



*AMERICAN ACADEMY McALLISTER INSTITUTE
of FUNERAL SERVICE, Inc.*

STUDENT HANDBOOK

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The Funeral Service program and American Academy McAllister Institute of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108 Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org.

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AAMI STUDENT HANDBOOK WELCOME

On behalf of the faculty and staff of American Academy McAllister Institute of Funeral Service (AAMI), welcome to AAMI. AAMI has a rich history both as a pioneer and a leader in funeral service education. Our greatest strength has been in preparing students for academic success in their courses, on their exams and other requirements leading to licensure and preparing students for a career in funeral service. The preparation, by its very nature, has allowed students to grow in their confidence as funeral service professionals. Having mastered funeral service theory, our graduates are well suited for the enrichment that comes from the practical experience of working in funeral service. To that end, the faculty of AAMI is largely comprised of licensed funeral directors who have achieved further expertise in the field of education. This combination makes for enriching academic experiences that present the theoretical elements of funeral service education with a realistic eye toward their practical application.

At AAMI, we are committed professionals seeking to shape future professionals in the richly satisfying profession of funeral service. We stand ready to help you succeed in an environment where the student truly comes first.

PURPOSE OF THE STUDENT HANDBOOK

The Student Handbook will prove useful to you throughout your program. It supplements the school Catalog and sets forth school policies, procedures and regulations.

ADMINISTRATIVE AUTHORITY

AAMI reserves the right to make such changes in curriculum, faculty, textbooks, student regulations and any procedural matters as may be deemed best for the welfare of the student body, the school and the profession. Instructors have complete authority to manage their classes; this may be exercised in the classroom, on the AAMI premises, at the clinical facility, online, on field trips and at all school sponsored student activities. Dismissal of a student from class or a disciplinary measure taken outside of class is recorded in the Administrative Office. Any offense may subject the student to disciplinary action by the Director of Student Services.

If you are dismissed from class, you will be marked absent for the entire session. If dismissal occurs during the first hour of the class, you must seek permission of the instructor to attend the second hour. On rare occasions, an instructor may suspend a student from class for the duration of the course, prolonging graduation. In addition, each instructor has the authority to establish further guidelines for each course. It is the responsibility of the instructor to provide a course syllabus and guidelines at the beginning of the course. You should become familiar with the guidelines of each course as well as those set forth by the AAMI Administration and Board of Trustees.

AAMI reserves the right to discontinue the status of a student for a justifiable cause. The student may appeal to the Faculty Council for a hearing and may bring one person from the AAMI community to the hearing as a counselor. The decision made by the Faculty Council shall be binding.

ADMINISTRATION OFFICE

The Administration Office is available to serve you Monday through Friday, 8:30am to 4:00pm. Our staff is receptive to your questions and every possible effort is made to help you. Please stop at the desk in the entrance to the Administration Office to notify the Administrative Assistant of the person with whom you would like to meet; if you are uncertain of the specific individual, please describe your concern for referral

to the appropriate staff member. When semester examinations are being prepared and grades tabulated, students are restricted from the Administration Office, unless on official school business.

OVERVIEW OF AAMI

Mission Statement

The mission of American Academy McAllister Institute of Funeral Service is to educate students so that they may reach their full potential and achieve their goal to enter the funeral service profession. AAMI is committed to creating a learning environment that supports educational excellence, endorses academic integrity and promotes steadfastness and ethical behavior in the funeral profession. As a leader in funeral service education for over 90 years, AAMI provides and supports the educational needs of the funeral industry.

AAMI is an urban, not-for-profit, private, single-purpose academic institution that offers a campus and online associate degree program dedicated to the educational needs of the funeral industry. AAMI provides educational leadership through learning opportunities that anticipate, prepare for and meet the challenges of educating a socially and economically diverse population. AAMI provides opportunities for students, faculty and staff to study, research and observe the culture, customs and changing dynamics of the funeral profession.

President's Council

The President's Council at AAMI is responsible for overseeing the Academic Program, including the development and revision of policies and procedures governing the program. Members of the President's Council include the President, Executive Vice President, The Vice President of Business, Technology, and Special Projects, and the Director of Operations.

AAMI POLICIES

Non-Discrimination

AAMI has a non-discriminatory policy and therefore does not discriminate against applicants, students or employees on the basis of race, color, age, religion, gender, national origin, marital status, veteran status, sexual orientation, status as a victim of domestic violence or disability.

Sexual Harassment

All students must view educational materials on the topic of sexual assault/harassment and acquaintance rape as a part of our Sexual Assault Prevention Program. Additionally, several publications discussing the subject are available for student review in the AAMI Library. AAMI condemns sexual abuse and acquaintance rape. These actions constitute violation of the AAMI's Code of Conduct as well as New York State Law.

Members of the AAMI community who commit these crimes will be subject to harsh sanctions from the school and/or the criminal justice system including but not limited to probation, suspension, expulsion, financial restitution and prosecution in the criminal or civil courts.

AAMI provides a counseling referral service for those victims of sexual assault or acquaintance rape. Contact the Director of Student Services for further information.

For more detail, see Appendix A, Policy against Discrimination Including Sexual Harassment and Bias-Related Crimes.

Alcohol and Drug Abuse

All students must view educational materials discussing health risks associated with drug and alcohol abuse as part of our drug and alcohol abuse prevention program.

No alcoholic beverages shall be permitted on school premises. If you are found attending classes or on school property under the influence of alcohol, you shall be subject to disciplinary action.

If you are found under the influence of or engaged in the sale of illegal drugs, you shall be subject to immediate dismissal and referral to the appropriate law enforcement authorities.

In compliance with Higher Education Amendment # 6, Section 952, AAMI must notify parents/guardians of those students under 21 who violate the school's policies or rules in addition to local, state and federal laws governing the use or possession of alcohol or controlled substances.

The Director of Student Services will meet with all individuals who violate these rules and discuss the consequences of the violation. The first offense will result in a warning. The student must then sign an affidavit that this is a first offense. If it occurs again, it will lead to IMMEDIATE dismissal from the Program. It will be verbally stated during the conference, and in writing on an affidavit, that your parents/ guardians will be notified of this violation if you are under the age of 18.

The New York State Division of Substance Abuse Services and Alcohol Abuse supports and monitors a statewide network of prevention and treatment programs and provides information and free referrals for persons seeking assistance. Drug information: 1-800-522-5353; Alcohol information: 1-800-ALCALLS. For more detail, see Appendix B, Alcohol & Drug Abuse Policy.

Public Information Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974, specifically states that a school may provide "directory information" to third parties when a legitimate request is made in writing. AAMI may occasionally release "directory information" and only this information, without the student's consent. Directory information includes the following: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. Other information not in the "directory information" will not be released without written authorization of the student. Any student who wishes any or all of his/her directory information to remain confidential may inform the Registrar in writing at any time. In addition, the Family Educational Rights and Privacy Act guarantees that all students have access to their own academic records.

For more detail, see Appendix D, FERPA Guidelines.

Transcripts of academic records are sent only upon the written request of the student. No transcript will be furnished for any student or graduate whose financial obligations to AAMI have not been met.

STUDENT RIGHTS AND RESPONSIBILITIES

Statement of Policy

As an educational institution, AAMI seeks to provide and guarantee the best educational environment for its students, faculty and staff. It is mindful that academic freedom is an essential element of college life. To carry out this goal, AAMI requires each member of the community, whether a member of the student body, faculty or administration, TO OBEY THE RULES AND REGULATIONS ESTABLISHED BY AAMI SET FORTH HEREIN, AND ALL LOCAL, STATE AND FEDERAL LAWS. AAMI will NOT tolerate deliberate disruptive tactics, violence or physical interference with the rights of any member of our community or with any authorized functions carried out on the campus.

Therefore, in furthering the educational aims of AAMI and in compliance with the provisions of Article 129-A of the Education Law of the State of New York, the following rules and regulations

concerning conduct on campus, the use of AAMI property, the means of enforcement and penalties for any violations thereof are hereby established.

By enrolling at AAMI, you assume an obligation to conduct yourself in a manner compatible with the functions of the school as an educational institution. Any and all conduct that adversely affects the student's responsible membership in that academic community shall result in appropriate disciplinary action.

To further the educational aims of AAMI and in compliance with the provisions of Article 129-A of the Education Law of the State of New York, American Academy McAllister Institute's Rules and Regulations of conduct have been adopted which cover the following:

Student Conduct Code

All students have the right and responsibility to learn in an environment of mutual respect and responsibility. When you enroll at AAMI, you agree to abide by all AAMI regulations. Therefore, violations of any rule of the following Code of Conduct shall result in appropriate disciplinary action.

Students' Rights

AAMI is committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

"Students are guaranteed those rights and freedoms contained in the laws of the United States and in the State of New York;

Students have the right to due process;

Students have the right not to be discriminated against or harassed because of race, color, age, religion, gender, national origin, marital status, veteran status, sexual orientation, status as a victim of domestic violence or disability;

Students have right of privacy of their records, except Directory Information, unless they consent in writing to have contents released. (See Appendix D "FERPA Guidelines");

Students have the right to be evaluated in the classroom solely on the basis of academic achievement and fulfillment of educational requirements with freedom of expression protected and respected;

Students have the right to make a report to local law enforcement and/or state police;

Students have the right to have disclosure of domestic violence, dating violence, stalking, and sexual assault treated seriously;

Students have the right to make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;

Students have the right to participate in a process that is fair, impartial, and provides adequate

notice and a meaningful opportunity to be heard;

Students have the right to be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;

Students have the right to be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;

Students have the right to describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;

Students have the right to be protected from retaliation by the College, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the College;

Students have the right to access to at least one level of appeal of a determination;

Students have the right to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and

Students have the right to exercise civil rights and practice of religion without interference by the investigative, criminal justice or judicial or conduct process of the institution.”

Students' Responsibilities

Students are expected to read and understand the Student Conduct Code, including sanctions.

Students are expected to exhibit proper behavior at all times. Unacceptable behavior includes but is not limited to verbal abuse, threatening language/remarks, profanity, public disturbances, fighting, destruction of property or interference with class activity. AAMI will not tolerate any acts of cyber bullying regardless of where or when such action takes place.

Students are expected to act in a manner that does not cause concern for the health and safety of themselves or others.

Students are expected to read the course syllabus to determine the attendance and grading policies for each course.

Students are expected to complete all academic work without cheating or committing plagiarism.

Students are expected to follow AAMI regulations against possession or use of alcoholic beverages, drugs, firearms or other dangerous articles on campus.

Students are expected to behave in a professional and ethical manner both in and out of school. Any adverse behavior that will have an impact on the school and/or other students, faculty, staff and administration will be subject to disciplinary action.

Students are expected to comply with reasonable and appropriate instructions and directives given by AAMI faculty, staff and administration within the scope of their duties for the purpose of maintaining a productive and safe educational environment that is free from physical and verbal threats. Students are expected to comply with the AAMI Dress Code.

If you have been convicted of a criminal offense, please check with the Funeral Licensing Board of the

State in which you wish to be licensed to ensure that the conviction will not jeopardize your ability to qualify for licensure in that State.

Students are expected to conform to a policy of affirmative consent to any sexual activity as it pertains to their conduct, while on campus or at any AAMI sponsored function or activity. Consent to any sexual act or prior consensual sexual activity with a person does not constitute consent to any other sexual act with that person, is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol, and may be withdrawn at any time. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it results from coercion, intimidation, force or threat of harm, and when withdrawn, requires stopping sexual activity. See Appendix L, Definition of Sexual Consent.

Social Media Policy

Students may not invite a faculty or staff member to become a “friend” on Facebook or invite them to join any social media network while enrolled as a student, unless the individual is an immediate family member. If you were previously a “friend” of a faculty or staff member of AAMI prior to becoming a student, please do not be offended if they “defriend” you.

Student I.D. Card

AAMI will take photos of campus students for the Student ID card as well as for the “New York State Student Trainee” application. Online students will need a passport photo for “New York State Student Trainee” application and may request an ID card upon submission of that application. If you lose your ID card, you will be charged a replacement fee of \$20.00.

To ensure the safety and security of the campus, AAMI requires that ALL members of the academic community have a properly validated identification card. You MUST carry the card at ALL times and present it when requested by any AAMI Official or Security Personnel at 619 West 54th Street.

Registered Student Trainee

The New York State Department of Health, Bureau of Funeral Directing MANDATES that regardless of the state in which you wish to practice, you must register as a student trainee. A money order must be made payable to the New York State Department of Health in the amount of \$50.00. (This fee may be subject to change). ALL STUDENTS, both CAMPUS AND ONLINE, MUST complete this process before the end of your first semester. Failure to comply with this requirement WILL result in suspension from classes.

Email Address

All active students are required to have an email address. We recommend that you use one that is professional and will readily identify you, such as johndoe@gmail.com. It should also be one that is private and used by you alone. Do not use an email address that you share with your significant other, i.e. johndandmarydoe@gmail.com.

Since electronic mail is a primary means of communication for both online and campus students, we want to ensure that you receive our emails and that we can identify you easily when you correspond with us. Many official communications are transmitted to students, faculty and staff via email. It is an important vehicle for communications between students and their instructors.

Your email account is a valuable asset. It is used to authenticate your identity. To safeguard your identity and your privacy, do not share your account or give your password to anyone.

Email Etiquette

Email is both less formal than a letter and less personal than a conversation. It is difficult to strike the right balance, but common sense and consideration for others and simple courtesy are always good places to start. Here are a few points to keep in mind:

Email is not strictly private. With the number of hackers out there, you should think of email as a post card. Would you want the mail carrier to read your message?

Be careful how you express yourself. The recipient does not have your facial expressions, tone of voice and body language to aid understanding.

Change of Address/Email Address

So that you may be reached in an emergency, you are required to notify the Registrar of any change of address. If you are an out-of-town student and take local residence while in school, you are required to supply the local address and other information to the Administration Office. It is equally important that the Administration Office have a CURRENT telephone number where you can be reached if necessary. Online students should submit address or email changes to the Registrar via email.

Driver's License

Students should be aware that most funeral homes require residents to have a driver's license BEFORE they will hire them. We encourage you to take whatever steps necessary to obtain such BEFORE you graduate.

ATTENDANCE REQUIREMENTS

Campus Students

AAMI's attendance policy is designed to foster your success and to model workplace requirements; therefore, you are expected to attend all class meetings. An absence is defined as non-attendance for any reason, including illness, family or personal emergency, etc. This means that *you will be marked absent even though you present a doctor's note*. You are responsible for all material covered and all assignments covered in class.

The curriculum at AAMI is rigorous and diverse. Preparation and regular attendance are prime requisites for successful scholarship. Attending ALL scheduled classes and completing ALL assignments promptly are attributes that a student will carry over into professional life. You SHOULD PLAN EVERY DAY for contingencies that may make you late for school. This includes problems involving public transportation, traffic, accidents, etc. SO, PLAN ACCORDINGLY!!!!

To receive credit in a subject, you must attend at least 80% of all scheduled hours, REGARDLESS OF ANY CIRCUMSTANCES. Even though you are allowed to miss a certain number of hours, you should make every effort to be present. If you "choose" to miss a class, keep track of every hour so that when an emergency does occur, you will have some hours banked.

For example, if a class meets:

1 hour per week - students are allowed to miss 3 hours, 2 hours per week - students are allowed to miss 6 hours, 3 hours per week - students are allowed to miss 9 hours, 4 hours per week - students are allowed to miss 12 hours

If you do not meet this requirement, you will receive NC (no credit) on your transcript and will be required to repeat the course the next time it is offered and attend classes on a regular basis to receive a grade.

Absences for any reason are recorded in your student file. You should maintain a personal record of absences since the office does not give out attendance records.

You are REQUIRED to be IN YOUR SEAT in the classroom or laboratory PRIOR TO THE START OF EACH CLASS. *Morning classes begin at 8:50 AM. You will NOT be allowed into the classroom past 8:50 AM. Set your watch to the school's clock!!!!* If you are detained in conference with a member of the faculty or administration, that person will accompany you to your class. NOTE: Should an instructor fail to make an appearance in the classroom within ten minutes of the scheduled time, a member of the class should notify the Administration Office.

Chronic lateness WILL NOT BE TOLERATED! Attendance problems are dealt with on an individual basis. If the problem continues, it may result in suspension or dismissal from the program.

If you were absent for the first hour of class and attend the second hour, you must notify the instructor so that they can adjust the attendance record. THIS IS THE STUDENT'S RESPONSIBILITY.

If you leave a classroom, a laboratory or clinical embalming session WITHOUT PERMISSION of the instructor before class is dismissed, you will be marked absent for the ENTIRE SESSION. When an announcement of a class substitution is made at least one day prior to a scheduled class session, an absence is recorded in the substitute subject. When unannounced, because of an immediate emergency or illness, the absence is recorded in the regularly scheduled subject. Attendance is MANDATORY for assigned tutorial instruction.

Absence during a field trip is recorded as an absence from a scheduled class.

We understand that there may be days when your childcare is cancelled. You should devise a backup plan for childcare because UNDER NO CIRCUMSTANCES are children allowed to come to school with you. If you show up with your child, you will be asked to leave and will be marked absent.

Online Students

AAMI's attendance policy is designed to foster your success and to model workplace requirements; therefore, you are expected to complete all assignments within the timeframe set out in the course. The curriculum at AAMI is rigorous and diverse. Preparation and regular participation is key to your academic success.

Federal policy and AAMI online attendance policy require students to be in continuous attendance for the entire semester. To enforce these policies, AAMI maintains attendance records on all students to ensure that they are in continuous attendance.

AAMI uses the following process to track the attendance of online students.

AAMI faculty requires weekly academically-related activities in each class. Students are recorded as "in attendance" when they participate in each activity. Please note: simply logging into the class WILL NOT count as attendance. A student must complete the academic activity assigned by the instructor.

If a student does not participate in a weekly activity, the faculty member records the student as absent. If a student is absent two consecutive weeks, the student will receive an email and/or a phone call from your academic advisor.

If the student has a legitimate, documented excuse for being absent (e.g., illness, hospitalization, death in the family, etc.), the faculty member is notified and the student is expected to contact the faculty member immediately to arrange for the completion of any delinquent assignments.

If a student cannot be contacted by your academic advisor (or does not return emails or phone call

messages), the faculty member will be notified and AAMI will consider the last date of attendance” to be the last week of a submitted assignment before the first week of absence. Absences and failure to submit assignments and take all required assessments as required may result in the failure and or withdrawal of the student from the class.

If a student wishes to withdraw from a course, the student must request a withdrawal from the class in writing and submit the request to the Director of Student Services.

Verified extended absences due to military obligations, court appearances or extended illness will be given special consideration by the Faculty Council. You should notify the office of your upcoming absence if you know in advance and provide the necessary documentation.

Most students selecting online instruction have busy schedules with many unexpected interruptions. PLAN AHEAD. WORK AHEAD. Allow yourself time in your schedule for problems. You may submit assignments BEFORE they are due. If you anticipate or experience any problems, contact your instructor immediately and discuss your concerns.

Announcements

Announcements of any kind (changes in class schedules, cancellation of classes/school, examination dates etc.) may be communicated by email or text. So, it is very important to check your emails daily.

Telephone Calls

When you are on campus, you will be notified of telephone calls ONLY in the case of an emergency.

Fire Drills

Periodically the building’s administration will conduct fire drills to ensure the safety of the students and staff. Instructors designated as searchers are posted on the bulletin boards.

Eating and Drinking

Food MAY NOT BE CONSUMED in the classrooms or laboratories. If you wish to eat on the premises, you may use the student lounge. Garbage MUST be placed in waste receptacles and beverage cups emptied in the washrooms prior to disposal. ALL spills are to be taken care of by the students. The microwave and counters must be kept clean at all times. Failure to follow these rules will cause this privilege to be suspended.

Smoking & Spitting

The New York State Clean Indoor Air Act prohibits smoking anywhere in the building. NO SMOKING is permitted IN ANY AREA of the school. If you choose to smoke during your free time, EXIT THE PREMISES and smoke outside 619 West 54th Street, AT LEAST 31 FEET FROM THE ENTRANCE DOOR. When doing so, DO NOT block the front entrance as this is a safety hazard. If you do smoke, either walk to the curb or go across the street. DO NOT throw your cigarette butt on the sidewalk or in the street. Discard cigarette butts appropriately. You must carry your school ID with you when you go out to smoke. The building security and management has the right to ask you for your ID card whenever you enter the building. If you violate the No Smoking rule, you will be suspended from the program for 3 days. SPITTING is not only rude and disrespectful but it is a health hazard. DO NOT SPIT on the sidewalk or in the street in front of the building.

Dress Code

AAMI expects you to take pride in your personal appearance and hygiene. Personal grooming and a businesslike appearance are vital to each student’s success in the funeral service profession and are required while on campus.

If you wear attire that is determined to be inappropriate or does not comply with the policy set forth, you

may be denied entry to classes and/or labs.

Common sense will help in determining if your dress is appropriate. What would you expect your funeral director to be wearing when making funeral arrangements for your loved one?

Acceptable:

Acceptable articles of clothing include business suits, pant suits, dresses, dress slacks, khaki pants, dress or collared sport shirts, blouses, sweaters, dress shoes, sneakers, ties, sport coats or blazers. If you are cold, you may wear a sweater, sports jacket, blazer, shawl or sweatshirt (make sure you wear a collared shirt under it). In inclement weather, snow boots, galoshes and totes are permissible.

Skirts should be no higher than just above the knee.

On days of field trips and/or guest lecturers, you are expected to dress in the mode of contemporary funeral service practitioners. If your dress is not appropriate, you will not participate and will be marked absent for the time missed.

Unacceptable:

Certain clothing is considered UNACCEPTABLE AND WILL NOT BE PERMITTED at AAMI, including at the clinical facility. The following list is NOT inclusive; therefore, a student may be informed by the administration that his/her dress is not acceptable.

Unacceptable items of clothing include, but are not limited to:

Denim (blue, black or ANY color, i.e. pink, green, etc.), cargo pants, cutoffs, halter tops, tank tops, revealing clothing, torn or ripped clothing, body shirts, shorts, short skirts, tee shirts, shirts with obscene messages or profanity, shirts with logos, sports shirts without collars, sweat pants, spandex pants, running/jogging suits, football/baseball jerseys, sunglasses, hats, bandanas, winter scarfs in the summer, doo rags or other forms of head covering (unless for religious observances), hospital scrubs/surgical clothing, flip-flops, beach foot wear, nose rings, lip rings and eyebrow rings.

WHEN IN DOUBT—DON'T WEAR IT!

Any student who consistently violates any of the procedures outlined above will be subject to disciplinary action to be determined by the Director of Student Services.

Cellular Phones and Other Electronic Devices

You must have your cellular phones or other electronic devices OFF while IN CLASS. An instructor has the authority to charge \$25.00 each time the cell phone or other device rings or the instructor may confiscate the device for the duration of the school day. Students may not keep cell phones or any other electronic device on the desks during classes or during tests. These must be put in your pocketbook, knapsack or briefcase. You may not use electronic devices to send text messages to anyone during classes or tests.

You will be suspended for 1 day for the first infraction and 1 week for any subsequent infraction.

Respect for School Property

Damage of school property and/or damage to equipment, should be reported immediately to the instructor or to the Administration Office. You will be held financially responsible for any damage other than that which occurs as an accident or as ordinary “wear and tear.”

Do not lean against or put your feet on the walls. Be mindful not to lean your head against the walls during class time as hair gel gets onto the wall and it does not come off.

Non-Academic Dismissal, Suspension

Students may be suspended if they violate AAMI's Code of Conduct as outlined in this Handbook and the AAMI Catalog. Students suspended or dismissed for non-academic reasons, may file a grievance

by following the Student Grievance Procedure.

Student Grievance Procedure

This grievance procedure is provided for the prompt and equitable resolution of student grievances as they may arise and to provide recourse to orderly procedures for the satisfactory adjustment of grievances, including, non-academic dismissals and suspensions.

Definition

A "grievance" shall mean a complaint by a student that there has been: (1) a violation, misinterpretation or inequitable application of any of the provisions of this Student Handbook or AAMI's Catalog (2) that he or she has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting students of AAMI or (3) that he or she has been dismissed or suspended for non-academic reasons. The term grievance shall not apply to any claims of unlawful discrimination, including sexual harassment. Such claims are governed by the AAMI's Policy against Discrimination and the complaint procedures contained therein.

At any stage of the proceedings the student may appear personally and may be represented by a member of the AAMI community (i.e., a student or employee of AAMI). When the student is represented, he or she must be present.

Grievance Procedure

A grievance is initiated by filing a signed written statement with the Director of Student Services within ten 10 business days of the event that is the subject of the grievance. It should include the nature of the claim, a brief description of the facts that form the basis of the claim and the remedy sought.

Within five (5) business days after the grievance is filed, the Director of Student Services will meet with the student and representative, if one appears, in an effort to achieve an informal and mutually satisfactory resolution to the grievance. The Director of Student Services will issue a written decision within five (5) business days of the meeting.

If the grievance is not resolved at Step 1, the student may appeal to the Faculty Council. The appeal shall consist of a written, signed and dated notice of appeal together with copies of the grievance, any additional documents the grievant wishes to submit and the decision of the Director of Student Services. The appeal shall be filed with the Director of Student Services of AAMI within five (5) business days after receipt of the decision.

Within ten (10) business days after the notice of appeal is filed, the Faculty Council or a Committee thereof, will meet with the student and representative, if one appears. If a mutually satisfactory resolution is not achieved, then the Faculty Council will issue a written decision, together with supporting reasons, to the student within five (5) business days of the meeting. The decision of the Faculty Council (or its Committee) shall be final and binding, except in instances involving suspension or dismissal from AAMI.

If the grievance relates to a suspension or dismissal from AAMI, the student may appeal to the Executive Committee of the AAMI Board of Trustees. The appeal shall consist of a written, signed and dated statement setting forth the reasons the student feels the Faculty Council's decision should be overturned or modified. Copies of the initial grievance (including any additional documents submitted by the grievant), the decision of the Director of Student Services, the notice of appeal to the Faculty Council and its decision should be attached. The appeal shall be filed with the Director of Student Services within ten (10) business days after receipt of the Faculty Council's decision.

The Executive Committee shall meet with the student and representative, if one appears, within ten (10) business days after the appeal is filed. If a mutually satisfactory resolution is not achieved, then the

Executive Committee will issue a written decision within five (5) business days after the meeting. The decision of the Executive Committee shall be final and binding.

Time Limits

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved student to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

The time limits specified in any step of this procedure may be extended, in any specific instance, by mutual agreement.

Miscellaneous

The filing or status of any grievance under the provisions of this section shall in no way operate to impede, delay or interfere with the right of AAMI to take the action complained of, subject, however, to the final decision on the grievance. AAMI reserves the right to make changes in policy as necessary. Any student who violates the above regulations will be subject to disciplinary action to be determined by the Director of Student Services.

Transcript Notations

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act* established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a

*Violations equivalent to the Clery Act (as updated by the Violence Against Women Act Final Regulations) Part I crimes covered under the legislation that would require a transcript notation are: murder; rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; manslaughter; and arson. Institutions may, but are not required to, include transcript notations for additional violations.

code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

DEFINITIONS

“Crimes of violence,” including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), are:

- Murder
- Sex offenses, forcible or non-forcible (Forcible: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling. Non-forcible: incest, statutory rape per New York State Law)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson

PROCEDURE

The Title IX Coordinator will direct that a notation be placed on the student's transcript.

- Where the sanction is a suspension, the following notation will be listed: "Suspended after a finding of responsibility for a code of conduct violation."
- Where the sanction is expulsion, the following notation will be listed: "Expelled after a finding of responsibility for a code of conduct violation."

If a student respondent withdraws from AAMI, while such Institute conduct charges are pending for allegation(s) related to Clery Act crimes of violence and the student declines to complete the student conduct process, the Title IX Coordinator will direct that the following notation be placed on the student's transcript: "Withdrew with conduct charges pending."

- Those students who withdraw from AAMI and decline to complete the student conduct process forfeit any right to resume the conduct proceedings at any point in the future.
- Conduct charges are considered "pending" once a student is informed in writing that there are allegations that the student may have violated AAMI's conduct code.

VACATING A FINDING OF RESPONSIBILITY

If definitive proof a student respondent's non-responsibility can be determined, any such transcript notification shall be removed. Only definitive proof can vacate a finding a responsibility. A not-guilty verdict in a criminal court is not, in itself, definitive proof of non-responsibility, nor is a failure to prosecute. If there is a student complainant in the underlying conduct process, AAMI will notify the student complainant, and the student complainant will have an opportunity to be heard if a respondent provides definitive proof resulting in vacating a responsibility determination.

FURTHER APPEALS

A student whose transcript states "Suspended after a finding of responsibility for a code of conduct violation" may appeal, in writing to the Title IX Coordinator to have the notification removed.

Appeals may be granted provided that:

- One year has passed since the conclusion of the suspension;
- The term of suspension has been completed and any conditions thereof; and
- The Title IX Coordinator has determined that the student is once again "in good standing" with all applicable institute and academic and non-academic standards.

A student whose transcript states "Expelled after a finding of responsibility for a code of conduct violation" or "Withdrew with conduct charges pending" is ineligible to appeal to have the notation removed.

Those students who were expelled or withdrew such notifications on their transcripts will leave AAMI with the status "not in good standing" and will be ineligible for readmission to AAMI, absent any vacating of a finding of responsibility.

Americans with Disabilities Act

The American with Disabilities Act (ADA) is a federal anti-discrimination statute providing comprehensive civil rights protection for persons with disabilities. Among other things it requires that all students with disabilities be guaranteed a learning environment that provides reasonable accommodation of their disabilities. Students are generally required to be formally assessed for ADA eligibility and are responsible for starting the process of becoming "ADA eligible." A student who "self identifies" as being disabled, must go through the Office of Student Services at AAMI. If you believe

you have a disability accommodation, please contact the Director of Student Services in the Administrative offices at AAMI or call 212 757-1190.

Emergency School Closing

You will be notified by email or text from a school official that school is closed (or by phone if you have submitted a request in writing to the Registrar). It will also be posted on the school's official Facebook page (American Academy McAllister Institute) as well as on our official website. Please check in regularly for any closures and/or updates.

Please make sure we have your correct email (or phone number) on file.

You are expected to check your email. If you think school is closed and you did not get an email, check your junk email folder before calling the school.

While we will make every effort to update the message on the school's voicemail, it may not always be possible to change it to indicate that school is closed.

Do NOT assume that school is closed just because it is snowing or raining.

Emergency Medical Service

Accidents and/or injuries on campus must be reported to the Administration Office immediately. Local emergency services are available at St. Luke's Roosevelt Hospital located at 425 West 59th Street, 212-492-5500. You should, however, consult your own physician at the earliest possible opportunity.

SAFETY AND SECURITY

Campus Security

AAMI has adopted regulations in accordance with the provisions of the Federal Campus Security Act of 1990. AAMI's Campus Security Manual is updated annually and kept on file in the Library and the Administration Office. The Registrar and the Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. The Registrar may be contacted by phone at 212-757-1190 or 1-866-932-2264.

In accordance with Federal Public Law 101-542, information regarding campus crimes at AAMI is provided on the security disclosure form in the AAMI application packet. Information on crimes occurring at all colleges may also be found by visiting the following web address: [Http://OPE.ED.GOV/SECURITY](http://OPE.ED.GOV/SECURITY)

ACADEMIC POLICIES

Academic Requirements

Learning takes effort. Research on college students has shown that students who invest more time in learning get better results! Many times students feel helpless when they experience difficulty in class. However, it is important that you take responsibility for your learning and contact the instructor if you are having problems. Success is a choice. *It is your choice.* To get what you want, it helps to know what you want and know how to go about it. Becoming a good student is a lifelong process. The final destination is up to you!

You must pass every subject of the curriculum and achieve a cumulative grade point average (G.P.A.) of 2.0 to graduate. You are encouraged to achieve the highest scholastic standing of which you are capable. Satisfaction with the minimum passing grade (D) is often an indication of a lack of initiative and interest in funeral service. It promises little chance for success in a license examination or in funeral practice.

Academic Integrity

AAMI is committed to creating a learning environment that supports educational excellence and endorses academic integrity. All students are required to sign the Academic Integrity Statement that will be in force throughout the student's entire program at AAMI.

Quizzes, Tests and Examinations

Testing measures your ability to understand, retain and express knowledge. They are yardsticks by which you and the instructor measure your academic progress.

Campus Students

It is the prerogative of the instructors to give written or oral quizzes and tests WITHOUT prior notice to the student body.

You are responsible FOR ALL material covered and work assigned during your absence.

The Administration Office schedules semester examinations. Notification of the date, time and subject are posted on the bulletin boards and each student is given a copy of the schedule.

Examinations at the end of each semester will include questions from the material covered in previous semesters.

You are required to take all tests and examinations at the scheduled date and time. There are NO makeup tests or quizzes during the semester.

With regard to final semester examinations, AAMI allows a ½ hour grace period for unanticipated tardiness. Also, if you present documented evidence of an emergency, you may seek authorization from the Director of Student Services to sit for a makeup examination. You must be on time for you scheduled quizzes, tests and examinations.

Campus and Online Students

Students should be prepared for an intensive program of study with frequent written, oral and practical tests given during the semester along with a final semester examination given in each course.

In sequential courses (for example: Anatomy I, Anatomy II, Anatomy III, etc.) subsequent testing generally includes the work of previous semesters. Final examinations are usually comprehensive, concerning all of the subject matter of the course; this procedure aids the student in preparing for National Board and licensure examinations.

In the grading of any quiz, test or final grade, the judgment of the instructor is final. If you feel you have a complaint of an academic nature, you must first attempt to resolve the matter with the faculty member involved, then, if necessary, with the Director of Student Services. The burden of proof shall be on the person lodging the complaint. If necessary, you should bring in old quizzes, tests, assignments, etc. to justify the complaint. Any error will, of course, be corrected.

Missed Midterm or Final Exam Policy:

1. Prior to registering for a course, a student should check the calendar to ascertain when the midterm (if applicable) and the final for a course is scheduled. If the exam date conflicts with an already planned vacation, work or family commitment, or any other activity that would prevent him/her from taking the exam at the scheduled time, the student should not register for that course.
2. If a student is unable to take a midterm or final exam for an unanticipated, valid reason, the student must notify the instructor, if possible, prior to the exam and permission obtained to take it

earlier or later. Valid reasons include:

- death of an immediate family member (must provide copy of certified DC)
- accident (must provide accident report)
- hospitalization (must provide documentation from hospital)
- jury duty (must provide documentation)
- court appearance (must provide documentation)
- documented military obligations

A vacation or wedding are not valid excuses, since students are told (in #1 above), if you are planning a vacation at the time of a midterm or final exam for a particular course, do not take that course, or a \$ 35.00 rescheduling fee could be assessed for each exam to be rescheduled, and proof would need to be provided way in advance – at, or prior to, the start of the semester, or within the first week of the course start date. Failure to do so with also result in a 10-point reduction from the final exam.

3. If a student misses a midterm or final exam for a valid reason, and is unable to notify the instructor in advance, the instructor must be notified immediately. The instructor will arrange for the exam to be taken as soon as possible (preferably by the end of the week of that final exam).

4. If a student misses a midterm or final exam for a reason other than those stated above (forgot the date, never had the correct date), instructor will arrange for exam to be taken as soon as possible (preferably by the end of the week of that final exam). A \$ 35.00 rescheduling fee may be assessed for each exam to be rescheduled, and the student may also be assessed a 10-point reduction from the exam.

Conduct During Tests

Campus Students

Seating during quizzes is at the discretion of the instructor. Books, notes and papers, cell phones and other electronic devices may not be left on desks, seats or any place where dishonesty might be construed.

You MUST SIT FOR ONE-HALF ($\frac{1}{2}$) HOUR before handing a quiz, test or examination to the proctor. Be sure that you have answered EVERY question BEFORE handing it in. Once you submit your material to the proctor, you are required to leave the testing room after surrendering the paper to the proctor and may not reclaim it to make other entries. You must not linger in the adjacent hall, re-enter the classroom or in any way disturb students who have not completed the test or examination.

It is only through complete honesty during testing that you will discover your academic strengths and weaknesses. Success in license examinations depends upon individual performance. It is in your own interest to keep this ultimate objective in mind.

Online Students

Students are responsible for ensuring that they have the necessary computer hardware and software, including any course-specific software, needed to complete course assignments. Students must check each course syllabus to determine if any special hardware or software is needed. Students must have Internet access available to them throughout the term.

AAMI strongly discourages students from taking quizzes and tests or submitting course work through Blackboard using a mobile or handheld device (iPad, smartphone, etc.). A Blackboard Mobile Learn application is available as a companion tool to the Blackboard Learn desktop course environment, but it is not meant to replace it. It should be used for viewing course content and performing light

communications tasks. Not all Blackboard course content will be compatible with the Mobile Learn app. Participation in Blackboard courses requires access to a fully supported laptop or desktop computer.

AAMI online courses are not self-paced. Students are expected to “attend” classes on a weekly basis, be active participants in the course throughout the term and adhere to deadlines and due dates provided in the course syllabus.

PROCTORING POLICY FOR ONLINE STUDENTS

AAMI requires all students to take final exams and some midterm exams in a proctored environment. Students will be allowed to take exams at home or at work using electronic devices and services that ensure the security of the testing environment. Students may schedule exams with two approved vendors. Both services require the student to have an operational web camera, microphone and high-speed internet connection.

- **Proctor U** (www.proctoru.com) is a live proctoring service that authenticates the identity of the student and establishes a connection with an online proctoring center via your web camera. The proctor will help you through the exam process and is available during the exam if technical difficulties arise. **There is a fee for this service.**
- **Remote Proctor Now** (www.softwaresecure.com/product/remoteproctor-now) authenticates the identity of the test taker and captures the entire exam session on video, which is later reviewed by certified proctors. A report is provided to AAMI with links to the actual video. **There is a fee for this service.**

Specifications for each vendor can be found on their websites, including appointment information and further computer specifications.

Taking Exams

Wherever you choose to take your exam, you should do everything possible to mimic a traditional proctored exam environment.

Your exam environment should be:

- Be fully lighted
- Be as quiet as possible
- Have no music playing
- Have no cell phones
- Have no other people in the room or walking in and out of the room.
- Have no communication with others
- Have no communication with yourself (if you were in a classroom with others, you would not be talking aloud to yourself. It will be flagged as a violation)
- Have no other background noises (talking or noises made by people, animals, babies, etc., even if they are not in the room with you)
- Be as still as possible
- Have no unnecessary motions such as people or pets walking around
- Leaving the room during an exam is NOT allowed
- For two-part exams, leaving the room is only allowed if a break (between exams) is specified in the exam rules for a specific course
- Be free of clutter:
 - Nothing should be on your desk other than your computer (unless specifically stated by your instructor)
 - No calculators unless specifically allowed by your instructor
 - No papers, books, or other materials on the desktop
 - No water or soda bottles on your desk

- No coffee/teacups on your desk
- No cell phones or any other electronic devices within reach, vision or sound
- No writing visible on desk or on walls

Reminder:

When using a web cam for proctoring, scan your test area prior to starting the exam. Please scan the entire room and be sure to clearly show that your desk is empty of papers, books, etc. Failure to do this could invalidate your exam.

Honesty During Tests

Upon any evidence of suspicion of dishonesty, you may be asked to forfeit your test paper to the proctor. If two or more students are involved, each will be considered equally responsible. Such a violation will involve a three-day suspension from ALL CLASSES and a grade of ZERO (0) on the test in question. If during suspension from classes there are any quizzes, tests, examinations, assignments etc., you will receive a grade of zero (0) for those as well. NO special consideration will be given. A second infraction WILL LEAD TO DISMISSAL FROM THE PROGRAM. Keep in mind that some instructors copy the answer sheets prior to handing them back.

Plagiarism

Plagiarism is defined as copying someone else’s work or ideas and using them as one’s own. This is a form of cheating and proof of plagiarism will result in disciplinary action. Honesty in completing assignments and taking tests is expected. Success in license examinations depends upon individual performance. It is in the student’s own interest to keep this ultimate objective in mind.

The Grading System

Grade reports are issued at the end of each semester in accordance with the following system:

Grade	Descriptive Equivalent	Numerical Equivalent	Quality Points
A	Excellent	90-100	4
B	Very Good	80-89	3
C	Satisfactory	75-79	2
D	Passing	70-74	1
F	Failure	Below 70	0
F*	Failure due to non-attendance	0	0
W	Withdrawal without penalty		
TR	Transfer credit		
-R	Repeat course		
P	Pass		
I	Incomplete		

A grade point average is computed each semester by dividing the total number of quality points achieved by the number of semester credits attempted, including a grade of “F” or “F*” but not grades of “W” “TR” or “P”. After 6 months, an incomplete converts to an “F”.

Computing of Grade Points

To compute the grade point average in a semester, the number of grade points earned is divided by the number of credits attempted that semester. For credits in each semester, refer to the curriculum in your Catalog.

Each letter has a point value. You may determine the quality points for each course by multiplying the number of points a grade is worth times the number of credits the course carries. Thus, a "B" (worth 3 points) in a 2-credit course is worth 6 quality points; and "A" worth 4 points in the same 2-credit course is worth 8 points.

Notification of Grades

The Registrar distributes semester grade reports when all grades are tabulated and averaged. You are NOT informed of your semester averages PRIOR to the release of grade reports from the Registrar.

ACADEMIC PROGRESS (Applies to Campus and Online Students)

To be in good academic standing and to move forward academically to succeeding semesters, a student must maintain a cumulative Grade Point Average (GPA) of 2.00 or higher in order to graduate the program.

Summary of Satisfactory Academic Progress (SAP):

GPA Requirement

The required GPA to maintain good academic standing *and* satisfactory progress for federal financial aid is based on the number of credit hours the student has attempted. See the *Cumulative GPA Required* in the policy chart.

SAP Requirements

Three requirements must be met to receive federal financial aid for future semesters. See the *Measurement* column in the policy chart.

Financial Aid SAP Warning Status

Students failing the SAP standards may receive federal aid for one semester without an appeal if the student met GPA and Pace standards in the prior semester of enrollment or were in the first payment period of their program. Warning status is not available to students failing to meet the MTF requirement.

Financial Aid SAP Appeal Process

Students failing SAP by the end of their warning semester or have reached Maximum Time frame who experienced an extenuating circumstance that prevented successful completion of courses may submit a SAP appeal to be re-considered for federal aid eligibility.

Financial Aid Eligibility

If you are not meeting the SAP Pace and/or GPA requirements, you will be assigned warning status for your next semester of enrollment, and you can receive federal aid for that semester. If SAP is not achieved by the end of your warning semester, your Federal financial aid will be suspended. Students with extenuating circumstances can appeal this suspension by submitting a Satisfactory Academic Progress Appeal with all necessary documentation.

Satisfactory Academic Progress

The American Academy McAllister Institute (AAMI) monitors the Academic Progress of "All Students" after each semester.

Academic Standards

The following two academic progress requirements are evaluated for “*All Students*” at the end of each semester. Students who are receiving or have applied for Financial Aid are subject to additional requirements, which may be found in the Catalog under Financial Aid.

1. Grade Point Average (GPA) - Qualitative Measure

Students must maintain a specific cumulative GPA for all semesters of attendance at AAMI based on the number of credits a student has attempted.

Credits Attempted	Cumulative GPA Required
0 – 17	1.70 or higher
18 – 35	1.80 or higher
36 – 53	1.90 or higher
54 or more	2.00 or higher

2. Pace of Completion (Pace) - Quantitative Measure

Students must earn a grade of ‘D’ or better in 66.67% of credits attempted. Pace is determined by dividing the number of earned credit hours by the number of attempted credit hours. A grade of ‘D’ or better includes grades of ‘A’, ‘B’, ‘C’, ‘D’, ‘-R’, and ‘P’. For a full listing of grades, please see the Catalog.

The Academic Policy

As described below, the SAP Policy measures a student’s GPA, Pace of Completion to insure students are meeting AAMI’s Academic Standards.

Measurement	Academic Policy	
GPA	Attempted Credits	Cumulative GPA Required
	0 – 17	1.70 or higher
	18 – 35	1.80 or higher
	36 – 53	1.90 or higher
	54 or more	2.00 or higher
Pace of Completion	Monitored for Warning, Monitoring, & Probation if Cumulatively 66.67% of total credit hours attempted has not been met.	

Grades, Incompletes, Withdrawals, Repetitions, and Transfer Credits

The following chart outlines how each grade impacts the standards of the SAP Policy.

Grades	Pace	
	Attempted	Completed
A, B, C, D, -R, P	Y	Y
F, F*, I,	Y	N
W	Y	N
TR	Y	Y
IP, AU	N	N

Additional notes regarding grades:

Incomplete coursework (grades of 'I') is considered an 'F' grade for each requirement of the SAP calculation. If the incomplete grade changes to a passing grade after the SAP evaluation, AAMI can reevaluate a student's academic progress to include the passing grade. Students must notify the Academic Dean for this reevaluation to occur.

Withdrawn courses after the 100% refund period (grades of 'W') are not included in the GPA but are considered attempted credit hours in the Pace calculations.

Each repeated course in which a grade of "D" or better was received is included in attempted and completed credit hours for Pace. All other grades are included in attempted credit hours for pace but only the most recent grade received is included in the GPA calculation.

All transfer credit accepted by AAMI are included in the attempted and completed credit hour calculations for Pace (attempted and completed). Transfer credit is not included in the GPA calculation.

Results of the SAP Calculation

At the end of each semester, SAP is calculated against the student's academic transcript. Results of this calculation that are not Satisfactory will be emailed to the student at their personal email address within seven to ten business days of the end of the term with either an Academic Warning or Academic Probation notification.

Students will be assigned one of the following statuses:

- **Satisfactory**
Student meets all SAP standards.
- **Academic Warning**
Students failing the SAP standards may continue to the next enrollment period if the student met GPA and Pace standards in the prior semester of enrollment or were in the first payment period of their program.
- **Academic Monitoring**
If a student does not meet the SAP standards for PACE after the Academic Warning Semester, the student is placed on Academic Monitoring for as many semesters as they do not meet SAP. Students must also agree to and sign a written "Agreed to Academic Plan" before continuing to the next enrollment period.
- **Academic Probation**
If a student does not meet the SAP standards for GPA after the Academic Warning Semester, the student is placed on Academic Probation for as many semesters as they do not meet SAP. Students must also agree to and sign a written "Agreed to Academic Plan" before continuing to the next enrollment period.
- **Academic Dismissal**
Students failing to maintain a satisfactory Cumulative GPA in two Consecutive Enrollments will result in the student's Dismissal. If dismissed, a student must sit out a period of one enrollment before being permitted back on Academic Probation with an "Agreed to Academic Plan." If the student fails to maintain satisfactory Earned Cumulative GPA in two consecutive enrollments, the student is dismissed permanently.

Failure to maintain "Satisfactory Academic Performance" (SAP) may jeopardize your eligibility for

certain financial aid awards.

Academic Honors

Both academic excellence and improvement are encouraged during the college year by means of the Highest Honors List, the High Honors List and the Honors List. For campus students, the lists are posted on the bulletin board as soon as possible, after all semester grades are evaluated.

To qualify for Highest Honors, a student must take a minimum of 8 credits and achieve a semester Grade Point Average of 3.80 – 4.00.

To qualify for High Honors, a student must take a minimum of 8 credits and achieve a semester Grade Point Average of 3.50 – 3.79.

To qualify for Honors a student must take a minimum of 8 credits and achieve a semester Grade Point Average of 3.20 – 3.49.

To graduate with honors, a student must achieve the following Cumulative Grade Point Averages for all courses taken at AAMI:

Summa cum Laude	3.90—4.00
Magna cum Laude	3.75—3.89
Cum Laude	3.50—3.74

Repeat Coursework Policy for Federal Financial Aid

Students may receive federal financial aid funding for one (1) repetition of a course successfully completed. The repeated class may be counted towards a student's enrollment status and the student may be awarded Title IV aid for the enrollment status based on the inclusion of the class.

- Grades of A, B, C, D, -R and P are considered course credit hours successfully completed.
- Grades of F, F*, I, and W are considered course credit hours not successfully completed, and can be repeated with federal financial aid pending the student meets all other financial aid requirements.

Students should be aware that for Satisfactory Academic Progress, all coursework attempted counts toward GPA, Pace of Completion and Maximum Timeframe hours used to determine eligibility for federal financial aid. To see the Satisfactory Academic Policy Statement, see the first section of these policy changes.

Tutorial Classes

Campus tutorial classes may be scheduled for students demonstrating academic difficulty. All students should attend these tutorials.

Academic Withdrawal Policy

You may voluntarily withdraw from the program without being penalized up to the END OF THE 6TH WEEK of a semester. You must notify the Director of Student Services, in WRITING, of your intent to voluntarily withdraw (e.g. personal reasons). A "W" will be entered for the course on the student's transcripts and does not affect the student's grade point average.

If the school does not receive written notification, you will then be dismissed due to non-attendance. You will receive a notation of F* in all course work. This status is conferred after 30 consecutive days of absence. (See Enrollment Policy.)

If, after the beginning of the 7th week, you wish to withdraw from AAMI, you must request a withdrawal from the Director of Student Services.

Comprehensive Review

There are two Comprehensive Review Courses, Funeral Service Science and Funeral Service Arts. These courses are designed to review defined areas of study completed during your program at AAMI. They will occur during the students' final semester. Campus students will take these courses online. As with your other courses, you are expected to access the courses (attend) each week to complete that week's activities.

All students must attend and actively participate in AAMI'S Comprehensive Review Courses.

The Funeral Service Science Comprehensive Review consists of the following content areas: Embalming, Restorative Art, Microbiology, Chemistry, Pathology and Preparation for Disposition.

The Funeral Service Arts Comprehensive Review consists of the following content areas: History; Sociology, Funeral Directing, Funeral Home Management & Merchandising; Psychology, Counseling; Small Business Management; Accounting; Business Law, Mortuary Law and Cremation.

REINSTATEMENT POLICIES

AAMI provides two options for students seeking reinstatement. Contact the Director of Student Services for specific information and for the application for Reinstatement for Students in Good Standing.

1. REINSTATEMENT FOR STUDENTS IN GOOD STANDING:

Option 1 is for students who withdrew from the AAMI Program in Good Academic Standing. While there is no limit to the number of times a student in Good Academic Standing may apply for Reinstatement, the student must comply with AAMI's Two Year Rule Policy for Completing the Associate Degree after achieving 35 Credits, included in the Catalog. Applications for Reinstatement are subject to the approval of the Director of Student Services.

2. REINSTATEMENT AFTER BEING ACADEMICALLY DISMISSED OR DISMISSED DUE TO NON-ATTENDANCE:

Option 2 is for students who were dismissed for academic or attendance reasons and had to sit out one semester. The student must submit a reinstatement application and an essay describing the steps to be taken to achieve academic success.

All previous financial and other obligations to AAMI must be met before the applicant will be considered for reinstatement.

National Board Exam

The annual passage rate of first-time takers on the National Board Exam (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website (www.abfse.org)

Beginning with 2010, the scores for the Arts and Sciences are reported separately by ABFSE.

Graduation Requirements

To qualify for graduation, you must meet the following requirements:

- Satisfactory completion of all required courses.

- An earned cumulative grade point average of a 2.00.
- Satisfactory record of attendance (as previously described).
- All indebtedness to AAMI paid in full.
- Satisfactory compliance with regard to financial aid and/or student loans.
- Students receiving any form of Title IV Federal Aid must participate in an exit counseling session with the Financial Aid Administrator.
- Successfully complete ALL requirements of the Clinical Embalming Program and be certified by the Clinical Embalming Instructor as minimally technically competent in embalming at the entry level.
- Attend and actively participate in the Comprehensive Review courses and the end of the semester National Board Review.

NOTE: For students unfamiliar with computerized testing or who wish to experience the NBE testing format, AAMI strongly recommends that students take the Practice National Board Exam during their final semester.

The Graduation Ceremony is held once a year in August.

AAMI RESOURCES

Academic Support

AAMI is committed to student success and retention. The purpose of the Academic Support Program is to identify and effectively provide support to students who are struggling academically and to intervene with students who are exhibiting “at risk” behaviors. “At risk” behaviors include: excessive absences, lack of participation in classroom, decline in quality of work, failure to complete assignments and poor test performance. The program provides out-of-class tutoring sessions and study skills workshops. Any student not maintaining a 75% average in each class will be referred to the Director of Academic Support. All students are welcome to participate in tutorials if and when scheduled. The purpose of the Academic Support Program is to improve student learning, reduce attrition, increase graduation rates and reduce D, F and W grades.

A copy of AAMI’s “Study Strategies” is attached as Appendix E.

Disabilities Officer

Students are presumed to be familiar with the essential functions, requirements and expectations of the program. A student who believes he/she needs an accommodation should contact the Disabilities Officer to permit the interactive exploration with the student of whether such need can be reasonably accommodated in accordance with legal and policy requirements and/or the ability of AAMI to provide such an accommodation.

Library

Students who are studying or doing reference work in the library must be afforded consideration by other students. During the library periods, certain reference books and all bound periodicals are issued by the librarian for use in the library only.

A Student I.D. or picture I.D. is REQUIRED to take out library books, video and audio tapes. There is a fee of twenty-five cents (\$.25) per day for overdue books.

The Librarian will make photocopies for you. You will need to see her in advance of when you need it. She will give you a time to pick up your copies. Copies are ten cents (\$.10) a page (8 1/2 x 11) and fifteen cents (\$.15) for legal sized black and white copies.

The Library Handbook is located in the Library.

Computer Lab

The purpose of the technology provided at AAMI is to enhance the experience of the student and to better prepare him/her for a career in funeral service upon completion of the program.

Students and alumni (with approval of the AAMI administration) will have use of the computer lab for the purpose of research, completing classroom assignments and preparing resumes for gaining employment in funeral service.

The complete Computer Usage Policy is attached as Appendix F.

Bookstore

All AAMI students, whether campus or online, should order textbooks for their classes through Akademos, our online bookstore. You may order your textbooks by going to the following website and having a credit card ready: www.aami.textbookx.com. You should purchase your books as far in advance as possible for your courses. There are some courses that REQUIRE readings and assignments in the first week of the course.

Full-Time Student Letter

If you require a letter stating you are a full-time student, you MUST provide documentation showing proof that you require this letter (i.e. housing, rent, social security, insurance etc.). We DO NOT and WILL NOT address any letter "To Whom It May Concern". We need the name of the person, company and address to which this letter is to be sent.

Lockers

Lockers are available on a first-come first-served basis. They are NOT assigned. However, you must notify the Administration Office of your selected locker number. You MUST provide your own locks and may select one not in use. Lockers MUST be emptied prior to graduation or dismissal from the program. LIMIT: ONE LOCKER PER STUDENT.

Class Pictures

Arrangements will be made for a photographer to take pictures of each member of the senior class. Pictures are made into a class composite photo, such as those found in the reception area. ALL students in their last semester must sit for a photo. However, this does not mean you must purchase one. The cost of the composite photographs varies from the package you choose and is the student's responsibility.

Class Rings

Arrangements can be made for the purchase of a class ring from an outside company (www.Artcarved.com). The cost of rings varies and is the student's responsibility.

Employment Assistance

Job opportunities brought to the attention of the Institute are referred to interested students and graduates. This service is maintained without expense to either the employer or employee. Availability of positions in Funeral Service and related fields vary with economic conditions, geographic location and other factors. Therefore, students should also use their own initiative in securing job interviews.

AAMI cannot guarantee placement or employment for its students or graduates.

THE FUNERAL SERVICE OATH

I do solemnly swear by that which I hold most sacred;
that I shall be loyal to the Funeral Service Profession,
and just and generous to its members;
that I shall not let the constant relationship
and familiarity with death
give me cause to yield to carelessness
or to violate my obligation to society or
to the dignity of my profession.
That I shall obey the Civil Laws;
that I shall not divulge professional confidences;
and that I shall be faithful to those who
have placed their trust in me.
While I continue to keep this oath inviolate,
may it be granted to me to enjoy honor in
my life and in my profession;
and may I be respected by all people for all time.

APPENDICIES

APPENDIX A POLICY AGAINST DISCRIMINATION INCLUDING SEXUAL HARRASSMENT and BIAS-RELATED CRIMES

Bias-related crimes occur most frequently when intolerance and lack of respect replace understanding the value of diversity in our world. American Academy McAllister Institute of Funeral Service has an active program to bring awareness and diversity education to all staff. The College seeks faculty and administrators who will diversify its curriculum and business environment. Students, faculty and staff are expected to demonstrate respect for others and an awareness of the ethical implications of a person's actions. This atmosphere of respect for others will foster an environment which will diminish the instance and opportunity for bias-related crime.

One of the purposes of this document is to provide students with information regarding how to prevent, handle, and report incidents of bias-related crimes. Included is information regarding reporting procedures and support services available. This information is provided to assist you in understanding and preventing bias-related crimes, while meeting requirements of Article 129-A of New York Education Law. Penal Law §485 provides that a person commits a bias-related/hate crime when he or she commits assault, menacing, reckless endangerment, manslaughter, murder, stalking, rape, a criminal sexual act, sexual abuse, unlawful imprisonment, kidnapping, coercion, criminal trespass, burglary, criminal mischief, arson, petit larceny, grand larceny, robbery or harassment, and either intentionally selects the person against whom the offense is committed or intentionally commits the act constituting the offense "in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person." It is important to note that a hate crime can be committed against an individual or their property.

Penalties

Bias-related crime is a "violent felony offense" which increases the charge for the underlying criminal act to a higher category crime with a maximum term of imprisonment ranging up to 20 years.

Protecting Against Bias-Related Crimes and Other Violence

AAMI is committed to making certain that its premise is a secure and safe environment for employees and visitors. AAMI has established the following policies and practices:

- The possession, abuse, or distribution of illicit drugs and/or alcohol by students and employees on College property or as part of any AAMI activities is strictly prohibited.
- All visitors must sign-in at the reception desk at the main entrance. Staff will meet visitors at the main reception desk and escort them to the appropriate destinations.

Policy

AAMI, in accordance with federal, state and local laws, is firmly committed to maintaining an environment for its employees and students that is free of unlawful discrimination. AAMI expressly prohibits any form of unlawful discrimination, including harassment, based on race, color, age, religion, sex, national origin, marital status, veteran status, sexual orientation, status as a victim of domestic violence or disability in any educational or employment program (hereinafter collectively referred to as discrimination). In accordance with these laws, AAMI prohibits retaliation against anyone who has complained about discrimination or otherwise exercised rights guaranteed by these laws.

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that

individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance by creating an intimidating, hostile or offensive employment or educational environment; (4) such conduct which has the purpose or effect, when judged from the perspective of a reasonable person in the position of the complaining individual, of creating an intimidating, hostile or offensive environment for working, learning or enjoying other AAMI opportunities, programs and activities. The definition of sexual harassment will be interpreted and applied consistently with current legal standards, as well as accepted standards of mature behavior, professional responsibilities, academic freedom and freedom of expression.

Coverage

This policy covers all students, faculty, administrators and staff members of AAMI.

Complaint Process

Any member of AAMI's community who believes he or she has been the victim of discrimination should promptly report the matter to the administrative official most directly concerned and attempt initially to resolve the matter with this administrative official. The appropriate administrative official is as follows:

Staff	Director of Operations or Director of Admissions
Faculty	Director of Operations or Director of Admissions
Students	Director of Operations or Director of Admissions
Administrators	Director of Operations or Director of Admissions

Nothing in this policy precludes an individual or individuals from approaching some other school official regarding a complaint within the scope of this policy.

Complaints may be made either orally or in writing. If the complaint is made orally, the administrative official will prepare a memorandum summarizing the statements made by the complainant. The complainant will then review the memorandum, make any changes or corrections and sign it. The written statement or memorandum must include the following:

1. The complainant's name and contact number.
2. The basis of the alleged act of discrimination.
3. A brief description of the alleged act to have occurred and the complainant's reason for concluding that it was discriminatory.
4. The name(s) and position(s) at AAMI held by the person or persons who committed the alleged act(s).
5. Copies of materials and names of witnesses, if any, which may be relevant to the investigation of the complaint.
6. A statement indicating whether or not the complainant has initiated a court action or a complaint of discrimination concerning the alleged act with a local, state or federal agency.
7. The date(s) on which the alleged act was committed.
8. The dates(s) on which the complainant first knew of the alleged act.
9. A statement indicating the remedy sought by the complainant.
10. The signature of the complainant.

The administrative official to whom the complainant is reporting will initiate an investigation of the alleged act within five (5) business days of notification. If he or she deems it necessary, the administrative official receiving the complaint may designate another individual or individuals to assist in the investigation or to serve in his or her place. The investigation will include an interview with the complainant. If the administrative official determines that there is sufficient evidence to believe that the alleged act may have occurred, the individual or individuals suspected of committing the alleged act will be interviewed. Any other person who may have information regarding the alleged act may also be interviewed.

The person responsible for investigating the complaint shall prepare a written report within ten (10) business days following the filing of the complaint, unless extenuating circumstances prevent him or her from doing so. The report shall include a finding that the alleged act of discrimination either occurred or did not occur or the evidence is inconclusive as to whether the alleged act occurred. A copy of the report shall be given to the complainant and the individual or individuals charged.

Persons who report incidents of discrimination are encouraged to keep written contemporaneous notes in order to accurately reflect the offensive conduct. Every effort will be made to keep all matters related to the investigation and the various reports confidential. However, in the event of a lawsuit, or a complaint filed with a government agency, AAMI advises that records it maintains and the complainant maintains may not be considered privileged from disclosure.

AAMI encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. However, due to the sensitivity of these problems and because of the emotional toll such misconduct may have on the complainant; no limited timeframe will be instituted for reporting complaints of discrimination. However, complaints should be reported as soon as reasonably possible. While delayed reporting of complaints can impede the effectiveness of the investigation, it will not in and of itself preclude AAMI from taking remedial action. The time limits contained in this policy may be extended by mutual written agreement between the complainant and the administrative official.

Retaliation

AAMI will not in any way retaliate against an individual who reports discrimination nor permit any student or employee to do so. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have retaliated against another for reporting alleged acts of discrimination will be subject to the same disciplinary action provided discrimination offenders.

Appeal

If either party directly involved in the investigation is dissatisfied with the outcome or resolution, that person has the right to appeal the decision to the Executive Vice President, which shall be in the form of a written statement. The statement should be submitted to the Executive Vice President within five (5) business days of receipt of the report. The decision shall be rendered within ten (10) business days of the receipt of the appeal.

A final appeal may be submitted to the President. The appeal shall be by a written statement and be submitted to the President within ten (10) business days of receipt of the decision of the Executive Vice President. The President's decision will be rendered within ten (10) business days of the filing of the appeal.

Discipline/Sanctions

Disciplinary action will be taken against any AAMI student or employee found to have engaged in discrimination of any other student or employee. AAMI has the right to apply any sanction or combination of sanctions, up to and including termination or expulsion (as the case may be), to deal with unreasonable conduct or discrimination. The extent of the sanctions may depend in part upon such factors as length and conditions of employment, enrollment status of the student and the nature of the offense.

If an investigation results in a finding that the complainant falsely accused another of discrimination knowingly, or in a malicious manner, the complainant will be subject to appropriate sanctions, including the possibility of termination or expulsion.

Representation

At any stage of the proceedings, a complainant, an individual accused of discrimination, a witness or an appellant may be accompanied and assisted by a member of AAMI's community (i.e., a student or employee of the school).

This policy and procedure is intended to provide for the prompt and equitable resolution of student and employee complaints involving discrimination. AAMI may amend or rescind any of the provisions of this policy and procedure, from time to time, in its sole discretion.

APPENDIX B

Alcohol and Drug Abuse Policy

Each student must view educational materials discussing the health risks associated with drug and alcohol abuse as part of our drug and alcohol abuse prevention program.

No alcoholic beverages shall be permitted on school premises. Any student found to be attending classes or on school property under the influence of alcohol shall be subject to disciplinary action by the Director of Student Services.

Any student found to be under the influence of or engaged in the sale of illegal drugs shall be subject to immediate dismissal and referral to the appropriate law enforcement authorities.

In compliance with Higher Education Amendment # 6, Section 952, AAMI must notify parents/guardians of those students under 21 who violate AAMI's policies or rules in addition to local, state and federal laws governing the use or possession of alcohol or controlled substances.

If a student is found to be in violation of the above, the Director of Student Services shall hold a conference with the individual and discuss the consequences of this violation. The first offense will result in a warning. The student must then sign an affidavit that this is his/her first offense and if this happens again, will lead to IMMEDIATE dismissal from the program. It is verbally stated during the conference and in writing on the affidavit that their parents/guardians will be notified of this violation.

Additionally, the New York State Division of Substance Abuse Services and Alcohol Abuse, supports and monitors a statewide network of prevention and treatment programs. They provide information and free referrals for persons seeking assistance.

When reporting instances of sexual misconduct in good faith, students or bystanders will not be subject to alcohol and/or drug use policy violations occurring around the time of the alleged incident. This policy is intended to encourage reporting by eliminating students' hesitations to report sexual misconduct out fear that their own conduct may subject them to disciplinary action. See Appendix M, Policy for Alcohol and/or Drug Use Amnesty.

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described above.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Cannabis (Marijuana, Hashish)

The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack

Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature, followed by depression. Crack, or free-base rock cocaine, is extremely addictive and causes delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions and even death.

Amphetamines

Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin

Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate

APPENDIX C
IMMUNIZATION REQUIREMENTS AND POLICIES

New York State Immunization law has different requirements for campus and online students.

- A. CAMPUS and HYBRID STUDENTS:** A dated proof of your immunization against mumps, rubella and two (2) measles vaccinations or a Titre (Titer) test showing immunization must be submitted prior to the beginning of class. (NOTE: If you cannot afford immunizations from an attending physician, you may request them from your local public health department. If you do not comply with these immunization requirements and are not exempt for any of the subsequently stated reasons, AAMI will dismiss New York State residents after 30 days and out-of-state residents after 45 days as per New York State Department of Health regulations. Persons born prior to January 1, 1957 are exempt from the above stated immunization requirements. Persons may also be exempt if a physician certifies in writing that the immunizations may be detrimental to their health. Additionally, persons who hold genuine and sincere religious beliefs which are contrary to immunization may also be exempt after submitting a written statement to that effect.)
- B. ONLINE STUDENTS:** Immunization for two (2) measles, mumps and rubella is NOT required for those students who take the ENTIRE program ONLINE, including an exemption from the immunization requirement for the required lab and clinical work in New York during the last semester. However, AAMI recommends all students be immunized. (NOTE: Any student, including online students, may be excluded from campus, as determined by the Commissioner of Health, if they are not able to present the required certificate of immunization during any outbreaks of the diseases enumerated in PHL 2165).

APPENDIX D

FERPA GUIDELINES

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use a TDD may call 1-800-437-0833.

Or you may contact the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

APPENDIX E

STUDY STRATEGIES

Time Management

Record all weekly commitments on a schedule, such as:

- Classes
- Meetings
- Extracurricular activities
- Appointments
- Work schedule
- Study time
- Leisure time

Make a "To Do" list and prioritize tasks, for

example: A = Highest priority

B = Medium priority

C = Lowest priority

Note Taking Tips

- Use a separate page of notes for each class or topic covered, including the date taken
- Use an outline form (main points and supporting ideas)
- Utilize common abbreviations
- Use left margin of paper to expand on material, clarify or add missing information
- Watch for instructor emphasis: repetition, change in tone of voice, pauses, board writing
- Review notes and summarize in own words at bottom of each page, anticipate possible test questions.

Test Preparation

- Attend every class period
- Practice good note taking skills
- Review notes daily
- Study actively by studying out loud
- Record your notes onto tapes or CD; listen and read along
- The more senses that you use, the more that will go into long term memory
- Seek out study groups
- Cover all sources for test questions: lecture notes, study guides, handouts, text book readings
- Make flashcards
- Predict test questions
- Attend ALL classes and be prepared (most test anxiety comes from lack of preparation)
- Review at frequent, spaced intervals over a period of time so information will more likely enter long-term memory and be more easily recalled under testing conditions
- Avoid long cramming sessions at the last minute
- Practice relaxation techniques
- Visualize success
- Go to bed early
- Eat breakfast

Test Taking Strategies

- Arrive early
- Practice relation techniques
- Reduce internal mental distractions
- Scan entire exam
- Watch your time
- Read all directions carefully
- Listen carefully to verbal directions
- Underline or circle keywords
- Skip difficult questions and go back to them later

After the Exam

- Go back over your notes
- Consider what study techniques did or did not work

Repetition is one of the best ways to learn!!!!

APPENDIX F

COMPUTER USAGE POLICY

The purpose of this policy is to provide for a functional technological environment from which all users can benefit while acknowledging diversity and freedom of expression. Harassment, copyright violation, the breaking of any state or federal laws will not be tolerated and appropriate action will be taken against anyone violating these policies.

Description of available technology:

The Computer Lab consists of 10 Dell Vostro computers and two printers: Hp LaserJet 4 (black and white) and Hp LaserJet 1600 (color).

Applications installed include Microsoft Office 2010, an updated version of Adobe Reader and an updated web browser. Other applications will be installed by AAMI as needs are identified.

Data storage:

Files may be stored locally or on the network.

All PC's on the network have access to the unique storage area on the network server. This folder appears as a shortcut on the Desktop and is visible to all other computers in the lab.

AAMI reserves the right to read and remove any and all files at its discretion.

Policies and regulations:

1. Students are provided access to the nine student computers in the computer lab only. The computer labeled "Teacher/Print Server" is available for faculty members only.
2. Usage is limited to currently enrolled students and alumni with prior approval from the school administration.
3. Usage shall be limited to 30 minutes at a time when other students are waiting to gain access to a computer.
4. No user is allowed to remove, change, modify, uninstall or tamper with any school hardware or software.
5. No user can install, uninstall or modify any applications, utilities or any code into any PC or on the network or change any settings.
6. Peer-to-peer file-sharing applications such as Kazaa, Gnutella or any others are strictly forbidden. Listening to music whether by streaming or via music CD is not allowed so as not to disturb others in the lab.
7. No user can copy or otherwise take any copyrighted materials or applications for personal use.
8. All data stored on PCs or on the network becomes the property of AAMI; AAMI reserves the right to read and remove all files at its discretion.
9. Data files created by students should not be accessed by any other students. Other's files are to be considered off-limits.
10. At the end of each semester, data files may be deleted from any student PC and on the network drives. If a student wishes to retain any of his/her files, the student should contact the network administrator at least two weeks prior to the end of the semester.
11. Students are not permitted to gain or attempt to gain access to any areas in the AAMI network other than their allocated resources. Whether attempts are made within the physical facility or from the outside, violations will be dealt with harshly.
12. The introduction of any viruses or harmful code to any individual PC or on the network will result in the immediate suspension of computer usage privileges. Other punitive measures may be taken which may include expulsion, criminal charges or any other measure deemed appropriate by the administration of the school.

This policy is subject to change as circumstances and technology dictate, without notice.

APPENDIX G

NOTICE OF MEDICAL INFORMATION PRIVACY PRACTICES

This Notice Describes How Medical Information About You May Be Used and Disclosed and How You Can Access This Information.

Please Review This Information Carefully!

American Academy McAllister Institute is committed to protecting your privacy. We at AAMI understand that information about you and your health is personal and private. The following is American Academy McAllister Institute's notice of privacy practices as described in the Health Insurance Portability and Accountability Act of 1996 and regulations there under, commonly known as HIPAA. HIPAA requires certain components of AAMI by law, to maintain the privacy of your personal health information and to provide you with notice of AAMI's legal duties and privacy practices with respect to your personal health information.

What Aspects of AAMI are Covered Under this Policy?

American Academy McAllister Institute's HIPAA policy applies to all aspects of AAMI. Therefore, this policy will be followed by all of the employees, students, administrators and faculty of AAMI.

Your Personal Health Information

American Academy McAllister Institute collects personal health information from and about you through activities related to the general management of the school. Your protected personal health information, which is protected by law, includes information, whether verbal, written or recorded, that is created or received by certain health care entities, including health care providers (including physicians and hospitals), health insurance companies and health plans. The law specifically protects health information that contains data such as your name, address, social security number and other information that could be used to personally identify you.

Uses or Disclosures of Your Protected Health Information

For the most part, AAMI may not use or disclose your protected health information without your prior permission. Further, once your permission to release information has been obtained, AAMI must use or disclose your protected health information in accordance with the specific terms under which that permission was granted. However, there are circumstances under which AAMI is permitted by law to use or disclose your protected health information.

Routine Situations:

AAMI may use or disclose your protected health information in order to provide you with routine services such as medical treatment that you may require or to conduct other related health care operations in connection with the general management of AAMI. Examples of treatment include: (a) consultation with other health care providers for your health care treatment; or (b) for the referral of a patient to a health care provider.

Communications with You:

AAMI may contact you to provide you with information about health-related benefits and services that may be available to you. AAMI may also contact you regarding fundraising efforts being conducted by AAMI.

Special Situations:

AAMI may use or disclose your protected health information in special situations that are required by law and the use of or disclosure of your personal health information complies with and is limited to the relevant requirements of such law. Examples of instances in which AAMI may be required to disclose your protected health information include:

- Public Health Risks: For example, preventing or controlling disease, injury, or disability; reporting births or deaths; reporting reactions to medications or problems with products;

notifying students of recalls on products they may be using; or notifying a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition.

- Organ and Tissue Donation: If you are an organ donor, AAMI may release your information as necessary to the organ or tissue donation agency.
- Coroners, Medical Examiners and Funeral Directors: AAMI may release information to a coroner or medical examiner, if, for example, the information is necessary to identify a deceased person or determine their cause of death.
- As Required by Law: AAMI will disclose your information when required by federal, state or local law. For example, to report cases of child abuse or neglect.
- Health Oversight Activities: AAMI may disclose information to a health oversight agency for activities authorized by law. For example, audits, investigations, inspections and licensure.
- Lawsuits and Disputes: If you are involved in a lawsuit or dispute, AAMI may disclose information in response to a subpoena or discovery request, but only if the party seeking the information has made efforts to inform you about the request or to obtain an order protecting the information requested.
- Law Enforcement: In certain situations, AAMI may disclose information about you to law enforcement officials. For example; if necessary, to identify or locate a suspect, fugitive, material witness, or missing person; or information about criminal conduct we believe occurred on the school's premises.
- To Avert a Serious Threat to Health or Safety: AAMI may make disclosures for public safety when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.
- National Security and Intelligence Activities: AAMI may release information to authorized federal officials for intelligence, counterintelligence or other national security activities authorized by law.
- Protective Services for the President and Others: AAMI may disclose your information to authorized federal officials so they may provide protection to the President, Foreign Heads of State, other authorized persons or to conduct special investigations.
- Military and Veterans: If you are a member of the armed forces, AAMI may release information about you as required by military command authorities.
- Inmates: If you are an inmate, AAMI may release information about you to the proper correctional facility or law enforcement agency.

Situations with Your Written Authorization

Except as otherwise permitted or required, as described above, AAMI may not use or disclose your protected health information without your written authorization. Further, AAMI is required to use or disclose your protected health information consistent with the terms of your authorization. You may revoke your authorization to use or disclose any protected health information at any time, except to the extent that AAMI has taken action in response to such an authorization.

Your Rights with Respect to Your Personal Health Information

Under HIPAA, you have certain rights regarding your protected health information. The following is an overview of your rights:

Right to Inspect and Copy

You have the right to inspect and obtain a copy of your protected health information in your records. AAMI will provide access in a timely manner and may discuss the scope, format and other aspects of your request as necessary to facilitate timely access. AAMI may charge a reasonable fee for this service. The school will reasonably attempt to accommodate requests for access to protected health information; however, AAMI may deny your request as permitted or required by law. If you are denied access, you may request a review of the denial by AAMI.

Right to Amend

You have the right to request that AAMI amend your protected health information by adding or clarifying language if you feel such information is incorrect or incomplete. AAMI cannot delete or destroy any information already included in your record. In order to have your protected health information amended, you must provide a reason that supports your amendment request. AAMI may deny your request to amend information that (1) AAMI did not create, unless the person or entity that created the information is not available to make the amendment; (2) is not part of the medical information that AAMI maintains; (3) is not part of the information that you are permitted to inspect and copy; and (4) is accurate and complete.

Right to an Accounting and Disclosure

You have the right to request one free list of disclosures every 12 months. AAMI is not required to provide accounts of disclosures for health care treatment, payment or operation, or for disclosures to you or disclosures that you have authorized. Requests for accounting or disclosure must state a time period that may not be longer than 6 years and may not include dates before April 14, 2003. If you request more than one accounting in a 12-month period, AAMI may charge you a fee for the cost of providing the list.

Right to Request Restrictions

You have the right to request a restriction or limitation on certain uses and disclosures of your protected health information, unless the use and/or disclosure of such information are required by law. Any restriction requests submitted to AAMI must specify the type of restriction you are requesting and to whom it applies. While AAMI is not required to agree to your request, if AAMI agrees to a restriction, AAMI will comply with your request except in certain emergency situations.

Right to Request Confidential Communications

You have the right to receive confidential communications of your protected health information. For example, you may ask that AAMI only contact you at work or by mail. The request must specify how or where you wish AAMI to contact you. AAMI will accommodate all reasonable requests.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with the President of AAMI or with the Secretary of the U.S. Department of Health and Human Services. To file a complaint with the President of AAMI, you must submit your complaint in writing. Your complaint must name the entity that is the subject of the complaint and describe the acts or omissions believed to be in violation of the applicable HIPAA requirements or this notice. Your complaint must be received by the President of AAMI or filed with the Secretary of the U.S. Department of Health and Human Services within 180 days of when you first became aware or should have become aware of the circumstances that led to your complaint. You will not be penalized in any way for filing a complaint.

Amendments to this Notice

AAMI reserves the right to revise or amend this notice at any time. These revisions or amendments may be made effective for all protected health information AAMI maintains, even if created or received prior to the effective date of the revision or amendment.

On-Going Access to this Notice

American Academy McAllister Institute will provide you with a copy of the most recent version of this notice at any time, upon your request. Additionally, the most current version of the Notice of Privacy Practices will also be available for review in the library. For other requests, or for further information regarding the privacy of your protected health information, please contact the President of AAMI at 212-757-1190.

APPENDIX H

HEALTH AND SAFETY PROCEDURES FOR CLINICAL EMBALMING

These procedural guidelines pertain to Funeral Service Practitioners and are to be used during your Clinical Embalming Course (PHT 412).

NOTE: AAMI strongly recommends that a pregnant student NOT enroll in PHT 412, ENTER AN EMBALMING ROOM OR PARTICIPATE IN ANY EMBALMINGS during pregnancy or within six months after birth in order to protect the fetus, the new born and the mother from toxic fumes and chemicals

ITEMS 1 through 6 **MUST BE WORN** by **ALL** students:

1. Long-sleeved disposable gown; impervious; resistant to the penetration of liquids, (arterial fluid, body fluids etc.).
2. Gloves during the handling of human remains. The gloves should be appropriately discarded after each use (follow the procedure the funeral home or clinical facility utilizes).
3. Protective head coverings that are to be appropriately discarded after each use (follow the procedure the funeral home or clinical facility utilizes).
4. Shoe coverings to be worn in the preparation room. These are to be appropriately discarded after each embalming (follow the procedure the funeral home or clinical facility utilizes).
5. Protective oral-nasal mask designed to prevent inhalation of chemical particulates. These are to be appropriately discarded after each use (follow the procedure the funeral home or clinical facility utilizes).
6. Protective face shields and eye goggles to prevent body and arterial fluids etc. from getting into eyes.
7. All remains must be washed with soap, Clorox, Di-san solution (or follow the procedure the funeral home or clinical facility utilizes) before being embalmed. Remains **MUST** be covered at **ALL TIMES**.
8. **NO** cameras are allowed at any time. Picture taking is **FORBIDDEN**. Anyone suspected or confirmed to have violated this policy will be subject to disciplinary action which may result in dismissal from the program.
9. All ID tags must be left on remains.
10. All scalpel blades and/or hypodermic needles must be disposed of in **RED CONTAINERS**.
11. All instruments that have been used must be washed in soap, water and Di-san solution, (or follow the procedure the funeral home or clinical facility utilizes).
12. All contaminated solids must be **RED** bagged.
13. Heavy duty rubber gloves may be sterilized for re-use.
14. Attendance is very important. The clinical learning process must move on.
15. Proper professional and ethical decorum is **EXPECTED** at **ALL** times.
16. All injuries **MUST** be reported to the clinical instructor **IMMEDIATELY** and an incident report will be completed.
17. You are **EXPECTED** to treat the staff at the funeral home or Clinical facility with the utmost respect. Any incidence of confirmed infractions **WILL** subject the student to disciplinary action which may result in suspension or dismissal from the program.

APPENDIX I

Investigation of Violent Felony Offenses

1. AAMI has adopted and implemented a plan providing for the investigation of any violent felony offense occurring at or on the premise or offsite clinical facility, and providing for the investigation of a report of any missing student. Such plans provide for the coordination of the investigation of such crimes and reports with local law enforcement agencies (N.Y.P.D.). Such plans shall include, but not be limited to, written agreements with appropriate local enforcement agencies providing for the prompt investigation of such crimes and reports.
2. As used in this section, the following terms shall have the following meanings:
 - a. **“Local law enforcements agencies”** means any agency or agencies employing peace officers or police officers for the enforcement of the laws of the state, and which has or have jurisdiction under provisions of the criminal procedure law over offenses occurring at or on the grounds of any institution subject to the provisions of this section.
 - b. **“Missing student”** means any student of an institution subject to the provisions of this section, who resides in a facility owned or operated by such institution and who is reported to such institution as missing from his or her residence.
 - c. **“Violent felony offense”** means a violent offense as defined in subdivision one of section 70.02 of the penal law.

APPENDIX J

Prohibition on the Marketing of Credit Cards

Pursuant to Article 129-A Section 6437 of the New York State Education Law, the advertising, marketing, or merchandising of credit cards to students by vendors is prohibited by American Academy McAllister Institute of Funeral Service.

Policy: AAMI prohibits the advertising, marketing, or merchandising of credit cards on the AAMI campus to students except in strict compliance with this Policy.

1. Except as otherwise permitted in this policy; credit card advertising or solicitation to students is not permitted on College campus. This includes advertising or solicitation at campus vendor tables, as well posting or distribution of applications, fliers, posters, handbills and signage (electronic and otherwise) on the AAMI premise. The College’s e-mail system or web pages may not be used for advertising or solicitation of credit cards to students.
2. No campus employee, student group, or campus department may accept financial support or other goods and services from credit card issuers or vendors in exchange for allowing them to market credit cards to students.

APPENDIX K

Stalking

While legal definitions of stalking vary from one jurisdiction to another, stalking generally refers to a pattern of behaviors that harass, frighten, or threaten someone.

Stalking behaviors may be difficult to identify. Initially, some can seem kind, friendly, or romantic (i.e., sending cards, candy, or flowers). However, if the object of the stalker's attention has indicated they want no contact, these actions can seem controlling or scary. It is especially important to consider the pattern of behavior, including the type of action, frequency, consistency, and if the behavior does not stop when the stalker is told to cease contact.

Stalking Behaviors

- Persistent phone calls, emails, texts, or Facebook messages despite being told not to make contact in any form
- Waiting for the victim at workplace, in the neighborhood/residence hall, after class, and where the stalker knows the victim goes
- Threats to family, friends, property or pets (threats or actual abuse toward pets is a particularly strong indicator of potential to escalate to more or lethal violence)
- Manipulative behavior (i.e. threatening to commit suicide in order to get a response)
- Defamation: The stalker often lies to others about the victim (i.e. reporting infidelity to a partner)
- Objectification: The stalker demeans the victim, reducing him/her to an object, allowing the stalker to feel angry with the victim without experiencing empathy
- Sending unwanted gifts

If you are experiencing behaviors that are making you nervous or stalking behaviors:

- Know that it is not your fault.
- You do not have to make a decision to report stalking before accessing counseling, medical services, or advocacy.
- Maintaining a log of stalking-related incidents and behavior can be useful, especially if you choose to engage the campus conduct system, the criminal justice system, or civil courts. Recording this information will help to document the behavior for use during campus hearings, for protection order applications, or for criminal prosecution. It can also help preserve your memory of individual incidents about which you might later report or testify. If you choose not to engage the police, but do want to engage campus security, it may be helpful to track these interactions in the column labeled "police" (i.e., write down the security officer's name instead of the police badge number). The National Stalking Resource Center has put together a useful stalking log; <https://www.manhattanda.org/victim-resources/domestic-violence/>

Hotlines

Domestic Violence 212-335-4308

Hate Crimes 212- 335-3100

Sex Crimes 212 -335-9373

Midtown North Police Precinct 212- 767-8400

- If you choose not to engage resources at this time, it may still be useful to create a safety plan.

Appendix L

Definition of Sexual Consent

Verbatim Language:

“Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.”

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

Appendix M

Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases

The health and safety of every student at AAMI is of utmost importance. AAMI recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. AAMI strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to AAMI officials or law enforcement will not be subject to AAMI’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

AMERICAN ACADEMY McALLISTER
INSTITUTE OF FUNERAL SERVICE, INC.



619 WEST 54TH STREET, 2nd Fl. - NEW YORK, NY 10019 (212) 757-1190 (866) 932-2264 FAX: (212) 765-5923
email: info@aami.edu web: www.aami.edu

APPLICATION FOR REINSTATEMENT

There is a \$35.00 non-refundable application fee

I wish to register for: Fall Spring Summer 20_____

I plan to continue my studies: On Campus Online

I plan to apply for Financial Aid: Yes No

Last four digits Social Security #: _____ Date of Birth: _____

Mr. Ms. _____
Last Name First Name MI

Street Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Telephone # Home: (____) ____ - _____

Telephone # Work: (____) ____ - _____

Telephone # Cell: (____) ____ - _____

E-mail: _____

Have you attended any other school since leaving AAMI: Yes No

If yes, please indicate the school(s) and dates of attendance. You **must** submit an official transcript.

_____ Date

_____ Student's Signature



PAYMENT OPTION FORM
MUST BE COMPLETED AND RETURNED

APPLICATION WILL NOT BE PROCESSED WITHOUT THE \$35.00 REINSTATEMENT FEE and SUPPORTING DOCUMENTATION

Student Name _____

Option 1 CREDIT CARD NOTE: we do NOT accept American Express.

Master Card _____ Visa _____ Credit Card # _____

Card Holders Name _____ Expiration Date _____ CV Code _____

Billing Address _____

City _____ State _____ Zip Code _____

I _____ grant AAMI permission to charge my credit card

Print Name

Signature _____ Date: _____

Option 2 CHECK OR MONEY ORDER (Make check or money order payable to: AAMI)

If using this option, please indicate which one you will be using:

Check _____ (Check payable to: AAMI) Money Order _____ (Money order payable to: AAMI)

Once you have indicated the option, print and mail your check or money order along with this form to:

AAMI
619 West 54th Street, 2nd Floor
New York, NY 10019



If you have any questions on the content of this Student Handbook, or if you require any further information, please contact AAMI at **(212) 757-1190** or **1-866-932-2264**.

Or, you may write to us at the address below:

American Academy McAllister Institute
619 West 54th Street
2nd Floor
New York, NY 10019