



**AIB STUDENT PLANNER & HANDBOOK**  
**2011-2012**

**MISSION**

*AIB College of Business is dedicated to providing quality educational opportunities that prepare students to build careers in business.*

*This belongs to:*

**Name:** \_\_\_\_\_

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

**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

## **VISION**

AIB College of Business will continue to be a leader in educating a diverse population of students to become highly respected graduates who are actively recruited by employers.

## **VALUES**

- We value quality education – personal development for all.
- We value leadership, teamwork, and open communication.
- We foster a campus environment based on respect and integrity.
- We embrace and encourage diversity among the campus community.
- We believe in ethical and honest decision making and fiscal stewardship of College resources.
- We teach and demonstrate the importance of service to others, both locally and globally.
- We support the health and wellness of our students, faculty, and staff through formal education, social activities, athletics, and campus life.

## **STATEMENT OF CIVILITY & DIVERSITY**

AIB College of Business respects people from all backgrounds, viewpoints and beliefs, and supports a common bond and respect for people with rights protected under federal, state, and local laws.

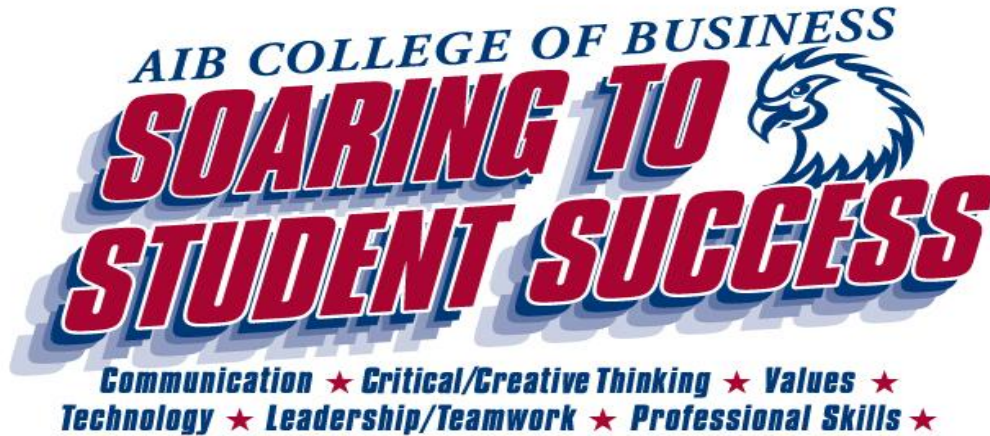
The College is committed to fostering an environment that encourages diverse backgrounds, including people of different ages, disabilities, ethnic and cultural backgrounds, genders, health conditions, national origins, races, religions, sexual orientation and/or gender identities. The College believes it should capitalize on the strengths of these differences to provide an environment of inclusion and understanding across campus.

The College does not tolerate bullying and ridicule on its campus, but instead encourages everyone to work together to ensure that the College remains supportive and welcoming to all views and beliefs. Part of what makes AIB a special institution is our values, which encourage civility, mutual understanding, and respect of differences of all kinds.

There is no question a diverse higher educational institution stimulates new perspectives and enhances student learning. Embracing diversity helps broaden our ways of thinking, and such experiences help prepare our students to become successful future business leaders. Successful leaders are those who are able to appreciate the individual strengths of others and accept those with different viewpoints than their own. They demonstrate the ability to foster positive leadership and the creation of team cooperation in the workplace.

## INSTITUTIONAL LEARNING OUTCOMES

Regardless of students' chosen majors, the College expects each student will be able to meet the following Institutional Learning Outcomes. These learning outcomes guide curricular content of the College. Students will reflect on these learning outcomes in their capstone courses.



1. Articulate an idea, plan, or solution using effective oral and written communications skills appropriate to a given business situation.
2. Identify problems or questions, and efficiently gather and evaluate information and resources, to recommend effective solutions or answers.
3. Display behaviors indicating a concern for one's role in the betterment of their local and global communities.
4. Utilize appropriate technologies to effectively and efficiently analyze data and to communicate ideas and solutions.
5. Demonstrate effective use of leadership and teamwork.
6. Develop and apply professional skills appropriate to one's chosen field of study

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## **AIB COLLEGE OF BUSINESS** **2011-2012 ACADEMIC CALENDAR**

### **FALL TERM 2011**

New Student Activities	September 6, 2011
Classes Begin	September 7, 2011 (Classes held Friday, September 9th)
Finals	November 16-17, 2011
Fall Term Ends	November 18, 2011

### **WINTER TERM 2011-12**

Classes Begin	November 28, 2011
Holiday Break	December 23 (Friday), 2011-January 8, 2012
Classes Resume	January 9, 2012
Class Make-up Day	February 21, 2012
Finals	February 22-23, 2012
Winter Term Ends	February 24, 2012

### **SPRING TERM 2012**

Classes Begin	March 5, 2012
No Day Classes	April 9, 2012
Finals	May 16-17, 2012
Spring Term Ends	May 18, 2012

### **SUMMER TERM 2012**

Commencement	June 3, 2012
Classes Begin	June 4, 2012
July 4th Holiday Break	July 4-8, 2012
Classes Resume	July 9, 2012 (Classes held Friday, July 13th)
Finals	August 15-16, 2012
Summer Term Ends	August 17, 2012

### **FALL TERM 2012**

New Student Activities	September 4, 2012
Classes Begin	September 5, 2012 (Classes held Friday, September 7th)



## AIB COLLEGE OF BUSINESS 2012-2013 ACADEMIC CALENDAR

### FALL TERM 2012

New Student Activities	September 4, 2012
Classes Begin	September 5, 2012 (Classes held Friday, September 7th)
Finals	November 14-15, 2012
Fall Term Ends	November 16, 2012

### WINTER TERM 2012-13

Classes Begin	November 26, 2012
Holiday Break	December 21 (Friday), 2012-January 6, 2013
Classes Resume	January 7, 2013
Class Make-up Day	February 19, 2013
Finals	February 20-21, 2013
Winter Term Ends	February 22, 2013

### SPRING TERM 2013

Classes Begin	March 4, 2013
No Day Classes	April 1, 2013
Finals	May 15-16, 2013
Spring Term Ends	May 17, 2013

### SUMMER TERM 2013

Commencement	June 2, 2013
Classes Begin	June 3, 2013
July 4th Holiday Break	July 4-7, 2013
Classes Resume	July 8, 2013
Finals	August 14-15, 2013
Summer Term Ends	August 16, 2013

### FALL TERM 2013

New Student Activities	September 9, 2013
Classes Begin	September 10, 2013

## 2011-12 AIB Men's Basketball Schedule

Day	Date	Opponent	Location	Time
Mon.	10/17/2011	vs. Quakerdale Promise Academy %	Des Moines, Iowa	7 p.m.
Sat.	10/29/2011	vs. York College	Des Moines, Iowa	4 p.m.
Wed.	11/2/2011	vs. Graceland University	Des Moines, Iowa	8 p.m.
Sat.	11/5/2011	vs. Briar Cliff University	Des Moines, Iowa	3 p.m.
Tues.	11/15/2011	vs. Simpson College	Des Moines, Iowa	8 p.m.
Fri.	11/18/2011	at Wildcat Classic #	Canton, Mo.	TBD
Sat.	11/19/2011	at Wildcat Classic #	Canton, Mo.	TBD
Tues.	11/22/2011	at Graceland University	Lamoni, Iowa	7 p.m.
Fri.	11/25/2011	at Hampton Inn Classic ^	Bellevue, Neb.	TBD
Sat.	11/26/2011	at Hampton Inn Classic ^	Bellevue, Neb.	TBD
Wed.	11/30/2011	vs. Dakota State University	Des Moines, Iowa	7:30 p.m.
Sat.	12/3/2011	vs. Iowa Wesleyan College *	Des Moines, Iowa	3 p.m.
Mon.	12/5/2011	vs. Faith Baptist University	Des Moines, Iowa	8 p.m.
Wed.	12/7/2011	at St. Ambrose University *	Davenport, Iowa	7:30 p.m.
Sat.	12/10/2011	vs. Ashford University *	Des Moines, Iowa	3 p.m.
Fri.	12/30/2011	at Dakota State University	Madison, S.D.	7:30 p.m.
Wed.	1/4/2012	vs. Grand View University *	Des Moines, Iowa	7:30 p.m.
Sat.	1/7/2012	at Viterbo University *	La Crosse, Wis.	3 p.m.
Wed.	1/11/2012	vs. Waldorf College *	Des Moines, Iowa	7:30 p.m.
Sat.	1/14/2012	vs. Mount Mercy University *	Des Moines, Iowa	3 p.m.
Wed.	1/18/2012	vs. William Penn University *	Des Moines, Iowa	7:30 p.m.
Sat.	1/21/2012	at Clarke University *	Dubuque, Iowa	3 p.m.
Mon.	1/23/2012	at Iowa Wesleyan College *	Mount Pleasant, Iowa	7:30 p.m.
Thurs.	1/26/2012	at Ashford University *	Clinton, Iowa	7:30 p.m.
Sat.	1/28/2012	vs. St. Ambrose University *	Des Moines, Iowa	3 p.m.
Wed.	2/1/2012	at Grand View University *	Des Moines, Iowa	7:30 p.m.
Sat.	2/4/2012	vs. Viterbo University *	Des Moines, Iowa	3 p.m.
Wed.	2/8/2012	at Waldorf College *	Forest City, Iowa	7:30 p.m.
Sat.	2/11/2012	at Mount Mercy University *	Cedar Rapids, Iowa	3 p.m.
Wed.	2/15/2012	at William Penn University *	Oskaloosa, Iowa	7:30 p.m.
Sat.	2/18/2012	vs. Clarke University *	Des Moines, Iowa	3 p.m.
Wed.	2/22/2012	MCC First-Round	Campus Sites	7 p.m.
Fri.	2/24/2012	MCC Semifinals	Campus Sites	7 p.m.
Sun.	2/26/2012	MCC Championship	Campus Sites	7 p.m.

% Scrimmage \*Midwest Collegiate Conference Game

# Wildcat Classic Culver-Stockton College ^ Hampton Inn Classic Bellevue University

Games and times subject to change. Please check [www.aibeagles.com](http://www.aibeagles.com) for schedule updates.



## 2011-12 AIB Women's Basketball Schedule

Day	Date	Opponent	Location	Time
Wed.	11/2/2011	vs. Graceland University	Des Moines, Iowa	6 p.m.
Sat.	11/5/2011	vs. College of Saint Mary	Des Moines, Iowa	1 p.m.
Fri.	11/11/2011	vs. Lincoln Christian College #	Ankeny, Iowa	2 p.m.
Sat.	11/12/2011	vs. Northland International University #	Ankeny, Iowa	10 a.m.
Tues.	11/15/2011	vs. Simpson College	Des Moines, Iowa	6 p.m.
Fri.	11/18/2011	at Faith Baptist University	Ankeny, Iowa	5:30 p.m.
Tues.	11/22/2011	at Graceland University	Lamoni, Iowa	5 p.m.
Mon.	11/28/2011	vs. Dordt College	Des Moines, Iowa	6 p.m.
Wed.	11/30/2011	vs. Culver-Stockton College	Des Moines, Iowa	5:30 p.m.
Sat.	12/3/2011	vs. Iowa Wesleyan College *	Des Moines, Iowa	1 p.m.
Mon.	12/5/2011	vs. Faith Baptist University	Des Moines, Iowa	6 p.m.
Wed.	12/7/2011	at St. Ambrose University *	Davenport, Iowa	5:30 p.m.
Sat.	12/10/2011	vs. Ashford University *	Des Moines, Iowa	1 p.m.
Thurs.	12/15/2011	at College of Saint Mary	Omaha, Neb.	7 p.m.
Sat.	12/17/2011	vs. Central College	Des Moines, Iowa	2 p.m.
Fri.	12/30/2011	at Dakota State University	Madison, S.D.	5:30 p.m.
Wed.	1/4/2012	vs. Grand View University *	Des Moines, Iowa	5:30 p.m.
Sat.	1/7/2012	at Viterbo University *	La Crosse, Wis.	1 p.m.
Wed.	1/11/2012	vs. Waldorf College *	Des Moines, Iowa	5:30 p.m.
Sat.	1/14/2012	vs. Mount Mercy University *	Des Moines, Iowa	1 p.m.
Wed.	1/18/2012	vs. William Penn University *	Des Moines, Iowa	5:30 p.m.
Sat.	1/21/2012	at Clarke University *	Dubuque, Iowa	1 p.m.
Mon.	1/23/2012	at Iowa Wesleyan College *	Mount Pleasant, Iowa	5:30 p.m.
Thurs.	1/26/2012	at Ashford University *	Clinton, Iowa	5:30 p.m.
Sat.	1/28/2012	vs. St. Ambrose University*	Des Moines, Iowa	1 p.m.
Wed.	2/1/2012	at Grand View University *	Des Moines, Iowa	5:30 p.m.
Sat.	2/4/2012	vs. Viterbo University *	Des Moines, Iowa	1 p.m.
Wed.	2/8/2012	at Waldorf College *	Forest City, Iowa	5:30 p.m.
Sat.	2/11/2012	at Mount Mercy University*	Cedar Rapids, Iowa	1 p.m.
Wed.	2/15/2012	at William Penn University *	Oskaloosa, Iowa	5:30 p.m.
Sat.	2/18/2012	vs. Clarke University *	Des Moines, Iowa	1 p.m.
Thurs.	2/23/2012	MCC First-Round	Campus Sites	7 p.m.
Sat.	2/25/2012	MCC Semifinals	Campus Sites	7 p.m.
Mon.	2/27/2012	MCC Championship	Campus Sites	7 p.m.

# Faith Baptist Tournament (Ankeny, Iowa) \*Midwest Collegiate Conference Game

Games and times subject to change. Please check [www.aibeagles.com](http://www.aibeagles.com) for schedule updates.



## 2011 AIB Volleyball Schedule

Day	Date	Opponent	Location	Time
Wed.	9/7/2011	vs. St. Ambrose University*	Des Moines, Iowa	7 p.m.
Fri.	9/9/2011	vs. Robert Morris University ^	Dubuque, Iowa	TBD
		vs. Calumet University ^	Dubuque, Iowa	TBD
		vs. Clarke University ^	Dubuque, Iowa	TBD
Tues.	9/13/2011	at Grand View University*	Des Moines, Iowa	7 p.m.
Thurs.	9/15/2011	vs. Grace University	Des Moines, Iowa	7 p.m.
Sat.	9/17/2011	vs. Wentworth Military College	Des Moines, Iowa	2 p.m.
Wed.	9/21/2011	at Waldorf College*	Forest City, Iowa	7 p.m.
Fri.-Sat.	9/23-24/11	at Grace University Tournament	Omaha, Neb.	TBD
Tues.	9/27/2011	vs. William Penn University*	Des Moines, Iowa	7 p.m.
Wed.	10/5/2011	at Viterbo College*	La Crosse, Wis.	7 p.m.
Sat.	10/8/2011	at College of Saint Mary	Omaha, Neb.	TBD
Tues.	10/11/2011	vs. Iowa Wesleyan College*	Des Moines, Iowa	7 p.m.
Wed.	10/19/2011	at Ashford University*	Clinton, Iowa	7 p.m.
Fri.	10/21/2011	vs. Peru State College %	Des Moines, Iowa	2 p.m.
		vs. Illinois Tech %	Des Moines, Iowa	6 p.m.
Sat.	10/22/2011	vs. Graceland University %	Des Moines, Iowa	10 a.m.
		vs. University of Sioux Falls %	Des Moines, Iowa	2 p.m.
Tues.	10/25/2011	at Mount Mercy College*	Cedar Rapids, Iowa	7 p.m.
Fri.	10/28/2011	at Avila University	Kansas City, Mo.	6 p.m.
Sat.	10/29/2011	at Wentworth Military College	Lexington, Mo.	2 p.m.
Tues.	11/1/2011	vs. Clarke University*	Des Moines, Iowa	7 p.m.
Sat.	11/5/2011	MCC Quarterfinals	Campus Site	TBD
Wed.	11/9/2011	MCC Semifinals	Campus Site	TBD
Sat.	11/12/2011	MCC Championship	Campus Site	TBD
Sun.	11/20/2011	NAIA Opening Round	Campus Site	TBD
Tues.-Sat.	11/29/11-12/3/11	NAIA Championship –Tyson Events Center	Sioux City, Iowa	TBD

^ Clarke University Quad % Grand View University Tournament

\* Midwest Collegiate Conference Game



\*Games and times subject to change. Please check [www.aibeagles.com](http://www.aibeagles.com) for schedule updates.



# **AIB COLLEGE OF BUSINESS**

## **2011-2012 STUDENT HANDBOOK**

*Information in this handbook does not constitute a contract between AIB College of Business and a student. AIB reserves the right to make changes in curricula, admission policies and procedures, tuition and financial aid (including scholarships), academic standards and guidelines, student services, and any other requirements, rules, policies, or procedures set forth in this handbook, without giving prior notice.*

## **CAMPUS INFORMATION**

### **LOCATIONS**

**AIB College of Business** is located two miles south of downtown Des Moines and two miles north of the Des Moines International Airport. The 20-acre campus overlooks the city's skyline, which is a hub for business and government activities and cultural affairs. The College features 17 buildings and apartment-style housing.

AIB is neighbored by Des Moines Gray's Lake and Des Moines Water Works parks. Des Moines offers a variety of local attractions, including the Des Moines Art Center, Blank Park Zoo, Iowa State Fair, Science Center of Iowa, Wells Fargo Arena and Principal Park – all within minutes from AIB.

### **KEITH FENTON ADMINISTRATION BUILDING**

Within the Keith Fenton Administration Building, the following offices/departments are located:

1st Floor – Eagle's Landing Bookstore, City View Diner and Patio

2nd Floor – Office of the President, Human Resources, Admissions, Administrative Support Services, Financial Management, Business Services and Forsyth Financial Aid Services

3rd Floor – IT Application Services, IT Services/IT Helpdesk

Throughout the building, there are faculty offices/classrooms for the Accounting Department, as well as the Communications and General Studies Department. Of those classrooms located in the KFAB, six are computer-networked classrooms.

The Keith Fenton Administration Building (KFAB) is open 7 a.m. to 9:30 p.m. Monday through Wednesday, 7 a.m. to 6 p.m. Thursday, and 7 a.m. to 4:30 p.m. on Friday. After 6 p.m. Monday through Wednesday, entrance to the KFAB is by student ID card electronic access.

### **ADMISSIONS**

Interested students usually begin by visiting Admissions which is located on the second floor of the Keith Fenton Administration Building. Information on AIB majors is available and interested students can meet with an Admissions Counselor to find out more about AIB.

### **BUSINESS SERVICES**

Student financial records are kept by Business Services which is located on the second floor of the Keith Fenton Administration Building.

Tuition, housing, and other fees are paid at Business Services. In order to begin classes each term, all financial matters must be covered by some means of financial aid (meeting set deadlines) or other documented assistance by the first day of each term. If these items are not in place, the account must be paid in full or a payment plan approved with a service fee assessed and the first one-third of the personal balance paid.

Utility charges for Merk, Dalton, Davidson, Power, Opie, Honors, and Eagles Hall residents are to be paid at Business Services upon receipt of the bill.

Personal checks and student payroll checks, which are disbursed through the Business Services Office, may be cashed up to \$300. A cash withdrawal of \$300 from student loan disbursements is allowed one time per term. Identification is required when transacting business at Business Services.

### **THE EAGLE'S LANDING BOOKSTORE**

The Eagle's Landing Bookstore is located on the first floor of the Keith Fenton Administration Building. Textbooks, supplies, and equipment necessary for classes are available from the Bookstore as well as AIB logo merchandise, office supplies, and everyday essentials. All course requirements will be available from the Bookstore and should be purchased upon receiving your schedule for the upcoming term. Verification of your schedule will be required to make textbook purchases. Parking tags are required to park on campus. You may obtain the appropriate parking tag at the Eagle's Landing Bookstore. The Eagle's Landing Bookstore stocks new and used books. Used books are sold at 25 percent less than new books. Tender accepted in the Bookstore include cash, check, credit or charges to your student account. If you have available funds on your student account, you may request your purchase be charged to your account. Bookstore staff can verify if you have funds available and thus permission to charge your account. Beginning the first Wednesday of each term, charges on an account require a "permission to charge" slip from Business Services. If you need to return a book you may do so with a valid sales receipt. Returns for a full refund are accepted through Friday of the second week of the term. Returns are refunded in the same form as payment was made. During finals week of each term, the Eagle's Landing Bookstore hosts a book buy-back. Exact dates and locations are advertised prior to each buy-back event. If you need to cash a check on campus, the Eagle's Landing Bookstore can cash personal checks up to \$25, with your student ID. Operating hours for the Eagle's Landing Bookstore are Monday-Thursday 8 a.m. to 6 p.m. and closed Fridays. You may also contact the Eagle's Landing Bookstore at bookstore@aib.edu.

### **CITY VIEW DINER**

The City View Diner is located on the first floor of the Keith Fenton Administration Building. The Diner provides dining facilities for students, faculty, staff, and guests. The menu includes a daily special, grilled and fried items, soup, cold sandwiches, a salad bar and a selection of to-go items. Additional beverage and snack vending machines are available in several locations around campus including the Keith Fenton Administration Building, Wells Hall, Fenton Hall, and the Court Reporting and Captioning Center. Operating hours for the Diner are Monday-Thursday, 7 a.m. to 2 p.m., and most Friday's, 7:30 a.m. to 9:30 a.m. Contact the City View Diner at diner@aib.edu.

### **INFORMATION TECHNOLOGY SERVICES/IT HELPDESK**

If you experience technical difficulty while online and your faculty member is not available to assist you, you may contact the IT Helpdesk by e-mail or phone during the following hours:

**Office Hours:** Room 306 in the Keith Fenton Administration Bldg.

Monday – Wednesday 7:30 a.m. to 8:00 p.m.

Thursday and Friday 7:30 a.m. to 4:00 p.m.

**Break Hours:** Monday – Friday 7:30 a.m. to 4:00 p.m.

No after-hours support during break weeks

Closed during campus holidays when offices are closed.

Outside the hours listed above, a member of the IT Helpdesk staff is available remotely (off campus) to assist you. You may reach the IT Helpdesk during these periods by e-mailing [helpdesk@aib.edu](mailto:helpdesk@aib.edu) or by calling (515) 246-5343. When IT Helpdesk staff members are off campus some hardware and software issues are unable to be resolved. If this is the case, the IT Helpdesk staff will inform you of this and will contact you the next working day to resolve your issue. If you call the IT Helpdesk, and you receive a voice-mail recording, you should leave a message with your name and phone number so the IT Helpdesk staff can return your call in a timely manner.

#### **FORSYTH FINANCIAL AID SERVICES**

Forsyth Financial Aid Services is dedicated to assisting students and their families in meeting the cost of education. Financial aid programs include gifts (grants and scholarships), loans (borrowed money to be repaid), or college work-study (earnings from on-campus employment). A financial aid package generally will include aid from more than one financial aid program.

To qualify for the federal and state financial aid programs available at AIB, students must demonstrate financial need by filing a Free Application for Federal Student Aid (FAFSA). Applications should be received by the processor by April 1 to ensure that deadlines for the various programs are met. Please contact AIB Admissions or Forsyth Financial Aid Services for complete program descriptions, deadlines, and additional information concerning financial aid. Office hours are Monday – Wednesday, 7:30 a.m. – 5:30 p.m., and Thursday – Friday, 7:30 a.m. – 4:30 p.m.

#### **WELLS HALL**

Wells Hall is a classroom building located in the center of campus. Classrooms/faculty offices for the Business Administration, and Communications and General Studies academic departments are in this building. The Wells Hall computer lab (located in Room 16) is open Monday – Wednesday 7 a.m. – 9:30 p.m., Thursday 7 a.m. – 4:30 p.m., and Friday 7 a.m. – Noon. After 2:30 p.m., entrance to Wells Hall is by student ID card electronic access.

#### **ACADEMIC CENTER**

The Academic Center houses the offices of the Vice President for Academic Affairs and the Chief Academic Officer. The Academic Center also houses the following academic services: Academic Advising, Academic Resources, Adjunct Faculty Office, Community Engagement, Disability Services, Library, Registrar's Office, Student Counseling, and Tutoring. The Academic Center is open 7 a.m. to 9:30 p.m. Monday through Wednesday, and 7 a.m. – 4:30 p.m. Thursday and Friday. See separate Library hours below. After 4:30 p.m., entrance to the Academic Center is by student ID card electronic access.

#### **LIBRARY**

The Library, located on the first floor of the Academic Center, is a resource for students, faculty, staff and alumni. The circulating collection consists of books, periodicals, videos, audiotapes and CDs. Reference books, reserve materials, newspapers, computers, tape recorders, scanners, photocopy machines, and Internet access, including wireless access, are provided to students for in-library use. Several electronic databases, such as ProQuest Central, EBSCOHost, Access World News and Britannica Online can be accessed via the Library page on the AIB website or Portal. Also available via the Library page on the website and Portal are the Online Book Club and the

Library's online catalog (<http://library.aib.edu>). The Library also participates in a statewide interlibrary loan program. The Library staff is available to provide assistance with research, use of the databases, and any of the other resources available in the Library. During Library hours, a staff member is available to answer questions immediately via ElluminateLive (<http://elluminate.aib.edu>).

An AIB student or employee ID is preferred when checking out materials.

The Library's hours are as follows:

Sunday	5:00 pm – 8:00 pm
Monday-Thursday	7:00 am – 9:30 pm
Friday	7:00 am – 4:30 pm
Saturday	Closed

After 4:30 p.m., entrance to the Academic Center/Library is by student ID card electronic access.

Library hours change over holidays and term breaks. These changes will be posted in the library.

#### **COURT REPORTING AND CAPTIONING CENTER**

The Court Reporting and Captioning Center includes classrooms as well as dictation rooms and networked computer labs for steno and voice transcription and realtime practice. The Court Reporting and Captioning Center also houses offices for the Court Reporting and Captioning faculty. A student lounge with computers and a work area is located on the lower level.

#### **JOHNSON ALUMNI CENTER**

The Johnson Alumni Center houses the Advancement and Alumni Offices, Marketing, the Bill Reichardt Clothes Closet, and two guest apartments. It is also home to the offices for the Rotary Club of Des Moines.

#### **ADVANCEMENT AND ALUMNI OFFICES**

The AIB Advancement Department serves as a liaison among alumni, students, faculty, staff, and friends of the College. The *AIB Insider* is published several times throughout the year and distributed to alumni, students, and friends of the College. Each publication includes alumni and College news and lists upcoming activities including College reunions and alumni outings. The Advancement staff serves the College by raising money for student scholarships and athletics. All of the funds raised go directly to students.

#### **MARKETING**

The Marketing Department is responsible for the production of any promotional and informational materials used by the College. The Marketing Department has access to all official AIB College logos. If another department or student organization wishes to reproduce those logos in any format, they must receive approval. The Marketing Department may be reached at (515) 246-5387.

Press releases are sent to the media (i.e. hometown newspapers, TV, etc.) when students earn academic awards, join school-sponsored organizations, participate in school-sponsored activities or are recognized for their accomplishments. Students are encouraged to contact the Marketing Department at (515) 246-5387 about any awards they have received or any questions they may have regarding the dissemination of news.

### **BILL REICHARDT CLOTHES CLOSET**

The Bill Reichardt Clothes Closet is a unique service that offers FREE professional clothing to any currently enrolled AIB student. The Clothes Closet includes two apartments stocked with ladies' and men's professional and business casual clothing plus accessories. The purpose of the Clothes Closet is to provide an opportunity for students to select professional clothing for job interviews, job fairs, or an entire wardrobe for a new job. The Bill Reichardt Clothes Closet supports the AIB philosophy by stressing a professional appearance when students interview and work in the business community.

### **ACTIVITIES CENTER**

The Activities Center is located on the northwest corner of the campus and is attached to the Fenton Hall West residence hall. The Activities Center includes a multi-court gymnasium, cardio room, weight room, locker rooms, indoor running track and tiered-seating Conference Room. The Activities Center includes the offices of the Athletics coaches and Activities staff. The Activities Center is also home to all Eagles athletic events with FREE admission for students.

Membership to the Activities Center is open to AIB students, faculty, staff, alumni, and corporate members. Non-student memberships to the Activities Center can be purchased in the Eagle's Landing Bookstore. Rates are available on the AIB website.

### **FENTON RESIDENCE HALL**

The Fenton Residence Hall includes one and two bedroom apartments. The Fenton Residence Hall also houses the offices of the Vice President for Student Life and Athletics Director, Residence Life, Career Services and Campus Safety.

A student gathering area features a pool table, air hockey table, two big screen televisions, computer kiosks, popcorn machine, and student organization meeting room. Residents may also check-out a Nintendo Wii and games to play in the gathering area.

### **CAREER SERVICES**

The AIB Career Services mission is to encourage and assist students and alumni in achieving their career goals by facilitating learning experiences and building connections with potential employers.

#### **Services offered by Career Services include:**

- Assistance on choosing a major and how it is related to career options.
- Career information and resources.
- Internships, part-time and full-time job information with a variety of types of employers.

- Guidance on résumés and other marketing materials.
- Development of job search strategies.
- Interview preparation and mock interviews.
- Administration of college work-study jobs, both on and off-campus.
- Bi-annual job fairs with graduate schools and area employers seeking interns, part- and full-time employees.
- Connections with area employers through recruiting events and classroom involvement.

For information, visit the Career Services page at [www.aib.edu](http://www.aib.edu), Student Life - Career Services.

### **RESIDENCE HALL FACILITIES**

The following are residence halls available to students (see Residence Life section for details):

Fenton Hall	Merk Hall	Dalton Hall
Davidson Hall	Opie Hall	Power Hall
Honors Hall	Eagles Hall	

### **CLASS HOURS**

Students taking classes in the day may be scheduled for classes from 7:30 a.m. to 2:40 p.m., Monday through Thursday. Some terms, classes may be held on one Friday. Each class period is 55 minutes in length and meets four times per week for a 4.5 quarter hour course. Some students taking primarily day classes may have evening and/or online classes included in their schedules. Evening classes for a 4.5 quarter hour course meet from 5:45 to 9:30 p.m., one night a week.

The College classroom buildings are open Monday through Wednesday 7 a.m. to 9:30 p.m. and Thursday through Friday from 7 a.m. to 4:30 p.m. Student ID card electronic access may be required for entrance to classroom buildings after certain hours each day.

### **STUDENT IDENTIFICATION**

All students are required to have a College identification (ID) card. The card is issued to each day student at orientation and should be carried at all times. Other students who do not attend orientation should go to the Safety Office located in Fenton Hall to obtain an ID. There is no charge for the initial ID card and a \$10 charge for each additional ID card printed.

An ID must be presented when:

- receiving a class schedule for the next term
- entering buildings after hours (the ID is equipped with an electronic access code)
- cashing checks at the Eagle's Landing Bookstore
- checking out Library materials
- using the Activities Center
- obtaining payroll checks from Business Service.

## **MESSAGES**

Administrative staff and faculty communicate with students by sending electronic mail (e-mail) messages, providing information on the student portal, making telephone calls to their residences, or by hand-delivering messages to their classes or their on-campus apartments.

## **PUBLICATIONS**

Activities staff will distribute e-mails regularly about upcoming student activities and intramural events. Students can find information about Campus Activities by logging onto the AIB Activities Facebook page, the AIB Activities Twitter account, the AIB Student Portal, or by checking the Activities Calendar in the lobby of the Activities Center. Flyers are also posted around campus on event bulletin boards and tack strips.

## **CAMPUS CABLE TV**

The College provides expanded basic cable television service to each apartment on campus. Students may order additional programming, such as HBO and other premium channels, directly through the cable company. There is one channel reserved for AIB use, channel 38, which provides important campus information for students. Satellite dishes are not permitted.

## **COMPUTER NETWORK**

All buildings on campus are connected to the AIB Local Area Network. Through the local computer network, students, faculty, and staff have access to a wide variety of computer software selections and the Internet. All student apartments have been wired to accommodate those who wish to bring their own computers to campus. There is no fee for Internet use in the Residence Halls. A campus-wide wireless network is installed and all buildings on campus have wireless connectivity available. All students may use wireless laptops to connect to the AIB wireless network.

Students should use College printing resources for academic purposes only keeping in mind the environmental impact of excessive use of paper. Each student will be allotted 250 pages of printing (one-sided, black/white) per term on AIB networked printers through PaperCut Software. This software monitors each student's printing through their individual student profile. Reminders are sent to the student via e-mail when a student reaches the following levels in remaining pages available on their account: 100, 50, and 25. Should a student need additional pages of printing, they can be purchased-online or through the Eagle's Landing Bookstore at \$0.05 a page purchased in increments of 50 pages. Once purchased, the pages will be automatically added to the student's profile and available for use. Each term, students will be reset to 250 pages. There is no carryover or transfer of allotted pages or additionally purchased pages. AIB has the right to alter the set amount of pages and cost at anytime.

Students are required to abide by the Network/Internet Use Agreement upon enrolling at AIB. Computer network privileges may be revoked or restricted upon misuse of computer equipment, the Internet, electronic mail, or other computer software. Students acknowledge receipt and understanding of the agreement during orientation.

### **AIB CAMPUS COMPUTER ACCESS**

All students will have the opportunity to connect their own personal computers to the Internet through the College's Internet connection. This connection is similar to a broadband service that provides students with high-speed Internet access.

Students living on campus are free to contract with an outside Internet service provider (DSL, cable, or wireless) instead of or in addition to connecting to the Internet through AIB's computer network. Students are solely responsible for ordering and paying for any outside third party Internet service. AIB exercises no control over outside Internet service providers, and assumes no responsibility or liability for any harm or damage resulting from a student's use of an outside third party Internet service.

All students have free access to AIB's computer labs. The campus has approximately 350 computers available for student use with 24-hour labs in Honors Hall and Fenton Hall, and extended lab hours in the Library. Every computer classroom and lab connected to the network has free access to the Internet and to e-mail.

Should a student decide to bring his/her own computer to campus, the requirements below **MUST** be met. AIB will supply the configuration information needed to connect to the Internet. ***The Information Technology Department does not configure or support any PC that does not belong to the College.***

### **PERSONAL COMPUTER SOFTWARE REQUIREMENTS**

All personal computers should have a Windows XP or higher operating system. The College uses Microsoft Office 2010 software. AIB recommends you purchase a copy of Microsoft Office software for personal use. Online students are required to obtain a copy. If you would like to purchase Microsoft Office 2010 Professional, you may purchase it for approximately \$20 in the Eagle's Landing Bookstore.

### **COMPUTER SYSTEM REQUIREMENTS FOR AN ONLINE CLASS**

The following are the minimum and recommended system requirements for students taking an AIB online class:

	Minimum -----	Recommended -----
Processor	1.5GHZ	2.0GHZ or higher
CD/DVD	DVD-ROM	DVD-ROM
Memory	512MB	1GB or higher
Internet	*56k modem	Cable or DSL
Operating System	Windows XP	Windows XP/VISTA/7
Internet Browser	IE 7.0	IE 7.0/Firefox 3.0
Sound	Sound Card w/ Speakers	Sound Card w/ Speakers/Headphones
**Software	***Office 2010	***Office 2010
Antivirus	Required	Required
Firewall	Required	Required

Installation of AIB's VPN software is required for all Online students.

\*DSL or cable modem strongly recommended. Dial up modem may experience loss in functionality in certain courses.

\*Internet service capable of running Internet Explorer IE: Do not use the AOL browser.

\*\*Some courses may require the installation of software (such software will be provided with course material).

\*\*\*Office 2010 is available through the Eagle's Landing Bookstore for current students at a purchase price of \$20.

***It is REQUIRED that each user's computer have up-to-date virus protection and anti-spyware software. It is strongly recommended that each user's computer has its own firewall protection.***

Anyone who uses the Internet is required to sign an Internet Use Agreement and must comply with the College's policies. The following are not allowed on the AIB Network: Peer to peer hosting software/hardware, Web or FTP Servers.

**In the event that the AIB network should undergo change or reconstruction, students will be responsible for any hardware/software adjustments necessary to keep their personal computers compliant.**

#### **NETWORK / INTERNET ACCEPTABLE USE AGREEMENT**

Internet access is available to students, faculty, and staff at AIB College of Business. **Student e-mail addresses and data (e-mail and documents) are NOT guaranteed from term to term.** IT Services will do everything in its power to keep your e-mail address the same and stored data from term to term.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources.

#### **Network / Internet—Terms and Conditions of Use**

**Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of AIB College of Business. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, material perceived to be threatening to the operation or security of the AIB Network, or material protected by trade secret.

**Privileges** - **The use of the Internet/Network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The Administration will deem what is inappropriate use and their decision is final. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to AIB's Network.**

Also, the Administration may close an account at any time as required. The faculty and staff of AIB College of Business may request that the Administration deny, revoke, or suspend specific user accounts.

### **Consequences of Misuse and/or Non-Compliance**

Misuse of computing and network resources, or non-compliance with written usage policies, may result in one or more of the following consequences:

- Written warning regarding misuse of computer/network access
- Temporary deactivation of computer/network access
- Social probation
- Permanent deactivation of computer/network access
- Expulsion from school or termination of employment
- Subpoena of data files
- Legal prosecution under applicable Federal and State laws
- Possible penalties under the law, including fines and imprisonment

### **Unacceptable Use**

The following activities are, in general, prohibited. Under no circumstances is an employee or student of AIB authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing AIB-owned resources. AIB will cooperate fully with any investigation by the local, state, and federal government, as well as the Recording Industry Association of America (RIAA).

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

### **Security of the Network**

1. No one shall in any way violate the State of Iowa Computer Crime Law (see below).
2. No one shall in any way violate the “Statement of Software and Intellectual Rights” and the Federal Copyright Law (see below) unless authorized by the software developer or fair use portions of the Federal Copyright Law, computer software or its related documentation. AIB employees shall use computer software only in accordance with license to them. The Information Technology Services Department will not provide support to users of illegally copied software.
3. No one shall attempt to bypass standard procedures. This includes, but is not limited to, unauthorized use of an account, use of an account for a purpose for which it is not intended or attempting to discover another person’s password, using a campus computer or any other computer to gain unauthorized access to any computer system, or using “hacker software” or other methods to gain unauthorized access to administrative or other College-owned networks.
4. No one shall use any College computer or the network without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at use, of any of the College’s computers on the network.
5. No one shall knowingly endanger the security of any College computer on the network, nor willfully interfere with other’s authorized computer usage.
6. No one shall connect any computer to the College’s network unless it meets the technical and security standards set by the Chief Information Officer, the Assistant Director of IT Services, Systems Administrator, and the Network Administrator.
7. No one without specific written authorization shall use any College computer on the network for non-college business or **to operate your own business on AIB’s campus.**

8. No one without proper authorization shall modify or reconfigure the software or hardware of any College computer or network device.
9. Attempts to logon to the Internet/Network as a system administrator will result in cancellation of user privileges.
10. Do not participate in chain letters. Chain letters are a waste of network resources and have a detrimental effect on the performance of the network.
11. Do not use the computer network to send, post, or display offensive, abusive, pornographic, child pornographic, slanderous, vulgar, or defamatory messages, text, graphics or images. This includes harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, disability, etc.
12. Misuse of computer network and resources includes knowingly running or installing computer viruses or password cracking programs, attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information, or in any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.
13. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed each term; user level passwords should be changed every 30 days.
14. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when the host will be unattended. Information contained on portable computers is especially vulnerable so special care should be exercised.
15. Postings by employees or students from an AIB e-mail address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of AIB, unless posting is in the course of business duties.
16. All hosts used by the employee that are connected to the AIB Internet/Intranet/Extranet, whether owned by the employee or AIB, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
17. Employees and students must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan Horse code.
18. Unauthorized routers, hubs and switches are not allowed to be connected to the AIB network.

### **System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by AIB.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which AIB or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan Horses, e-mail bombs, etc.) whether intentional or unintentional.
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using an AIB computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any AIB account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee or student is not an intended recipient or logging into a server or account that the employee or student is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited.
11. Executing any form of network monitoring which will intercept data not intended for the employee or student's host.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee or student's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, AIB employees or students to parties outside AIB.
16. No file sharing of any kind is allowed, including, but not limited to, file servers, MP3 file sharing programs, and AVI file sharing programs.

#### **Federal Copyright Law (Title 17)**

Section 106 states that the copyright owner of a program has the exclusive right to do and to authorize the copying or modification of the program or the distribution of the program by sale or other transfer of ownership, or rental, lease, or lending.

Section 107 states the fair use of a copyrighted work, including such use by reproduction in copies, solely for the purpose of teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright.

Section 110 states that the performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, is not an infringement of copyright unless the performance is given by means of a copy that was not lawfully made.

Section 117 limits the exclusive rights for computer programs. Notwithstanding the provisions of Section 106, it is not an infringement for owners of a copy of a computer program to make another copy provided:

1. The copy is created as an essential step in utilization of the computer program in conjunction with a machine and that is used in no other manner.
2. That such new copy or adaptation is for archival purposes only and that archival copies destroyed in the event that the continued possession of the computer program should cease to be rightful.

Any exact copies prepared in accordance with the provisions of this section may be leased, sold or otherwise transferred, along with the copy from which the copies were prepared, only as part of the lease, sale, or other transfer of all rights in the program. Adaptations so prepared may be transferred only with the authorization of the copyright owner.

Section 501 states that anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright.

Section 504 states that the owner of the copyright may recover the amount of actual damages or statutory damages of not more than \$100,000.

#### **State of Iowa Computer Crime Law (716a)**

716A.2: A person who knowingly and without authorization accesses a computer, computer system or computer network commits a simple misdemeanor and is subject to a penalty of imprisonment not to exceed 30 days and a fine not to exceed \$100.

716A.3: A person commits computer damage when the person knowingly and without authorization damages or destroys a computer, computer system, computer network, computer software, computer program, computer data, information or knowingly and without authorization and with intent to injure or defraud alters any computer, computer system, computer network, computer software, computer program, computer data or information.

716A.9: A person commits computer theft when the person knowingly and without authorization accesses or causes to be accessed a computer, computer system, or computer network, or any part thereof, for the purpose of obtaining services, information or property or knowingly and without authorization with the intent to permanently deprive an owner of possession, takes, transfers, conceals, or retains possession of a computer, computer system, or computer network or any computer software or program, data contained in a computer, computer system or computer network.

#### **SOCIAL MEDIA GUIDELINES**

AIB College of Business recognizes the benefits of social networking and blogging sites such as Facebook, MySpace, Twitter, LinkedIN, and others. These sites are a great way to find, join, and communicate with groups of people with similar interests; on-campus and all over the world. Along with the positive benefits of social media sites comes possible dangers. The College hopes to ensure a positive social networking and blogging experience by making students, faculty, and staff aware of the following information:

1. Information you post and then delete later may continue to stay on the World Wide Web.  
*Posting information on your website for even an hour means someone could have viewed that information, copied it, and posted it or stored it somewhere else. Keep this in mind when posting blogs and pictures of yourself and others.*
2. Extreme caution should be used when posting information about yourself.  
*Do not put your physical safety at risk by posting personal information such as your address, phone numbers, e-mail addresses, etc. on your website. Try to keep in mind that not everyone uses social media for good reasons and may use your personal information in negative ways.*
3. Potential future employers or graduate schools may use social media sites to gather information about you.  
*Your website may be a person's first, and only, impression of you. When posting pictures or messages think about how others will view this information. Only post things you don't mind **everyone** seeing.*
4. When agreeing to the terms of use, social media sites have your permission to republish your content worldwide and share information with third parties, law enforcement, and others.  
*Information posted on social media sites are subject to state laws and policies. Common violations are listed below:*
  - a. *Libel – a false publication that harms another person's reputation. A person who has been libeled can sue for whatever damages are caused by the publication. The information you post on the Internet can reach a large amount of people, so the amount of damage could be quite large.*
  - b. *Invasion of privacy – intrusion into one's private quarters, public disclosure of private facts and/or placing a person in false light. A person can be sued for damages caused by the invasion of privacy.*
5. Use ethical judgment on what is considered AIB business and what is considered personal.  
*Many AIB students, faculty, and staff use social networking sites to communicate with friends and relatives. If you do not want the AIB Network to see personal information that has been posted, it is recommended that you create a separate account for communications with people outside the AIB network. Using a personal email address (not AIB) is recommended for personal sites.*
6. Official AIB social media sites are managed by the Marketing Department. These sites communicate the AIB mission and support our marketing efforts. AIB departments and student organizations may set up department/organization sites. AIB business conducted via social media resources should adhere to professional business practices. Always be respectful in your postings. Avoid posting offensive or derogatory comments about students, faculty, staff, and the College. The use of an AIB logo or Eagles mascot on a departmental site must be approved by the Marketing Department.

*Several AIB departments and student organizations have Facebook sites. Admissions, Financial Aid, Career Services, Eagles' Landing Bookstore, and Student Government are examples. If you want to support the athletics program, secure approval to use the AIB Eagles logo on your department/organization site.*

7. Use judgment on what is a reasonable amount of time needed to check or update the pages that are within the scope of employee positions during work hours. Online activities should not interfere with your job.

The College has chosen not to monitor the activities of our students, faculty, and staff on social networking sites. With that being said, information such as threatening or dangerous behavior to oneself (the writer) or involving an AIB student, employee, or College property should be reported to the Vice President for Student Life. The College takes such behavior very seriously and will respond and/or take disciplinary action as appropriate.

Have fun and enjoy this great opportunity to communicate with those in your pool. Remember to use good judgment! What you don't want posted in a newspaper probably shouldn't be posted online.

#### **RECYCLING PROGRAM**

The College participates in a campus-wide recycling program. Items recycled in offices and classrooms include mixed paper, cardboard, computer printouts, phonebooks, and non-food contaminated paper. AIB also recycles toner, inkjet cartridges, and old cell phones. Can and bottle recycling containers are located campus-wide near vending machines. AIB donates computers and electronic equipment to school districts. Students are encouraged to recycle their personal computers. Personal computers and electronic equipment not owned by the College can be recycled at the Metro Waste Authority and is the responsibility of the student.

#### **MEDICAL**

College personnel are available to provide information and assistance in the event a student needs medical attention. Students should have their medical insurance information current and on file with the Registrar. In an emergency (fire, accident, etc.) students should call 911 for assistance. This universal number will connect your phone with the Polk County Emergency Control Center, which will be able to provide you with the Des Moines/Polk County police, fire, ambulance, or other emergency assistance. A student living on campus should then call ext. 5300 and request assistance from the appropriate security or College housing personnel.

Students are asked to fill out a confidential health information form to assist AIB personnel should an emergency arise. Students are also encouraged to keep their parental or closest relative information current in their records. First aid kits are available at the Administration Building reception desk, Academic Center reception desk, Library reception desk, Wells Hall teachers' break room, Fenton and Merk Hall offices, Activities Center reception desk, Facilities office, and on the first floor of the Court Reporting and Captioning Center.

**AED (AUTOMATIC EXTERNAL DEFIBRILLATOR) INFORMATION**

To provide the campus community with access to an AED in the event of a cardiac arrest emergency, units are installed in designated cabinets throughout campus at the locations listed below. The wall-mounted cabinets are white with a clear plexi-glass door and are similar to a fire extinguisher cabinet.

**Please note: An alarm will sound when an AED Cabinet door is opened.**

**AED CABINET LOCATIONS:**

**KEITH FENTON ADMINISTRATION BUILDING:**

The AED Cabinet is located in the main lobby, across from the reception desk.

**FENTON HALL:**

The AED Cabinet is located on the wall in the Fenton Hall office, near the first aid kit.

**ACTIVITIES CENTER:**

The AED Cabinet is located on the first floor near the Activities Office/Reception Desk, next to the fire alarm pull station.

**WELLS HALL:**

The AED Cabinet is on the second floor by the restrooms.

**ACADEMIC CENTER:**

The AED Cabinet is located on the first floor by the Library's restrooms.

**TRANSPORTATION**

The Des Moines Area Regional Transit provides bus service Monday through Friday with regular designated stops near the campus. Routes stop on Fleur Drive, east of the Keith Fenton Administration Building. Bus schedules are available at the reception desk in the Administration Building and other locations on campus. For additional information, call DART at (515) 283-8100.

## **ACADEMIC INFORMATION**

### **ORIENTATION**

#### **New and Re-entry Day Students:**

Orientation information for new and re-entry day students will be mailed to the student from the Admissions Office. Students are scheduled for an on-campus orientation session to learn about the campus community, pick up class schedules and pay for their tuition, books and supplies, and campus housing, if applicable.

#### **New and Re-entry Evening Students:**

Upon acceptance to the College, an admissions counselor will contact students to discuss schedule requests. Students will be mailed their class schedule and log-on instructions and encouraged to purchase their books and pay all fees prior to the first evening of class. A live online orientation will be scheduled at the beginning of each term to ease the transition.

#### **New and Re-entry Online Students:**

Upon acceptance to the College, an admissions counselor will complete a schedule request with the student. Students will be mailed their class schedule and log-on instructions. Students are encouraged to either come to campus to purchase their books or to order their books via phone or e-mail. Books should be ordered as soon as possible after the student receives his or her schedule in order to ensure timely shipping. Students are required to make payment arrangements for tuition and fees prior to the start of class. A live online orientation will be scheduled at the beginning of each term to familiarize students with campus resources and technology.

#### **Current (Carryover) Day Students:**

Students who are currently enrolled will pick up schedules during the tenth week of the term. Students with questions about schedules or special scheduling requests should visit with the Registrar or their academic advisor.

#### **Current (Carryover) Evening and Online Students:**

Students who are currently enrolled and in good financial standing with the College will be mailed their schedules at the end of the ninth week of the term. Students should direct questions about scheduling and scheduling requests to their academic advisors.

### **CHANGE OF MAJOR**

Students considering a transfer from one major to another should contact their academic advisor. A program outline reflecting the proposed major change will be discussed with the student.

### **CLASS LOAD/FULL-TIME AND OVERLOAD**

Full-time degree students carry an academic load of 12.0 to 19.5 quarter hours per term. Students should contact their academic advisor to request an overload of more than 19.5 quarter hours. Permission to take more than 19.5 quarter hours must be granted by the Chief Academic Officer. A 3.0 cumulative grade point average is required to overload, and there is an additional tuition charge.

## **ONLINE CLASSES**

Each term, AIB offers a selection of classes online. Online classes are convenient and flexible. Because online courses do not have set meeting times, students can choose when and where they want to complete their coursework. Online classes at AIB start and finish on the same dates as on-campus classes. Online students are required to login and participate on a regular basis to complete assignments and exams on a schedule laid out by the faculty member.

Online education is not for everyone. Some learning styles are particularly well suited to the online learning environment. Students taking an online class should be self-directed, motivated, and comfortable working with computers. Visit the Online Education website at [www.aib.edu](http://www.aib.edu) to find out more about Online Education and to take the Online Readiness Evaluation to help you decide whether online classes are right for you. Students must complete the Online Readiness Evaluation before they can register for online classes. Students in academic warning status or on academic probation, who are not full-time online students, are ineligible to take online classes.

### **Day and Evening Students:**

Students wishing to take an online class should fill out an Online Schedule Request Form which is available online, in the Academic Center, or from their academic advisor. Spaces in online classes are limited, and slots are filled on a first-come, first-served basis. Filling out the Online Schedule Request Form does not guarantee you a space in an online class.

### **Online Students:**

Students in an online degree program will be automatically scheduled for online classes in their major each term. Students with specific requests should contact their academic advisor.

## **WITHDRAWAL FROM A COURSE OR COLLEGE**

Withdrawal from a course before the end of the eighth week of a term will result in a grade of "W" for that course. Withdrawal after the eighth week will result in an automatic "F" grade. Withdrawal anytime during the term due to excessive absences from class will result in a "W/F" grade. Students who intend to reduce their academic load or leave the College should contact their academic advisor to officially withdraw. Ceasing to attend or not logging into and participating in classes does not constitute an official withdrawal.

## **CLASS CANCELLATIONS OR DELAYS**

**Day Classes:** Occasionally, primarily due to inclement weather, it is necessary to cancel or delay classes. AIB's Send Word Now Alert System will be utilized to notify students by e-mail, telephone, text message, or voice message in the event of a delay or cancellation. Students can be notified by all devices if requested. In addition, local radio and television stations will be notified and will broadcast the announcement of a delay or cancellation. Cancellations or delays will be listed on the AIB website. Students may also call the general telephone numbers (515-244-4221 or 800-444-1921) for a recorded message anytime after 5:45 a.m. If classes are delayed, the following schedule will be in effect:

### **DELAY SCHEDULE**

7:30 a.m. classes	9:00 a.m. to 9:45 a.m.
8:35 a.m. classes	9:55 a.m. to 10:40 a.m.
9:40 a.m. classes	10:50 a.m. to 11:35 a.m.
Break	11:35 a.m. to 11:55 a.m.
11:35 a.m. classes	11:55 a.m. to 12:40 p.m.
12:40 p.m. classes	12:50 p.m. to 1:35 p.m.
1:45 p.m. classes	1:45 p.m. to 2:30 p.m.

**Evening Classes:** Occasionally, primarily due to inclement weather, it is necessary to cancel classes. The decision to cancel evening classes will not be made until 3 p.m. AIB's Send Word Now Alert System will be utilized to notify students by e-mail, telephone, text message, or voice message in the event of a delay or cancellation. Students can be notified by all devices if requested. In addition, local radio and television stations will be notified and will broadcast the announcement of a delay or cancellation. Students should assume evening classes will meet but may call after 3 p.m. for verification (515-244-4221 or 800-444-1921). Additionally, class cancellations will be announced on the AIB website (www.aib.edu) and on Blackboard.

Any class which is cancelled will be made up either through assignments on the class' Blackboard site or made up on campus as arranged by the faculty member. Upon cancellation of a class, students should check the class' Blackboard site for instructions.

### **SHORTENED CLASS SCHEDULE**

A shortened day class schedule will be implemented on certain occasions, such as Career Fest, special events, etc. When the "Shortened Class Schedule" is to be in effect, the schedule will be publicized to the students at least two weeks in advance through e-mails and class announcements.

### **FINAL EXAMS**

**Students taking Day Classes:** The Wednesday and Thursday of the last week of the term are set aside for administering final exams in all day classes. Final exam periods are one hour and fifteen minutes in length. Students are required to take final exams at the designated time periods. If an emergency arises that prohibits this, permission to make other arrangements for taking finals must be granted by the faculty member teaching the class.

The final exam schedule is listed below and is posted in all classrooms:

#### **FIRST DAY**

**7:30 a.m. classes**

**8:35 a.m. classes**

**9:40 a.m. classes**

#### **SECOND DAY**

**11:35 a.m. classes**

**12:40 p.m. classes**

**1:45 p.m. classes**

#### **FINAL**

**8:00 a.m. to 9:15 a.m.**

**9:30 a.m. to 10:45 a.m.**

**11:00 a.m. to 12:15 p.m.**

#### **FINAL**

**8:00 a.m. to 9:15 a.m.**

**9:30 a.m. to 10:45 a.m.**

**11:00 a.m. to 12:15 p.m.**

**Students taking Evening Classes:** Evening students will take final exams during week eleven of the term. If an emergency arises that prohibits this, they should contact the faculty member teaching the class for an alternative time.

**Students taking Classes Online:** Final exams, as well as final projects, for online classes must be completed by Wednesday of the last week of the term at the latest. Refer to your online syllabus for specific deadlines.

### **REPORTING GRADES**

Grades are reported to students at the midpoint of the term and again at the end of the term. The midterm grade reflects the student's progress to that point. This midterm grade does not become a part of the student's permanent transcript.

After the end of each term, students will receive a grade report showing final grades for the term. Students have two weeks into the following term to challenge a grade. Students should contact their academic advisor to initiate the process. On occasion an "I" (Incomplete) may be recorded on a transcript. When students with an Incomplete receive their final grade reports, they will also receive notification of the work required and time allowed to convert the Incomplete to a grade.

Any questions regarding a transcript should be addressed to the student's academic advisor, the Registrar, or the Chief Academic Officer.

### **FAILING GRADES**

In the event a student fails a class that is required in his or her major, the class must be repeated with a passing grade. The failing grade remains on the student's transcript but only the passing grade is used when computing the student's cumulative grade point average.

### **REPEATING OF COURSES**

A student may only enroll in the same course 3 times (initial enrollment and 2 repeats). Before enrolling in a course for the 3rd time, a student must receive approval from their academic advisor. Academic advisor approval will be in consultation with the Department Chair of the department in which the course is offered. If the student has not successfully completed the course at the end of the 3rd enrollment and wishes to enroll in the course a 4th time, the student must submit a written appeal to the Chief Academic Officer stating the reasons they should be allowed to enroll in the course a 4th time.

### **STUDENT ADVISING AND STUDENT COUNSELING**

Advising is an important part of the College's services to students. The Vice President for Academic Affairs, the Chief Academic Officer, and academic advisors are available to discuss any academic concerns. Disability services and accommodations for qualified students are offered through the Disability Services Coordinator in Academic Advising. The Director of Student Counseling is available to discuss any students' personal issues and assist in strengthening academic skills. Students may also be referred to professional counselors and other service agencies located in the Des Moines area. Students are encouraged to seek assistance voluntarily when needed, but College staff or faculty may request that students are seen for consultation through Student Counseling.

### **ACADEMIC ASSISTANCE AND TUTORING**

Members of the faculty take a personal interest in each student and are willing to be of assistance. Students are encouraged to consult their faculty for special help with assignments. The Tutoring Coordinator will work with a student in need of a tutor and any student interested in becoming a tutor. Tutoring is available at no charge in a number of classes for those seeking additional help. Advanced students who have been recommended by faculty are employed by the College as tutors. The tutoring program is free for all students and is staffed by students who will work with you one-on-one. If you are unable to come to campus, tutoring may be available via phone, e-mail, or live chat. Students may contact their academic advisor for assistance with tutoring.

### **COMMUNITY ENGAGEMENT**

The Community Engagement program at AIB helps students learn and develop through organized community engagement experiences that meet real community needs. By participating in community engagement, students will be able to engage in active learning, grow and develop personally, help meet community needs, and learn the importance of civic responsibility.

Associate and bachelor degree students will be introduced to the Community Engagement program either in College Foundations or in an Orientation session. Students will be required to complete 20 hours of community engagement during their time at AIB and must complete these hours before the end of their enrollment in Career Foundations if an associate degree student, or before the end of their last term of enrollment if a bachelor's degree student. Students who were required to fulfill this requirement during their enrollment in an AIB associate's degree program do not have to again fulfill this requirement during their enrollment in an AIB bachelor's degree program. No associate or bachelor's degree will be awarded until the community engagement requirements have been completed.

All community engagement experiences must be approved through the Community Engagement Center. Students enrolled in the bachelor's degree program, who must fulfill this requirement, may petition the College to show proof they have completed 20 hours of community engagement since their graduation from high school. The paperwork for this petition is available in the Community Engagement Center. Once submitted, the documentation will be reviewed by the Director of Community Engagement and the student will be notified of the status of their petition.

### **GRADUATION REQUIREMENTS**

Students must complete the number of credit hours required for a degree program with at least a 2.0 cumulative grade point average to be eligible for graduation. Students are required to complete at least 54 quarter hours in residence for an associate degree major and 45 quarter hours in residence for a bachelor's degree major. No student will graduate with a failing grade in any required subject and no court reporting or captioning student will graduate with less than a Pass grade in their final speed development course. No degree will be awarded until the community engagement requirements have been completed and until all financial obligations to the College are met.

### **ACADEMIC HONORS**

Each term students are recognized for outstanding academic achievement. Presidential Scholar, Dean's List, and Honor Roll recipients receive a certificate via e-mail, and notification is made to their hometown newspaper. Marketing maintains publicity information about each student for use in sending news releases.

**Presidential Scholars** – Full-time students who earn a 3.8 or higher grade point average for a given term and part-time students who earn a 3.8 or higher grade point average for 13.5 consecutive quarter hours are designated as Presidential Scholars.

**Dean's List** – Full-time students who earn a 3.5 – 3.79 grade point average for a given term and part-time students who earn a 3.5 – 3.79 grade point average for 13.5 consecutive quarter hours are named to the Dean's List.

**Honor Roll** – Full-time day school students who earn between a 3.0 and 3.49 grade point average for a given term are named to the Honor Roll.

**Scholarships for Current Students** - A variety of scholarships are available annually for enrolled students. Scholarships range in value from \$250 to \$2,500. Students who qualify for these scholarships are encouraged to apply. To qualify for most scholarships, students must have successfully completed a minimum of 36 quarter credit hours with a minimum 2.5 cumulative grade point average and are selected based on an application and essay reviewed by the Scholarship Oversight Committee. The scholarships are generally awarded to current full-time students for Summer Term tuition. Students are notified of the availability of applications at the beginning of the Spring Term. Recipients generally must maintain a 2.5 cumulative GPA and remain a full-time student. Students placed on academic or social probation may forfeit any AIB scholarship or grant.

**Organizational Scholarships** – Several student organizations sponsor scholarships for their members. Please inquire with the organization president or sponsor to find out more information.

**Recognition Awards** - Recognition Awards are given to current students. Awards are in honor of past or present faculty, staff, officers, trustees, and friends of the College.

## **COMMENCEMENT**

Formal commencement exercises are held annually in June. Students who have satisfactorily completed their degree requirements during the previous summer, fall, winter, and spring terms are graduated. A student scheduled to complete degree requirements by the end of the summer term following commencement may petition for early participation. The petition form may be obtained through the Registrar's Office. A reception for graduates and guests concludes the annual ceremony.

## **STUDENT LIFE**

### **COLLEGE ACTIVITIES**

AIB students have the opportunity to participate in a variety of College-sponsored activities. These events are structured to provide students a fun break away from academics as well as being a great way to meet other students. The Activities Department organizes Welcome Week, Homecoming events, Fall Formal, Spring Fling, dances, live music, community outings, discounted tickets to local events, bowling, wellness programs, intramural programs, and much more. Students are encouraged to participate in community activities such as the Iowa Cubs, farmers' market, Big Country Bash, Blank Park Zoo, Adventureland, and many other fun opportunities in the Des Moines area. Students are also encouraged to join and develop leadership skills through participating in student and professional organizations.

### **ATHLETICS**

The College is a member of the National Association of Intercollegiate Athletics (NAIA) and an associate member of the Midwest Collegiate Conference (MCC). AIB currently competes in volleyball, men's and women's basketball and men's and women's golf. The College will add men's and women's soccer in 2012 and baseball and softball in 2013.

In addition to AIB, the colleges and universities in the MCC are:

- Clarke University
- Grand View University
- Iowa Wesleyan College
- Mount Mercy University
- St. Ambrose University
- Viterbo University
- William Penn University

### **ATHLETIC ELIGIBILITY**

AIB College of Business values both academic and co-curricular education experiences and supports its students in and out of the classroom. To be eligible and maintain participation in the athletics at AIB, the student-athlete must have an overall cumulative grade point average of 2.0. The student must also be enrolled in and maintain 13.5 or more quarter hours of college work during each term of athletic participation and meet additional eligibility requirements established by the NAIA and MCC. For NAIA eligibility rules, please see the Athletics Department Coordinator.

### **INTRAMURAL SPORTS PROGRAM**

AIB's intramural program consists of a wide variety of indoor and outdoor activities. Students may participate individually or on teams. The following intramurals are some of what has been offered in the past:

- Basketball
- Dodgeball
- Flag Football
- Softball
- Tennis
- Volleyball/Sand Volleyball
- Pickleball
- Badminton
- Pool
- Golf
- Bocce Ball
- Ping Pong
- Ultimate Frisbee
- Various card tournaments

## **CHILDREN'S ACTIVITIES**

AIB recognizes the growing number of adult students who may have children. A number of activities are planned throughout the year to facilitate students spending time on campus with their children. The Children's Halloween Party and an Easter egg hunt are among popular family events.

## **DES MOINES COMMUNITY EVENTS**

The Activities Department offers many free and discounted admissions to several local attractions and events. Carmike Theaters, the Funny Bone Comedy Club, and Air Lanes Bowl are just a few of the many venues in which AIB students are able to receive a college-student discount.

The Activities Staff encourages students to learn more about the City of Des Moines and to truly experience what it has to offer. The following attractions provide excellent opportunities to experience the originality of Des Moines:

**Gray's Lake:** Central Iowa's premier park, located on Fleur Drive, offers a lighted, two-mile trail encircling the lake connected by a ¼ mile pedestrian bridge. A boat rental facility sits on the southwest corner of the lake offering paddleboats, canoes and hydrobikes for rent. Patrons can also enjoy a public beach for swimming and a boat ramp for sailboats or boats with electric motors.

**Water Works Park:** Located on Fleur Drive directly across from Gray's Lake, Water Works Park covers nearly 1,500 acres of open-wooded areas. Biking, jogging, picnicking, fishing, and hiking are a few of the activities that park patrons can enjoy.

**Science Center of Iowa:** This 110,000 square-foot, downtown Des Moines facility features seven interactive learning areas, three theatres including an IMAX Dome Theater, a café, and a gift shop.

**Wells Fargo Arena:** This state-of-the-art arena holds up to 17,000 guests for sports and entertainment events and is a venue unlike any other in the Midwest. In addition to hosting large concerts and family events, Wells Fargo Arena is the permanent home of professional hockey and basketball.

**Jordan Creek Town Center:** The two million square-foot center features a 20-screen movie theater, a shopping district with over 125 retailers, and a lake district with waterfront dining at a variety of restaurants (Joe's Crab Shack, PF Chang's China Bistro, Bravo! Cucina Italiana, Cheesecake Factory, Champps Restaurant & Bar, Fleming's Steakhouse, On the Border and more).

**Blank Park Zoo:** The Blank Park Zoo is Iowa's Wildest Adventure! Experience the wonders of nature found in the Tropical Rainforests, Australian Outback, and Africa. The Zoo offers education classes, tours, and rental facilities. Indoor and outdoor facilities and exhibit space are available.

**The Civic Center of Greater Des Moines:** The Civic Center presents the best live professional theater direct from Broadway.

**The Des Moines Playhouse:** The Playhouse presents 12-14 musicals, comedies and dramas each year. Group prices are available. It is conveniently located off I-235 near the 42<sup>nd</sup> Street exit.

**Principal Park:** Home to the Triple-A Iowa Cubs Baseball Team, Principal Park is located at the confluence of the Des Moines River and the Raccoon River in downtown Des Moines. The stadium seats 12,000 fans and has 45 luxury suites, 12 of which are in a building in left field that also houses the Cub Club restaurant. The Iowa State Capitol building is visible from beyond the center field fence, while some seats also provide views of the Des Moines skyline. In addition to being the home of the Iowa Cubs it also hosts the Iowa High School Baseball State Tournament. There are also concerts and other various events that take place at the park throughout the year.

## **STUDENT ORGANIZATIONS**

### **ALPHA IOTA INTERNATIONAL HONORARY BUSINESS SORORITY**

Alpha Iota International Honorary Business Sorority was established in 1925 and continuously invites any women who are interested in joining an organization based on building friendships, providing community service, as well as having fun. Alpha Iota is a great way to meet new people and establish life-long memories with sisters from all over the United States and Canada.

### **BUSINESS MANAGEMENT ASSOCIATION (BMA)**

BMA Mission Statement: Business Management Association (BMA) is dedicated to the mission of preparing members to pursue careers in business and to developing members who will be assets to the community and society. To fulfill this mission, members perform the management functions of planning, organizing, leading, and controlling when engaging in fundraising, charitable, and social projects and events. BMA offers members unique opportunities to learn, grow, and to experience success in a variety of arenas which prepare members for today's highly competitive business environment. Utilizing a hands-on approach, all activities are designed to help members understand the challenges faced by business managers.

### **FUTURE TRAVEL PROFESSIONALS (FTP)**

FTP Mission Statement: To develop a better understanding of the travel and hospitality industry through networking, guest speakers, and having fun; while together becoming more involved in the organization and our community gaining experience, responsibility, and leadership skills that will spark enthusiasm for our future careers and lives.

### **INSTITUTE OF MANAGEMENT ACCOUNTANTS (IMA)**

The College chapter of IMA provides students with a better understanding of the accounting profession through direct association with members of the business community. Membership is open to any student interested in accounting and in learning more about this profession.

### **INTERNATIONAL STUDENT ASSOCIATION (ISA)**

The International Student Association's goal is to create a community of students, International and U.S., for the purpose of learning, exchanging, and valuing diverse ideas and cultures, in order to experience personal growth, promote civic interaction, and provide mentoring and support for students thus connecting them to the College campus and to the surrounding business community.

### **NON-TRADITIONAL STUDENTS ON CAMPUS (NTSO)**

The mission of Non-Traditional Students on Campus (NTSO) is to enhance the college experience of non-traditional students at AIB. Each term NTSO provides opportunities for adult students and their families to connect with each other through social outings. Members of NTSO have many opportunities to learn planning, organizational, and leadership skills through managing the AIB Clothes Closet, conducting fundraising events, and participating in community projects. Membership is free to any student who is at least 21 years or older or married and/or has children.

### **PHI THETA KAPPA – BETA PI PI**

The purpose of Beta Pi Pi Chapter of Phi Theta Kappa at AIB College of Business is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of the College. Current AIB students interested in becoming a member of Beta Pi Pi are eligible for acceptance if they have completed 18 quarter hours of associate degree course work and have a minimum 3.5 cumulative GPA. Students must maintain a 3.25 or above cumulative GPA in order to maintain membership.

### **PRIDE ALLIANCE**

Pride Alliance provides a safe, confidential and supportive social setting for lesbian, gay, bisexual and transgendered (LGBT) students and their straight allies. All students interested in promoting diversity and understanding are welcome. Additionally, the group plans fun social outings; learns about LGBT culture, history, issues and organizations; networks with LGBT business professionals on and off-campus; brings LGBT-related speakers to campus; and volunteers for worthy causes in the community and at AIB. Any personal information shared in the group remains strictly confidential. No assumption is ever made about any member's sexual orientation.

### **RESIDENCE LIFE COUNCIL (RLC)**

The Residence Life Council (RLC) is made up of Resident Assistants, Hall Council Presidents, and Area Coordinators from each residence hall. The purpose of the RLC is to represent and advocate for the interests, concerns, and well-being of all residential students. The Council also offers opportunities for students to meet and socialize by planning and promoting events within and between individual residence halls and the campus as a whole.

### **STUDENT COURT REPORTERS AND CAPTIONERS ASSOCIATION (SCRCA)**

SCRCA is an organization that serves all court reporting and captioning students. The purpose of SCRCA is to assist and encourage students in their education and development by providing opportunities for them to learn about the court reporting and captioning profession and the roles of judicial reporters and captioners. Members are encouraged to attend monthly meetings which provide opportunities for leadership, social activities, and interaction with working reporters.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The AIB Student Government Association's mission is to serve and to represent the AIB College Student Body. Its governing body consists of Senate Officers, at-large Senators, and representatives from all organizations on campus.

**STUDENTS IN FREE ENTERPRISE (SIFE)**

SIFE is a global nonprofit organization active in more than 40 countries. SIFE is funded by financial contributions from corporations, entrepreneurs, foundations, government agencies, and individuals. Working in partnership with business and higher education, SIFE establishes student teams on university campuses. These teams are led by faculty advisors, and they are challenged to develop community outreach projects that reach SIFE's five educational topics: Market Economics, Success Skills, Entrepreneurship, Financial Literacy, and Business Ethics.

SIFE team members leverage their personal educational experiences, the expertise of their faculty advisors, the support of their local business advisory boards, and the resources of their institutions to implement programs that create real economic opportunities for members of their communities. The effectiveness of their programs is judged at competition. Each national SIFE organization conducts a national competition, which is judged by leaders from its business community. At competition, SIFE teams present the results of their educational outreach projects and compete to determine which team was most successful at creating economic opportunity for others. SIFE National Champion teams advance to the top level of competition, the SIFE World Cup.

## **AIB STUDENT POLICIES**

The College is interested in students with a desire to succeed and reserves the right to dismiss a student who fails to maintain satisfactory grades, whose conduct is detrimental to the College, or who fails to present him or herself in a manner acceptable to the business world. Students may be refused admission to class because of an extreme style in dress or appearance. The College reserves the right to modify course offerings, hours, tuition, fees, housing, and College policies.

## **NONDISCRIMINATION POLICY**

The College does not discriminate on the basis of race, color, national origin, religion, sexual orientation, gender, gender identity, age, qualified disability, genetic information, marital or veteran status, or any other legally-protected status in the administration of its educational policies, admissions policies, scholarship and loan programs, employment programs, or College programs; however, AIB reserves the right to refuse admission to those deemed unqualified.

Any person having inquiries concerning AIB College of Business' compliance with the regulations implementing Title VI, Title IX, or Section 504 and The Americans with Disabilities Act of 1990 and amendments should contact the Vice President for Student Life, AIB College of Business, 2500 Fleur Drive, Des Moines, IA 50321, telephone (515) 244-4221. The Vice President for Student Life Office has been designated by AIB College of Business to coordinate the College's efforts to comply with regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the College's compliance with the regulations implementing Title VI, Title IX, or Section 504 and The Americans with Disabilities Act of 1990 and amendments.

## **DISABILITY SERVICES**

AIB College of Business supports the provisions of The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 by providing reasonable accommodations for qualified students with physical and/or intellectual disabilities in all educational programs, services, and practices. It is the responsibility of the qualified student with the disability to:

- Voluntarily and confidentially disclose information and provide documentation regarding the nature and extent of the disability to the Disability Services Coordinator in Academic Advising.
- Work with the Disability Services Coordinator each term to identify appropriate accommodations based upon the qualified student's needs, preferences, and available resources. Efforts will be made to provide the qualified student with the requested accommodations, although the College cannot guarantee that a qualified student will automatically receive his or her first choice of accommodations. The College will work with the qualified student to provide a supportive learning environment.

## **STUDENT CONDUCT**

Students are expected to conduct themselves in a responsible and mature manner. This implies thoughtful consideration for your own welfare and reputation, other students, and the College. Any student who violates the rules and policies of the College will receive a written reminder. If a second violation occurs, the student will receive a written reprimand. A third violation will result in the student being placed on Social Probation. A fourth violation will result in suspension from College Housing and may result in suspension from the College entirely. Student conduct violations will be enforced through the Vice President for Student Life Office. For student conduct issues pertaining to the Academic Honesty Policy, see this section. Disciplinary procedures regarding alcohol violations can be found under the Alcohol Policy.

The College reserves the right to forgo this disciplinary procedure if the circumstances deem it necessary (i.e. illicit drug use, sexual abuse/harassment, Internet misuse, assault, violence of any kind, conduct unbecoming, etc.).

## **CLASSROOM BEHAVIOR POLICY**

Any student, who at the discretion of a faculty member, interferes with the educational process of teaching and learning by engaging in side conversations, disruptive behavior, and/or the use of electronic devices, etc., may be asked to leave the class and counted absent. Electronic devices include, but are not limited to, cell phones, computers, iPads, Kindles, Nooks, etc. These devices will be turned off and inaccessible during any scheduled class period. At the faculty member's discretion, electronic devices may be used for academic purposes during the scheduled class period.

## **APPROPRIATE ATTIRE**

All students are expected to be neat, clean, and appropriately dressed during school hours. There are many visitors on the campus, including those who may be prospective employers, and the impression they develop may have an important effect upon the future employability of AIB graduates. Because all residence halls are living areas for both male and female students, appropriate dress in public areas is expected at all times.

Students will not be allowed into class without shoes or shirts, etc., and hats are not to be worn in the classroom. A faculty member may refuse to allow a student to attend class or to participate in a field trip because of inappropriate attire or appearance.

## **ATTENDANCE**

As stated in the AIB Catalog, one of the purposes of the College is to "help students realize that academic success, attendance, attitude, and appearance are habits that should be developed while in college for successful transition into the business world." Students are expected to attend class whenever a class is scheduled. The AIB Faculty and Administration believe that students must be present and participating on a regular basis in order to receive a passing grade in a class.

**All Classes:** If a student does not attend and participate in a day or evening class the first week, or does not login to and participate\* in an online class during the first 7 days, the student will be automatically cancelled from the class. Reinstatement into the class must be authorized by the faculty member.

**Day Classes:** If a student misses more than the number of total sessions or consecutive sessions of a day class as outlined below, the student will be automatically withdrawn and failed from the class. If a student in academic warning status or on academic probation misses more than the number of total sessions or consecutive sessions of a day class as outlined below, the student will be automatically withdrawn and failed from the class.

Day Classes				
			Academic Warning Status/Probation	
	Total Sessions	Consecutive Sessions	Total Sessions	Consecutive Sessions
4.5 qh course	12	4	6	2
3.0 qh course	8	3	4	2
1.5 qh course	4	2	2	2

A student in a day class that meets only 1 time per week (e.g., an internship class) will be withdrawn and failed if the student misses 2 consecutive weeks or more than a total of 3 weeks.

**Evening Classes:** Attendance in evening classes is taken twice nightly. A student who misses one full night of class will have 2 absences recorded. If a student misses more than the number of total sessions or consecutive sessions of an evening class as outlined below, the student will be automatically withdrawn and failed from the class.

Evening Classes (1 session = ½ of an evening class)				
			Academic Warning Status/Probation	
	Total Sessions	Consecutive Sessions	Total Sessions	Consecutive Sessions
4.5 qh course	6	4	3	2
3.0 qh course	6	2	3	2
1.5 qh course	4	2	2	2

**Online Classes:** A student must login to and participate\* in their online class at least once every 14 days. If a student does not login to and participate\* in an online class for 14 consecutive days, the student will be automatically withdrawn and failed from the class. A student in academic warning status or on academic probation must login to and participate\* in their online class at least once every 7 days. If a student in academic warning status or on academic probation does not login to and participate\* in an online class for 7 consecutive days, the student will be automatically withdrawn and failed from the class.

\*Participation in an online class is defined as engaging in an academic activity for the purpose of learning the subject matter of the course. Activities considered as the online equivalent of course attendance are participating in discussions threads, submitting assignments, completing quizzes or exams, or communicating with the faculty member regarding the subject matter of the course. Logging in without engaging in an academic activity will not be considered participation in a class.

A withdraw/fail (WF) is recorded on the transcript and is calculated as an F in determining a student's grade point average. Withdrawals resulting from lengthy absences due to special circumstances (e.g., hospitalization, military service, jury duty) may be appealed to the Chief Academic Officer.

If a student misses a class and misses an assignment or exam, it is the responsibility of the student to contact their faculty member to inquire about making up the assignment or exam. The faculty member has the authority to determine if the student will be allowed to make up the missed work. If a student is allowed to make up the assignment/exam, the faculty member has the authority to determine if the student can make up the work without penalty. The faculty member is also allowed to use their own discretion in setting up the timeline for make up of any work. The make-up policy for each course will be outlined in the course syllabus.

Students participating in an AIB-sponsored class event/trip or student organization event/trip with an educational purpose will not be counted absent from class and will be allowed to make up any missed work without penalty. Student-athletes participating in an AIB athletic competition will not be counted absent from class and will be allowed to make up any missed work without penalty. (This make-up policy may be different for courses in the Court Reporting and Captioning Program). All students participating in the above events/trips are expected to be in those day's classes that occur prior to the group's departure from campus. Students will be counted absent and will not be allowed to make up any missed work without penalty for classes they do not attend prior to the day's departure time.

The faculty member/organization sponsor/athletic director or his/her designated representative must inform the faculty and the academic advisors of those students who are participating in the event/trip at least 3 days prior to the event/trip. Included in this notification should be the purpose of the event/trip, the date of the event/trip, the time of departure from campus, and the time students should be released from class. It is the responsibility of every student participating in an AIB-sponsored event to inform his/her faculty members of any classes to be missed prior to participating in an event. Failure to do so may result in the student being counted absent, receiving no credit for work that day, and/or not being allowed to make up class work.

A faculty member may give (or take away) points for class participation/attendance as a component of grading for a course. The number of points for class participation/attendance cannot exceed 25% of the total points for the course. The grading policy for each course will be outlined in the course syllabus.

*Revised 5/11*

#### **ACADEMIC INTEGRITY POLICY**

Academic integrity is defined as upholding the ethical and professional standards of an institution of higher education. Violations of the academic integrity policy include, but are not limited to:

1. Copying work belonging to another student.
2. Using information, ideas, or phrasing of other writers without proper acknowledgement (plagiarism).
3. Altering student computer directories.
4. Intentionally using written or verbal vulgarity in an academic environment.
5. Falsifying documents or statements.
6. Intentionally lying to an academic staff or faculty member.
7. Submitting the same paper for multiple classes.
8. Inappropriate sharing of class assignments, information, and/or documents through e-mail or other electronic means.
9. Other behaviors that may be deemed in violation of the academic integrity policy by the Chief Academic Officer.

- Acts in violation of the academic integrity policy may be cause for dismissal from classes, academic warning status or probation, and/or forfeiture of scholarships or grants.
- There are times in a student’s course of study when collaboration and sharing of information with other students is appropriate and acceptable. Even when collaboration is appropriate, the work submitted by students must be their own work. At no time is it acceptable for students to copy all or a portion of another person’s work and submit it as their own work.
- There are times specified by the faculty member when there is to be no collaboration or sharing of information. These include, but are not limited to:
  - Assignments
  - Projects
  - Written papers
  - Tests
  - Final projects
- Any student choosing to collaborate or share information when specifically instructed that it is inappropriate will face academic consequences.
- The AIB computer network is for educational purposes and is not intended or guaranteed to be private. Student use of an AIB e-mail account must be in support of education and research and consistent with the educational objectives of AIB College of Business.
- Information Technology Services does have the ability to monitor e-mail on the AIB computer network. When deemed appropriate, the College can and will use this ability to determine if students are sharing information inappropriately.
- All acts of behavior that violate the academic integrity policy will be reported to the Chief Academic Officer and documentation of each act will be placed in the student’s file in the Registrar’s Office. This includes any student found to be assisting another student in an act of academic dishonesty (e.g. sharing a paper from a completed course with a student currently enrolled in the course).
- Consequences of violations of the academic integrity policy will be the decision of the faculty member, in collaboration with the Department Chair and/or Chief Academic Officer. Consequences could include any of the following:
  - Receiving 0 points on the project/assignment involved.
  - Withdrawal from the class with a Failing grade.
  - Being placed in Academic Warning Status (see section on Academic Warning Status, Suspension, and Probation below) resulting in:
    - Loss of AIB scholarships and grants;
    - Loss of AIB employment;
    - Stricter class attendance requirements.
  - Withdrawal from the College.
  - Students who are employed by AIB (for example, as tutors or checkers) who abuse their employment status through the sharing of completed work may have the following consequences:
    - Loss of AIB employment and loss of eligibility for hiring for future AIB employment;
    - Loss of AIB scholarships and grants;
    - Stricter class attendance requirements.

### **ACADEMIC WARNING STATUS, SUSPENSION, AND PROBATION**

A student whose cumulative grade point average is below a 2.0 at the close of any term is not progressing satisfactorily and will be placed into academic warning status for the next term. A student in academic warning status will be restricted to 13.5 quarter hours while in this status (unless repeating a failed class) and may be required to change majors. A student in academic warning status will be required to follow a stricter attendance policy. A student in academic warning status who does not achieve a 2.0 or higher cumulative grade point average at the end of the first term while in academic warning status will be suspended from the College for at least one term. Students may appeal such suspension to the Chief Academic Officer. If the student successfully appeals their suspension, they will be placed on academic probation and required to comply with an academic plan. This academic plan will outline GPA requirements for each subsequent term and may also include stricter attendance requirements, tutoring, counseling, etc. Failure to comply with the stipulations of the academic plan will result in expulsion from the College.

A student placed into academic warning status for a violation of the Academic Integrity Policy will be required to follow a stricter attendance policy. The student will also forfeit any AIB scholarships and grants for the term(s) they are placed into academic warning status. Students may be removed from current AIB employment and may not be eligible for future student employment. If a student commits another violation of the Academic Integrity Policy while in academic warning status, the student may be expelled from the College.

### **SOCIAL PROBATION AND SUSPENSION**

Students are expected to conduct themselves in a responsible manner and abide by the rules and regulations of the College as well as state and federal laws. Inappropriate conduct (e.g. rudeness; vulgarity; dishonesty; physical, verbal or sexual harassment) or a violation of College rules or policies may result in social probation and, in some cases, suspension from the College. Social probation consists of disciplinary actions that could result in certain restrictions and forfeitures of student privileges that include but are not limited to:

- Forfeiture of AIB scholarships and grants for a minimum of one term or a fine of \$150 if not receiving an AIB scholarship
- Forfeiture of participation in College-sponsored extracurricular activities
- Removal from current AIB employment and possible ineligibility for future student employment.
- Access to campus buildings may also be restricted.

A student suspended from the College for social reasons may apply for readmission to the College after six months. Students may appeal social probation/suspension to the Vice President for Student Life.

### **STUDENT ADMINISTRATIVE LEAVE POLICY**

AIB College of Business is dedicated to helping each of its students succeed in the college environment. The College understands that there are factors inside and outside of the College that affect a student's ability to thrive at the college level. There may be times a student experiences life situations, medical conditions, or psychological conditions that significantly impair their function to be a successful student. On-campus counseling services are available for students and referrals may be made to outside services to help students work through tough times. However in some instances, time away from the College for treatment and recovery is the best solution to help students regain the necessary functioning to return.

### **Medical Leaves of Absence/Voluntary Withdrawal**

Students who are dealing with conditions or situations that are affecting their ability to function successfully and safely as a student may wish to be placed on medical leave and voluntarily withdraw from the College. Students should apply for voluntary medical leave to the Vice President for Student Life or Vice President for Academic Affairs who may waive financial, academic, or other regulations that a normal withdrawal would not constitute. In making the decision to grant the voluntary medical leave of absence and waive financial and academic regulations, the Vice President for Student Life will collaborate with the Vice President for Academic Affairs to:

- Evaluate the need of the absence with the Director of Counseling or appropriate physician.
- Consult with the student's academic advisor and appropriate faculty.
- Consult with the student's financial aid advisor.

### **Emergency Interim Leave**

Interim leave will be used in situations when a student's behavior poses an **immediate** threat of harm to themselves or others. A student placed on interim leave may be completely withdrawn from the College or the student's access to certain campus areas may be restricted, such as housing for an unspecified amount of time. The Vice President for Student Life will make the decision to implement interim leave. When feasible, every attempt will be made by the Vice President for Student Life to meet with the student to review the rationale for the interim leave. Students placed on interim leave may be asked to complete certain evaluations or guidelines, such as counseling sessions, that must be completed before returning to the College. The period of interim leave will depend on the student's ability to meet the required guidelines set forth by the Vice President.

### **Involuntary Withdrawal**

Involuntary withdrawal will be used as a last resort when all reasonable efforts to help a student stay in school and get treatment have failed and the student cannot be persuaded to voluntarily withdraw. A student may be subject to involuntary withdrawal if there is convincing evidence:

- a student's behavior demonstrates a direct threat of harm to self or others;
- a student is found in violation of College rules; or
- a student did not follow the required guidelines set forth by the College to remain in college.

The Vice President for Student Life will meet and evaluate the student's case with a list of individuals, such as the Director of Counseling, who have relevant information regarding the student's medical or mental condition. The student will have the opportunity to participate in the meeting. The Vice President for Student Life and the team of individuals will together make a decision to enforce a withdrawal. The student will be informed of the decision and will be given a written statement explaining the terms and conditions that must be met to gain readmission. The student can appeal the decision to the President of the College.

### **Readmission**

Students that wish to reapply for admission should contact the Vice President for Student Life and provide the following information:

### ***Medical Leaves of Absence/Voluntary Withdrawal***

The student must provide written documentation they received treatment or have resolved the initial problem. The College will look to see if the student has been treated satisfactorily to return to the intellectual and emotional demands of college life. The decision to grant or deny readmission will be made by the Vice President and appropriate staff members. The team of staff members will review the case to make sure the reason that caused the student to leave in the first place will not cause them to leave a second time.

### ***Interim Leave and Involuntary Withdrawal***

The student will be asked to provide written documentation their behavior has changed and that they followed the guidelines for readmission set by the Vice President. The Vice President will consult and meet with appropriate staff members to review the documentation and make a decision to grant or deny re-enrollment. Students granted readmission may still be asked to follow guidelines until staff feel the initial problem has been resolved.

## **CAMPUS CARE TEAM**

The Campus Care Team works with the campus community to identify students who are experiencing personal crises, are in distress, or are showing signs of disruptive behavior. The Campus Care Team will assist students in finding the resources on campus or in the community to help them succeed. Please contact the Director of Student Counseling to report behavior that causes concern.

## **STUDENT COMPLAINT PROCEDURE**

- 1) If a student has a complaint regarding a **faculty member**:
  - a. The student will be encouraged to speak directly with the faculty member.
  - b. If the student does not feel comfortable speaking with the faculty member, they have the option of taking the complaint directly to the department's chair. A student's complaint must be in writing and sent to the Department Chair prior to meeting with him/her. The Department Chair will set up a meeting with the student, faculty member, and him/herself.
  - c. If the student chooses to speak directly to the faculty member, and the issue is not resolved, the student must write and sign a letter describing the issue, and send it to the department's chair. The Department Chair will set up a meeting with the student, faculty member and him/herself.
  - d. If the issue isn't resolved with the student, faculty member, and the Department Chair, the Department Chair will forward the letter of complaint to the Chief Academic Officer (CAO). The Department Chair will set up a meeting with the student, faculty member, Department Chair, and CAO.
- 2) If the issue is with the Department Chair, and the student doesn't feel comfortable speaking directly to the Chair, the student should write and sign a letter documenting his/her complaint and send it to the Chief Academic Officer. The CAO will set up a meeting between the student, Department Chair, and CAO.
- 3) If the issue is resolved with the Department Chair/CAO and no further action is necessary, the written complaint is signed by the student, the faculty member, and the Department Chair/CAO. A copy of the signed complaint will be forwarded to the Chief Academic Officer.

## **STUDENT GRIEVANCE PROCEDURE**

Students are encouraged to communicate their recommendations for improvement to the faculty or administration of AIB. Students wishing to voice a grievance or state a complaint regarding **policies and procedures** at AIB are encouraged to visit with a faculty member, academic advisor, student counselor, or any College administrator. Most complaints are resolved in an informal manner. If this is not possible, a formal written complaint with signature may be mailed to (not via e-mail) or delivered to the President, Vice President for Student Life or Vice President for Academic Affairs. The written complaint will be addressed by the President and Vice Presidents of the College within two weeks of receipt of the complaint. A final written decision will be forwarded to the student no later than four weeks following receipt of the complaint.

## **TOBACCO-FREE CAMPUS**

AIB College of Business has a responsibility to its students and employees to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. AIB College of Business is committed to providing a tobacco-free environment for all employees, students, and visitors. This policy is in compliance with the Iowa Smokefree Air Act. AIB has chosen to extend its policy beyond the provisions of the law to include the use of all tobacco products.

Use of tobacco is prohibited in all AIB buildings, including housing; grounds; parking lots; inside vehicles owned by AIB; and inside personal vehicles parked in the AIB parking lots. This policy applies to students, employees, and visitors to our campus. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, and tobacco pipes.

Effective implementation of the Tobacco-Free Policy depends upon the courtesy, respect, and cooperation of all members of the AIB community. All employees and students share in the responsibility for enforcing this policy and are encouraged to politely inform people to refrain from using tobacco products on the AIB campus. Employees or students found in violation of the tobacco-free policy may be subject to disciplinary action. Smoking violations can be reported to the Safety Office at (515) 244-6703.

## **CAMPUS PARKING RULES**

If you wish to park your vehicle or motorcycle on campus you must acquire a parking tag. All vehicle registration is completed at the Eagle's Landing Bookstore. The cost of a parking tag is \$25 per term for students parking on campus during the day time hours or overnight. Evening students must register for a hang tag, at no cost. A parking tag allows your vehicle or motorcycle to be parked in undesignated stalls and in campus lots. Lost or stolen tags must be replaced at a cost of \$25. Hanging tags may be transferred from vehicle to vehicle, as the owner deems necessary; however, a tag must be displayed in your vehicle at all times. Parking tickets will be issued to vehicles not displaying proper tags and are \$25 each. Visitors should register for temporary parking tags at the Keith Fenton Administration Building or Fenton Hall front desks. **AIB assumes no liability for loss or damage to your vehicle/motorcycle or its contents. Please check with your insurance agent to ensure proper coverage. The Eagle's Landing Bookstore is responsible for the issuance and recording of parking tags. If you wish to appeal a parking violation, you must contact the Safety Office at (515) 244-6703.**

1. Students should place the vehicle parking tag over their rearview mirror with the number facing the windshield. Please place tags in vehicles upon receipt.
2. Cars must be parked between the painted lines.
3. No parking is allowed in reserved, handicapped, or visitor spaces. Do not park on grass or sidewalks. Students should be careful not to block driveways and parked vehicles.
4. Handicapped spaces are available and marked. To use a handicapped space, an individual must have, and display, a Department of Transportation handicapped permit. If anyone is parked in a handicapped space without a permit, he/she can expect a \$100 parking fine from the City of Des Moines.
5. Operators of motor vehicles are expected to operate their vehicles in a safe and prudent manner at all times on the campus. Careless or reckless driving will not be tolerated, and tickets will be issued and/or the privileges of parking on campus forfeited.
6. Tickets will be issued 24 hours per day and fines are assessed for violations of the parking rules.
7. Falsifying or failure to abide by registration and parking regulations may result in suspension of parking privileges.

#### **CHILDREN ON CAMPUS**

Children of enrolled students are not permitted in the classroom and should not be left on campus unsupervised. Academic Advisors and the Director of Student Counseling have information on local area child care providers.

#### **FIREARMS, DANGEROUS WEAPONS, AND THREATS TO THE COLLEGE**

Firearms, fireworks, darts, dart boards, bows and arrows, knives, martial arts equipment, or other dangerous weapons are prohibited on College property, in College vehicles, and in privately owned vehicles on College property. If such items are found, they will be confiscated and the person(s) may be subject to immediate removal from the premises. These items constitute a serious safety hazard to individuals and may also result in damage to College property. Persons making threats to the College such as making malicious phone calls or threatening communication of any kind will be faced with suspension or expulsion from the College. Persons involved could also be subject to arrest and prosecution by local law enforcement.

#### **HEALTH, PROPERTY, AND LIFE INSURANCE**

AIB College of Business **does not** provide health, personal property, or life insurance for students. Students are responsible for insuring their own personal possessions and having their own health coverage. The College requests that students complete a student health form and immunization record to keep on file with their permanent record. Students can obtain information on renter's insurance from most insurance companies.

#### **RETURNED CHECK POLICY**

When a check written to the College is returned because of insufficient funds, a stopped payment, or a closed account, the student will be contacted by Business Services and asked to redeem the check. A \$25 charge will be assessed for each check returned. If a returned check is not redeemed within five days, the student may not be permitted to continue in classes until satisfactory arrangements have been made.

## **RETURN OF FUNDS POLICY**

### **Federal Title IV Funds**

As part of the Higher Education Amendments of 1998, Congress passed provisions governing what must happen to federal financial assistance if a student completely withdraws\* from school in any term. The policy governs all federal grant and loan programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Subsidized and Unsubsidized Stafford Loan, Federal PLUS Loan and any new Federal Title IV programs introduced in the future. This Return of Title IV Policy does not affect the Federal Work-Study Program.

In general, the law assumes that a student “earns” Federal financial aid awards directly in proportion to the number of days of the term the student attends. The portion of Federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days completed before the student withdrew. For example, if the student withdrew on the 26th day of a term that has 75 days, the student has completed 35% of the term and has earned 35% of the assistance originally scheduled to receive. This means that 65% of the scheduled awards remain unearned and must be returned to the Federal government. Weekend days are included in both the numerator and denominator but scheduled breaks of five consecutive days or longer are excluded. Once a student has completed more than 60% of the term, the student has earned 100% of the assistance.

**If a student is thinking about withdrawing from all classes prior to completing 60% of the term, the student should contact Business Services to determine how a withdrawal will affect financial aid. It is recommended that the student try to complete the term or complete at least 60% of the term to avoid having to repay any money that was already disbursed. If a student does not owe any money prior to withdrawal, the student may have a balance due to the College and/or the government after completion of the government required calculation.**

If the amount disbursed to the student is greater than the amount the student has earned, the unearned funds must be returned to the financial aid programs. If the amount disbursed to the student is less than the amount the student has earned, a post withdrawal disbursement may be available to credit outstanding charges on the student’s tuition account.

Under the HERA, the amount of a grant overpayment due from a student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by the student. A student does not have to repay a grant overpayment of \$50 or less.

**Institution’s return of funds:** Once the institution’s portion of the return of funds has been calculated, Forsyth Financial Aid Services will return the funds within 45 days to the appropriate program(s) in the order specified below. If this creates a “charge” on the student’s account in Business Services, the student will be responsible for paying the debt to the College. A student may not be allowed to register, receive an official academic transcript, and/or receive future financial aid until the debt to AIB College of Business has been paid in full.

**Student's return of funds:** Once the student's portion of the return of funds policy has been calculated, Forsyth Financial Aid Services will notify the student of the amount of grant funds the student may need to repay. One of the following repayment options may be selected:

- 1) The student may pay the full amount of the debt to the College within 45 days and the College will return the funds to the appropriate federal program(s).
- 2) The student may contact the Department of Education to establish a repayment plan.

The student will remain eligible for Title IV funds for 45 days from the date the institution sends the student a notice of the overpayment. On the 46th day, if an overpayment exists, the institution will report the overpayment to the Department of Education.

If loan funds need to be returned, the student may pay these funds back under the original terms of the loan.

Title IV unearned funds must be returned in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

If the amount disbursed is less than the amount earned, the amount is considered to be a post-withdrawal disbursement. Post-withdrawal eligibility can be used to credit outstanding charges on the student's tuition account. AIB College of Business has 30 days from the date of the institution's determination the student withdrew to offer any amount of the post-withdrawal loan disbursement to the student (or the student's parent for PLUS loans.) The student (or parent) must respond within 14 days of the date the institution sends the notification to be eligible to receive the post-withdrawal loan disbursement. If the post-withdrawal loan disbursement is accepted, AIB College of Business must make the post-withdrawal loan disbursement of the Title IV loan proceeds as soon as possible but no later than 180 days after the date of the school's determination that the student withdrew. If the student (or parent) does not respond to the institution's notice, no portion of the post-withdrawal loan disbursement may be disbursed.

**State Funds** - If a student withdraws\* from the College prior to completing 60% of the term, the State of Iowa funds, including the Iowa Tuition Grant, Iowa Grant, All Iowa Opportunity Scholarship, All Iowa Opportunity Foster Care Grant, the National Guard Tuition Assistance Program and any new programs introduced in the future will be returned proportionately. For example, if a student withdraws on the 26<sup>th</sup> day of a 75-day term, the student has completed 35% of the term and is eligible to use 35% of the above grant(s). Therefore, 65% of the money would be returned to each of the applicable programs.

**AIB Sponsored Funds** - If a student withdraws\* from the College prior to completing 60% of the term, the AIB sponsored funds will be returned proportionately. For example, if a student withdraws on the 26th day of a 75-day term, the student has completed 35% of the term and is eligible to use 35% of the AIB sponsored funds. Therefore, 65% of the money would be returned to each of the applicable programs.

## INSTITUTIONAL REFUND POLICY

### Complete Withdrawal\*

The amount of the tuition, fees, and residence hall rent refund will be calculated on a percentage basis by comparing the total number of days in the term to the number of days completed before the student withdrew. For example, if the student withdrew on the 26<sup>th</sup> day of a term that has 75 days, the student completed 35% of the term. Therefore, the student will be entitled to a 65% refund of tuition, fees, and residence hall rent. Weekend days are included in both the numerator and denominator, but scheduled breaks of five consecutive days or longer are excluded. Once the student has completed 60% of the term, no refund is available. Eligible books will be refunded at 50%.

### Course Withdrawal\*

Students who drop to less than 12.0 quarter credit hours but remain a student are eligible for a tuition refund according to the following schedule:

- Withdrawals before 7 a.m. on Monday of the second week 75% refund
- Withdrawals before 7 a.m. on Monday of the third week 50% refund
- Withdrawals before 7 a.m. on Monday of the fourth week 25% refund
- Withdrawals after 7 a.m. on Monday of the fourth week no refund

In this category of withdrawal, there is no refund of residence hall rent or fees. Eligible books will be refunded at 50%. Prior to withdrawing from class, all students are strongly encouraged to consult both their academic advisor and Business Services to determine the effect the withdrawal may have on the student's account.

After the refund policy calculation has been completed, the Iowa programs, including the Iowa Tuition Grant, Iowa Grant, All Iowa Opportunity Scholarship, All Iowa Opportunity Foster Care Grant, and National Guard Assistance Program, will be reimbursed proportionately. Any remaining funds credited to the student's account will be used to pay toward the student's AIB balance. If funds still remain, the funds will be paid back to the financial aid programs in the following order: Unsubsidized Stafford Student Loan, Subsidized Stafford Student Loan, Perkins Loan, Private Loan, PLUS Loan, AIB College of Business sponsored grant and scholarship programs, Pell Grant, Supplemental Educational Opportunity Grant, and other programs.

\*For the purpose of these policies, the date of withdrawal is defined as follows:

Official Withdrawal: The date of withdrawal will be the date the student began the withdrawal process. To begin the withdrawal process, the student must show intent to withdraw by filling out the AIB Withdrawal Form. If the student provides written confirmation of intent to withdraw prior to completing the AIB Withdrawal Form, the date this notice is received will be considered the student's date of withdrawal. Either form of notification of withdrawal needs to be submitted to the appropriate academic advisor. Intent to withdraw does not include informal conversations with College faculty or staff. If the student continues to attend class after the withdrawal process has begun, the last date of attendance in a day or evening class, or the last day of login to and participation in an online class, will become the withdrawal date.

Unofficial Withdrawal: If the student does not officially notify an academic advisor of intent to withdraw, the academic advisor, in collaboration with faculty, will determine the student's date of withdrawal based on the student's last date of attendance and participation in an academic-related activity. If AIB determines that a student did not begin the institution's withdrawal process or otherwise provide official notification to AIB of the student's intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, AIB may assign a withdrawal date that is related to that circumstance.

**SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS FOR FINANCIAL AID RECIPIENTS**

Federal financial aid regulations require that AIB College of Business establish policy requirements that define the academic progress students must make in order to maintain their eligibility to receive federal financial aid. At AIB these requirements are applicable to federal, state, and institutional grant, scholarship, work, and loan financial aid programs.

These standards require students to have completed a minimum number of credit hours at each evaluation increment and have the minimum cumulative grade point average as defined by the requirements. Specific financial aid programs may have standards that exceed these minimum requirements.

To remain eligible for financial aid programs, students are required to demonstrate satisfactory academic progress toward a degree according to the following requirements.

**Duration of Eligibility Requirements**

A student's eligibility for financial aid consideration will end at the earliest of the time at which she/he:

1. Is considered to have completed the credit requirements for her/his degree program, or
2. Has attempted more than 150% of the credits required for a specific degree program as follows:

<b>Degree Program</b>	<b>Degree Program Credit Requirements</b>	<b>Credits Attempted 150% Maximum Credit Limit</b>
Associate of Applied Science (AAS)	126 Quarter credits	189 Quarter Credits
Bachelor of Science (BS) Degree Completion	198 Quarter Credits	297 Quarter Credits

**Credit Completion Requirements**

Credit completion requirements will be monitored each term. In order to be making satisfactory academic progress, students must have earned **67%** (rounded to the nearest percent) of their total cumulative attempted credits.

**Cumulative Grade Point Average Requirements**

Cumulative grade point average requirements will be monitored at the end of each term. In order to be making satisfactory academic progress, students must maintain a 2.00 cumulative grade point average.

**Failure to Maintain Satisfactory Academic Progress**

Students who fail to meet the credit completion requirements at any monitoring point will be placed into financial aid warning status but will remain eligible for financial aid for the subsequent term which they attend. If they are not meeting the standards by the end of the subsequent term, they will be on financial aid suspension status and will need to appeal in order to continue to receive financial aid.

Students not meeting the cumulative grade point average requirements will need to attain a minimum 2.0 cumulative grade point average during their initial quarter in financial aid warning status. Students who are in warning status who fail to meet those requirements will be suspended with a chance of appeal. If the appeal is granted, the student will be placed on financial aid probation. While on probation, the student will need to successfully comply with an academic plan created by the College in order to remain eligible for financial aid.

**Regaining Eligibility**

Students who have failed to maintain satisfactory academic progress may regain their eligibility for financial aid by:

1. Correcting their credit completion and/or cumulative grade point average deficiency by completing course work at AIB at their own expense. A student may also correct their credit completion deficiency by completing credits at another college or university that are transferable to AIB. It is the student's responsibility to notify the Assistant Director of Forsyth Financial Aid Services when they have corrected the deficiency and have regained their eligibility for financial aid.
2. Being granted an appeal. Appeals must be submitted by students in writing to the Assistant Director of Forsyth Financial Aid Services immediately upon their notification by AIB that they are not making satisfactory academic progress. The appeal needs to consist of why the student failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. Students will be notified in writing within 10 business days of receipt of their appeals regarding the outcome of their appeals. If an appeal is granted, the student must follow an "academic plan", defined in their appeal approval letter, until they are again meeting the standards of satisfactory academic progress.

**Special Considerations and Definitions**

1. If an enrolled student changes programs or majors at AIB, the grades for those credits from the previous program or major will be counted toward the student's new program or major. Those grades will be included in the calculation of cumulative grade point average for that student for purposes of determining that student's satisfactory academic progress status. However, students moving into the bachelor degree program will start with a 0.00 cumulative GPA.
2. If an enrolled student changes programs or majors at AIB, the credits earned and attempted from the previous program will be counted towards the student's credit completion requirements. However, they will not be counted towards the student's duration of eligibility requirements.

3. A student who transfers to AIB will be considered to be making satisfactory academic progress at the time she/he is admitted. Transfer credits which are accepted for credit for the student's AIB program will be counted as both attempted and earned credits for satisfactory academic progress purposes. The grade point average for those credits will not be counted.
4. Credits for courses from which a student withdrew, received an incomplete, or failed will be considered to be attempted credits but not earned credits. When an incomplete class is completed, it is the student's responsibility to contact Forsyth Financial Aid Services in regards to re-evaluating satisfactory academic progress.
5. Passing credits received for Pass/No Pass courses will be considered as both attempted and earned credits. A No Pass grade in a Pass/No Pass course will be considered as attempted credits but not as earned credits. Pass/No Pass grades are not included in cumulative grade point average calculations.
6. Credits for repeated courses will be counted as attempted credits each time the course is repeated. Credits for repeated courses will be counted as earned only once and only when a passing grade is received. Only the highest grade for a repeated course will be counted for grade point average purposes. A student may be required to repeat a course(s) due to not meeting the academic requirements needed to attain credit. The College's SAP Policy for course repeat maximums mirrors the College's academic policy for course repeat maximums. To receive aid for the repeated class for which credit was not attained, the student must be meeting the College's above mentioned academic policy located in the AIB Academic Office.
7. Credits for audited and non-credit remedial courses are not counted either as attempted or earned credits for the calculation of grade point averages.
8. An appeal will only be considered once unless there are extenuating circumstances.

*March 2011*

#### **NOTIFICATION OF RIGHTS UNDER FERPA**

AIB College of Business grants all of its students full rights as required by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. FERPA gives students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Vice President for Student Life, Registrar, Vice President for Academic Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and housing staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

An additional exception, which permits disclosure without consent, is disclosure to third parties engaged in reviews of AIB for College or program accreditation/approval purposes or for purposes of determining AIB's compliance with federal and state regulations.

FERPA regulations allow the College to disclose student information to either parent of a dependent student if the student is their dependent for income tax purposes.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Students complete Authorization to Release Forms giving the College permission to release personally identifiable information to those listed on the form by the student. The forms are available in the Academic, Admissions, and Forsyth Financial Aid Services offices and can be updated at any time.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

**Notice of Directory Information**

FERPA requires that AIB College of Business, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, AIB College of Business may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with College procedures.

AIB College of Business has designated the following information as directory information:

Student's name	Date and place of birth
Participation in officially recognized activities	Field of study
Address	Dates of attendance
Telephone listing	Grade level and status
Electronic mail address	Place of Employment
Photograph	Previous educational institution
Degrees, honors, and awards received	

The primary purpose of directory information is to allow AIB College of Business to include this type of information from your education records in certain school publications such as the AIB website, portal, newsletters, press releases and publications both printed and electronic. Examples include:

- President's and Dean's list
- Honor roll or other recognition lists
- Graduation programs
- Becoming an officer or member of a student organization
- Participating in a College-sponsored trip or activity

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent.

If you do not want AIB College of Business to disclose directory information from your education records without your prior written consent, you must notify the College in writing within two weeks of the beginning of the term. The appropriate forms are available in the Registrar's Office.

**Information Security Plan Policy Statement**

In compliance with the Gramm-Leach-Bliley (GLB) Act section 501, AIB College of Business will implement the following Information Security Plan.

The GBL Act was enacted to provide greater protection for an individual's private information. To be in compliance with the GLB Act, the Officers of the College must implement a security program that provides protection for individuals' information that is appropriate to the institution size and risk profile. The College has developed guidelines to establish standards relating to the administrative, technical, and physical safeguards of personal records and information. These safeguards are provided to:

- Ensure the security and confidentiality of personal information.
- Protect against any anticipated threats or hazards to the security or integrity of information.
- Protect against unauthorized access to or use of personal information that could result in substantial harm or inconvenience to any individual.

The Information Security Plan will:

- Identify and assess the risks that may threaten personal information.
- Develop written policies and procedures to manage and control these risks.
- Implement and test the plan.
- Adjust the plan to reflect changes in technology, the sensitivity of personal data, and internal or external threats to information security.

The Vice President for Student Life Office will have oversight for the College Information Security Plan. The Vice President for Student Life Office will provide guidance in complying with privacy regulations.

The Vice President for Student Life will work closely with all departments who have access to personal information. This office will conduct risk assessments, institute employee training programs, oversee service provider contracts, and evaluate and adjust the College Information Security Program as necessary.

The Information Technology Department will maintain and provide access to policies and procedures that protect against any threats to security or integrity of electronic personal information and that guard against misuse of such information.

All employees of the College with access to personal information about customers will be required to follow this policy. The College Information Security Plan applies to all personally identifiable non-public information about individuals that is obtained in connection with providing services to customers.

#### **AIB COLLEGE OF BUSINESS ALERT SERVICE**

In the event of a school closing/delay or emergency, the AIB alert service (message system called Send Word Now) will notify all currently-enrolled students, faculty, and staff immediately after a time-sensitive situation arises. The AIB College of Business Alert Service contacts you at your phone and text contact points, including home/office phones, cellular phone, e-mail accounts, SMS text message, etc. To ensure you will receive notifications, always keep your contact information up-to-date with the College.

During an alert situation, the AIB College of Business Alert Service will also allow you to respond to messages sent to you. When contacted, you will be provided with options numbering from 1 to 5 that are pre-defined responses for you. Responding back is as simple as pressing a corresponding number on the keypad of your phone, or replying to an e-mail message.

#### **CAMPUS SECURITY ACT**

The College, in compliance with the Student-Right-To-Know and Campus Security Act of 1990 (Public Law 101-542) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, prepares and distributes an annual report of campus crimes and statistics for students and employees as well as for applicants of enrollment or employment. The report includes crime statistics for specified crimes reported on campus and on adjacent public property for the past three years. Campus security policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters are also included in the report. This report can be accessed on the College Web site at [www.aib.edu](http://www.aib.edu) (Click on Student Life>>Campus Safety>>Annual Security Report). If you have any questions concerning the report, please contact the Chief Facilities Officer at (515) 244-4221 or e-mail: [schmidtc@aib.edu](mailto:schmidtc@aib.edu).

## **DISCLOSURE CONCERNING IOWA SEX OFFENDER REGISTRATION**

The Iowa Sex Offender Registry was enacted on July 1, 1995 and is found in Chapter 692A Code of Iowa. As part of the 1994 Violent Crime Control and Law Enforcement Act, the United States Congress passed the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act. The act sets forth guidelines for states to establish sex offender registry programs. For information concerning Iowa Sex Offender Registration, go to [www.iowasexoffenders.com](http://www.iowasexoffenders.com).

## **SEXUAL HARASSMENT AND ANTI-DISCRIMINATION POLICY**

It is the College's goal to create and maintain a productive work environment for all employees and students. The College prohibits discrimination and harassment based upon a person's race, color, national origin, religion, sexual orientation, gender, gender identity, age, disability, or any other class protected by federal, state, or local laws. This policy applies to employees, students, applicants seeking employment at the College, and guests of the College.

Verbal or physical conduct by any employee or student that discriminates, harasses, disrupts, or interferes with another's work performance or creates an offensive or hostile environment for any employee, student, employment applicant, or guest of the College in any form is prohibited.

Sexual harassment is defined as unwelcome behavior of a sexual nature. The College strictly prohibits unwelcome sexual advances, requests for sexual favors, or other physical acts of a sexual or sex-based nature where:

- submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or a student's grades;
- submission or rejection of the conduct is used as the basis for making employment decisions affecting the employee or academic decisions affecting the student;
- the conduct substantially interferes with an employee's work performance or student's academic performance or creates an intimidating, hostile, or offensive work or instructional environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Prohibited conduct may include, but is not necessarily limited to the following:

- Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual nature.
- Lewd, off-color, or otherwise offensive comments, jokes, or innuendoes of a sexual nature.
- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling, patting, or pinching.
- Violating someone's "personal space".
- Whistling in a suggestive manner.
- Foul or obscene language.
- Leering, staring, stalking.

- The posting or transmitting of suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons, electronic images, or similar items.
- Unwelcome or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive e-mail or voice-mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment requests or threats if sexual favors are not provided.
- Sexual assault or rape.
- Physical assault.

### **Reporting Harassment or Discrimination**

It is the responsibility and obligation of all College employees and students to promptly and accurately report any acts by any employee, non-employee, or student which might constitute discrimination or harassment on the basis of race, color, national origin, religion, sexual orientation, gender, gender identity, age, disability, or any other class protected by federal, state, or local laws.

Reports of harassment or discrimination can be made to any one of the following individuals: the individual's immediate supervisor, the Director of Human Resources, any Vice President, or the President of the College. The Director of Human Resources should be notified of reported sexual harassment or discrimination and any follow up action.

In addition, the College encourages employees and students who believe they are being subject to such conduct to promptly advise the offender that his/her behavior is unwelcome and request that it be discontinued. The College recognizes, however, that an employee or student may prefer to pursue the matter by making a formal report, and encourages any employee or student who wishes to make a formal report to do so. It is important that a complaint of discrimination or harassment be as specific as possible, including identifying the person engaging in the discrimination or harassment, as well as describing the specific discriminatory or harassing conduct, so that an appropriate investigation can be conducted and any necessary responsive action can be taken.

### **Investigation**

The College will promptly investigate all complaints of discrimination or harassment. The investigation may include conferring with the person who is alleged to have engaged in the discrimination or harassment. The College will use particular care and discretion during its investigation, and will endeavor to maintain confidentiality as much as possible.

It is also the responsibility and obligation of all employees and students to fully cooperate in any investigation into allegations of harassment or discrimination. Failure to cooperate in an investigation may result in discipline, including and up to termination from employment or expulsion from the College.

If the investigation reveals the complaint has merit, the College will take responsive action, which may include, but is not necessarily limited to, disciplining, transferring, demoting, or terminating the offender. Violation of this policy by any College employee may result in immediate termination of employment even for a first offense. The College will communicate to the person who complained of the discrimination or harassment the nature of the investigation, its findings and conclusions, and the responsive action taken, if any. If the complainant is not satisfied with the investigation or response, he or she may report to the President of the College in writing the reasons for such dissatisfaction. The President may, in her discretion, conduct additional investigation or order an additional or different response to the complaint.

The College prohibits any type of retaliation against an employee or student for reporting discrimination or harassment, or for participating in an investigation of a complaint. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Any employee or student, who is found to have retaliated against an employee or student who complained about discrimination or harassment, or who participated in an investigation, will be subject to discipline, up to and including termination of employment or expulsion from the College. While retaliation is prohibited, if an investigation of a complaint shows that the information or complaint was deliberately false, the individual providing the information may be subject to discipline, up to and including termination from employment or expulsion from the College.

#### **SEXUAL ABUSE POLICY**

In accordance with state law, the College has established procedures for dealing with sexual abuse. The College, along with its published policy on sexual harassment, will not condone or ignore the willful neglect of an individual who instigates sexual contact or harassment of another.

#### **COLLEGE POSITION**

Sexual abuse of students, faculty, or staff is criminal behavior and will not be tolerated by the College. It is the policy of AIB College of Business to provide education to prevent sexual abuse. As means of minimizing the potential of this happening, the following measures have been taken:

1. Informing students, faculty, and staff of what constitutes sexual abuse.
2. Informing students, faculty, and staff of the procedures for reporting sexual abuse to the Des Moines Police Department and Campus Safety.
3. Encouraging victims of sexual abuse to help punish the perpetrators through the use of criminal courts.
4. Educating students, faculty, and staff on common sense practices to avoid becoming victims of sexual abuse.
5. Assuring that Campus Safety and appropriate College personnel are aware of their responsibilities, the College's policy, the laws, and potential liabilities when sexual abuse occurs.

#### **DEFINITION OF SEXUAL ABUSE AND SEX ACT**

IowaCode709.1 defines "sexual abuse" as: Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
2. Such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
3. Such other person is a child.

**REPORTING ALLEGED SEXUAL ABUSE**

Any individual of the College community (faculty, staff, or student) who believes he or she has been a victim of sexual abuse should seek immediate assistance from one or more of the following:

- |   |                |
|---|----------------|
| 1. Des Moines Police                            | 911            |
| 2. Polk County Services Crime Victim Assistance | (515) 281-5044 |
| 3. Iowa Sexual Abuse Hotline                    | (800) 284-7821 |
| 4. Vice President for Student Life Office       | (515) 246-5334 |
| Or Any College Officer                          | (515) 244-4221 |
| 5. Campus Safety                                | (515) 246-5300 |
| 6. AIB’s Student Counselor                      | (515) 246-5328 |

A victim should not bathe, shower, or alter any evidence at the scene prior to seeking assistance. Whomever you choose to contact, your circumstances will be treated professionally and confidentially. Furthermore, you will be assisted by the AIB Director of Student Counseling, who will assist you if you need medical attention or counseling.

The required reporting of an alleged attack will be maintained in the same confidential and professional manner. The name of the victim and accused will be protected and withheld, except in those circumstances that are required by law.

The College is obligated to report sexual abuse incidents to the duly constituted law enforcement authorities that are charged with maintaining accurate records and data of such attacks.

**PENALTIES FOR SEXUAL ABUSE**

**Under Iowa law, persons convicted of sexual abuse face the following penalties:**

**1. Offense Classification: Sexual Abuse in the First Degree (Class A Felony) Description:** A person commits sexual abuse in the first degree when in the course of committing sexual abuse the person causes another serious injury.

**Term of Imprisonment:** Shall be committed into the custody of the Director of the Iowa Department of Corrections for the rest of the defendant’s life.

**2. Offense Classification: Sexual Abuse in the Second Degree (Class B Felony) Description:** A person commits sexual abuse in the second degree when the person commits sexual abuse under any of the following circumstances:

1. During the commission of sexual abuse the person displays in a threatening manner a dangerous weapon, or uses or threatens to use force creating a substantial risk of death or serious injury to any person.

2. The other person is under the age of twelve.
3. The person is aided or abetted by one or more persons and the sex act is committed by force or against the will of the other person against whom the sex act is committed.

**Term of Imprisonment:** Shall be confined for no more than 25 years.

**3. Offense Classification: Sexual Abuse in the Third Degree (Class C Felony) Description:** A person commits sexual abuse in the third degree when the person performs a sex act against the other person's will; victim is 12 or 13 years of age; victim is 14 or 15 years of age and the perpetrator is a member of the same household as the victim, or is related to the victim to the fourth degree, or is in a position of authority over the victim, or is four or more years older than the victim; victim is under the influence of a controlled substance; victim is mentally incapacitated, physically incapacitated, or physically helpless.

**Term of Imprisonment/Fine:** Shall be confined for no more than 10 years, and in addition shall be sentenced to a fine of at least \$1,000 but not more than \$10,000.

*Iowa Code chapters 709 and 902*

The College will cooperate fully with local authorities involving situations of sexual abuse. The College will also conduct an investigation of incidents involving sexual abuse. The accuser and the accused are entitled to have others present during disciplinary proceedings and will be informed of the College's final decision. Faculty, staff, or students found guilty of sexual assault, acquaintance rape, or other forcible and nonforcible sex offenses will be expelled or terminated from the College.

#### **CHANGES IN ACADEMIC, LIVING, AND WORK SITUATIONS**

Upon request of the victim of sexual abuse, changes can be made to the victim's academic, living, and working situations to the extent such changes are reasonably available.

#### **STUDENT DISCIPLINARY ACTION AND SANCTIONS FOR SEXUAL ABUSE**

If an AIB student is accused of sexual abuse, the Vice President for Student Life will have the discretion to involuntarily move the student's residence or place the accused student on interim leave pending a hearing. The College, independent of the criminal justice system, will conduct an investigation. The College has the right to take disciplinary action against any student they find guilty through an investigation. The accuser and the accused are entitled to have others present during disciplinary proceedings and will be informed of the College's final decision.

Students found guilty of sexual assault, acquaintance rape, or other forcible and nonforcible sex offenses will be suspended for a minimum of one year or permanently expelled from the College. The outcome of an investigation and decision can be appealed to the President of the College or after a not-guilty verdict is found in a court of law. A student found guilty will receive a written statement on conditions, if any, for returning to the College. Conditions for readmission may include a written statement by the student describing how their behavior has changed, proof of registration in accordance with Iowa Sex Offender Law, proof of successful completion of counseling by a licensed mental health professional, a written plan by the student to maintain a standard of responsibility to others and him or herself, and/or anything else the College may deem necessary. Readmission will be determined by the Vice President for Student Life who will review the case and examine whether the conditions outlined were met.

#### **PREVENTION OF SEXUAL ABUSE**

Students, faculty, and staff should follow common-sense practices to avoid becoming a victim:

1. Date or acquaintance rape is one of the most common types of sexual abuse. It is rape even if the attacker is someone you know; you and your partner have engaged in sexual touching and kissing but you are forced to have intercourse against your will; you have had sex with the individual before but this time you say no; or you couldn't say no.
2. Partners should establish sexual and touching limits and communicate those limits.
3. Alcohol consumption can impair a person's judgment. Being intoxicated can result in a person's exercising poor judgment. Individuals of age should know their limits and exercise them always.
4. Individuals should stay in well-lit areas and not take walks alone late at night/early in the morning.
5. Lock your vehicle and apartment whenever you are alone or leaving.
6. Residents should close drapes or not undress in front of windows.
7. If you see someone suspicious in your residence hall or walking around outside, contact Campus Emergency Line at (515) 246-5300.
8. It is advisable to think how you will handle a sexual abuse situation so you can react decisively.
9. Avoid placing yourself in a situation if you are not in control. Generally, staying with a group of friends will minimize the threat of sexual abuse.

### **COUNSELING SERVICES**

The College will assist in providing professional and confidential assistance to the victim. Only those individuals who need to know will be apprised of the situation. If the victim decides not to pursue the case, the wishes of the victim will be honored.

The Director of Student Counseling has a listing of various resources available in the community to assist the victim and will provide initial counseling and serve as a referral resource.

An individual accused of sexual abuse should seek advice from one of the members of the College listed previously in this policy, or seek professional counsel.

### **DRUG AND ALCOHOL POLICY**

The use of alcoholic beverages, though acceptable for persons 21 years of age or older, is a matter of concern for the College. The College is committed to the safety and welfare of all students and the College community. The College also is charged with the responsibility of maintaining an academic and social environment conducive to learning, growth, and development. Parents of students under the age of 21 will be notified of any alcohol or controlled substance violations.

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require AIB College of Business to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and the abuse of alcohol by students and employees. All students, employees, and visitors of the College are prohibited from the unlawful possession, use, or distribution of drugs or alcohol on the property owned by AIB or as part of any College-sponsored activities.

### **ALCOHOL POLICY:**

The laws of the State of Iowa regulating the purchasing, dispensing, possession, and consumption of alcoholic beverages will apply to all members of the College community. Each person will be expected to abide by the laws and will be held responsible by civil law enforcement agencies for his or her own actions in any situation involving a violation of Iowa laws regarding alcoholic beverages.

Students of legal age (21 years or older) will be permitted to consume alcoholic beverages in the privacy of their own apartment if they reside in Dalton Hall, Merk Hall, Davidson Hall, Honors Hall, Power Hall, Opie Hall, or Eagles Hall, as long as **ALL** of the roommates are 21 or older. At no time will alcohol or empty alcohol containers be permitted in Fenton Hall or in any apartment where minors reside. Students who are of legal age are not allowed to consume alcohol in common housing areas, such as hallways, outside the buildings, or in the parking lots. Residence Life staff will be able to answer any questions a student might have concerning the AIB alcohol policy. All students must have a valid driver's license or government issued ID card and be ready to prove their age should they be asked by College personnel or safety officers.

The College's decision to allow students age 21 or above to drink alcohol is an accommodation of their legal rights. We expect those students to behave in an adult manner. Drunkenness will not be tolerated.

- **Any student who violates the alcohol policy will receive a written reminder.**
- **If a second offense occurs, the student will receive a written reprimand.**
- **A third violation will result in a \$150.00 fine.**
- **Subsequent violations will result in further disciplinary action, including but not limited to, social probation, dismissal from campus housing, fines up to \$250.00, or expulsion from the College. Subsequent violations may include an outpatient assessment and follow-through treatment, if recommended. Documentation must be submitted to the Director of Student Counseling to maintain enrollment in classes at the College.**

**Questions often arise, so let us be clear:**

*"I'm 22 and my roommate is 20. Is it alright for me to drink in the apartment?"*

**No – all residents must be at least 21 years of age for alcohol to be allowed.**

*"Am I allowed to have keg parties in my on-campus apartment?"*

**No – kegs are not allowed anywhere on campus.**

*"My roommate and I are both 24 – is it alright for us to drink if we have some 19 year old friends visiting our apartment?"*

**No – at no time should you have alcohol present while minors are in your apartment. It's often hard to determine who is drinking and who is not. Never give alcohol to minors; this is a serious offense in the eyes of the law.**

*"We are all of age and we want to have 20 friends over to party – is this okay?"*

**No – Large gatherings of people consuming alcohol usually get out of hand. Loud music and commotion are a disruption to the other students living in your building. Please be respectful of their privacy.**

### **Iowa State Penalties and Sanctions**

IowaCode§123.46: A person shall not use or consume alcoholic liquor, wine, or beer upon public streets or highways. A person shall not use or consume alcoholic liquor in any public place except premises covered by a liquor control license. A person shall not possess or consume alcoholic liquors, wine, beer on public school property or while attending a public or private school-related function. (See: Simple Misdemeanor)

IowaCode§123.47(1): (Providing alcoholic liquor, wine or beer to a person knowing or having reasonable cause to believe that person to be under the legal age). Depending on the result the violation has on the underage person(s), penalties range from confinement not to exceed 1 year, 2 years or 5 years and/or fines not to exceed \$1,500 to \$5,000. (See: Serious Misdemeanor, Aggravated Misdemeanor, Class D felony)

IowaCode§123.47(2): (Purchase or possession by a person or persons under the legal age). Depending on the number of violations, penalties range from a simple misdemeanor, a fine of \$500, or community service of an equivalent value to the fine imposed, and a substance abuse evaluation and/or suspension of the person's motor vehicle operating privileges for a period not to exceed one year.

IowaCode§123.49: (Providing alcoholic liquor, wine or beer to an intoxicated person). (See: Simple Misdemeanor)

### **ILLICIT DRUG POLICY:**

When any member of the College community has been charged with the use, possession, distribution, or sale of marijuana, cocaine, amphetamines, or any other controlled substance as outlined by the federal and state Controlled Substance Act, the College may contact law enforcement agencies, which is likely to result in arrest and prosecution.

- Any student who violates the drug policy will be placed on Social Probation.
- A second violation of the drug policy will result in removal from campus housing for a minimum of two terms and a \$150.00 fine.
- A student found in violation a third time will be required to seek professional counseling. This will include an outpatient assessment and follow-through treatment, if recommended. Documentation must be submitted to the Director of Student Counseling to maintain enrollment in classes at the College.

Students who are asked to leave campus housing because of disciplinary action during a term are not eligible to receive a refund of unused rent or their housing deposit. If the resident, who is found in violation, does not cooperate with the outlined sanctions, he/she faces further disciplinary action, which can include expulsion from the College. Violations non-academic in nature, may be appealed to the Vice President for Student Life within three days of receiving notice.

### **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

21UnitedStatesCode844(a): 1st conviction: Any person who violates this subsection may be sentenced to a term of imprisonment of not more than 1 year, and shall be fined a minimum of \$1,000, or both. After 1 prior drug conviction: shall be sentenced to a term of imprisonment for not less than 15 days but not more than 2 years, and shall be fined a minimum of \$2,500.

After 2 or more prior drug convictions: shall be sentenced to a term of imprisonment for not less than 90 days but not more than 3 years, and shall be fined a minimum of \$5,000. Special sentencing provisions for possession of crack cocaine: shall be imprisoned not less than 5 years and not more than 20 years, and fined a minimum of \$1,000, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of the crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21UnitedStatesCode853(a)(2)and881(a)(7):

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21UnitedStatesCode881(a)(4):

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21UnitedStatesCode844a:

Penalties for simple possession

1st conviction – imprisonment of not more than 1 year, and shall be fined a minimum of \$1,000 or both.

2nd conviction – imprisonment for not less than 15 days but not more than 2 years, and shall be fined a minimum of \$2,500.

3rd conviction – imprisonment for not less than 90 days but not more than 3 years, and shall be fined a minimum of \$5,000.

21UnitedStatesCode862b:

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses.

18UnitedStatesCode922(g):

Ineligible to receive or purchase a firearm.

### **Iowa State Penalties and Sanctions**

IowaCode§124.401(5): (Possession of a controlled substance). Substances other than marijuana: (See: Serious Misdemeanor). Marijuana: (imprisonment not to exceed 6 months and/or fine not to exceed \$1,000). Suspended sentences may include probation and required participation in drug treatment program.

IowaCode§124.401: (Manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance or counterfeit or simulated controlled substance). Depending on nature of substance, penalties range from imprisonment for periods not to exceed 6 years, 5 years, 10 years, 25 years or 50 years and/or fines not to exceed \$1,000, \$5,000, \$50,000, \$100,000, or \$1,000,000. (See: Class B, C, D Felony)

IowaCode§124.406: (Distribution of a controlled substance to person under age 18). Depending on nature of substance and ages of parties, penalties range from imprisonment for periods not to exceed 25 years, 10 years or 2 years and/or fines not to exceed \$100,000, \$50,000 or \$5,000. (See: Class B, C, D, and Aggravated Misdemeanor)

IowaCode§124.407: (Sponsoring, promoting or assisting with a gathering with knowledge that controlled substance will be distributed, used or possessed there). Controlled substances other than marijuana: (See: Class D felony). Marijuana: (See Serious Misdemeanor)

Second or subsequent offenses of most of the above-referenced offenses may be punished by imprisonment for a period up to three times the term otherwise authorized and/or a fine of up to three times the amount otherwise authorized.

IowaCode§124A.4: (Manufacture, delivery or possession with intent to deliver an imitation controlled substance). Depending on ages of the participants: (See: Class D, or Aggravated Misdemeanor)

IowaCode§903.1: Unless there is a specific penalty attached (such as for operating while intoxicated or domestic assault), misdemeanors can be punishable simply by monetary fine, although there is also the possibility of a jail or prison term. Work release may be granted to those serving jail terms, to allow them to maintain employment. Generally, the penalties for misdemeanor level offenses in Iowa are as follows:

SimpleMisdemeanor: (Shall be a fine of at least \$65 but not to exceed \$62 and/or imprisonment not to exceed 30 days).

SeriousMisdemeanor: (Shall be a fine of at least \$315 but not to exceed \$1,875 and possibility of imprisonment not to exceed 1 year).

AggravatedMisdemeanor: (Shall be imprisonment not to exceed 2 years and a fine of at least \$625 but not to exceed \$6,250). When a judgment of conviction of an aggravated misdemeanor is entered against any person and the court imposes a sentence of confinement for a period of more than one year the term shall be an indeterminate term.

IowaCode§902.9: Unless there is a specific penalty attached (such as for forcible felonies, including sexual assault and murder), the penalties for felony level offenses in Iowa are as follows:

Class“A”felony: (Shall be committed into the custody of the director of the Iowa Department of corrections for the rest of the defendant’s life).

Class“B”felony: (Shall be confined for no more than 25 years).

Class“C”felony: (Shall be confined for no more than 10 years, and in addition shall be sentenced to a fine of at least \$1,000 but not more than \$10,000).

Class“D”felony: (Shall be confined for no more than 5 years, and in addition shall be sentenced to a fine of at least \$750 but not more than \$7,500).

## **PARENTAL NOTIFICATION**

AIB regards its students as free, mature individuals who choose their own directions and thus assume responsibility for their successes and failures. With that being said, the College recognizes that students have varying degrees of maturity, as well as a range of experience levels in decision-making.

The right of access to information in a student's educational records is governed by the Family Education Rights and Privacy Act (FERPA). FERPA protects students' privacy rights by defining whom a college may disclose education records to and under what conditions is lawful. The act allows a college to disclose information to "appropriate parties," which may include parents, without written consent from the student in emergency situations when notification is determined to be necessary to protect the health or safety of the student or others.

The Higher Education Amendments of 1998 permit education institutions to disclose information regarding student violations involving alcohol or controlled substances, to parents or legal guardians of students under the age of 21. Accordingly, AIB College of Business will use professional discretion in deciding when parental notification is essential or beneficial to the student's welfare.

Parental notification will only occur for parents with students under the age of 21 or if the student signs a consent form for the following occurrences.

1. Student Health – Federal laws prohibit the College from sharing student's medical or counseling records with anyone. However, parents will be notified without student consent in any situation in which the student's behavior demonstrates a direct threat of harm to him/herself or others in the campus community.
2. Violations of any AIB alcohol or controlled substance policies.
3. Activities resulting in the student being placed on social probation.

## **ACTIVITIES & RECREATION – USER POLICY GUIDE**

### **WELCOME**

The following pages contain information regarding the Activities Center’s policies and general information that will help you enjoy the facility for years to come. The policies have been developed to insure the safety of all occupants and to keep the facility in excellent condition. If you have any questions or need assistance, please contact the Activities Department on the first floor of the Activities Center. This policy guide includes information on:

Free Weights and Weight Stations	Equipment-Issue Room
Cardiovascular Fitness Room	Concession Stand
Collegiate-Sized Basketball Court	Conference Center
Men’s and Women’s Locker Rooms	

### **STUDENT AND MEMBER POLICIES**

Every person who enters the Activities Center must show valid identification. Student ID’s will be used for entrance by students and Alumni/Corporate members will need to show a valid photo membership ID card. Since the AIB Activities Center is a private facility, anyone who does not have a student ID or membership card will not be admitted into the Activities Center Gym, Cardio Room or Weight Room.

### **GENERAL FACILITY USE POLICY**

Activities Center Hours:

Monday – Wednesday	6 a.m. – 10 p.m.
Thursday – Friday	6 a.m. – 8 p.m.
Saturday	6 a.m. – 2 p.m.
Sunday	2 p.m. – 10 p.m.

*\*Holiday and Event hours are posted on-site.*

- Smoking and smokeless tobacco products are prohibited in the facility.
- Clean gym shoes only are permitted in activity areas. Students and members must bring a second pair of gym shoes to use the facility.
- No bicycles, cleats, or rollerblades are permitted in the building.
- Specific rules can be found in the Activities Center Office and are posted around the facility.
- ID’s are collected and held when checking out equipment from the equipment room.

### **ACTIVITIES CENTER RULES**

1. Clean gym shoes only are permitted on the gym floor. Absolutely no shoes that mark the gym floor will be allowed and shoes must be worn at all times. No spikes allowed on the track.
2. No spitting on the floor or walls permitted.
3. No hanging on basketball rims or other equipment is allowed.
4. Softballs and baseballs are not allowed.
5. No kicking of balls (i.e.; soccer, football, etc.) unless authorized through the Activities Department.
6. No misuse of facility and/or equipment.
7. Glass is not allowed throughout the entire facility.
8. Do not leave items in an unlocked locker. AIB is not responsible for items left in the locker rooms.
9. After showering, dry in drying area only.

10. People 16 years of age and younger are not allowed in the cardio room or weight room without supervision of someone 18 years of age or older.
11. Proper workout attire is required.
12. Always follow any posted rules.
13. No horseplay is tolerated.
14. Follow appropriate etiquette; demonstrate courtesy towards all others in the room at all times.
15. Always replace equipment and weights back to where you found them.

### **MEMBERSHIP RATES**

Memberships are available for students, spouses, families, alumni, and guests. Corporate memberships are also available. Contact the Activities Center staff for rates and more information or check the AIB website.

#### **Status Defined:**

Student: Must be enrolled as a current student at AIB.

Alumni: Graduate of AIB. Must have verification of current record from the alumni office.

Children: Must be a dependent child of a student, employee, or alumni.

#### **Student Membership Information:**

- Student memberships are free.
- All student members must be in good standing with the College.
- Student members must present a valid AIB Identification Card to be admitted into the Activities Center.
- A dependent child of a student member, under 16 years of age, must be accompanied by someone 18 years of age or older.
- Student members may sponsor a maximum of one guest per visit. The student member must be with the guest at all times and guests will only have access to the running track and gym floor. The weight room and cardio room are not available to guests. Exceptions may be approved by the Director of Activities.
- Children who are members, and under 16 years of age, may not host a guest.
- The College reserves the right to revoke membership at any time for misconduct.

## **RESIDENCE LIFE**

### **HOUSING**

An important part of a student's education is the environment in which he or she lives. AIB campus living adds a valuable dimension to the student's total college experience.

AIB residence halls are partially furnished full-size one bedroom and two bedroom apartments. Total AIB residence hall capacity is approximately 400 men and women.

The entire residence life staff looks forward to getting to know you as a resident and hopes you will enjoy living in your new home.

The goals of the residence life program are:

- To provide a clean, safe, and healthy environment for you while you are residing on campus.
- To provide an environment which will be conducive to your academic and social development.
- To provide trained residence hall personnel who can be of assistance and who will enhance your college living experience.

### **RESIDENCE HALL STAFF**

The residence halls are under the direction of the Director of Student Life whose office is located in Fenton Hall. The Residence Life staff is composed of Area Coordinators and Resident Assistants. The Facilities Management and Safety Management departments also work closely with Residence Life. The Director of Student Life reports to the Vice President for Student Life and Athletics Director and to the College Officers. Students and parents are welcome to confer with the Vice President for Student Life at any time.

**DIRECTOR OF STUDENT LIFE** oversees all residence life details, including student housing contracts, room assignments, training residence life staff, communicating policies and procedures, and ensuring residents are provided an environment conducive to academic and social development.

**AREA COORDINATORS** live in the halls and assist residents with various concerns, including the enforcement of College and hall policies. The Area Coordinator is also responsible for the welfare of residents, roommate matters, housekeeping, and facilities requests.

**RESIDENT ASSISTANTS (RAs)** are student residence life staff members. RAs aid in building community within the residence halls and are valuable resources for residence hall and campus life information. RAs live on each floor in Fenton Hall, and two additional RAs are located in the Fleur Halls and Merk/Dalton.

**SAFETY SPECIALISTS** are employed by the College to ensure the safety of the residents, property, and to enforce College policies. To reach the Safety Office, located in Fenton Hall, call (515) 244-6703.

**FACILITIES AND HOUSEKEEPING** personnel are employed to maintain the equipment and facilities. To reach the Facilities and Housekeeping Office, call (515) 244-6703. Failure in electric service, plumbing, or burned out fluorescent light bulbs should be reported by completing a Work Order Form at the Fenton Hall Front Desk or by e-mailing Facilities at facilities@aib.edu.

During the hours when Facilities and Housekeeping personnel are not on campus, a resident may get assistance from Resident Assistants or Area Coordinators. Non-emergency repairs will be handled by the Facilities Department in a timely manner. Help from each resident in keeping the public areas of the building clean is appreciated. Furthermore, if a resident should see someone deliberately littering or damaging the property, he or she should report it immediately to the Fenton Hall Front Desk at ext. (515) 244-6703.

### **RESIDENCE HALL ACCESS AND SECURITY**

Residents of Fenton Hall may enter and leave the Hall at any time. However, the entrances are locked at 10:00 p.m. each night and unlocked at 6:00 a.m. each morning. During this time, residents simply need to place their student ID close to the card reader mounted by the door to unlock the door and gain access to the Hall. Guests wanting to enter the building while the doors are locked must register with proper identification at the Front Desk of Fenton Hall. Merk, Dalton, Davidson, Honors, Eagles, Power and Opie are locked at all times, with access controlled by residents with keys. Entrance doors are never to be propped open. Each resident is **REQUIRED** to keep apartments locked and a key with him or her at all times when the apartment is unoccupied.

### **KEYS AND STUDENT IDS**

The loss, lending or duplication of keys and/or student IDs poses a threat to the security of each resident and his or her property. Residents are not allowed to lend their keys/IDs to other individuals. Lost or stolen keys and student IDs are to be reported immediately to the Director of Student Life so corrective measures may be taken. Consequently, when such an incident occurs, the resident who is responsible will be charged for the expense of replacing or changing apartment keys, mailbox keys, building keys and/or student IDs.

Replacement fees are:

- Apartment Keys                 \$50.00
- Building Keys                    \$150.00
- Mailbox Keys                    \$50.00
- Student IDs                      \$10.00

Residents are encouraged to exercise common sense safety precautions by keeping their apartment doors locked, and reporting open residence exterior doors.

### **INFORMATION ON THE HOUSING CONTRACT AND YOUR LIVING SITUATION**

#### **RESIDENCE HALL DEPOSIT**

A residence hall apartment reservation deposit of \$200 is requested within 45 days of acceptance to the College. The deposit is refundable if the College is notified of cancellation by May 1 for fall term, or thirty (30) days prior to winter, spring or summer term start dates. A refund is made only if the cancellation notice applies to the initial enrollment date. A residence hall contract deposit received within the refund period is nonrefundable.

After the student moves into the residence hall, the reservation deposit serves as a damage and cleaning deposit. Any reported damage occurring during any term may be charged to the student at that time. The \$200 deposit, less damage and cleaning charges, if any, is refunded at the end of the student's last term of living on campus, providing the contract is fulfilled and a 30-day written notice is submitted. The College reserves the right to assess additional damage or cleaning charges above and beyond the \$200 deposit if necessary.

#### **LENGTH OF OCCUPANCY/ CONTRACT**

Students who sign a Campus Housing Contract do so with the understanding that they will remain in campus housing for a minimum of four terms. Students who voluntarily choose to vacate campus housing prior to completing the four-term contract will forfeit their \$200 reservation/damage deposit, and will be required to pay any additional cleaning and/or damage charges incurred. Students who graduate before completing the four terms will be refunded the \$200 deposit less damage and cleaning charges.

Residents, who are asked to leave the residence hall by College Administration due to disciplinary action, will forfeit the \$200 reservation/damage deposit. In addition, the student will be required to pay any additional cleaning and/or damage charges incurred.

Residents voluntarily choosing to vacate during a term are not eligible to receive a refund of unused rent unless proper arrangements to do so were made with the Director of Student Life prior to the beginning of the term in accordance with the refund policy.

Residents leaving the residence hall at the end of the four-term contract, at the end of a term, or upon graduation must submit a 30-day notice. Residents should return their keys, complete a change of address form for the post office, and check out with a Residence Life staff member by noon on the Saturday after the term ends.

Residents withdrawing during the refund period are eligible for a residence hall rent refund. Residents withdrawing after the refund period will not be eligible for a rent refund. Housing deposits will only be refunded to residents withdrawing when the terms of the housing contract are met. Any unpaid charges (student account balances, utilities, dorm damage and/or cleaning charge) will be deducted from the refundable housing deposit.

The College reserves the right to assess additional damage or cleaning costs above and beyond the \$200 deposit if necessary.

The College reserves the right to terminate the campus housing contract.

#### **RESIDENCE HALL HOUSING FEE**

The residence hall apartment rental fee varies according to living arrangements and is due at the beginning of each term. The rental fee is not refundable. The rent covers the time from the day before the term begins to the Saturday after the term ends. Rent for all residence halls includes gas, water, basic cable, local phone service and high speed internet. Residents in Dalton, Davidson, Eagles, Honors, Merk, Opie and Power Halls are required to pay their own electricity. Electricity is included in the Fenton housing fee.

### **HEALTH FORM**

Each resident is required to submit a current health form to the College before moving into the residence halls. The health form is useful in case of an emergency and can identify special health care needs. Information on the form is considered confidential. Students are not required to have any specific vaccinations prior to attending AIB; however, students are encouraged to have their health in order.

### **ROOMMATE ASSIGNMENTS**

The Director of Student Life makes roommate and apartment assignments each term and attempts to honor requests from residents. Students are encouraged to request their own roommates. Priority will be given to currently enrolled students before new incoming students, unless a current student and a new student have mutually requested each other as roommates. Once mutual roommate requests have been considered, residence life personnel will assign current residents to available spaces before new residents are assigned. New student housing assignments are made according to the date the housing deposit is received by the College.

### **APARTMENT/ROOMMATE CHANGES**

Residents agree to remain in their assigned apartment for a minimum of one term. The option of relocating at the end of each term is available when completing the 30-day written notice. If a student wishes to relocate during the middle of a term, the resident must meet with the Director of Student Life for approval. Upon approval of a mid-term apartment change, a \$25 Relocation Fee will be assessed for a mid-term vacating and move-in inspection. To petition to have this fee waived, students must meet with the Vice President for Student Life.

Should vacancies occur in any apartments at the beginning of an academic term, a consolidation of the students remaining in these apartments will take place. The Director of Student Life will work with students in making these arrangements. If a resident does not choose a roommate, refuses a roommate, or refuses to move, they will be charged for the entire apartment.

### **30-DAY NOTICES**

Thirty days before the end of each term, students will receive a form to complete indicating their campus living request for the next term. Students leaving the College will need to indicate this on the form so they will be entitled to receive their deposits back, less any damage and cleaning charges. If a student indicates he or she will be returning and then changes his or her mind within the last 30 days, the student forfeits the deposit.

### **CHECK-OUT PROCEDURES**

If a resident is moving to another apartment or building on campus, he or she has 5 days to exchange keys. A \$50 fee will be assessed if the key is not returned. A final inspection for damages and cleanliness is made at the time of vacating. All residents leaving campus housing must schedule a final walk-through of the vacated apartment and leave a forwarding address with the individual conducting the walk-through.

Individuals not following the above procedure are subject to forfeiture of their housing deposit.

Any property remaining in the apartment after the housing contract has expired will be considered abandoned and will be removed by the College at the former resident's expense. The College does not provide storage for abandoned property and assumes no responsibility for its return.

#### **VACATIONS AND PERIODS BETWEEN TERMS**

Residency for each term begins one day prior to the first day of classes and ends at noon on the Saturday after the term ends. The residence halls housing fee is for this period only and does not apply to periods between terms or to official vacation periods. A resident may remain in his or her apartment during vacations and term breaks if all fees are paid, he or she will be a resident the following term, and agrees to abide by all the regular rules, regulations, and any special conditions for this period.

#### **RESIDENCE HALL POLICIES**

All full-time students under 21 years of age at the time of entrance are **required** to reside on campus unless they are married or living at home with their parents. All students who become campus residents, including those from Des Moines and commuting areas, are required to fulfill all the terms of the campus housing contract.

#### **COLLEGE JURISDICTION**

The College has attempted to make residence hall rules fair, practical, and realistic. The rules are to be followed by all students and guests in the residence halls. For most residents there will be few, if any, problems. For some, the adjustment of living away from home requires printed rules and regulations. Violations will warrant disciplinary action; and, in certain cases, a resident or guest may be expelled from the residence hall or the College.

AIB College of Business reserves the right to assign roommates and to change room assignments when deemed necessary. A student may be assigned a one- or two-bedroom unit until a preferred unit becomes available. Students may request a change in roommates at the end of any term using the 30-Day Notice form. Every effort will be made to honor the student's request, but the final decision will be made by the College.

College personnel, Safety Specialists, and authorized service people have the responsibility to enter the units to inspect, take inventory, and make repairs or alterations as needed. Personnel may enter the apartment for the following reasons.

- Sufficient reason to believe a violation of College policy has occurred or is taking place
- Emergencies
- Room inspections, inventory, and assessment of apartment furnishings
- Non-emergency maintenance purposes

#### **STUDENT CONDUCT FOR CAMPUS LIVING**

Students are expected to conduct themselves in a responsible and mature manner. This implies thoughtful consideration for his/her own welfare and reputation, other students, and the College.

A resident may be suspended from living on campus, as well as suspended from the College, for unbecoming conduct.

- Residents are required to observe the regulations of the College and laws of the city, state, and federal governments.
- Theft or willful destruction of property is a basis for disciplinary action and suspension, along with monetary assessment.

Noise and sound that is loud enough to be heard in another apartment is not acceptable. Radios, stereos, and television sets should be kept at a minimum noise level. Speakers are not to be placed in open windows, doorways, or on the balconies. Sitting on the balcony walls of any applicable building is strictly prohibited.

### **GUEST POLICIES**

Residents in AIB housing have 24-hour visitation, seven days a week. However, a guest may not stay more than three days at a time, nor more than ten days in any 30-day period.

A guest may stay overnight only if it is agreeable to all residents of the apartment. Overnight guests must register at the Fenton Hall Front Desk. Each resident may have a maximum of 3 guests checked-in at a time; more than 3 guests can be checked-in with special permission by the Director of Student Life. Guests may be asked to show proper identification when registering (Driver's License or photo ID). Unregistered guests may be asked to leave campus housing immediately. Guests cannot stay in the apartment if the host or hostess is absent.

Guests of residents must also register their vehicle, if applicable. Unregistered vehicles may be towed at the owner's expense. A guest may pick up a "guest parking pass" at the Fenton Hall Front Desk at the time the guest is checked-in.

Guests at AIB are expected to follow the same code of conduct that AIB students follow. The Residence Life staff reserves the right to monitor the visiting of all guests and may refuse admittance or ask a guest to leave if the guest is breaking or has broken any AIB rules or is suspected of any illegal activity. AIB is under the jurisdiction of local law enforcement and will cooperate with law enforcement authorities. Any resident violating the guest policy will be subject to disciplinary action.

### **ROOM CONDITION AND DAMAGES**

All residents are required to sign an apartment inventory check sheet upon move-in. At the time a resident moves out, he or she will have to be checked out by a residence hall staff member. Each resident is responsible for the condition of his or her apartment when transferring rooms or checking out of the residence hall.

**Damages beyond the expected wear and tear of facilities, furnishings, and equipment will be assessed. Residents are responsible for such damages.** These damages include, but are not limited to, the following examples:

- Burns on room furnishings, counters, or floors
- Damage to walls by nails, screws, tape, etc.
- Broken windows, damaged or removed screens
- Stains on walls or floors
- Removal of broiler pan, draperies, etc.
- Broken equipment (lamps, mirrors, etc.)
- Trash left in apartment
- Missing apartment and/or mailbox keys
- Failure to leave apartment clean, including stove, refrigerator, bathroom, cupboards, closets, floors, and windows

### **COMMON AREA DAMAGE IN COLLEGE HOUSING**

If damages occur in a common area of any residence hall, and the person responsible for the damage cannot be identified, the residents of the entire floor (or in the case of the lobby, the entire hall) will be assessed for the cost of repairing the damage.

### **TELEPHONE SYSTEM**

The College provides free local telephone service to all campus residents. Students choosing to use the free service are responsible for providing their own telephone and answering machine equipment. Students relying predominantly on his/her personal cell phone for communication should keep an updated number on file with the College.

Each classroom is equipped with a telephone for emergency and faculty use only.

**AIB Administrative Offices: (515) 244-4221      AIB Residence Halls: (515) 244-6703**

The following directions explain proper use for both local and long distance service. Reading this information carefully and keeping it near the phone will assist you in using the service correctly.

### **INCOMING CALLS**

Family and friends can reach you directly by calling area code (515), if needed, and your seven digit telephone number. They may also reach you by calling (515) 244-6703 and asking to be transferred to your room.

**CALLING ANOTHER APARTMENT** - Dial the four-digit extension number.

**LOCAL CALLS** – Dial 9 to get an outside line, then the desired telephone number.

### **911 SERVICE**

In case of emergency, fire, ambulance, and police can be reached by dialing 911. You do not need to dial a “9” first to get an outside line. There will likely be a few seconds of silence before you are connected. You should also dial (515) 246-5300, if time permits, to report your emergency situation.

Personnel located at (515)-246-5300 have limited emergency equipment available. An Automatic External Defibrillator (AED) is available, and several personnel are first aid and CPR certified.

### **SPECIAL ASSISTANCE**

The College has two main phone numbers: ( 515) 244-4221 (for administrative offices, faculty and staff) and (515) 244-6703 (for all residence halls, students, and staff).

#### **Other Important Numbers:**

Fenton Hall Front Desk	(515) 244-6703
Facilities and Safety	(515) 244-6703
Residence Life	(515) 246-5381
Campus Emergency	(515) 246-5300

### **HARASSING CALLS**

It is against the law to make obscene, threatening, or anonymous phone calls. Telephone harassment is a crime. Penalties include imprisonment and/or a fine. The College will investigate any reports of telephone abuse and will notify the appropriate legal authorities. If you receive harassing calls, hang up immediately. If they continue to happen, please note the time and day of the call and notify Safety Management.

### **ANNOYING TELEPHONE CALLS**

Here are some suggestions that will help each resident handle annoying telephone calls and perhaps keep them from recurring. Should calls continue, Safety Management should be notified. If you have Caller I.D. capabilities and receive annoying phone calls, record the number of the caller.

If you do not have Caller I.D. capabilities, please take the following steps:

1. A telephone call is just as personal as a face-to-face conversation. Don't feel obligated to answer questions just because the caller sounds "official."
2. Ask callers to identify themselves. If the caller asks "Who is this?" -- don't answer. Instead, ask "What number did you call?" or "Who do you need?"
3. If the call is threatening, contact Safety Management at (515) 244-6703.

### **ANSWERING MACHINES**

While answering machines can assist in receiving missed calls, it is not recommended that your message state you or your roommate's names.

### **CHANGING EXTENSION NUMBERS**

Only on rare occasions will the College change extension numbers. The cost for a change must be paid by the resident(s) requesting the change. The charge will be a minimum of \$100.

If you need assistance with any telephone functions, please call the IT Helpdesk, at (515) 246-5343 or e-mail [helpdesk@aib.edu](mailto:helpdesk@aib.edu).

### **MAIL SERVICE**

Each apartment is provided with a mailbox and a key. If a mailbox key is lost, a \$5 assessment will be made to the residents of the apartment. In Davidson, Eagles, Honors, Merk, Dalton, Opie and Power residence halls, mailboxes are located on the first floor. Fenton Hall mailboxes are located in the student lounge.

For residents living in Davidson, Eagles, Honors, Merk, Dalton, Opie and Power Halls, address mail as follows:

**Resident's Name**  
**Hall Street Address, Apartment #**  
**Des Moines, IA 50321**

For residents living in Fenton Hall, address mail as follows:

**Resident's Name**  
**Campus Box #**  
**2270 Bell Avenue**  
**Des Moines, IA 50321**

Mail is delivered to halls once a day. In Fenton Hall, mail is sorted and placed in mailboxes by hall personnel. Inter-campus mail will also be distributed in the mailboxes. In the other campus facilities, a U.S. Postal Carrier places the mail in the boxes.

The College is not liable for lost, stolen, or damaged mail or parcels. All residents must provide a forwarding address at the time they vacate campus housing.

#### **LAUNDRY FACILITIES**

Laundry facilities are available in each building for the hall residents only. The machines, which are coin operated, are accessible 24 hours a day, seven days a week. **In the halls other than Fenton, please be considerate to residents by not beginning laundry past 10 p.m.** The College is not responsible for articles stolen or damaged, and it is to the resident's advantage to remain in the laundry room when using the machines in case a machine malfunctions.

#### **FIRE ALARMS/SMOKE DETECTORS**

Fire alarms and smoke detectors are required by state law for the safety and protection of the residents. If an alarm is sounded, residents **MUST** vacate the building immediately. It is required by law that all personnel exit the building during a fire alarm. A person found not leaving the building during an alarm will face disciplinary action.

In the event of a fire, pull the hall fire alarm and then call 911 to report the location of the fire. If time allows, call the Campus Emergency Line at (515) 246-5300 to report the fire. The building **MUST** be evacuated. No one should attempt to rescue anyone unless it can be done safely.

Procedure for evacuation:

1. Feel door from top to bottom. If it is hot, do not proceed; go back.
2. If door is cool, crouch low and open door slowly. Close door quickly if smoke is present so you don't inhale smoke and fumes.
3. If it is clear, exit via nearest stairwell. Stay low if smoke conditions exist.
4. Never use the elevator.
5. If you encounter heavy smoke in a stairwell, go back and try another stairwell.

6. If trapped in a room, do the following:
  - a. Stuff wet towels or clothing under the door to keep the smoke out.
  - b. Open windows. Wave something out of the window and yell for help.
  - c. If possible, call the Campus Emergency Line, (515) 246-5300, and report your situation and apartment.
  - d. Keep a soaked towel over your head.
  - e. Stay low, breathe fresh air near a window.

Fire extinguishers, fire alarms and smoke detectors are placed in the halls for the safety of the residents. Misuse or damage to any of this equipment is a serious violation of both the College and Residence Life policies. Individuals responsible for the damage will also be subject to the laws of the city and state and likely be expelled from the College.

#### **POSSESSION OR BURNING OF CANDLES, INCENSE OR ANY OPEN FLAME OR COILED APPLIANCES, ETC.**

Possession or burning of candles or incense in the residence halls is strictly prohibited. Small electrical appliances such as space heaters and hot plates are not allowed. Microwave ovens and small electrical grills are permissible. Nevertheless, should electrical overloads occur due to the appliance, residents will be asked to remove the appliance. Residents may have television sets, small stereos, and other small appliances. Large stereos, electric heaters, food freezers, portable dishwashers, clothes dryers, waterbeds, or other large pieces of furniture are not permitted.

#### **CORRIDORS/HALLWAYS/LOUNGES**

Residential building corridors and lounges are designed as passageways. These spaces are not for recreational activities. Frisbee, golf and other activities played in the hallways may be harmful to residents or to the condition of the building and are not permitted. Jogging is not permitted in the hallways. You may not use the corridor or lounge area to store excess items from your room or to dispose of your trash. Items found in the hallways will be removed or placed back in the room where it came from. Fines will be allotted for removal, disposal, or relocation of items.

- 1) Recreational Corridor First Violation: Verbal Warning
- 2) Recreational Corridor Second Violation: Written Warning
- 3) Recreational Corridor Third Violation: \$20.00 Fine

#### **COMMUNITY FURNITURE**

Furniture placed in the lounges or other public areas is for the use of all residents and guests. Removal of furniture from lounges or apartments is prohibited. Rooms may be inspected in the interest of maintaining or protecting College property at any time without approval from the residents of the space.

#### **WEATHER ALERTS**

Periodically, the Weather Service alerts Des Moines residents of inclement weather conditions and issues weather alerts on the radio and television. Under threatening conditions, campus residents should proceed to lower floors in the hallways away from windows and glass doors.

## **PETS**

The only pets that are allowed in residence halls are fish. Fish aquariums are not to exceed 25 gallons in capacity. Aquariums must be cleaned and cared for. Any damage caused by fish aquariums will be the responsibility of the owner. All other pets and animals are prohibited.

## **ROOM DECORATIONS AND DISPLAYS**

Residents may display mementos, snapshots, cards, etc. on bulletin boards. These same types of items may be displayed on doors and closets using Plasti-tac only. To preserve the finish and texture of walls, woodwork, and draperies, do not use adhesive tapes, glue, screws, toggle bolts, etc. Small thumbtacks or nails may be used on the walls only. Cup dispensers, hooks, etc. should not be applied to any surface, as they will do permanent damage when removed.

The hanging or posting of signs and notices is prohibited unless approved by an Area Coordinator. It is against the law to have a public road sign in your possession; therefore, these types of signs are not permitted in apartments. Electric advertising signs or posters should not be hung so as to be visible from outside the apartments.

The public display of any obscene, profane, or sexually explicit materials, graphics, or photographs is strictly prohibited in any apartment.

## **CARE OF PROPERTY**

Each resident is provided a key to their assigned unit and care should be taken to keep the apartment doors locked during absences. The College is not responsible for lost or stolen articles. Residents are encouraged to check their parents' homeowners insurance to determine if coverage extends to the students while on campus.

Most units have a thermostat. Residents are encouraged to practice moderation in heating and cooling. To conserve energy, please keep the doors and windows closed when the heat or air conditioning is in use. ***PLEASE NOTE: In cold weather, thermostats should never be turned lower than 72 degrees.***

Garbage disposals will not take bones, fruit pits, cornhusks, raw meat, cigarettes, paper, etc. Never feed more than small amounts of food items into the disposal at one time. Be certain to run the disposal and water an adequate amount of time. If in doubt as to whether an item will process adequately, the trash container is the best place to put it.

Walls may be spot-cleaned with a damp cloth and mild soap. Doors and woodwork should be cleaned with furniture polish. Stainless steel sinks should be cleaned with mild detergents. Strong soaking detergents should not be used on fixtures.

Carpet stains should be removed promptly. If a carpet stain cannot be removed, damage charges will be assessed to the parties responsible. Hot irons should NEVER be placed on the flooring. Burn marks from an iron will result in a forfeit of the damage deposit.

Periodically, Area Coordinators will be in the apartments to check for broken or damaged equipment and the cleanliness of the units. Final inspections, following strict guidelines, are made on all apartments at the end of each term.

Each student should know the effects of one student's actions upon the rest of the people in the residence hall. If a student sees someone violating campus policy or breaking the rules, he or she should confront the person or report it to an appropriate staff member.

#### **FURNITURE**

The College provides furniture for each unit. Large pieces of furniture are not to be brought into the hall without prior approval. Residents are not permitted to disassemble or remove furniture from apartments. Students are prohibited from removing any equipment or furnishings from lounges, study areas, or any other public areas of the residence halls.

#### **WORK ORDERS**

When repairs are needed, a work order form must be completed in as much detail as possible. The forms are available at the Front Desk in Fenton Hall. Work orders may also be filed online by submitting an e-mail to: [facilities@aib.edu](mailto:facilities@aib.edu). Work orders are completed as soon as possible, usually within 24 hours. All campus residents may phone (515) 244-6703 to report work that needs to be done.

#### **MULTI-PLUG RECEPTACLE STRIPS**

A multi-strip plug with a circuit breaker is permissible. This type of device should be used in areas where there are more appliances in use than the corresponding number of outlets. Multiple outlet plug adapters are fire hazards and should not be used.

#### **SCREENS, WINDOWS, ROOFS, BALCONY, AND BALCONY LEDGES**

Screens should not be removed from windows for any reason. Windows should be locked when residents are not in the apartment. Windows or balconies should not be used for entrances to or exits from the buildings. For safety reasons, students are not to sit on the balcony ledges. Plants, signs, clothing, or other objects are not to be hung on balcony rails. Residents of an apartment are responsible for any objects coming from their balcony.

**Tiki torches and fire pits are not permitted on any balcony. Charcoal, wood, or paper burning grills are prohibited on all decks constructed of wood material. All residents are expected to exercise the utmost caution when using outdoor cooking equipment. Residence Life staff reserves the right to monitor outdoor cooking activity.**

At no time should a student be on the roof of any of the campus buildings.

#### **HOLIDAY TREES AND APARTMENT DECORATIONS**

Natural trees and natural greens are prohibited. Artificial trees are acceptable. Students should not leave the apartment with holiday lights left on. Decorations in each apartment that hang from the ceiling or walls must be made of non-combustible material. Fishnets are fire feeders and are particularly dangerous. Decorations made of crepe paper or Styrofoam are also fire hazards.

#### **BICYCLES**

Bicycles may be kept on the balcony of an apartment. They are prohibited in any area inside the apartment or inside any apartment building. Special care should be exercised when bringing in or removing a bicycle to avoid damage to the building.

**ROOMMATE BILL OF RIGHTS**

1. The right to read, study, or sleep free from undue interference in or around one's apartment.
2. The right to expect that roommates will respect one's personal belongings.
3. The right to a clean, healthy, and safe environment in which to live.
4. The right to come and go freely in the apartment without pressure from a roommate.
5. The right to privacy concerning telephone conversations, personal letters, or pursuits away from the apartment.
6. The right to expect reasonable cooperation in the use of shared equipment, such as the telephone, TV, stove, refrigerator, and anything brought to be used by all roommates.
7. The right for remedy of grievances within the apartment. Residence hall staff is available for assistance in settling conflicts.
8. The right to expect everyone in the apartment to do his or her share of the daily and weekly cleaning of the apartment.
9. The right to choose his or her own lifestyle, unless it interferes with roommate's rights as residents of the apartments.

**REMEMBER:** To be a mature adult you must accept the responsibility of your own actions and be concerned about the rights and welfare of roommates and other residents in the hall.

# **DIRECTORY**

## **IMPORTANT TELEPHONE NUMBERS**

**You DO NOT need to dial a 9 for an outside line when calling 911**

<b>AMBULANCE</b>	<b>911</b>
<b>FIRE</b>	<b>911</b>
<b>POLICE (EMERGENCY)</b>	<b>911</b>
<b>RESCUE</b>	<b>911</b>

**Dial 9 for an outside line for local numbers**

**Local area code is (515)**

<b>CRISIS LINE (EMERGENCY INTERVENTION ONLY)</b>	<b>244-1000</b>
<b>ELECTRICAL (WIRES DOWN)</b>	<b>244-6703</b>
<b>GASLEAKS</b>	<b>244-6703</b>
<b>IOWA SEXUAL ABUSE HOTLINE</b>	<b>800-284-7821</b>
<b>POISON INFORMATION CENTER</b>	<b>800-222-1222</b>
<b>POLICE (NON-EMERGENCY)</b>	<b>283-4811</b>
<b>POLK COUNTY CRISIS &amp; ADVOCACY SERVICES</b>	<b>286-3600</b>

## HELPFUL NUMBERS

### GENERAL

AIB College of Business  
2500 Fleur Drive  
Des Moines, IA 50321

(515) 244-4221  
(800) 444-1921  
FAX: (515) 244-6773

### OFFICERS

Nancy Williams, President	246-5370
Dr. Susan Cigelman, Vice President for Academic Affairs	246-5332
Terry Wilson, Vice President for Student Life	246-5334

### DEPARTMENTAL CONTACTS

Academic Advising	246-5336	Community Engagement Center	697-5912
Academic Center Front Desk	246-5326	Community Relations	697-5938
Academic Resources	246-5376	Disability Services	246-5335
Activities	246-5416	Facilities Management	246-5382
Administrative Support Services	246-4221	Fenton Hall Front Desk	244-6703
Admissions	246-5358	Financial Management	246-5347
Advancement	697-5927	Forsyth Financial Aid Services	697-5907
Athletics:		Human Resources	246-5373
Men's Basketball	697-5902	IT Helpdesk	246-5343
Women's Basketball	697-5936	IT Application Services	246-5341
Golf	697-5902	Library	246-5330
Volleyball	246-5100	Marketing	246-5387
Bill Reichardt Clothes Closet	246-5328	Registrar	246-5327
Bookstore	246-5339	Residence Life	246-5381
Business Services	246-5418	Safety Management	244-6703
Career Services	246-5383	Student Counseling	246-5328
City View Diner	246-5340	Tutoring	246-5915

### FACULTY

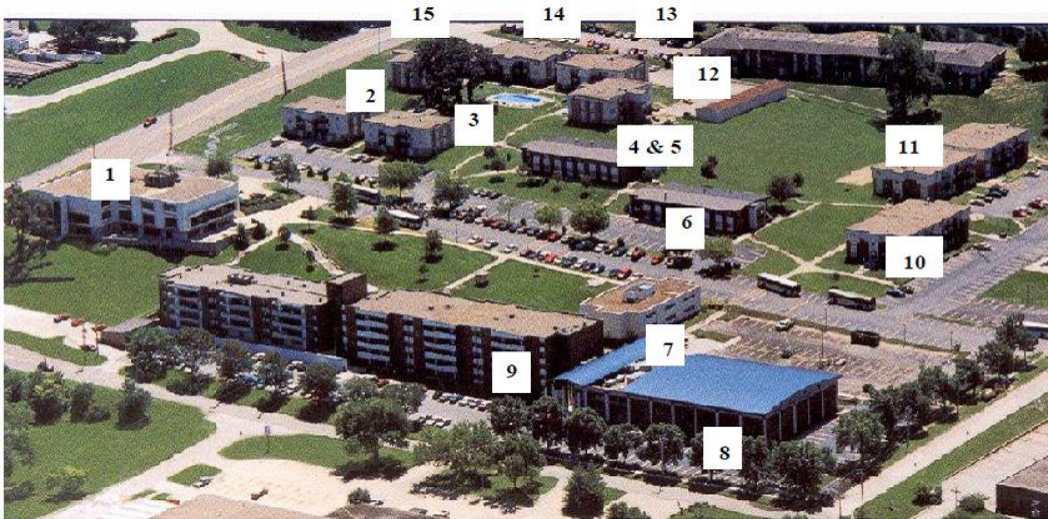
Contacting a faculty member by e-mail or in person are the most efficient methods of communication.

*Please remember that it is our desire to make your educational experience at AIB productive and enjoyable. If you have any questions, please be sure to call or visit the appropriate office at anytime.*

## CLASS SCHEDULE

Class Period	Section	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:30 - 8:25</b>	101	CLASS	CLASS	CLASS	CLASS	NO CLASS
<b>8:35 - 9:30</b>	201	CLASS	CLASS	CLASS	CLASS	NO CLASS
<b>9:40 - 10:35</b>	301	CLASS	CLASS	CLASS	CLASS	NO CLASS
<b>COMMON BREAK 10:35 – 11:35 am</b>						
<b>11:35 - 12:30</b>	401	CLASS	CLASS	CLASS	CLASS	NO CLASS
<b>12:40 - 1:35</b>	501	CLASS	CLASS	CLASS	CLASS	NO CLASS
<b>1:45 - 2:40</b>	601	CLASS	CLASS	CLASS	CLASS	NO CLASS
MON	910	5:45–9:30 pm				
TUES	920		5:45–9:30 pm			
WED	930			5:45–9:30 pm		

## AIB CAMPUS MAP



- 1) Keith Fenton Administration Building**  
Administration, Administrative Support Services, Admissions, City View Diner, Classrooms/Faculty Offices, Eagle's Landing Bookstore, Financial Management, Human Resources, Information Technology Application Services, Information Technology Services, Forsyth Financial Aid Services, Business Services
- 2) Johnson Alumni Center**  
Advancement and Alumni, Bill Reichardt Clothes Closet, Community Relations, Guest Apartments, Marketing
- 3) Davidson Hall\***
- 4) Academic Center-Lower Level**  
Academic Resources, Library, Community Engagement Center, Tutoring
- 5) Academic Center-Upper Level**  
Academic Administration, Academic Advising, Registrar, Student Counseling
- 6) Court Reporting and Captioning Center**  
Classrooms/Faculty Offices
- 7) Wells Hall**  
Classrooms/Faculty Offices
- 8) Activities Center**  
Activities, Athletics, Wellness
- 9) Fenton Hall\***  
Career Services, Classrooms/Faculty Offices, Residence Life, Safety Management, Student Life. Administration, 24-hour Computer Lab
- 10) Dalton Hall\***
- 11) Merk Hall\***
- 12) Opie Hall\***  
Facilities Management
- 13) Power Hall\***
- 14) Eagles Hall\***
- 15) Honors Hall\***  
*\*Residence Hall*