGPA
- ❖ Never placed on academic or attendance probation
- ❖ Displayed professionalism throughout program
- ❖ Recommendation (in writing) from at least one instructor (student is responsible for requesting from instructor and delivering recommendation to Director of Education)

Recognition for Honors Graduates

Honors Graduates will have their names notated as Honors in the Graduation Program. They will also receive a Diploma noting “Honors Graduate” and an Honors Medal at Graduation.

Graduate with Distinction

At the annual graduation ceremony, students who completed their programs meeting certain criteria can earn the title of Graduate with Distinction. Criteria for Graduate with Distinction are the following:

- ❖ 3.75 GPA
- ❖ Never placed on academic or attendance probation
- ❖ Displayed professionalism throughout program
- ❖ Recommendation (in writing) from at least two instructors (student is responsible for requesting from instructors and delivering recommendations to Director of Education)
- ❖ Submits an essay to Director of Education on Director’s choice of topic (prior to graduation)
- ❖ Attends at least 10 hours of Success/Communication Training (Monday activity)

Recognition for Graduates with Distinction

Graduates with Distinction will have their names notated as Graduate with Distinction in the Graduation Program. They will also receive a Diploma noting “Graduate with Distinction” and an Honors Medal at Graduation. One or more Graduates with Distinction will have the honor of speaking at the Graduation ceremony by reading their written essay.

TERMINATIONS

Students may be terminated from school for the following reasons: excessive absenteeism, failure to notify the school of absences, failure to maintain required academic progress, inability to meet financial obligations, or failure to comply with the American Institute’s policies. The school reserves the right to terminate any student whose behavior or attitude reflects unfavorably on the faculty, students, administration, or the institution as a whole and will notify such students in writing of termination.

CHANGE OF PROGRAM / SEEKING ADDITIONAL CREDENTIALS

To request a change of program, a student must complete a Change of Program request form, which will be evaluated by the Campus Director. Approval is based on the evaluation of the student’s career objectives and sincerity, as demonstrated by prior academic achievement and a satisfactory attendance record. The student will be notified in writing regarding the approval or disapproval of the change of program request. No credits are awarded for coursework completed in the previous program toward the credit requirements of the new program, unless the courses taken in the previous program are also courses required in the new program. In that case, credit will be awarded for those common courses. All course requirements for the new program must be fulfilled. Only those courses that count toward the student’s new program of study will be included in the determination of the student’s satisfactory academic progress.

EXTERNSHIP PROGRAM

All candidates for the Medical Assistant Diploma and Medical Coding and Billing Specialist Diploma must complete the final phase of their program, which involves the placement of the student in a health care environment. This 180-hour externship is to be completed within the eight week module, generally 24 hours a week, during day office hours immediately following the completion of all on-site scheduled classes at the school. The externship academic requirement is completed at an off-site location and may be longer than eight weeks depending on student and site availability. If a student has not completed 180 hours within the module, a grade of "I" (incomplete) may be given, allowing the student four additional weeks to complete the 180 hours required. Students must have obtained a CGPA of 2.0 to be eligible to begin externship.

Students are expected to be punctual, professional, and to adhere to the established procedures of the office. Students will be supervised and evaluated by an employee of the site. The student's performance will also be reviewed by the Medical Assistant Program Director and Externship Coordinator. This supervision will involve contact with the externship site during the externship, as well as through evaluations made by the externship site employee. Since the externship is primarily learning and adaptation period, students will not be paid and are responsible for transportation to and from the externship site. Students will learn firsthand the actual office routines and procedures during the externship experience. **Both day and evening division students must attend externship during day hours.**

Students will be evaluated by their on-site supervisor on attitude, professionalism, and performance of duties. As with an on-campus course, a student dismissed by the site for any lack of adherence to the site's policies or for any lack of professionalism, reliability or violation of the American Institute code of conduct, will fail the externship class and must remain out of an externship class for the remainder of the module. The student may find an alternate site on their own to retake their externship credits, but the school will not find another site for the student after dismissal from a site. The student is only eligible to retake the externship class once.

CLINIC COURSES – Diagnostic Medical Sonography Program

A large portion of the DMS program involves clinic hours. As a student progresses in the program, the number of hours in clinic increases per week. Students are expected to be punctual, professional, and to adhere to the established procedures of the facility. Students will be supervised and evaluated by a site supervisor. The student's performance will also be reviewed by the school's Clinical Site Coordinator and/or the DMS Program Director. This supervision will involve contact with the clinic site, as well as through evaluations made by the clinic site supervisor. Since the clinic hours are primarily learning and adaptation period, students will not be paid. Students will be graded by their supervisors on attitude, professionalism, and performance of duties. As with an on-campus or on-line course, a student dismissed by the site for any disciplinary measure, will fail the externship class and may be dismissed from the program. If this action does not result in dismissal from the program, the student will be required to obtain their own clinical site. Both day and weekend division students should expect that the offering of an externship will be during the day office hours.

Students may have to accept a clinical site up to a 70 mile radius of their home. Students declining a clinical site will not be allowed to progress in their program. A student declining a clinical site a second time may not be able to continue in the program since your progression in the program is contingent upon successful completion of your clinical assignments and may be subject to dismissal from the program.

LEAVE OF ABSENCE POLICY

The Institute does not extend a Leave of Absence.

STUDENT SERVICES

Career Services

American Institute does not guarantee or imply the guarantee of employment or of any certain wage or salary as a result of attendance at or graduation from American Institute.

Career Services Specialists provide job search assistance. Job search assistance includes advising about job search strategies, assisting with résumé preparation and helping improve interviewing skills and may be provided individually, in groups or both at the discretion of the school. It also includes contacting employers on behalf of our graduates. However no assurance is made that a specific (or any) employer contact will be made on behalf of you as an individual. About half of our graduates who are employed achieve this through contacts we make and about half through contacts they make. The best results are achieved by graduates who view the job search process, which typically takes several months but may take longer, as a personal goal, with assistance from the school, and who put as much effort into job search preparation and conduct as they did for school.

Placement assistance is offered to graduates who receive a diploma; however, ultimately the securing of employment is the student's responsibility. Potential employers will consider many factors when hiring. These factors include but are not limited to a student's attendance, attitude, grades, work background, educational background, personal performance on an interview, and other intangible factors.

All graduates have the advantage of ongoing refresher training; resume preparation, and placement assistance during any scheduled school term.

The Placement Office functions as a referral center that matches graduating students with positions in the local area. For more than 87 years, employers have recognized the quality of graduates from American Institute. They continue to contact the Placement Office when job openings occur. Interviews are arranged and students are counseled in interviewing techniques and resume preparation.

Graduates seeking placement through American Institute must agree to follow the instructions of the Director of Career Services. If a graduate fails to do so, his or her permanent record will be marked as "Unavailable for Employment" and the institution will no longer assist the student in seeking employment.

ADVISING

The administration conducts vocational advising from registration through graduation on an as-needed basis. Students are invited to set up academic advising appointments whenever they feel the need to do so. Academic advising is provided to students by the Director of Education.

THE LIFT PROGRAM

American Institute graduates can always get career LIFT years after completing their program. This program entitles any graduate to take any course that was originally offered in his or her program of

study and has been upgraded or updated, so that his or her skills can remain current for the job market. The student will be charged only for laboratory fees and textbook expenses at the educational discount obtained by the school, and enrollment is based on classroom seating availability.

AMERICAN INSTITUTE SCHOLARSHIP PROGRAM

Michael D. Fox Scholarships

These \$1000 scholarships are awarded by area high school business teachers to be presented to graduating seniors pursuing a career in business, computer technology, medical assistant, or medical coding and billing. A maximum of ten scholarships will be awarded each year. Each selected seniors receiving this scholarship must meet the following criteria:

- 1 Begin classes within the year of graduation.
- 2 Submit a copy of his/her academic transcript to American Institute with an application for enrollment.
- 3 Submit a letter of recommendation written by an instructor which comments on his/her desire to pursue a career in business, computer technology, medical assisting, or medical coding and billing.

STUDENT PARKING

The school carries no insurance on, nor can accept any responsibility for, the loss of personal effects or damage to any motor vehicle parked in any designated parking area or in an area surrounding or near the school. Students who park in areas designated for other tenants of the building or surrounding streets may be subject to having their car towed at the student's expense and/or receive a parking ticket from the local Police Department. Students are solely responsible for the safe operation of motor vehicles while on school grounds.

PERSONAL PROPERTY

The safeguarding of personal effects in the school is the responsibility of each individual student. The school carries no insurance on, nor can accept any responsibility for, the loss of personal effects including cash. Students must remove any personal property including books, tools, computers or clothing from the school within two (2) days of the student's last day in class.

HOUSING

The school has no dormitory facilities available, but the Admissions Office can assist a prospective student in finding suitable living accommodations.

SCHOOL REGULATIONS AND INFORMATION

UNITS OF CREDIT

West Hartford, CT / Clifton, NJ

All programs over 625 hours at American Institute, with the exception of the Diagnostic Medical Sonography program, operate on a 16-week term made up of 2 eight week modules. The academic year consists of a minimum 32-week period.

The Diagnostic Medical Sonography program operates on a 12-week term. The academic year consists of a minimum 36-week period.

For academic credits, all subjects are evaluated in terms of semester credit hours. One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: $(\text{hours of lecture}/15) + (\text{hours of lab}/30) + (\text{hours of practicum}/45)$. Credit award rationales for distance education delivery of courses or programs (Diagnostic Medical Sonography program) generally do not use the traditional lecture/laboratory/practicum formulas for credit calculations. Students are allotted a 10 minute break for every 60 minutes of instruction.

For our online courses, the credit hour awards are calculated using a method that includes the documentation of live class participation, as well as the documentation of the completion of out-of-class assignments and activities.

For Financial Aid credits, where required by law, the institution uses federally defined clock-to-credit conversion to determine the enrollment status for Financial Aid processing. The conversion formula is $37.5 \text{ hours of instructional and approved homework hours} = 1 \text{ Financial Aid credit}$.

All programs and/or individual components 625 hours or less are not considered Units of Credit Classes. These are offered in clock hours. The number of contact minutes per hour the student will receive instruction is 50 minutes which equals one clock hour.

CLASS SIZE, COMPUTERS AND EQUIPMENT

Class sizes vary from course to course and from time to time, and therefore we make no guarantees regarding specific class sizes.

Computers, equipment and software are periodically replaced and/or updated. Due to the rapid rate of technological changes, after even only months, they may no longer be “state-of-the-art.” Further, when older equipment is still being used by employers, we may intentionally retain it and use it in our training.

ELECTRONICS AND CELL PHONE USAGE

All electronic devices, iPods, cell phones, pagers, etc., are to remain in the “OFF” position during class time. Cell phones and pagers should be in “SILENCE/VIBRATE” mode and may be checked only during breaks and only in the lobby area or cafeteria area. If you have a special circumstance that requires that you be reached immediately, please see your instructor.

STUDENT CONDUCT

Upon acceptance to school, each student agrees to demonstrate professional behavior and maintain a professional appearance, which will enable the school to recommend him or her to prospective employers as a professional, courteous, considerate, and well-mannered individual.

American Institute maintains policies and rules which are consistent with its announced educational objectives and which are related to the accomplishment and protection of these objectives. Any student unable or unwilling to abide by Institute policies and rules may expect disciplinary action by American Institute. American Institute may dismiss any student whose conduct is unsatisfactory and shall be under no liability for such action. Degrees of disciplinary action in American Institute include: reprimand, probation and dismissal.

The general policy of American Institute is that for a first offense, the instructor will determine an appropriate penalty, with a possible penalty of “F” for the course. For a second offense, the instructor and Director will determine an appropriate penalty, up to and including dismissal from American Institute. *Depending on the nature and severity of the offense, American Institute reserves the right to impose the maximum penalty even in the case of a first offense.*

American Institute defines the following as disciplinary offenses:

- 1 Academic Dishonesty:** submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing an Institute academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, and awards.
- 2 Falsification:** willfully providing Institute offices or officials with false, misleading, or incomplete information; intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a Institute official or an emergency service agency; misusing, altering, forging, falsifying, or transferring to another person Institute-issued identification; forging, or altering without proper authorization, official Institute records or documents or conspiring with or inducing others to forge or alter without proper authorization Institute records or documents.
- 3 Identification and Compliance:** willfully refusing to or falsely identifying one’s self, willfully failing to comply with a proper order or summons when requested by an authorized Institute official.
- 4 Institute Facilities and Services:** acting to obtain fraudulently--by deceit, by unauthorized procedures, by bad checks, by misrepresentation--goods, services, or funds from Institute

departments or student organizations or individuals acting in their behalf; misuse, alteration, or damage of fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of Institute properties or facilities.

- 5** Disorderly Conduct on the Campus: threats to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of the American Institute community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, administrative, or public service functions; obstructing or disrupting disciplinary procedures or authorized Institute activities; vandalism.
- 6** Theft and Property Damage: theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to American Institute, a member of American Institute community, or a campus guest.
- 7** Institute Rules: violating Institute policies and rules, which have been posted or publicized and announced, provisions contained in Institute contracts with students shall be deemed “rules” under this code.
- 8** Weapons on Campus: possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of American Institute community.
- 9** Violations of Federal or State Laws of Special Relevance to American Institute: when the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against American Institute. If a student is suspected of being under the influence of alcohol or drugs while on Campus or participating in an Institute sponsored event, the student may be requested to submit to drug testing at their expense. Before resuming classes, the student must produce a drug test document that states the student tested negative for drugs. The student will not be permitted to return to class until this document is provided to the Campus Director.
- 10** Disruptive Noise: making noise or causing noise to be made in any manner, which disturbs classes, meetings, office procedures, and other authorized Institute activities.
- 11** Attempt to Injure or Defraud: to make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by American Institute when done with intent to injure, defraud, or misinform.
- 12** Persistent Violations: repeated conduct or action in violation of the above code is relevant in determining an applicant’s or a student’s enrollment in American Institute.

The expectation of professionalism begins when the student makes application to American Institute for admission. In addition, American Institute students are expected to conduct themselves at all times as professional, mature ladies and gentlemen, ethical in their actions, manners, and dress.

Disciplinary Standards

The following are the various degrees of disciplinary standards that can be imposed on students. Students charged with disciplinary offenses have the rights of due process and appeal (see “Appeal Process”).

- 1 Reprimand:** An oral or written warning per the circumstances of the particular case. The immediate compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Probation or Dismissal.
- 2 Probation:** A special status with conditions imposed for a limited time after determination of policy violation or behavioral misconduct. The immediate and permanent compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Dismissal.
- 3 Dismissal:** An indefinite dismissal/suspension from school. If after evaluating the evidence received, and considering the safety and well being of students, faculty, and Institute property, the Campus Director believes that there is an indication that a student’s misconduct will be repeated or continued or poses serious threat to students, faculty and Institute property, he/she will immediately dismiss/suspend a student from school.

Note: American Institute will confiscate any goods used or possessed in the violation of Institute regulations, rules or policies or local, state, federal laws.

PERSONAL APPEARANCE

Upon acceptance to school, each student agrees to demonstrate professional behavior and appearance, which will enable the school to recommend him or her to prospective employers as a courteous, considerate, and well-mannered individual. Modesty and good taste are considered the principle guidelines for students while on campus.

It is the student’s responsibility to familiarize themselves with the dress code and standards of grooming policies of their program, especially those relating to medical programs. It is the student’s responsibility to comply with the dress code. Failure to comply with the dress code may result in reprimand, probation, suspension, or dismissal. There will be no exceptions, and anyone not following the dress code will not be allowed to participate in class and will not receive credit for attendance.

STUDENT APPEAL PROCESS

Students who are denied financial aid due to unsatisfactory academic progress or who are terminated from their program of study may appeal the decision in writing to the administration, which should also include any mitigating or special circumstances. A review of the appeal will be made by the President and the Campus Director, and the President will render a final decision in writing to the student. If the appeal is approved, the student will be reinstated and be financial aid eligible. The student will return on the probation status and will be evaluated at the end of the next term. If the appeal is not approved, written notification will be sent to the student.

For West Hartford, CT, students who are dissatisfied with the final ruling or any actions taken by the school may contact the State of Connecticut, Department of Higher Education, 61 Woodland Street, Hartford, CT 06105, Telephone: (860) 947-1816, or the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, Telephone: (202) 336-6780.

For Clifton, NJ, students who are dissatisfied with the final ruling or any actions taken by the school may contact the New Jersey Department of Labor and Workforce Development Division of One Stop Coordination and Support School Approval Unit P.O. Box 055, Trenton, New Jersey 08625-0055, Telephone: 609-292-9696, or the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, Telephone: (202) 336-6780.

American Institute does not have a policy or does not act in any manner to discourage or prevent any student from filing a complaint with the State of Connecticut, State of New Jersey, Department of Higher Education, or the Accrediting Council for Independent Colleges and Schools.

STUDENT GRIEVANCE PROCEDURE

This grievance procedure is intended to provide an orderly process by which grievances of a professional nature are examined or resolved within the established structure of the school. It is understood that this procedure is available to students on a voluntary basis and that any student shall have the right to pursue a grievance through regular administrative channels. The term grievance shall not apply to any legal matter in which the administration is within authority to act.

Definitions

- 1 GRIEVANT** – “Grievant” shall refer to a student.
- 2 GRIEVANCE** – A “grievance” shall mean a written claim by a grievant that there has been a violation, a misinterpretation, or an inequitable application of any existing policies, rules, or regulations of the school, which substantially affects a grievant.
- 3 PARTY IN INTEREST** – A “party in interest” is the grievant, the instructor(s), or the administrator(s) who are involved in the examination and resolution of the claim.

The grievant may be present at any informal or formal meetings, hearings, or appeals.

Informal Procedures

1 Level One – Instructor

The parties in interest acknowledge that it is usually most desirable for a student and his/her immediately involved instructor to resolve problems through free and informal communications.

2 Level Two – Director of Education

If the grievant is dissatisfied with the response or solution provided in Level One, the student must present the grievance in writing to the Director of Education with a copy given to the Instructor.

Formal Procedures

1 Level One – Campus Director

If the grievant is dissatisfied with the informal procedure within 30 (thirty) days after he/she knew of the act or condition on which the grievance is based, the grievant may present the original written grievance to the Campus Director. A separate notation should be made of any attempts to resolve the grievance from the submission of the first written grievance. A grievance filed must specifically state the existing policy, rule, or regulation, which has been violated, misinterpreted, or inequitably applied and how the grievant is thereby affected. The Campus Director shall arrange a meeting to take place within five (5) working days of receipt of the grievance. The grievant and the School President shall be present in the meeting.

The Campus Director shall provide the grievant with a written answer to the grievance within five (5) working days after the meeting.

2 Level Two – President (currently Christopher Coutts)

If the grievant is not satisfied with the disposition of his/her grievance at Level One, he/she may submit a written request to the President for a hearing.

The President shall arrange for a hearing within ten (10) working days of receipt of request of the appeal. Such a hearing shall include only the parties in interest. Upon conclusion of the hearing, the President or his designee shall have ten (10) working days to provide his written decision, which shall be sent to all parties in interest.

3 Level Three – Students who are dissatisfied with the final ruling or any action taken by the school may contact the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4223, Phone: (202) 336-6780.

FAILURE TO APPEAL

Should the grievant fail to appeal a grievance decision within the period of ten (10) working days; the decision will be deemed as acceptable. If the appeal is approved due to mitigating or special circumstances, the student will be placed on probation and will be considered making satisfactory academic progress and eligible for financial aid.

All parties shall be given at least two (2) days' notice of scheduled meetings.

Mutual consent of both parties may extend the time periods within the above procedures.

REPRISALS

No reprisals of any kind shall be taken by either party or by any member of the administration against any party involved.

DRUG OR ALCOHOL USE

American Institute expects all students to adhere to state and federal Title IV regulations regarding substance abuse. Any student found to be under the influence of, or in the possession of, alcohol or drugs will be terminated. All students receiving Title IV Federal Financial Aid must certify that they have not been convicted of any drug distribution or possession per Section 5301 of P.L. 100-690. The complete drug and alcohol policy and available resources are available in the Director of Education's office.

COMMUNICABLE DISEASE POLICY

Should a student contract a communicable disease, that information must be provided immediately to the Director of Education. Depending upon the circumstances, the student may be administratively withdrawn from certain courses, particularly clinic/lab courses, or externship and then return upon resolution of the disease.

SEXUAL HARRASMENT

Any student who believes that he or she has experienced or is experiencing sexual harassment should contact the Campus Director, who is the Title IX officer at the school. A student may discuss the matter with the President or Campus Director if they so desire. American Institute maintains a zero-tolerance policy toward sexual harassment in any form, and students should report such acts promptly.

STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS AND PROCEDURE TO INSPECT EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

- 1** Each student enrolled at American Institute shall have the right to inspect and review the contents of his/her educational records, including grades, records for attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
- 2** A student's educational records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in a administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person

assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

- 3 Students may request a review of their educational records by submitting a written request to the Campus Director. The review will be allowed during regular school hours under appropriate supervision.
- 4 Students may request that the institution amend any of their educational records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request must be made in writing and delivered to the Campus Director or Director of Education, with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or the administrator involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If the student requests a further review, the Campus Director or Director of Education will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student's records will be retained as part of the student's permanent record.
- 5 Directory information is information on a student that the school may release to third parties without the consent of the student. American Institute has defined directory information as the student's name, address(es), telephone number(s), e-mail address(es), birth date and place, program of study, dates of enrollment, attendance, and graduation, grades, honors and awards as well as credential awarded. If student does not want his or her directory information to be release to third parties without the student's consent, the student must present such a request in writing to the Registrar.
- 6 The written consent of the student is required before personally identifiable information from educational records of that student may be released to the third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
- 7 A student who believes that American Institute has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

ANNUAL SECURITY REPORT

The school publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations and on the public property surrounding the campus. The annual report is published each year by October 1 and contains statistics for the three (3) most recent years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report is available in the Director of Education's office during regular business hours.

COMPLETION, GRADUATION AND TRANSFER-OUT RATE REPORT

The school publishes a report annually which details the completion, graduation and transfer rates by program. A copy of the most recent report is available in the Director of Education's office during regular business hours.

TRANSFER OF ACADEMIC CREDIT FROM OTHER ACADEMIC INSTITUTIONS

The programs at AI are oriented towards job preparation, Transferability of Credit is always determined by the receiving institution. Unless a student receives written assurance from another institution that the student's coursework taken at the American Institute Family of Schools will transfer, the student should assume that any credits obtained while attending our schools cannot be transferred.

If a student would like to request transfer credit for courses taken at other institutions, a request for credit transfers must be made in writing to the Director of Education and the student must provide or request official transcript and provide a catalog description from the transferring institution. All requests for transfer credit must be submitted prior to the student beginning the program. Failure to provide documentation may result in denial of this request.

During the process of credit(s) transferability assessment, the Institution uses the following criteria:

- ❖ The coursework must be completed at an accredited institution.
- ❖ Only grades of "C" or higher qualify for consideration.
- ❖ Any course or courses must be equal to or greater in credit hours to the subject(s) offered by the school.
- ❖ The course(s) must be similar in contact hours and similar in format to the subject(s) offered by the school in terms of type of instructional delivery (e.g. theory, lab, externship, clinical, etc.).
- ❖ General education and non-core curriculum subjects must not be older than ten years.
- ❖ Core subject(s) may not be older than five years to be considered for transfer credit.
- ❖ Foreign course work must be translated and/evaluated at the student's expense. Acceptance of foreign course work is solely at the discretion of the Academic Dean.

All prior education and training will be evaluated, and where deemed appropriate, the student will be granted credit or advanced placement. The applicant will be notified regarding the acceptance or rejection of the credit transfer after all required materials have been evaluated. No credit will be given for subject-related work experience.

Transfer credits are not calculated in the CGPA but are considered credit hours attempted.

Decisions regarding transfer credit are made on a case-by-case basis and may require some testing, lab or scanning assessment.

PROGRAM INFORMATION

COMPUTER INFORMATION PROCESSING

Clifton, NJ Campus

625 CLOCK HOURS

	Clock Hours		Clock Hours
C101 Introduction to Keyboarding	45	C108 Introduction to Corel Word Perfect Part of Corel Office 2000 Suite 8	40
C102 Windows XP Basics	30		
C103 Introduction to Microsoft Office XP Professional: Word	50	C109 Introduction to Corel Quattro Pro Part of Corel Office 2000 Suite 8	40
C104 Introduction to Microsoft Office XP Professional: Excel	50	C110 Introduction to Corel Presentation Part of Corel Office 2000 Suite 8	40
C105 Introduction to Microsoft Office XP Professional: Access	50	C111 Introduction to Corel Paradox Part of Corel Office 2000 Suite 8	40
C106 Introduction to Microsoft Office XP Professional: PowerPoint	50	C112 Introduction to Data Entry	30
		C113 Modern Office Skills	30
C107 Introduction to Microsoft Office XP Professional: Outlook	30	C115 Computerized Accounting – Quick Books 2003 Professional Version	70
C114 Introduction to the Internet	30		
TOTAL PROGRAM CONTACT HOURS			625

Program length: Days 8 months
Nights N/A

PROGRAM OBJECTIVES

American Institute provides the student with the training and skills to understand the concepts and applications of the most popular software package utilized in the modern office. Upon completing the course, the student will possess:

- ❖ function as information and communication individuals for an office
- ❖ perform office duties including organizing and maintaining paper and electronic files
- ❖ be able to operate office machines including fax machines – photocopiers – telephone

- ❖ be able to perform office related skills such as faxing – filing
- ❖ work effectively in a computerized work environment and function effectively as part of the office team

DIPLOMA REQUIREMENTS

Total Hours	625
Overall Grade Average	2.0

Additional Notes:

- 1 Due to the flexible scheduling of this program, a student may enter this program at the start of any specific individual component listed above according to the start dates noted in the Addendum, therefore, the sequence as noted above will vary per student.
- 2 Descriptions of each individual component of this course can be found below.

COURSE DESCRIPTIONS

C101 INTRODUCTION TO KEYBOARDING 45 CLOCK HOURS

This course is designed to have the student become familiar with the alphabet, symbols, and numbers and punctuation on a keyboard as well as basic letter styles.

C102 WINDOWS XP BASIC 30 CLOCK HOURS

This course introduces hands-on, features and functions of this operating system including printing and creating documents, running applications, WordPad, windows explorer, electronic mail, networking and working with files and folder.

C103 INTRODUCTION TO MICROSOFT OFFICE XP PROFESSIONAL: WORD 50 CLOCK HOURS

This course introduces hands-on, features and functions of this software including creating and editing documents, formatting, using the tools and printing documents.

C104 INTRODUCTION TO MICROSOFT OFFICE XP PROFESSIONAL: EXCEL 50 CLOCK HOURS

This course introduces, hands-on, features and functions of this software including developing spreadsheets, worksheets, formulate template construction, graphs, macros and outlining.

C105 INTRODUCTION TO MICROSOFT OFFICE XP PROFESSIONAL: ACCESS 50 CLOCK HOURS

This course introduces, hands-on, features and functions of this software including designing and creating a database, sorting, selecting, creating reports and creating mailing labels.

C106 INTRODUCTION TO MICROSOFT OFFICE XP PROFESSIONAL: POWERPOINT 50 CLOCK HOURS

This course introduces, hands-on, this software including designing – creating – saving – running – printing a presentation.

C107 INTRODUCTION TO MICROSOFT OFFICE XP PROFESSIONAL: OUTLOOK 30 CLOCK HOURS

This course introduces hands-on, features and functions of this information management program electronically. The student will be able to create and send new message, reply and forward messages.

**C108 INTRODUCTION TO COREL WORD PERFECT:
PART OF COREL OFFICE 2000 SUITE 40 CLOCK HOURS**

This course introduces, hands-on, features and functions of this software including creating and editing documents, formatting, preparing envelopes and labels, using the tools and printing documents.

**C109 INTRODUCTION TO COREL QUATTRO PRO:
PART OF COREL OFFICE 2000 SUITE 40 CLOCK HOURS**

This course introduces, hands-on, features and functions of this software including developing spreadsheets, worksheets, formulate template construction, graphs, macros and outlining.

**C110 INTRODUCTION TO COREL PRESENTATION:
PART OF COREL OFFICE 2000 SUITE 40 CLOCK HOURS**

This course introduces hands-on, features and functions of this software including designing creating, saving, running, printing a presentation.

**C111 INTRODUCTION TO COREL PARADOX:
PART OF COREL OFFICE 2000 SUITE 40 CLOCK HOURS**

This course introduces, hands-on, features and functions of this software including designing and creating a database, sorting, selecting, creating reports and creating mailing labels.

C112 INTRODUCTION TO DATA ENTRY 30 CLOCK HOURS

This course introduces, hands-on, keying of alpha and alpha-numeric characters.

C113 MODERN OFFICE SKILLS 30 CLOCK HOURS

This course introduces, hands-on, basic functions of the modern office including letter and memo writing, filing, telephone procedures and equipment.

C114 INTRODUCTION TO THE INTERNET 30 CLOCK HOURS

This course introduces, hands-on, features and functions on using/accessing the Internet including sending and receiving mail, USENET News, Internet News, Telenet and FTP, browsing the World Wide Web and Internet Gopher.

**C115 COMPUTERIZED ACCOUNTING – QUICK BOOKS 2003
PROFESSIONAL VERSION 70 CLOCK HOURS**

This course introduces, hands-on, basic accounting through simulated business situations including general ledger, A/P – payable, A/R – receivable, reports and payroll.

CSBA – COMPUTER SYSTEMS BUSINESS APPLICATIONS

West Hartford, CT Campus

2 TERMS / 36 SEMESTER CREDIT HOURS

	SEMESTER CREDIT HOURS	CONTACT HOURS
A209 Microsoft Windows Server	9	180
A204 Computer Technology	9	180
A206 Networking	9	180
A205 Microsoft Office Applications	9	180
TOTAL PROGRAM SEMESTER CREDIT HOURS	36	TOTAL CONTACT HOURS (IN-CLASS) 720
TOTAL EXTERNAL ASSIGNMENT HOURS:	180	
TOTAL PROGRAM HOURS:	900	

Program length: Days 8 months

PROGRAM OBJECTIVES

This program was designed to enable the student to become familiar with computer hardware and software used in today's automated business environment. The "office suite" concept is presented using the following application software packages: Word, Excel, Access, and PowerPoint.

DIPLOMA REQUIREMENTS

Semester Credit Hours	36
Overall Grade Average	2.0

Out-of-Class Learning Activities

To support the learning objectives of the program and to meet the required credit hours of the courses, students will be required to conduct outside learning activities including reading and writing assignments, quizzes, chapter questions, lab projects and on-line exercises.

Students will be evaluated for out-of-class learning activities as stipulated in the grading guidelines in the course syllabi.

COURSE DESCRIPTIONS

	CONTACT HOURS	SEMESTER CREDIT HOURS
A204 COMPUTER TECHNOLOGY	180	9
<p>This course is designed to provide the skills necessary to assemble, upgrade, and maintain PCs, while preparing the student to take the CompTIA A+ exams. The students will be provided with step-by-step instructions in theory and hands-on training in PC assembly, upgrade, repair, and operation systems installation. The student will receive hands-on training with realistic laboratory troubleshooting simulations. The student also gains a basic understanding of the uses of a variety of Microsoft operation systems, such as DOS 6.22, Windows 9x, Windows 2000, and Windows XP. As part of the learning process, students will build their own computer from component parts. The Comp TIA A+ exams are not a requirement for graduation. The school does not guarantee or imply that a student graduating from the CSBA program will successfully pass any certification exams.</p>		
A205 MICROSOFT OFFICE APPLICATIONS	180	9
<p>This course will introduce the student to the “office suite” concept. Using Microsoft Office, students will be exposed to a word processing program (Word), a spreadsheet program (Excel), a database program (Access), and a presentation software program (PowerPoint). The goal is to have each student submit a project utilizing these four components of the “suite”. Microsoft Word will introduce the student to word processing concepts including creating, editing, and formatting, saving, retrieving, and printing text documents. Usage of the Spelling and Grammar Tool, Thesaurus feature, and tables will be included. Spreadsheet concepts utilizing Microsoft Excel will introduce the student to spreadsheet production and modification, use of formulas and functions, enhanced printing features, and creating customized charts, which will be explained and applied in a lab environment. Database concepts utilizing Microsoft Access will teach the student how to create a database and objects including tables, forms, queries, and reports. This will be followed by modifying, merging, customizing, and automating the database. Graphics and graphical presentations will be taught using PowerPoint, where students will create presentations using design templates, Auto Layouts, slide transitions, and animation.</p>		
A206 NETWORKING	180	9
<p>The course presents students with the principles and practice of computer networking. The students will be taught the fundamentals of network hardware, software, network topologies, protocols, and shared resources as they build local area networks. Students will receive hands-on practice in building, basic administering and repairing different types of networks, installing local and remote printers, and configuring the workstations for Internet access.</p>		
A209 MICROSOFT WINDOWS SERVER	180	9
<p>This hands-on course is designed to prepare you for the MCSE certification exam (Exam #70-290) and for the challenges you will face as a Microsoft networking professional. Lectures, projects and exercises reinforce skills as they are learned. Specific topic coverage includes: Introduction to Windows Server, Managing Hardware Devices, Creating and Managing Users, Implementing and Managing Groups, Managing Access to Files, Managing Disk and Data Storage, Advanced File System Management, Implementing and Managing Printing, Implementing and Using Group Policies, Administering a Server, Monitoring Server Performance, Managing and Implementing Backups and Disaster Recovery, Administering Web Resources, and Security Basics for Windows Server. Prerequisite: A206.</p>		

ENGLISH AS A SECOND LANGUAGE – DAY

Clifton, NJ Campus

900 CLOCK HOURS

Day Program	Clock Hours
E101 Level 1	150
E102 Level 2	150
E103 Level 3	150
E104 Level 4	150
E105 Level 5	150
E106 Level 6	150
TOTAL CLOCK HOURS	900

Program length: Days 9 months
Nights N/A

PROGRAM OBJECTIVES

American Institute provides the student with the training and skills to improve the quality of English language and literacy skills of the foreign-born adult student. This course is a dynamic, communicative approach to the English language using a variety of practical methods and material including repetition and continuous review. Upon completion of the course, the student will:

- 1 learn how to read, write, listen, build a vocabulary, edit, and speak English
- 2 learn about American customs and culture
- 3 learn skills needed to find a job and completing job applications and apply them in an actual setting

DIPLOMA REQUIREMENTS

Total Hours	900
Overall Grade Average	2.0

ADDITIONAL NOTES:

- 1 Descriptions of each individual component of this course can be found below.

COURSE DESCRIPTIONS

Please Note: Groups and individuals learn grammar, vocabulary and speech patterns at different rates. As a result, some levels may overlap. Phonetics is also an important part of instruction in order to speak a more “natural” language.

E101 LEVEL I

150 CLOCK HOURS

This level is designed for the student with a very limited knowledge of English and/or who has no knowledge of English. Presentation of very basic concepts using practical materials include the alphabet, numbers, days & months of the year, colors, greetings, nouns, pronouns, and the verb “be” to describe, define, and locate persons and things. Re-enforcement exercises by writing and reading and speaking are covered.

E102 LEVEL II

150 CLOCK HOURS

This level is designed for the student who has taken ESL I and/or demonstrates a limited and basic knowledge of English. Repetition and review of concepts learned in Level 1 and the introduction of basic concepts including telling time, weather and seasons, ages and birthdays, basic food, money, asking for favors, expressing gratitude, singular and plural nouns, and the simple present tense of many verbs are covered. For re-enforcement, written and oral exercises of the topics are given.

E103 LEVEL III

150 CLOCK HOURS

This level is designed for the student who has taken ESL I & II and/or demonstrates an average command of the English language. Repetition and review of concepts covered in Levels I & II and the introduction of units and measurement, countries and nationalities, housing, American customs and culture, asking for and giving information, giving reasons, basic composition, prepositions, possessive forms of nouns, adjectives, and the present continuous tense are covered. Again, for re-enforcement, written and oral exercises of the topics are given. Vocabulary is also expanded in numerous categories.

E104 LEVEL IV

150 CLOCK HOURS

This level is designed for the student who has taken ESL I, II, & III and/or demonstrates a better than average command of the English language. Repetition and continuous review of concepts covered in Level I, II & III and the introduction of world geography, employment benefits, sports and leisure activities, American behaviors, illnesses, asking and describing items, expressing dislikes and gratitude, stating preferences, discussing past events, basic editing, future tenses, and the simple past tense of verbs are covered. Written and oral re-enforcement exercises of the topics are given. Phonetics for natural speech and vocabulary in numerous categories for description and opinion centered dialogue and composition. Role playing of everyday situations is introduced.

E105 LEVEL V

150 CLOCK HOURS

This level is designed for the student who has taken ESL I, II, III & IV and/or demonstrates a solid command of the English language. Repetition and review of concepts covered in previous levels as well as introduction of completing information documents, giving and understanding directions, laws/rules,

phone conversations, loans and credit, asking for help, giving advice, expressing possibility, nutrition, composition writing, imperatives-infinitives-modals, count and non-count nouns, adjectives, modifiers and adverbs are covered. Re-enforcement exercises are given orally and composition, using common words to describe sequence. Role playing situations are continued.

E106 LEVEL VI

150 CLOCK HOURS

This level is designed for the student who demonstrates a very strong command of the English language. Repetition and continuous review of concepts covered in previous levels as well as introduction of feelings and idioms, descriptive adjectives, proverbs, reporting facts, writing a friendly letter, composition writing, reading of short stories, the employment process, telephone skills, comparatives-superlatives, auxiliary verbs and social skills are covered. Re-enforcement exercises are done orally and in composition. Comparisons of present tenses and past tenses (simple and perfect) are drilled in useful dialogue and composition. Students work with perfect natural speech, spelling, homophones and dictionary usage, grammar and intonation, and general basic math is also taught for future study of English or courses taught in English. Role playing of everyday situations is continued.

MASSAGE THERAPY

Clifton, NJ Campus

2 TERMS / 40 SEMESTER CREDIT HOURS

	SEMESTER CREDIT HOURS	CONTACT HOURS
P101 Anatomy and Physiology/Pathologies	4	60
P102 Structural Systems/Pathologies	4	60
P103 Integrated Systems/Pathologies	4	60
P109 Swedish Massage	2	60
P110 Integrated Therapeutic Modalities	2	60
P105 Musculoskeletal Systems/Pathologies	8	120
P108 Business and Ethics	4	60
P106 Eastern Health and Energetics	4	60
P104 Kinesiology – Human Movement	4	60
P111 Acupressure	2	60
P113 Sports Massage	2	60
TOTAL PROGRAM SEMESTER CREDIT HOURS	40	TOTAL CONTACT HOURS 720

Program length: Days 8 months
Nights 12 months

PROGRAM OBJECTIVES

American Institute provides the students with the training and skills necessary to work in a variety of settings as an entry-level massage therapist. These skills include:

- ❖ An understanding of the standards and ethics of the profession
- ❖ The knowledge several massage styles and techniques including Swedish-Deep Tissue – Reflexology-Acupressure – and – Sports.
- ❖ The ability to communicate with other health practitioners in a professional manner.
- ❖ Being able to conduct an interview with a prospective client to determine which techniques will be beneficial
- ❖ The preparation to take the National Certification Examination for Massage and Therapeutic Bodywork.

DIPLOMA REQUIREMENTS

Semester Credit Hours	40
Overall Grade Average	2.0

Prior to graduating from the Massage Therapy Program, all massage students must complete a minimum of 20 one-hour clinic sessions during non-school hours prior to graduation.

LICENSURE REQUIREMENTS

This is not a graduation requirement. The school does not guarantee or imply that a student graduating from the Massage Therapy Program will successfully pass any certification exams.

COURSE DESCRIPTIONS

	SEMESTER CONTACT	CREDIT HOURS
P101 ANATOMY AND PHYSIOLOGY/PATHOLOGIES	60	4
This course introduces the student to concepts that touch all levels of understanding of human anatomy and physiology. Topics to be covered will include an introduction to anatomy and physiology, the integumentary system, the reproductive system and the urinary system. General medical terminology and an introduction to pathology and the associated pathologies of the above systems will also be covered.		
P102 STRUCTURAL SYSTEMS/PATHOLOGIES	60	4
This course will cover the cardiovascular system, lymphatic system, and respiratory system and their associated pathologies.		
P103 INTEGRATED SYSTEMS/PATHOLOGIES	60	4
This course will cover the nervous system, endocrine system, and the digestive system and their associated pathologies.		

P104 KINESIOLOGY – HUMAN MOVEMENT **60** **4**

This course will focus on the study of movement by concentrating on the basic mechanical principles that produce efficient motion in the musculoskeletal system. Planes of motion, axis of rotation, posture and gait analysis, proprioception, and types of muscle contractions will be discussed in detail. Emphasis will be placed on learning to integrate the academic knowledge of muscle location, function, and joint movements.

P105 MUSCULOSKELETAL SYSTEMS/PATHOLOGIES **120** **8**

This course is an overview of the anatomy and physiology of the musculoskeletal systems. It will include an in-depth examination of the bones, bony landmarks and muscles of the human body. The student will learn the attachment sites and actions of the muscles, including muscle groups that work together to perform specific actions. The pathologies associated with each of these systems will be discussed in detail.

P106 EASTERN HEALTH AND ENERGETICS **60** **4**

This course will introduce the student to the theories and philosophies of Asian and Western medicine, as well as bodywork applications. Topics include meditation, grounding and centering, the five-element theory, yin/yang characteristics, universal life force and their channels, the Chinese body clock, and the seven major chakras. The student will also learn alternative modalities in the massage field.

P108 BUSINESS AND ETHICS **60** **4**

This course focuses on defining the roles, parameters, and business principles as they relate to massage therapy. Topics include defining the role of professionalism, discussing the legal and ethical parameters of scope of practice, professional standards, therapeutic relationships, state and local credentialing requirements, marketing, session record keeping, basic business and accounting practices, insurance and taxes. An interview with a licensed massage therapist, as well as a student business project, is a requirement of this course.

P109 SWEDISH MASSAGE **60** **2**

This course introduces the student to the traditional Swedish massage technique. Topics include the history of massage, effects and benefits of massage, endangerment sites, contraindications and cautions, guidelines for giving a massage, and the proper application of techniques and strokes.

P110 INTEGRATED THERAPEUTIC MODALITIES **60** **2**

This course introduces the student to palpation skills, joint movements, postural assessments and integrated modalities of massage. Specific techniques, such as sustained compression, trigger point therapy, vibration, cross friction and cross tissue will be demonstrated and practiced. The students will also be introduced to the use of heat and cold as adjunctive therapies to their massage practice.

P111 ACUPRESSURE **60** **2**

This course introduces the student to traditional Chinese acupressure techniques and the history and philosophy pertaining specifically to acupressure. Topics include primary and extraordinary meridians, application of techniques, assessing areas of energy blockages and developing appropriate treatment applications. Self-care techniques including stretches, meditation, and proper body mechanics will also be covered.

P113 SPORTS MASSAGE**60****2**

This course introduces the student to the history of sports massage and techniques used when specifically working with athletes. Proper application of techniques specific to pre-event and post-event, recovery, remedial, rehabilitative and maintenance massage for the athlete will be demonstrated and practiced. Instruction in chair massage will be an essential element of the course.

MEDICAL ASSISTING**For all new enrollments effective January 2012****Credential awarded upon successful completion – Diploma in Medical Assisting****Total Semester Credits – 40****Total Months in Program – Day – 11, Evening – 16****Program Overview Table**

TERM I:	COURSES	SEM	TH	LAB	CL
Term I-A	MA101 – The Administrative Medical Assistant (theory)	3	45	0	0
	MA102 – Applied Medical Office Procedures (lab)	2.5	0	75	0
Term I-B	MA103 – Healthcare Communications (theory)	3	45	0	0
	MA104 – Applied Medical Assisting Procedures I (lab)	2.5	0	75	0
Term I-C	MA105 – Introduction to Clinical Procedures (theory)	3	45	0	0
	MA106 – Applied Clinical Procedures (lab)	2.5	0	75	0
Total		16.5	135	225	0

TERM II:	COURSES	SEM	TH	LAB	CL
Term II-A	MA121 – Principles of Finance (theory)	3	45	0	0
	MA122 – Applied Computerized Billing (lab)	2.5	0	75	0
Term II-B	MA123 – Pharmacology and Protective Practices (theory)	3	45	0	0
	MA124 – Applied Medical Assisting Procedures II (lab)	2.5	0	75	0
Term II-C	MA125 – Clinical Procedures and Quality Control (theory)	3	45	0	0
	MA126 – Applied Diagnostics and Phlebotomy (lab)	2.5	0	75	0
Total		16.5	135	225	0

TERM III:	COURSES	SEM	TH	LAB	CL
Term III-A	MA131 – Clinical Case Scenarios	1	15	0	0
	MA137 – Clinical Practicum I	2.5	0	0	120
Term III-B	MA133 – Exam Review and Preparation	1	15	0	0
	MA138 – Clinical Practicum II	2.5	0	0	120
Total		7	30	0	240
TOTALS		40	300	450	240

Total Program Semester Credits – 40**Total Program Hours – 990**

PROGRAM OBJECTIVES

The Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as well as establishing the broader knowledge base required for advancement within the field.

PROGRAM DESCRIPTION

The Medical Assisting day program is 40 weeks in length (evening program is 64 weeks) and focuses on the acquisition of the knowledge, skills and behaviors suitable to employment in both the front office and back office of a diagnostic and/or therapeutic patient care environment. The program is delivered using a combination of hands-on, face-to-face training in lab and clinic combined with instructor-led seminars and lectures delivered in the classroom. Students earn a diploma and may enter the field of Medical Assisting at the completion of the program.

PROFESSIONAL CREDENTIALS FOR THE MEDICAL ASSISTANT

There are two credentials associated with the field of Medical Assisting, the Certified Medical Assistant (CMA) and the Registered Medical Assistant (RMA). There may be other credentials offered through other credentialing bodies for which our graduates qualify.

The CMA Credential

The American Association of Medical Assistants (AAMA) is an independent, nonprofit organization that administers examinations and awards the CMA credential. In order to apply for the AAMA examination you must have graduated from a CAAHEP accredited program. The American Institute Medical Assisting Program (West Hartford campus) is currently CAAHEP accredited.

The RMA Credential

The American Medical Technologists (AMT) is an independent, nonprofit organization that administers examinations and awards the RMA credential. In order to apply for the AMT examination you must meet one of several qualifying prerequisites, one of which is graduating from a nationally accredited organization approved by the US Department of Education. American Institute is nationally accredited by the American Council for Independent College and Schools (ACICS) which is approved by the US Department of Education.

American Institute cannot and does not promise that its graduates will be eligible to take these examinations upon graduation or at any time in the future or will be capable of passing such examinations. The qualifications required to take these examinations is determined solely by the issuing agency.

The Medical Assisting program has been designed to cover the materials necessary to prepare graduates for the CMA and RMA credentialing examinations. Individual success on the examinations will be dependent upon the graduate and American Institute does not guarantee that graduates will pass the examinations.

COURSE DESCRIPTIONS

	Contact Hours	Semester Credit hours
MA101 The Administrative Medical Assistant	45	3.0
Theory course delivered using a combination of lectures and seminars focusing on scheduling and monitoring of patient appointments, telephone techniques, patient reception and processing, written communication and mail processing, medical records management, computer skills, maintaining an office environment, homeostasis, the digestive system, the endocrine system, and the nervous system. 3.0 semester credits. Prerequisite(s): None		
MA102 Applied Medical Office Procedures	75	2.5
Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on scheduling and monitoring of patient appointments, telephone techniques, patient reception and processing, written communication and mail processing, medical records management, computer skills and maintaining an office environment. 2.5 semester credits. Prerequisite(s): None		
MA103 Healthcare Communications	45	3.0
Theory course delivered using a combination of lectures and seminars focusing on professional behaviors in the workplace, medical law and ethics, patient history and interview, universal precautions, infection control, vital signs, assisting the physician, interpersonal skills and human behavior, communication skills, organization of the body, the skeletal system, the muscular system, the cardiovascular system, the respiratory system, and the lymphatic and immune systems. 3.0 semester credits. Prerequisite(s): None		
MA104 Applied Medical Assisting Procedures I	75	2.5
Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on professional behaviors in the workplace, medical law and ethics, patient history and interview, universal precautions, infection control, vital signs, assisting the physician, interpersonal skills and human behavior, and communication skills. 2.5 semester credits. Prerequisite(s): None		
MA105 Introduction to Clinical Procedures	45	3.0
Theory course delivered using a combination of lectures and seminars focusing on the role of the clinical laboratory, divisions of the clinical laboratory, CLIA, techniques to minimize risk (CDC guidelines), cell and tissue overview, collection and preparing specimens, quality control, obtaining urine specimen, emergency preparedness and first aid, the urinary system, the integumentary system, and the reproductive system. 3.0 semester credits. Prerequisite(s): None		
MA106 Applied Clinical Procedures	75	2.5
Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on techniques to minimize risk (CDC guidelines), collection and preparing specimens, quality control, obtaining urine specimen, and emergency preparedness and first aid. 2.5 semester credits. Prerequisite(s): None		

MA121 Principles of Finance	45	3.0
Theory course delivered using a combination of lectures and seminars focusing on professional fees, billing, and collecting, banking services and procedures, billing and collection, medical practice management, computer concepts, medical emergencies, health information management, diagnostic coding, and procedural coding. 3.0 semester credits. Prerequisite(s): Completion of MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106		
MA122 Applied Computerized Billing	75	2.5
Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on Managed Care, ICD – 9 Coding, and CPT Coding, financial procedure, medisoft medical software, and computer concepts in medical billing. 2.5 semester credits. Prerequisite(s): Completion of MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106		
MA123 Pharmacology and Protective Practices	45	3.0
Theory course delivered using a combination of lectures and seminars focusing on understanding standard precautions for patient safety, calculating pharmaceutical doses, preparing and administering parenteral medications, preparing and administering oral medications, giving immunizations and documenting the patient record, review of the cardiovascular and respiratory systems, administering EKG, nutrition and diets for patients, and x-ray and diagnostic radiology. 3.0 semester credits. Prerequisite(s): Completion of MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106		
MA124 Applied Medical Assisting Procedures II	75	2.5
Laboratory course delivered on campus focusing on understanding standard precautions for patient safety, calculating pharmaceutical doses, preparing and administering parenteral medications, preparing and administering oral medications, giving immunizations and documenting the patient record, administering EKG, nutrition and diets for patients, and x-ray and diagnostic radiology. 2.5 semester credits. Prerequisite(s): Completion of MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106		
MA125 Clinical Procedures and Quality Control	45	3.0
Theory course delivered using a combination of lectures and seminars focusing on techniques to minimize risk (CDC guidelines), collecting and preparing specimens, phlebotomy skills, pulmonary function testing, assisting with minor surgery, assisting with cold and heat therapy, complementary and alternative medicine practices, hearing and vision testing, review of the respiratory and special senses systems. 3.0 semester credits. Prerequisite(s): Completion of MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106		
MA126 Applied Diagnostics and Phlebotomy	75	2.5
Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on techniques to minimize risk (CDC guidelines), collecting and preparing specimens, phlebotomy skills, pulmonary function testing, assisting with minor surgery, assisting with cold and heat therapy, complementary and alternative medicine practices, and hearing and vision testing. 2.5 semester credits. Prerequisite(s): Completion of MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106		

MA131 Clinical Case Scenarios	15	1
Theory course delivered using a combination of lectures and seminars focusing on advanced topics in clinical and administrative medical assisting skills. Students are presented with clinical scenarios for evaluation, interpretation, development of decision-making strategies and resolution. 1.0 semester credits. Prerequisite(s): MA 101, MA 102,MA 103, MA 104, MA 105,MA 106, MA 121, MA 122, MA 123, MA 124, MA 125 & MA 126		
MA133 Exam Review and Preparation	15	1
Theory course delivered using a combination of lectures and seminars focusing on preparing the student for certified medical assistant (CMA) or registered medical assistant (RMA) certification testing. 1.0 semester credits. Prerequisite(s): MA 101, MA 102,MA 103, MA 104, MA 105,MA 106, MA 121, MA 122, MA 123, MA 124, MA 125 & MA 126		
MA137 Clinical Practicum I	120	2.5
This course provides supervised placement in a non-classroom setting at a health care facility, medical office or other appropriate site. This experience enables the student to synthesize and apply concepts and skills learned in the Medical Assisting program. The Externship experience is divided evenly between clinical and administrative areas to permit student involvement in the total environment of the facility. 2.5 semester credits. 120 contact hours. Prerequisite(s): MA 101,MA 102, MA 103, MA 104, MA 105 MA 106, MA 121, MA 122, MA 123, MA 124, MA 125 & MA 126		
MA138 Clinical Practicum II	120	2.5
This course provides supervised placement in a non-classroom setting at a health care facility, medical office or other appropriate site. This experience enables the student to synthesize and apply concepts and skills learned in the Medical Assisting program. The Externship experience is divided evenly between clinical and administrative areas to permit student involvement in the total environment of the facility. 2.5 semester credits. 120 contact hours. Prerequisite(s): MA 101,MA 102, MA 103, MA 104, MA 105 MA 106, MA 121, MA 122, MA 123, MA 124, MA 125 , MA 126 and MA 137		

MEDICAL ASSISTANT

West Hartford, CT / CLIFTON, NJ CAMPUS

(not currently enrolling)

44 SEMESTER CREDIT HOURS

	SEMESTER CREDIT HOURS	CONTACT HOURS
M206 Principles of Health Care	4	60
M207 Medical Law and Ethics	4	60
M212 Physiological Concepts	4	60
M208 Medical Office Procedures	3	60
M213 Structural Systems	4	60
M113 Medical Keyboarding	2	60
M209 Integrated Clinical Procedures	3	60
M214 Integrated Physiological Systems	4	60
M210 Diagnostic Procedures	3	60
M211 Laboratory Procedures	3	60
M112 Medical Insurance & Billing	4	60
M114 Medical Transcription	2	60
M230 Medical Careers Externship I	2	90
M231 Medical Careers Externship II	2	90
TOTAL PROGRAM SEMESTER CREDIT HOURS	44	TOTAL CONTACT HOURS 900

Program Length: Days 11 months
Nights 16 months

PROGRAM OBJECTIVES

American Institute provides the student with the training and skills to perform successfully in a medical assisting or medical office position. Upon completing the course, the student will possess:

- 1 the ability to perform routine clinical and administrative office procedures in various medical environments,
- 2 the knowledge of federal regulations including OSHA (Occupational Safety and Health Administration) guidelines, and
- 3 an understanding of medical ethics and patient communication skills necessary in daily medical practice.

DIPLOMA REQUIREMENTS

Semester Credit Hours	44
Overall Grade Average	2.0

After completion of the program requirements, students desiring professional certification in the field will be required to pass a comprehensive exam before their certification application is approved and submitted by the school. The exam will be a representative sampling of questions found on the various Certification Exams.

The school does not guarantee or imply that a student graduating from the Medical Assistant Program will successfully pass any certification exams.

CAREER OPPORTUNITIES

This program will prepare the graduate to assume a responsible position in many areas of health care – assisting physicians in private or group practices, hospitals, clinics, nursing homes, and many new, medically-related positions which have been opening in business and government.

COURSE DESCRIPTIONS

	SEMESTER CONTACT	CREDIT HOURS
M112 MEDICAL INSURANCE & BILLING	60	4
This course is a step-by-step guide to understanding the different types of medical insurance and the importance of completing accurate claims. Students will be given a general overview of the life cycle of an insurance claim, basic instructions for filling out the universal claim form, and the terminology common to most insurance programs and claims. Diagnostic and procedural coding, ICD-9 and CPT, will be covered with coding exercises to reinforce the student's ability to accurately code the most common procedures and all diagnoses encountered in the office. Other areas covered are the major government-sponsored programs, Blue Cross/Blue Shield insurance programs, Workers' Compensation, and Disability Compensation Programs.		
M113 MEDICAL KEYBOARDING	60	2
Mastery of keyboard and computer controls through a computerized keyboarding program geared for accuracy, speed, and technique. Correct keyboarding posture, correct fingering techniques, and the proper placement of various typed material including letters, memos, tables, chart notes, medical histories, legal documents, and reports. The student will reinforce his or her ability to spell medical terms correctly and gain an improved understanding of medical terminology. The student will access the Internet to gather medical information and create a patient information brochure.		
M114 MEDICAL TRANSCRIPTION	60	2
A study of techniques required to become an efficient machine transcriber. This unit includes extensive use of medical terminology and abbreviations commonly used by medical practitioners. Medical terms and their definitions are presented at the beginning of each transcription unit. Students are also instructed in the proper use of medical reference materials. This course also includes the preparation of a variety of medical documents. Prerequisite(s): M113.		

M206 PRINCIPLES OF HEALTH CARE	60	4
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This course presents the student with an overview of the history of medicine. Students will learn the different types of ownership in medical practices. A study of human relations will expose the student to the professional aspects of medical assisting, which includes coping mechanism techniques. Written, verbal, and non-verbal communication skills will be taught throughout the course. Students will also learn proper telephone etiquette and develop a basic understanding of computer systems utilized in the medical facility.

M207 MEDICAL LAW AND ETHICS	60	4
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The legalities and ethical behavior associated with a medical practice or facility are discussed with emphasis on the legal and ethical responsibilities of health care practitioners. Federal regulations and guidelines pertinent to medical practices are reviewed. Students will develop an understanding of dealing with patients within a professional code of ethics. Basic concepts of office administration and human resource management are covered.

M208 MEDICAL OFFICE PROCEDURES	60	3
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This course presents the students with a basic overview of front office procedures to familiarize them with business procedures in a medical facility. Emphasis is placed on patient scheduling, billing, medical record management, inventory and maintenance of equipment, and daily financial management. Insurance billing codes and procedures for completing various forms are covered. The one write pegboard accounting system will be introduced.

M209 INTEGRATED CLINICAL PROCEDURES	60	3
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This course enables students to develop clinical skills including measuring blood pressure, pulse, respiration, and temperature. Students will learn how to obtain medical histories, the proper manner of documentation, and ways of preparing patients for routine and specialty exams along with the proper manner of assisting during these exams. In this course, students will also perform an eye exam using a Snellen chart. Basic concepts of radiology are reviewed along with common respiratory testing.

M210 DIAGNOSTIC PROCEDURES	60	3
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Through lectures, discussions, role-playing, and practice sessions, this course introduces the concept of pharmacological concepts including proper technique for administration of intradermal, subcutaneous, and intramuscular injections along with the use of the Physician's Desk Reference. Basic electrocardiography theory is taught while the students learn how to perform EKGs. The physical and chemical aspects of urinalysis and how to set up for microscopic examinations will be presented.

M211 LABORATORY PROCEDURES	60	3
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Students role-play and practice skills needed in a medical office. The purpose of laboratory testing, types of tests, laboratory request forms, specimen collection, and storage procedures are covered. Students learn blood collection methods and general hematology tests performed in a medical office as well as the purpose of different hematology and chemistry testing. Students will learn to how to screen laboratory results and how to follow up with their patients. Basic microbiology including various culture collection methods is discussed, and the safe handling of microbiological specimens is stressed. Medical asepsis and sterilization procedures are presented. Students will learn to set up sterile fields for surgery and learn the different types of sutures commonly used in the physician's office.

M212 PHYSIOLOGICAL CONCEPTS**60****4**

This course is a basic study of the structure and functions of the human body. It is designed to provide the fundamental knowledge of how each system functions. The organization of the human body from the molecular level to the coordinated organism is introduced. The anatomy and physiology of the integumentary system will be discussed. The skeletal system and the muscular system will be covered in detail. Disorders and medical treatments particular to each system will be highlighted. Medical terminology common to each system will be presented.

M213 STRUCTURAL SYSTEMS**60****4**

This course focuses on several physiological systems. The central and peripheral nervous system, the special senses, and the endocrine system will be covered. The components and function of the blood will be highlighted. The anatomy and physiology of the heart and the entire cardiovascular system will be discussed. Common diseases and disorders specific to each system will be presented as well as any corresponding system terminology.

M214 INTEGRATED PHYSIOLOGICAL SYSTEMS**60****4**

This course offers an overview of various physiological systems. The lymphatic system and immunity, the respiratory system, and the urinary system are covered. The essentials of the digestive system and how it is affected by nutrition are discussed. Elements of the human reproduction system such as male and female anatomy, the menstrual cycle, conception and birth, and genetics are also highlighted. Common disorders and medical treatments applicable to each system are explained. Medical terminology for each system is presented. Prerequisite(s): M212 or M213.

M230 MEDICAL CAREERS EXTERNSHIP I**90****2**

On-site training at a medical facility must be performed once the academic studies of the Medical Assistant Program/Medical Coding and Billing Specialist Program have been completed under the terms as stated in an Externship Agreement. This 90-hour externship is to be completed at a minimum in six weeks, 30 hours a week, during day office hours immediately following the completion of all on-site scheduled classes at the school. Students must have obtained a CGPA of 2.0 to be eligible to begin externship. The externship academic requirement is completed at an off-site location and may be longer than six weeks depending on student and site availability. The school may assist the student in obtaining their externship site. Students will learn firsthand the actual office routines and procedures during the externship experience. Both day and evening division students should expect that the offering of an externship will be during the day office hours and may not be available in the evening.

M231 MEDICAL CAREERS EXTERNSHIP II**90****2**

On-site training at a medical facility must be performed once the academic studies of the Medical Assistant Program/Medical Coding and Billing Specialist Program have been completed under the terms as stated in an Externship Agreement. This 90-hour externship is to be completed at a minimum in six weeks, 30 hours a week, during day office hours immediately following the completion of all on-site scheduled classes at the school. Students must have obtained a CGPA of 2.0 to be eligible to begin externship. The externship academic requirement is completed at an off-site location and may be longer than six weeks depending on student and site availability. The school may assist the student in obtaining their externship site. Students will learn firsthand the actual office routines and procedures during the externship experience. Both day and evening division students should expect that the offering of an externship will be during the day office hours and may not be available in the evening.

MEDICAL CODING AND BILLING SPECIALIST
For all new enrollments effective January 2012

**Credential awarded upon successful completion –
Diploma in Medical Coding and Billing Specialist**

Total Semester Credits – 48

Total Months in Program – Day – 11, Evening - 16

Program Overview Table

TERM I:	COURSES	SEM	TH	LAB	CL
Term I-A	Medical Law & Ethics – M207	4	60		
	Physiological Concepts I – M212	4	60		
Term I-B	Medical Insurance & Billing – M112	3	30	30	
	ICD Medical Coding I – M303	3	30	30	
Term I-C	CPT Medical Coding Concepts – M301	3	30	30	
	Medical Terminology – M307	4	60		
Total		21	270	90	0

TERM II:	COURSES	SEM	TH	LAB	CL
Term II-A	ICD-9-CM Coding II – M303A	3	30	30	
	Advanced Coding – M306	3	30	30	
Term II-B	CPT Medical Coding of Systems – M302	3	30	30	
	Healthcare Computer Applications – M113	2		60	
Term II-C	Physiological Concepts II – M215	4	60		
	Computerized Med. Billing – M305	3	30	30	
Total		17	150	210	0

TERM III:	COURSES	SEM	TH	LAB	CL
Term III-A	Medical Coding Integration – M304	3	30	30	
	Pathophysiology – M308	3	30	30	
Term III-B	MCB Certification Review – M309	1	30		
	Practicum Experience – M316	2			120
Total		10	120	30	120
TOTALS		48	540	330	120

Total Program Semester Credits – 48

Total Program Hours – 990

PROGRAM DESCRIPTION AND OBJECTIVES

The Medical Coding and Billing day program is 40 weeks in length (evening program is 64 weeks). The program is designed to prepare the student with the training and skills to understand the basic structure of medical billing and coding in various health care environments. Upon completing the course, the student will possess:

- 1 an extensive medical vocabulary and understanding of medical terminology.
- 2 the ability to use the main diagnostic (ICD) and procedure (CPT) coding systems correctly to identify and code diagnostic components.
- 3 the ability to accurately process the various insurance claims and third-party reimbursements, and
- 4 an understanding of medical ethics and patient communication skills necessary in any health care environment.

PROFESSIONAL CREDENTIALS FOR THE MEDICAL CODING AND BILLING SPECIALIST

There are a few credentials associated with the field of Medical Coding and Billing. The Certified Coding Specialist Physician based (CCS-P) and the Certified Coding Associate (CCA) are all offered by the American Health Information Management Association (AHIMA). There are other coding credentials offered through the American Academy of Professional Coders (AAPC). These are the Certified Professional Coder (CPC), Certified Professional Coder-Hospital Outpatient (CPC-H) and the Certified Professional Coder-Payer (CPC-P).

The AHIMA Credential

The American Health Information Management Association (AHIMA) is the premier association of health information management (HIM) professionals. AHIMA's more than 61,000 members are dedicated to the effective management of personal health information required to deliver quality healthcare to the public. Founded in 1928 to improve the quality of medical records, AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning.

The AAPC Credential

The AAPC was founded in 1988 to provide education and professional certification to physician-based medical coders and to elevate the standards of medical coding by providing student training, certification, and ongoing education, networking and job opportunities. Currently, the AAPC has a membership base of 100,000 worldwide, of which more than 64,000 are certified.

AAPC credentialed coders have proven mastery of all code sets, Evaluation and Management principles and documentation guidelines. CPC's and other AAPC credentialed coders represent the best in outpatient coding.

American Institute cannot and does not promise that its graduates will be eligible to take these examinations upon graduation or at any time in the future or will be capable of passing such examinations. The qualifications required to take these examinations is determined solely by the issuing agency.

The Medical Coding and Billing program has been designed to cover the materials necessary to prepare graduates for some of these credentialing examinations. Individual success on examinations will be dependent upon the graduate and the School does not guarantee that graduates will pass the examinations.

COURSE DESCRIPTIONS

	Contact Hours	Semester Credit hours
M207 Medical Law & Ethics	60	4
<p>The legalities and ethical behavior associated with the medical practice or facility are discussed with emphasis on the legal and ethical responsibilities of health care practitioners. Federal regulations and guidelines pertinent to medical practices are reviewed. Students will develop an understanding of dealing with patients within a professional code of ethics. Basic concepts of office administration and human resource management are covered.</p>		
M212 Physiological Concepts I	60	4
<p>This course is a basic study of the structure and functions of the human body. It is designed to provide the fundamental knowledge of how each system functions. The organization of the human body is introduced, as well as chemistry, cells, tissues and membranes. The anatomy and physiology of the Integumentary System will be discussed. Disorders and medical treatments particular to each system will be highlighted.</p>		
M112 Medical Insurance and Billing	60	3
<p>This course is a step-by-step guide to understanding the different types of medical insurance and the importance of completing accurate claims. Students will be given a general overview of the life cycle of an insurance claim, basic instructions for filling out the universal claim form, and the terminology common to most insurance programs and claims. Diagnostic and procedural coding: ICD-9 and CPT will be covered with coding exercises to reinforce the student's ability to accurately code the most common procedures and all diagnoses encountered in the office. Other areas covered are the major government-sponsored programs, Blue Cross/Blue Shield insurance programs, Workers' Compensation and Disability Compensation Programs. An Overview of Health Common Procedural Coding System (HCPCs) will also be provided.</p>		
M303 ICD Medical Coding I	60	3
<p>This course presents a general overview of ICD coding. Students will become familiar with all 3 volumes of the ICD manual and will become proficient in medical and surgical coding. Official Guidelines for coding and reporting and system-specific coding will be stressed.</p>		
M301 CPT Medical Coding Concepts	60	3
<p>Current Procedural Terminology (CPT) will be taught to give the student a better understanding of the procedural coding system for reporting medical services and procedures. Students will learn to code procedure charges and services by utilizing the CPT Manual and Guidelines.</p>		
M307 Medical Terminology	60	4
<p>This course is a systems approach to the study of anatomy and physiology and medical terminology with the study of diseases and symptoms affecting each system. Systems studied include digestive, urinary, nervous, cardiovascular, respiratory, lymphatic, and endocrine.</p>		

M303A ICD-9 CM Coding II	60	3
This course presents a continuation of the general overview of ICD coding. Students will continue to become familiar with all 3 volumes of the ICD manual and will become more proficient in medical and surgical coding. Official Guidelines for coding and reporting and system-specific coding will continue to be stressed. Prerequisite: M303.		
M306 Advanced Coding	60	3
This course presents further instruction into the various sections of CPT coding. Surgical Procedures in every subsection will be presented. Radiology, Pathology and Laboratory and Medicine Codes will be demonstrated. Special emphasis will be on problem solving in CPT coding and the integration of all coding systems. Prerequisite: M301.		
M302 CPT Medical Coding of Systems	60	3
This course presents further instruction into the various sections of CPT coding. Surgical Procedures in every subsection will be presented. Radiology, Pathology and Laboratory and Medicine Codes will be demonstrated. Special emphasis will be on problem solving in CPT coding and the integration of all coding systems. Prerequisite: M301.		
M113 Healthcare Computer Applications	60	2
This course will allow the student to gain mastery of keyboard and computer controls through a computerized keyboarding program geared for accuracy, speed, and technique. Proper formatting of various typed medical documents will be covered. The student will reinforce his or her ability to spell medical terms correctly and gain an improved understanding of medical terminology. The student will access the Internet to gather medical information. The student will become proficient at an introductory level with Microsoft Word and Excel.		
M215 Physiological Concepts II	60	4
This course is a basic study of the structure and functions of the human body. It is designed to provide the fundamental knowledge of how each system functions. The skeletal, muscular, respiratory, digestive, and cardiovascular systems will be covered in detail. Disorders and medical treatments particular to each system will be highlighted.		
M305 Computerized Medical Billing	60	3
This course provides a realistic hands-on experience using the skills essential for success in a medical office setting. Students will have the opportunity to input patient information, schedule appointments, and process the day-to-day billing, reports and insurance claims. The course utilizes Medisoft, which is widely used by medical office administrators.		
M304 Medical Coding Integration	60	3
This course will prepare the medical coder to have an advantage in the field by acquiring advanced billing skills. Students will learn how to code in the clinic outpatient and hospital outpatient settings for a better understanding of the complete coding picture.		
M308 Pathophysiology	60	3
Study of the general mechanisms of disease at the cellular and molecular levels, including abnormalities of fluid distribution, the inflammatory process, abnormal immune mechanisms, and neoplastic disease,		

followed by an application of the basic principles of pathologic processes to diseases of the neuralgic, endocrine, reproductive, hematologic, cardiovascular, pulmonary, renal and digestive systems.

M309 MCB Certification Review **30** **1**
 This course provides students with a review of program material in preparation for selected employment and certification opportunities.

M316 Practicum Experience **120** **2**
 This course must be completed in the final term of the curriculum and includes a simulated computerized practicum experience. Students will assign ICD-9-CM and CPT-4 and HCPCS codes to actual medical records utilizing an encoder and code books. Students will also complete sample certification exams in preparation for coding certifications.

MEDICAL CODING AND BILLING SPECIALIST

West Hartford, CT Campus

(not currently enrolling)

40 SEMESTER CREDIT HOURS

	SEMESTER CREDIT HOURS	CONTACT HOURS
M207 Medical Law and Ethics	4	60
M112 Medical Insurance & Billing	4	60
M113 Medical Keyboarding	2	60
W201 Microsoft Word Concepts	2	60
M301 CPT Medical Coding Concepts	3	60
M212 Physiological Concepts	4	60
M303 ICD Medical Coding	3	60
M307 Body Systems	4	60
M302 CPT Medical Coding of Systems	3	60
M304 Medical Coding Integration	3	60
M305 Computerized Medical Billing	2	60
M306 Health Insurance Applications	2	60
M230 Medical Careers Externship I	2	90
M231 Medical Careers Externship II	2	90
TOTAL PROGRAM SEMESTER CREDIT HOURS	40	TOTAL CONTACT HOURS
		900

Program Length: Days 11 months
 Nights 16 months

PROGRAM OBJECTIVES

American Institute provides the student with the training and skills to understand the basic structure of medical billing in various health care environments. Upon completing the course, the student will possess:

- 1 an extensive medical vocabulary and understanding of medical terminology.
- 2 the ability to use the main diagnostic (ICD) and procedure (CPT) coding systems correctly to identify and code diagnostic components.
- 3 accurately process the various insurance claims and third-party reimbursements, and
- 4 an understanding of medical ethics and patient communication skills necessary in any health care environment.

DIPLOMA REQUIREMENTS

Semester Credit Hours	40
Overall Grade Average	2.0

After completion of the program requirements, students desiring professional certification in the field will be required to pass a comprehensive exam before their certification application is approved and submitted by the school. The exam will be a representative sampling of questions found on the various Certification Exams.

The school does not guarantee or imply that a student graduating from the Medical Coding and Billing Specialist Program will successfully pass any certification exams.

COURSE DESCRIPTIONS

	SEMESTER CONTACT	CREDIT HOURS
M112 MEDICAL INSURANCE & BILLING	60	4
This course is a step-by-step guide to understanding the different types of medical insurance and the importance of completing accurate claims. Students will be given a general overview of the life cycle of an insurance claim, basic instructions for filling out the universal claim form, and the terminology common to most insurance programs and claims. Diagnostic and procedural coding, ICD-9 and CPT, will be covered with coding exercises to reinforce the student's ability to accurately code the most common procedures and all diagnoses encountered in the office. Other areas covered are the major government-sponsored programs, Blue Cross/Blue Shield insurance programs, Workers' Compensation, and Disability Compensation Programs.		
M113 MEDICAL KEYBOARDING	60	2
Mastery of keyboard and computer controls through a computerized keyboarding program geared for accuracy, speed, and technique. Correct keyboarding posture, correct fingering techniques, and the proper placement of various typed material including letters, memos, tables, chart notes, medical histories, legal documents, and reports. The student will reinforce his or her ability to spell medical		

terms correctly and gain an improved understanding of medical terminology. The student will access the Internet to gather medical information and create a patient information brochure.

M207 MEDICAL LAW AND ETHICS

60

4

The legalities and ethical behavior associated with a medical practice or facility are discussed with emphasis on the legal and ethical responsibilities of health care practitioners. Federal regulations and guidelines pertinent to medical practices are reviewed. Students will develop an understanding of dealing with patients within a professional code of ethics. Basic concepts of office administration and human resource management are covered.

M212 PHYSIOLOGICAL CONCEPTS

60

4

This course is a basic study of the structure and functions of the human body. It is designed to provide the fundamental knowledge of how each system functions. The organization of the human body from the molecular level to the coordinated organism is introduced. The anatomy and physiology of the integumentary system will be discussed. The skeletal system and the muscular system will be covered in detail. Disorders and medical treatments particular to each system will be highlighted. Medical terminology common to each system will be presented.

M230 MEDICAL CAREERS EXTERNSHIP I

90

2

On-site training at a medical facility must be performed once the academic studies of the Medical Assistant Program/Medical Coding and Billing Specialist Program have been completed under the terms as stated in an Externship Agreement. This 90-hour externship is to be completed at a minimum in six weeks, 30 hours a week, during day office hours immediately following the completion of all on-site scheduled classes at the school. Students must have obtained a CGPA of 2.0 to be eligible to begin externship. The externship academic requirement is completed at an off-site location and may be longer than six weeks depending on student and site availability. The school may assist the student in obtaining their externship site. Students will learn firsthand the actual office routines and procedures during the externship experience. Both day and evening division students should expect that the offering of an externship will be during the day office hours and may not be available in the evening. Prerequisites: M206, M207, M212, M208, M213, M113, M209, M214, M210, M211, M112, M114.

M231 MEDICAL CAREERS EXTERNSHIP II

90

2

On-site training at a medical facility must be performed once the academic studies of the Medical Assistant Program/Medical Coding and Billing Specialist Program have been completed under the terms as stated in an Externship Agreement. This 90-hour externship is to be completed at a minimum in six weeks, 30 hours a week, during day office hours immediately following the completion of all on-site scheduled classes at the school. Students must have obtained a CGPA of 2.0 to be eligible to begin externship. The externship academic requirement is completed at an off-site location and may be longer than six weeks depending on student and site availability. The school may assist the student in obtaining their externship site. Students will learn firsthand the actual office routines and procedures during the externship experience. Both day and evening division students should expect that the offering of an externship will be during the day office hours and may not be available in the evening. Prerequisites: M206, M207, M212, M208, M213, M113, M209, M214, M210, M211, M112, M114.

M301 CPT MEDICAL CODING CONCEPTS	60	3
Current Procedural Terminology (CPT) will be taught to give the student a better understanding of the procedural coding system for reporting medical services and procedures. Students will learn to code procedure charges and services by utilizing the CPT Manual and Guidelines.		
M302 CPT MEDICAL CODING OF SYSTEMS	60	3
This course presents further instruction into the various sections of CPT coding. Surgical Procedures in every subsection will be presented. Radiology, Pathology, and Laboratory and Medicine Codes will be demonstrated. Special emphasis will be on problem solving in CPT coding and the integration of all coding systems. Prerequisite: M301.		
M303 ICD MEDICAL CODING	60	3
This course presents a general overview of ICD coding. Students will become familiar with all 3 volumes of the ICD manual and will become proficient in medical and surgical coding. Official Guidelines for coding and reporting and system-specific coding will be covered. Third-party reimbursement systems of Medicare will be presented, as well as the issues of fraud and abuse.		
M304 MEDICAL CODING INTEGRATION	60	3
This course is to provide practice in developing the student's knowledge of CPT and ICD coding through a hands-on, realistic approach. The software used will enable students to reduce the time it takes to build or review a claim and improve overall coding accuracy. Prerequisites: M301, M302, M303.		
M305 COMPUTERIZED MEDICAL BILLING	60	2
This course provides a realistic hands-on experience using the skills essential for success in a medical office setting. Students will have the opportunity to input patient information, schedule appointments, and process the day-to-day billing, reports, and insurance claims. The course utilizes MediSoft Patient Accounting for Windows, which is widely used by medical office administrators.		
M306 HEALTH INSURANCE APPLICATIONS	60	2
This course will prepare the medical coder to have an advantage in the field by acquiring advanced billing skills. Students will learn how to code in the clinic outpatient and hospital outpatient settings for a better understanding of the complete coding picture. Prerequisites: M301, M302, M303.		
M307 BODY SYSTEMS	60	4
This course is a systems approach to the study of anatomy and physiology with the study of diseases and symptoms affecting each system. Systems studied include digestive, urinary, nervous, cardiovascular, respiratory, lymphatic, renal/urinary, and reproductive.		

DIAGNOSTIC MEDICAL SONOGRAPHY

West Hartford, CT / CLIFTON, NJ CAMPUS

60 SEMESTER CREDIT HOURS

PROGRAM OBJECTIVES

As described by the Society of Diagnostic Medical Sonography, the profession of diagnostic medical sonography includes general sonography, vascular sonography, cardiac sonography, and various subspecialties. The profession requires judgment and the ability to provide appropriate health care services. Sonographers are highly skilled professionals qualified by education to provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy. The sonographer may provide this service in a variety of medical settings where the physician is responsible for the use and interpretation of appropriate procedures. Sonographers assist physicians in gathering data necessary to reach diagnostic decisions. The sonographer is able to perform the following:

- 1 Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- 2 Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician.
- 3 Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- 4 Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic procedures.
- 5 Demonstrate appropriate communication skills with patients and colleagues.
- 6 Provide patient education related to medical ultrasound and/or other non-invasive diagnostic techniques, and promote the principles of good health.

Program Length: Days 18 months
 Nights N/A

DESCRIPTION OF THE PROGRAMS

DIAGNOSTIC MEDICAL SONOGRAPHY – CARDIAC CONCENTRATION

The diagnostic medical sonography cardiac program is a full-time, 18 month program, with a focus on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the heart. The program is divided into two components; introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition followed by advanced courses that focus on pathological conditions and patient-focused case studies. The program consists of sequenced and integrated theory, lab, and clinical instructional tracks. The program is delivered using a blended format; a combination of hands-on face-to-face training in lab and clinic combined with live, online, instructor-led theory courses delivered using an array of distance technologies.

DIAGNOSTIC MEDICAL SONOGRAPHY – GENERAL CONCENTRATION

The diagnostic medical sonography general program is a full-time, 18 month program, with a focus on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the abdomen, superficial structures and gravid and non-gravid pelvis. The program is divided into two components; introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition followed by advanced courses that focus on pathological conditions and patient-focused case studies. The program consists of sequenced and integrated theory, lab, and clinical instructional tracks. The program is delivered using a blended format; a combination of hands-on face-to-face training in lab and clinic combined with live, online, instructor-led theory courses delivered using an array of distance technologies.

DIPLOMA REQUIREMENTS

Upon successful completion of the program, the student will be awarded a Diploma in Diagnostic Medical Sonography with a concentration in Cardiac Sonography or in General Sonography.

Semester Credit Hours	60
Overall Grade Average	2.0

PROFESSIONAL CREDENTIALS The school will reimburse the student for up to \$400 for two ARDMS examinations including the SPI exam and one specialty exam. The student must provide proof of payment and take the SPI exam prior to graduation and the specialty exam within 90 days of graduation to qualify for this benefit. AI cannot, and does not, promise that AI graduates will be eligible to take or pass these certification or registry exams upon graduation, or at any time in the future. The qualifications required to take these exams are determined solely by the issuing agency. Certifications or registries are not required for employment in any profession in which AI trains students. However, in some cases, certifications may enhance employment opportunities.

APTITUDE REQUIREMENTS OF THE PROFESSION

Applicants must review the following clinical standards to determine their ability and compatibility with aptitude requirements of sonographers. The applicant agrees he/she can demonstrate these basic abilities so he/she can acquire, through our training program, the skills described below.

- 1 Visual aptitude: discriminate among shades of gray, differentiate red, blue and associated shades, identify keys on a keyboard, read doctor's orders, requisitions, and medical records, interpret sonograms, assess patient's for skin pallor, respiratory distress, etc.
- 2 Auditory aptitude: hear speech within the normal audible range, discriminate among heart sounds, assess patient respiratory efforts, respond to department emergency procedure instructions, respond to patient requests when they are not facing you
- 3 Physical aptitude:
 - a Gross Motor: walk, crouch, stand, stoop, reach, push/pull exert up to 50 pounds of force while transporting, assisting, patients/equipment
 - b Fine Motor: fingering a keyboard, writing legible reports, assembling procedure trays

-
- 4 Intellectual aptitude: assess sonograms, differentiate among pathological and sonographic appearances, follow department protocols
 - 5 Emotional aptitude: demonstrate compassion for patients, cooperate with other staff, respond appropriately during emergencies, remain focused despite potential stressful situations related to the clinical work environment, accept constructive criticism
 - 6 Professional aptitude: maintain patient confidentiality, demonstrate honesty and integrity, demonstrate punctuality and a professional appearance, use appropriate language with patients, patient's families and healthcare providers

READINESS FOR A DISTANCE EDUCATION PROGRAM DECLARATION

Since our allied health programs are delivered in a hybrid or fully online format, students applying to the programs must complete a declaration acknowledging their readiness for distance education as part of the application process. The institution reserves the right to deny admission to applicants who are deemed unsuitable for the distance education mode of delivery, based upon the results of this self assessment. Applicants have the right to appeal the decision.

THEORY COURSE DELIVERY

Theory courses are designed to assist students in acquiring the knowledge necessary to make decisions while performing diagnostic ultrasounds and are implemented using an array of computer technologies that include weekly, live, online, interactive classes that are instructor-led. Classes are highly interactive with an extensive use of audio, visual and tactile activities to engage all types of learners. Classes are archived for students to review while studying.

LABORATORY COURSE DELIVERY

Laboratory courses are designed to assist students in acquiring the skills necessary to acquire the psychomotor skills necessary to perform ultrasound scanning. Students typically attend laboratory courses in the school's imaging lab.

CLINIC COURSE DELIVERY

Clinic courses are designed to assist students in applying the knowledge and skills in the "performance space" of a sonographer. Students attend clinic courses in a variety of patient care settings that use ultrasound for diagnostic purposes.

Students may have to accept a clinical site up to a 70 mile radius of their home. Students declining a clinical site will not be allowed to progress in their program. A student declining a clinical site a second time may not be able to continue in the program since your progression in the program is contingent upon successful completion of your clinical assignments and may be subject to dismissal from the program. As with an on-campus or on-line course, a student dismissed by the site for any disciplinary

measure, will fail the externship class and may be dismissed from the program. If this action does not result in dismissal from the program, the student will be required to obtain their own clinical site.

EXPLANATION OF THE COURSE CODES

Course codes consist of a combination of 3 or 4 letters followed by 3 numbers.

Significance of the Letters:

If the courses are foundation courses or are shared courses taken by students participating in both the cardiac and general concentrations, then the course code begins with DMS. If the course is specific to the cardiac concentration, it begins with the letters DMSC. If the course is specific to the general concentration, it begins with the letters DMSG.

Significance of the Numbers:

The first digit – All foundation and shared courses begin with the numeral “1”. All specialty specific courses begin with the numeral “2”.

The second digit – The second digit represents the term in which the course is taken. For example, courses taken in the first term, all have the numeral “1” as the second digit. All courses taken in the fifth term have the numeral “5” as the second digit.

The third digit – The third digit represents the type of course. Theory courses are “0” or “1” or “2”, combo courses consisting of lab and clinic are “5”, lab courses are “6” and clinic courses are “7”.

DISTANCE EDUCATION MODE OF DELIVERY

NEW STUDENT ORIENTATION

Orientation is typically held prior to the first day of class or during the first week of the programs. During orientation the student will have the opportunity to learn about the instructional and support personnel associated with the school and to review school and academic policies. It is important that students know all of the resources that will be available to assist them throughout the educational process.

Orientation to the online environment is provided through a combination of self-paced tutorials, live tech checks as well as participation in a Sandbox Course in which students may practice with the tools they will use in their online program. Students are also provided with an Online User Guide to assist them throughout their programs.

ONLINE THEORY CLASSES

The theory courses are delivered using an array of distance technologies. The primary distance technology is a virtual online classroom that the students will access per their class schedule by logging into a URL via the World Wide Web. The advantage of this platform is that the student can access the classroom from anywhere there is Internet access as long as the computer being used has met the requirements described below.

PERSONALIZED STUDENT WEB PAGES

Students will have 24/7 access to all of their course documents, course calendars, links to important websites, tests, grades, instructor emails, assignment drop boxes, and discussion board postings through

a learning resource web portal. Students have unique usernames and log-ins that direct them to their personal web pages, associated with the courses in which they are enrolled. This allows students to always have their course materials close at hand even when they are not at home. As long as they can access the Internet, they can access their course materials.

STUDENT IDENTITY VERIFICATION

Throughout their courses and programs, in order to access any of the credit-awarding distance education coursework, students must verify their identity through a combination of the following possible processes and procedures: course registration verification through the registrar's office, unique sign-on usernames and passwords, live proctor review of a form of photographic identification, some form of biometrics such as a fingerprint scanner or web cam.

STUDENT PRIVACY PROTECTION ASSOCIATED WITH IDENTITY VERIFICATION

All identity verification methods will include privacy protection for the student, whether through internal processes or third party processes. The Learning Management System used by the College includes an internal process for protection of student information associated with usernames and passwords that includes a system in which no passwords are visible in the database, but are encrypted and stored in a 28 character GUID, then hashed.

EXPENSES ASSOCIATED WITH STUDENT IDENTITY VERIFICATION PROCESSES

The school will assume expenses associated with identity verification unless the associated expenses have been previously identified as a required resource or equipment for enrolling into the program.

DISTANCE EDUCATION RESOURCES AND EQUIPMENT

The student participating in a distance education program will be required to have a computer (a laptop is recommended), reliable high speed Internet access and a microphone and speaker set up or combination headset with built-in microphone. The student may be required to download free software such as Apple Quicktime or Power Point Viewer. There is a Wizard that students will run that will provide step-by-step instructions for preparing their computers prior to their first online class. Tutorials are available for novice computer users and technical support is available through both the platform and the campus IT departments.

The online platform supports the following commonly used browsers:
Internet Explorer 5.0+, Netscape 7.0+, and Mozilla 1.0+

The online platform supports the following operating systems:
Windows 2000+, Mac OSX 10.2+ or Linux
128 MB RAM (256 MB recommended)

Many of the assignments will be prepared using Microsoft Word so students will need to be able to access Microsoft Word documents posted by their instructors and to complete their assignments using similar word processing software. There are no additional costs to the student associated with participation in the distance education delivery of courses.

EXAM PROCTORING

Although there are some examinations that are open book and unsupervised, there are other examinations that may require a proctor. The proctor may, at times, be a faculty member of the school and may require the student to visit the school during the scheduled examination time. At other times, the student who lives outside of a reasonable driving distance of the campus may be required to identify an approved proctor that meets the school's criteria. Additionally, the student may be required to use a "tech" proctor typically consisting of a web cam provided by the school. The tech proctor may include a photo identification process and possibly a fingerprinting process in order for the student to access an examination.

ONLINE COURSE ORIENTATION

Orientation to the online environment is provided through a combination of self-paced tutorials, live tech checks as well as participation in a Sandbox Course in which students may practice with the tools they will use in their online program. Students are also provided with an Online User Guide to exist them throughout their programs.

PREGNANCY POLICY

Pregnancy does not preclude attendance in the Diagnostic Medical Sonography programs unless the student has been counseled otherwise by her physician. American Institute does not endorse the repeated scanning of pregnant students.

STATEMENT OF GOOD HEALTH

Students recovering from injury, illness or pregnancy may be required to submit a statement from their physician certifying their ability to fulfill the physical requirements for clinical assignments.

COMMUNICABLE DISEASE POLICY

Should a student contract a communicable disease, that information must be provided immediately to American Institute. Depending upon the circumstances, the student may be administratively withdrawn from certain courses, particularly clinic courses, and then re-scheduled for make-up hours upon resolution of the disease.

DMS PROGRAM ATTENDANCE POLICY

Due to the stringent standards of the ultrasound profession that require an in-depth knowledge base, hands-on scanning skills, and professional attitudes, attendance in theory, lab and clinical courses is essential to a student's success in the program. Therefore, in the theory and laboratory courses, students are allotted 1 (one) unexcused absence per course. Excused absences are at the discretion of the Program Director. In the clinical courses, 100% of the hours for each clinical course must be completed prior to the start of the next term.

CARDIAC SONOGRAPHY PROGRAM (Clifton, NJ only)

INTRODUCTORY COURSES		Contact Hours	Sem Cr
Term I	BIO 112: Anatomy, Physiology and General Pathology	55	3.0
	IMG 113: Introduction to Sonography	55	3.0
	IMG 114: Introduction to Basic Scan Techniques	104	2.5
CARDIAC SONOGRAPHY CONCENTRATION COURSES		Contact Hours	Sem Cr
Term II	DMSC 121: Doppler Physics and Hemodynamics for the Cardiac Sonographer	55	3.0
	DMSC 122: Cardiac Cross Sectional Anatomy & Imaging Techniques	55	3.0
	DMSC 124: Basic Cardiac and Vascular Scan Techniques	104	2.5
Term III	DMS 230: Ultrasound Physics & Instrumentation I	45	3.0
	DMSC 231R: Cardiac Sonography I	46	3.0
	DMSC 236: Cardiac Scan Lab I	44	1.0
	DMSC 237: Cardiac Clinic I	160	3.0
Term IV	DMS 240: Ultrasound Physics & Instrumentation II	23	1.5
	DMSC 241R: Cardiac Sonography II	46	3.0
	DMSC 246: Cardiac Scan Lab II	44	1.0
	DMSC 247: Cardiac Clinic II	230	5.0
Term V	DMS 250: Ultrasound Physics & Instrumentation Review	23	1.5
	DMSC 251R: Cardiac Sonography III	46	3.0
	DMSC 256: Cardiac Mastery Lab	4	0
	DMSC 257: Cardiac Clinic III	325	7.0
Term VI	DMSC 261R: Cardiac Sonography Review	45	3.0
	DMSC 262R: Cardiac Sonography Emerging Technologies	22	1.0
	DMSC 267: Cardiac Clinic IV	325	7.0
TOTAL CONTACT HOURS / SEM CREDITS – INTRODUCTORY		214	8.5
TOTAL CONTACT HOURS / SEM CREDITS – CARDIAC CONCENTRATION		1642	51.5
TOTAL CONTACT HOURS / SEM CREDITS – PROGRAM		1856	60

Program Length: Days 18 months
Nights NA

GENERAL SONOGRAPHY PROGRAM

INTRODUCTORY COURSES		Contact Hours	Sem Cr
Term I	BIO 112: Anatomy, Physiology and General Pathology	55	3.0
	IMG 113: Introduction to Sonography	55	3.0
	IMG 114: Introduction to Basic Scan Techniques	104	2.5
GENERAL SONOGRAPHY CONCENTRATION COURSES		Contact Hours	Sem Cr
Term II	DMSG 121: Doppler Physics and Hemodynamics for the General Sonographer	55	3.0
	DMSG 122: Abdominal-pelvic Cross Sectional Anatomy & Imaging Techniques	55	3.0
	DMSG 124: Basic Abdomino-Pelvic and Vascular Scan Techniques	104	2.5
Term III	DMS 230: Ultrasound Physics & Instrumentation I	45	3.0
	DMSG 231R: Abdomen/Superficial Structures Sonography I	23	1.5
	DMSG 232R: Obstetrics/Gynecology Sonography I	23	1.5
	DMSG 236: General Scan Lab I	44	1.0
	DMSG 237: General Clinic I	160	3.0
Term IV	DMS 240: Ultrasound Physics & Instrumentation II	23	1.5
	DMSG 241R: Abdomen/Superficial Structures Sonography II	23	1.5
	DMSG 242R: Obstetrics/Gynecology Sonography II	23	1.5
	DMSG 246: General Scan Lab II	44	1.0
	DMSG 247: General Clinic II	230	5.0
Term V	DMS 250: Ultrasound Physics & Instrumentation Review	23	1.5
	DMSG 251R: Abdomen/Superficial Structures Sonography III	23	1.5
	DMSG 252R: Obstetrics/Gynecology Sonography III	23	1.5
	DMSG 256: General Mastery Scan Lab	4	0
	DMSG 257: General Clinic III	325	7.0
Term VI	DMSG 261R: General Sonography Review	45	3.0
	DMSG 262R: General Sonography Emerging Technologies	22	1.0
	DMSG 267: General Clinic IV	325	7.0
TOTAL CONTACT HOURS / SEM CREDITS – INTRODUCTORY		214	8.5
TOTAL CONTACT HOURS / SEM CREDITS – GENERAL CONCENTRATION		1642	51.5
TOTAL CONTACT HOURS / SEM CREDITS – PROGRAM		1856	60

Program Length: Days 18 months
Nights NA

COURSE DESCRIPTIONS

INTRODUCTORY COURSES

		SEMESTER CONTACT	CREDIT HOURS
BIO 112	ANATOMY, PHYSIOLOGY & CARDIAC PATHOLOGY	55	3

Theory course delivered using a combination of on-line lectures and seminars focusing on the organ systems scanned by diagnostic medical sonographers. Emphasis is on the interrelatedness of the organ systems and the concept of homeostasis. General pathology is discussed by introducing the disease categories of neoplasms, infection, vascular disease, congenital aberrations and trauma. Pathophysiology is addressed as it impacts the normal functioning of the organ systems. 3 semester credits. Prerequisite(s): none.

IMG 113	INTRODUCTION TO SONOGRAPHY	55	3
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Theory course delivered using a combination of on-line lectures and seminars introducing the multiple disciplines associated with medical sonography including: the history of ultrasound, the medical legal issues surrounding the practice of ultrasound, the qualities required of individuals practicing in the field, the basic skills and obligations associated with patient care, relevant medical and sonographic terminology, communication skills and acoustic principles. 3 semester credits. Prerequisite(s): none.

IMG 114	INTRODUCTION TO BASIC SCAN TECHNIQUES	104	2.5
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Combination hands-on laboratory and theory course in which students are introduced to the basic skills of ultrasound scanning. Emphasis is on basic knobology, scan techniques including patient positioning, transducer selection, image orientation, labeling, transducer manipulation, image recording, equipment safety, and protocol basics. Prerequisite(s): none.

SHARED COURSES

DMS 230	ULTRASOUND PHYSICS AND INSTRUMENTATION I	45	3
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Theory course delivered using a combination of on-line lectures and seminars focusing on the physical characteristics of sound, its impact on tissue and tissue's impact on the sound wave, parameters of continuous and pulsed sound waves, system components and transducer architecture. Prerequisite(s): IMG 113, DMSC 121 or DMSG 121.

DMS 240	ULTRASOUND PHYSICS AND INSTRUMENTATION II	23	1.5
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Theory course delivered using a combination of on-line lectures and seminars focusing on the components of an ultrasound system. Topics covered include types of transducers, beam formation, receiver components, image storage and displays. Prerequisite(s): DMS 230.

DMS 250	ULTRASOUND PHYSICS AND INSTRUMENTATION REVIEW	23	1.5
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Theory course delivered using a combination of on-line lectures and seminars focusing all sonographic physical principles relevant to the application of ultrasound technology to the field of medical diagnosis. Emphasis is on examination preparation and test-taking skills as all content is reviewed. Prerequisite(s): DMS 240.

CARDIAC CONCENTRATION COURSES

**DMSC 121 DOPPLER PHYSICS & HEMODYNAMICS FOR THE
CARDIAC SONOGRAPHER 55 3**

Theory course delivered using a combination of on-line lectures and seminars focusing on the factors that affect blood flow throughout the cardiovascular system and the Doppler physics techniques used to gather the information and display it on the screen. Aliasing and other imaging pitfalls will be covered as well as Color flow Doppler, spectral Doppler, and power angio. Both normal and abnormal patterns of blood flow will be discussed. 3.0 semester credits. Prerequisite(s): Algebra (higher level mathematics or statistics), general physics or radiographic physics, BIO 112.

**DMSC 122 CARDIOVASCULAR CROSS SECTIONAL
ANATOMY & IMAGING TECHNIQUES 55 3**

Theory course delivered using a combination of lectures and seminars focusing on the cross sectional anatomy of the heart and its position within the thorax as well as the scan planes used to scan the heart. Emphasis will be on the anatomical relationships between arterial and venous vascular segments relevant to the cardiac sonographer as well as the levels within the heart and the effect of transducer manipulation on imaging planes. Other imaging techniques relevant to the heart will be discussed. 3 semester credits. Prerequisite(s): BIO 112, IMG 114.

DMSC 124 BASIC CARDIAC AND VASCULAR SCAN TECHNIQUES 104 2.5

This is a combination hands-on laboratory and theory course in which students are introduced to both cardiac and vascular scan techniques: basic 2-D echocardiographic gray scale views, extracranial cerebrovascular, abdominal aorta, and peripheral arterial/venous waveform characteristics. The format emphasizes the skill development required to perform ultrasound studies. Students learn through drill and practice, role-playing, independent problem-solving activities and a teamwork approach to completing exercises. Prerequisite(s): IMG 114.

DMSC 231R CARDIAC SONOGRAPHY I 46 3

Theory course delivered through a combination of lectures and seminars focusing on the basic adult echo exam including the 12-lead ECG, continuation of 2-D views and addition of off-axis 2-D views as well as M-mode, and Doppler assessment cardiac structures identified in all 2-D views, indications for performing an echocardiogram, patient signs and symptoms and the most commonly seen pathologies. Pathologies focus on the most common valvular disease, myopathies, carditis, and effusions. Prerequisite(s): DMSC 121, DMSC 122.

DMSC 236 CARDIAC SCAN LAB I 44 1

Hands-on laboratory course in an instructional setting in which students are scanning all 2-D gray scale imaging views associated with the echocardiogram, including off axis views, with emphasis on obtaining and holding each view, identifying all visualized structures, optimizing each view and correlating cardiac mechanical activity with the electrical tracing of the conduction system. Prerequisite(s): DMSC 124.

DMSC 237	CARDIAC CLINIC I	160	3
Students will orient to the clinical environment of a sonographer by interacting with patients and staff, and by observing, assisting with and performing various patient care and sonographic duties with direct supervision. Students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a clinical setting. Prerequisite(s): DMSC 121, DMSC 122, and DMSC 124.			
DMSC 241R	CARDIAC SONOGRAPHY II	46	3
Theory course delivered through a combination of lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the cardiovascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. Prerequisite(s): DMSC 231R.			
DMSC 246	CARDIAC SCAN LAB II	44	1
Hands-on laboratory course in an instructional setting in which students optimize all 2-D gray scale imaging views associated with the echocardiogram, hone Doppler assessment techniques to include both color flow and spectral Doppler calculations in all appropriate views, and obtain M-mode and gray scale linear measurements. Prerequisite(s): DMSC 236.			
DMSC 247	CARDIAC CLINIC II	230	5
The application of sonographic knowledge and skills in a cardiac sonography patient care setting in which students scan short tasks on multiple patients as well as performing other sonographic duties with direct supervision. Students focus on scanning 2-D echocardiographic views; begin the process of taking a patient history and document pathological findings. Prerequisite(s): DMSC 237.			
DMSC 251R	CARDIAC SONOGRAPHY III	46	3
Theory course delivered through a combination of lectures and seminars focusing on congenital anomalies and the more advanced assessment techniques including: trans-esophageal echo and interventional echocardiography. Prerequisite(s): DMSC 241R.			
DMSC 256	CARDIAC MASTER SCAN LAB	4	0
Hands-on laboratory course in an instructional setting in which students are assessed for mastery and fluency on all program specific protocol skills. Prerequisite(s): DMSC 246.			
DMSC 257	CARDIAC CLINIC III	325	7
The application of sonographic knowledge and skills in a cardiac sonography patient care setting in which students obtain all 2D views, perform Doppler assessments with calculations and obtain linear measurements on most patients with limited mentor supervision. Prerequisite(s): DMSC 247.			
DMSC 261R	CARDIAC SONOGRAPHY REVIEW	45	3
Theory course delivered using a combination of lectures and seminars focusing on an in-depth review of adult echocardiographic assessment and pathological conditions with an emphasis on test taking skills and registry preparation. Prerequisite(s): DMSC 251R.			

DMSC 262R CARDIAC SONOGRAPHY EMERGING TECHNOLOGIES 22 1

Theory course delivered using a combination of lectures and seminars presenting a discussion of the more advanced and emerging assessment techniques including: color tissue Doppler, 3-D/4-D and strain imaging. Prerequisite(s): DMSC 251R.

DMSC 267 CARDIAC CLINIC IV 325 7

The application of sonographic knowledge and skills in a cardiac sonography patient care setting in which students scan protocols independently with only indirect mentor supervision, develop their pathology recognition skills, and scan more challenging patients. Students gain fluency (quality plus speed) and confidence in their problem-solving abilities while applying good ethical practices. At a minimum, student skills are consistent with an entry level sonographer. Prerequisite(s): DMSC 257.

GENERAL CONCENTRATION COURSES

DMSG 121 DOPPLER PHYSICS & HEMODYNAMICS FOR THE GENERAL SONOGRAPHER 55 3

Theory course delivered using a combination of on-line lectures and seminars focusing on the factors that affect blood flow throughout the body with an emphasis on the extracranial cerebrovascular system, peripheral arterial system, peripheral venous system and abdominal, visceral blood flow. Both normal and abnormal patterns of blood flow will be discussed. Prerequisite(s): Algebra (higher level mathematics or statistics), general physics or radiographic physics, BIO 112.

DMSG 122 ABDOMINO-PELVIC CROSS SECTIONAL ANATOMY & IMAGING TECHNIQUES 55 3

Theory course delivered using a combination of on-line lectures and seminars focusing on the concept of cross sectional anatomy and how it relates to the 3 dimensional anatomy being scanned by the sonographer. Course focus in on the abdominal organs, emphasizing scanning planes, directional orientation and slice thickness created by the scan beam as well as correlations with other imaging techniques. Prerequisite(s): BIO 112, IMG 114.

DMSG 124 BASIC ABDOMINO-PELVIC AND VASCULAR SCAN 104 2.5

Combination hands on laboratory and theory course in which students are introduced to abdominal scan protocols and extracranial cerebrovascular, peripheral arterial/venous and visceral waveform characteristics. The format emphasizes the skill development required to perform ultrasound. Students learn through drill and practice, role-playing, independent problem-solving activities and a teamwork approach to completing exercise. Prerequisite(s): IMG 114.

DMSG 231R ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY I 23 1.5

Theory course delivered using a combination of on-line lectures and seminars focusing on the detailed anatomy and sonographic assessment of the abdomen, superficial structures and vascular system: including normal sonographic patterns, normal variants, indications for scanning the abdomen, basic abdominal protocols and most common pathologies. Prerequisite(s): DMSG 121, DMSG 122.

DMSG 232R OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY I	23	1.5
Theory course delivered using a combination of on-line lectures and seminars focusing on the detailed anatomy and sonographic assessment of the gravid and non-gravid female pelvis: including normal sonographic patterns, normal variants, indications for scanning the pelvis, basic obstetrical and gynecological protocols and most common pelvic pathologies. Prerequisite(s): DMSG 121, DMSG 122.		
DMSG 236 GENERAL SCAN LAB I	44	1
Hands-on laboratory course in an instructional setting in which students scan all basic protocols of the abdominal and superficial organs as well as the uterine environment. Demonstrations of dating pregnancies and basic fetal anatomy surveys. 1 semester credit. Prerequisite(s): DMSG 124.		
DMSG 237 GENERAL CLINIC I	160	3.0
Students will orient to the clinical environment of a sonographer by interacting with patients and staff, and by observing, assisting with and performing various patient care and sonographic duties with direct supervision. Students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a clinical setting. Prerequisite(s): DMSG 121, DMSG 122, and DMSG 124.		
DMSG 241R ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY II	23	1.5
Theory course delivered using a combination of on-line lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the abdomen, superficial structures and vascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. Prerequisite(s): DMSG 231R.		
DMSG 242R OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY II	23	1.5
Theory course delivered using a combination of on-line lectures and seminars focusing on the gravid and non gravid pelvis and the associated pathological conditions. Emphasis is on the correlation between patient history, lab values, pathological process, sonographic appearance and writing a preliminary report. All pathologies and fetal anomalies will be considered. Case studies will present both sonographic and medico-legal challenges. Prerequisite(s): DMSG 232R.		
DMSG 246 GENERAL SCAN LAB II	44	1
Hands-on laboratory course in an instructional setting in which emphasis is on tricks and tips for image optimization, particularly while scanning the more challenging patients. Students use the more advanced machine functions while increasing speed of scanning. 1 credit. Prerequisite(s): DMSG 236.		
DMSG 247 GENERAL CLINIC II	230	5
The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan some abdominal protocols of diagnostic quality with limited mentor supervision, striving for completeness and diagnostic quality. Students are able to take a patient history, identify and document pathological findings, prepare a preliminary report, and present findings to the physician. Prerequisite(s): DMSG 237.		

DMSG 251R ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY III	23	1.5
Theory course delivered using a combination of on-line lectures and seminars focusing on musculoskeletal assessment using ultrasound as well as procedures-guidance, transplant evaluation, and pediatric emergencies. Prerequisite(s): DMSG 241R.		
DMSG 252R OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY III	23	1.5
Theory course delivered using a combination of on-line lectures and seminars focusing on the neonate and its relationship to prenatal sonographic findings, the associated indications, scan techniques, sonographic appearance and pathology recognition of the newborn. Prerequisite(s): DMSG 242R.		
DMSG 256 GENERAL MASTERY SCAN LAB	4	0
Hands-on laboratory course in an instructional setting in which students are assessed for mastery and fluency on all program specific protocol skills. Prerequisite(s): DMSG 246.		
DMSG 257 GENERAL CLINIC III	325	7
The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan abdominal, superficial, gynecological and obstetrical protocols of diagnostic quality with limited mentor supervision, striving for completeness and diagnostic quality. Prerequisite(s): DMSG 247.		
DMSG 261R GENERAL SONOGRAPHY REVIEW	45	3
Theory course delivered using a combination of on-line lectures and seminars focusing on presenting unusual cases and an in-depth review of abdominal/superficial structures, obstetrical and gynecological ultrasound assessment and pathological conditions with an emphasis on test taking skills and registry preparation. Prerequisite(s): DMSG 251R, DMSG 252R.		
DMSG 262R GENERAL SONOGRAPHY EMERGING TECHNOLOGIES	22	1
Theory course delivered using a combination of on-line lectures and seminars focusing on advanced techniques and emerging technologies in the field of general ultrasound. Prerequisite(s): DMSG 251R, DMSG 252R.		
DMSG 267 GENERAL CLINIC IV	325	7
The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan protocols independently with only indirect mentor supervision, develop their pathology recognition skills, and scan more challenging patients. Students gain fluency (quality plus speed) and confidence in their problem-solving abilities while applying good ethical practices. At a minimum, student skills are consistent with an entry level sonographer. Prerequisite(s): DMSG 257.		