

STUDYING AT AIU LONDON

Accreditation



American InterContinental University is accredited by The Higher Learning Commission and a member of the North Central Association. Additional information is available at 312-263-0456 or www.ncahigherlearningcommission.org.

American InterContinental University London is validated in the United Kingdom by London South Bank University (LSBU) on behalf of the UK Quality Assurance Agency for Higher Education (QAA). AIU London is also itself a subscriber of the QAA, in good standing, and is officially listed as a provider of higher education in the UK by the Department for Innovation, Universities and Skills (DIUS), appearing on the Department's register at: <http://www.dcsf.gov.uk/recognisedukdegrees/index.cfm?fuseaction=institutes.list&InstituteCategoryID=2>

At present AIU London offers programs leading to British BA (Hons) degrees from London South Bank University in Fashion Design, Fashion Marketing, Fashion Design with Marketing, Interior Design, International Business, Media Production and Visual Communication. Students successfully completing these programs of study will be eligible for both AIU and LSBU degrees.

AIU London is accredited by the British Accreditation Council for Independent Further and Higher Education and this accreditation is valid until April 2013 (<http://www.the-bac.org>). AIU London has also been granted Sponsor's License E5NVVDFC3 by the Home Office's UK Border Agency, under which the Campus is able to sponsor Tier 4 international (non-European Union) students for a UK Student Visa.

Registered in England No:
1373237 Registered Office: 66
Wigmore Street London W1U 2SB

The Bachelor of Fine Arts in Interior Design at the Atlanta and Los Angeles campuses are accredited by the Council for Interior Design Accreditation (CIDA).

As required, AIU London operates extra systems of quality including:

- The appointment of one or more external examiners, experts from other British universities and industry, who oversee the assessment process for all 300- and 400-level courses and for selected lower-level courses. Sample scrutiny of all 300- and 400-level course assessments by the appropriate external examiners.



Setting Priorities

AIU London operates on the quarter system, which means that the term is only 10 weeks long (as opposed to the longer 16 week semester system). You may not realize it, but the quarter goes by extremely fast so it's important to think about time management and balancing your academics with everything else you want to do (traveling and sightseeing). Your first priority as a student is your academic studies.

Attendance Policy

The goal of AIU London is to provide students with learning experiences that will assist them in reaching their degree and a career. Students are expected to perform as professionals in their respective fields, which includes reporting to class regularly, on time, and prepared to contribute, just as they would at work.

Research has shown that student attendance is directly related to success within a course. Students who attend and **actively participate** in a class are more likely to succeed. To this end, American InterContinental University London has adopted the following attendance policy:

AIU London believes that regular attendance is crucial to students' success in undertaking a program of study. It is for this reason that class attendance is recorded and reported to the Student Affairs Office on a daily basis. Students are expected to be in class for all regularly scheduled class periods and to report to class on time. Since many classes include class participation as part of the final grade, it is imperative that students attend each class session on time so that their final grade is not negatively impacted by poor class participation. The instructor's policy regarding class participation will be denoted on the class syllabus. AIU London recognizes no difference between excused and unexcused absences; an absence is an absence. Instructors are under no obligation to give make-up quizzes or exams, to accept late assignments, or to give additional work. It is the student's responsibility to discuss the course material that is missed with the instructor.

Every instructor has the right to determine whether or not a student should be withdrawn from a course based on their attendance and number of classes missed. A student who is withdrawn from a class will receive a "W" for the course. A student who withdraws from the University will receive a "W" for all courses in which he/she is enrolled. Any student absent should file a Proof of Extenuating Circumstances form with the Student Abroad Office. The Study Abroad Office will pass the information onto the instructor and he/she will decide whether to accept the absence as excused or unexcused. Forms are available on the student portal and in the Study Abroad Office.

A student who does not attend any classes for 15 calendar days without making special arrangements with the office of Student Affairs will be administratively withdrawn from the University. A student who is administratively withdrawn from the University will receive a "W" for all courses in which he/she is enrolled and will not receive a refund for tuition paid.



Drop/Add

During drop/add, you are allowed to drop a class and replace it with another. Part-time internship classes may not be dropped/added after arriving in London. The last date for dropping a class is the end of the first week of classes. The last date for adding a class is up to the discretion of the campus President. If you decide to change your course schedule while you are in London and need to obtain approval for additional classes, the Study Abroad office can assist you in communicating with your home institution. This needs to occur before you make changes to your schedule.

While you should have obtained prior approval from your home institution for the courses you are taking at AIU London, you should maintain records of classes you add in case your home institution questions the validity of the class. Therefore, be sure to do the following:

- Keep a copy of each class syllabus, as well as any handouts, lecture notes, assignments, etc.
- Keep/make a photocopy of all the papers you write for each class and/or take pictures of the projects you complete.
- Keep all comments, notes, critiques and other evaluations of your work as given by your instructors.
- Keep a list of plays, museums and other sights and activities you see or participate in during your study abroad experience.

Withdrawal From a Class

You can decide to withdraw from a course at any time throughout the term. However, once you do so, you will receive no credits for the course and a W will appear on your transcript rather than a letter grade.

Refunds

Any change to your overall course load (dropping one class entirely) will not result in a refund for that course. Any course load changes should have been handled before arriving in London. No refunds for housing or tuition costs will be given if you decide to leave AIU London entirely at any time during the term.

Teaching Style

The instruction given at AIU London can best be characterized as “Anglo-American.” Instructors teach wholly within the AIU curriculum, yet often assume and encourage more student autonomy than is the case in many American universities. Students are expected to undertake a certain amount of guided self-learning on their own.

Problem Resolution

Any study abroad student who experiences difficulties with an instructor is encouraged to talk to the instructor to resolve the difficulty at that level. If it can not be resolved, the student should approach the program dean. The Study Abroad Services office can also assist in resolving difficulties and issues of this kind. As a final resort, students can meet with the AIU London Ombudsman, Kimberley Beltgens, whose responsibility it is to resolve problems when communication between the student and department breaks down or resolution cannot be reached. The official grievance policy can be found in the student handbook, on the portal and has now been placed around campus on the majority of the notice boards.

UK and US laws prevent AIU London staff and faculty from discussing a student’s record (including academics, judiciary or counseling issues, etc.) with third parties. If parents/guardians wish to discuss issues related to a student’s enrollment at AIU London, the student must grant permission for staff to enter into a discussion with others.

Grading Policies

All assessments are benchmarked against a set of campus-wide generic assessment criteria, which tabulate grade bands at Levels 100-400 in terms of Intellectual Skills and Attributes, Processes and Behaviors. Percentage and/or letter grades are awarded in accordance with these criteria, as follows:

Grade A—work assessed between 100% and 70%

Grade B—work assessed between 55% and 69%

Grade C—work assessed between 40% and 54%

Grade D—work assessed between 35% and 39%

Grade F—work assessed between 0% and 34% (Fail)



Grade Appeals

Procedures are in place to enable students to request the review of a course grade. However, grade appeals will only be honored if the student can attest to the fact that the university policy and procedure was not followed. Appeals cannot be made on academic judgment. The full grade appeals process is outlined in the Student Handbook.

Exams

Under no circumstances are exams allowed to be taken early.

End of Term

All projects and papers should be collected before leaving London. If that is not possible, you must make shipping/mailing arrangements with your instructors and the Study Abroad Coordinator. All library books must be returned. A charge of £30 will be assessed for each unreturned book.

Transcripts

For each course taken at the London campus, students will receive on their transcript the appropriate letter grade that reflects the quality of the work submitted, in accordance with the generic and course-specific assessment criteria.

Several weeks after the end of the term, an official transcript is sent to your home institution to the address that you have supplied on your Course Pre-Approval Form and an unofficial copy is sent to your billing address (assuming that you are not on any academic, housing or financial holds). If you are on financial hold, your transcript will not be released until all fees are paid. The first official transcript is sent free of charge. Additional requests are \$5 per transcript with a \$15 minimum if paying by credit card. Questions about the release of your transcript should be addressed with the AIU Study Abroad Program Office at 1-800-255-6839. The London staff will not give out grades over the phone or via email. **Please access the transcript request form at: http://studyabroad.aiuniv.edu/pdf/Transcript_Request.pdf.**