

be eligible for financial aid. Students will remain on probationary status until they have corrected their applicable credit hour and/or grade point average deficiency.

**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 students' responsibility to notify the Financial Aid Services Director 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 Financial Aid Services immediately upon their notification by AIB that they are not making satisfactory academic progress. Students will be notified in writing within 10 business days of receipt of their appeals regarding the outcome of their appeals.

**Special Considerations and Definitions**

1. If an enrolled student changes programs or majors at AIB, both the credits and the grades for those credits from the previous program or major will be counted toward the student's new program or major and will be included in the calculation of attempted credits, earned credits, and cumulative grade point average for that student for purposes of determining that student's satisfactory academic progress status.
2. 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.
3. Passing credits received for pass/fail courses will be considered as both attempted and earned credits. A failing grade in a pass/fail course will be considered as attempted credits but not as earned credits. Pass/fail grades are not included in cumulative grade point average calculations.
4. 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.
5. Credits for audited and non-credit remedial courses are not counted either as attempted or earned credits for the calculation of grade point averages.

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**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.

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 Financial Aid offices and can be updated at anytime. 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
- Participation in officially recognized activities
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Field of study
- Dates of attendance
- Grade level and status
- Place of Employment
- Previous educational institution

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.