

STUDENT HANDBOOK



American Academy McAllister Institute of Funeral Service, Inc.

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100: INTRODUCTION

Welcome to the American Academy McAllister Institute of Funeral Service (AAMI). This school has a rich history as a pioneer and a leader in funeral service education. Its founder, John McAllister, M.D., founded the New York School of Pathology and Operative Surgery in 1890 and was instrumental in the training of many of the leading surgeons in this country. He continued this institution until 1926 when he founded the McAllister School of Embalming. By then, he had completed more than 10,000 autopsies while serving 20 years as the Acting Coroners' Physician and Special Pathologist at the New York City Mortuary.

Dr. McAllister had the courage and vision to establish an embalming school with a lengthened program and rigorous faculty supervision at a time when there were minimal or non-existent standards for the licensing of funeral directors. He continued to direct the program and expand the activities of the School until shortly before his death in 1942. After serving in World War II, Dr. McAllister's son reopened the school. Lieutenant Colonel John McAllister was awarded the bronze star medal for meritorious service with a European Theater of Operations (ETO) ribbon and two stars.

In 1964, Lt. Col. McAllister merged the McAllister School of Embalming with the American Academy of Embalming and Mortuary Research, which had been educating students since 1931.

Since the school was founded, its greatest strengths have been in preparing students for academic success, licensure, and a lifelong career in funeral service. Our faculty is largely comprised of licensed funeral directors who have also achieved expertise in education. This combination makes for rich academic experiences that present the theoretical elements of funeral service education with a realistic eye toward their practical application.

Our graduates are competent, confident funeral service professionals who connect deeply with the communities they serve. Before they receive their diplomas, they have mastered funeral service theory and obtained practical experience working in funeral homes.

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.

100.1 NAME OF INSTITUTION

The legal name of this academic institution is American Academy McAllister Institute of Funeral Service, Inc. Throughout this Handbook, the name will be abbreviated as AAMI.

100.2 ACCREDITATION

The Funeral Service degree program and the 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.

100.3 MISSION STATEMENT

The mission of AAMI 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, encourages academic innovations, and promotes the steadfastness and integrity of the funeral profession. As a leader in funeral service education since 1926, 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.

100.4 CORE VALUES

A learning community has a unique set of values that support the growth and development of its students, faculty, and staff. These values emerge from and support the traditions of the institution and the profession it serves. By focusing on these values, AAMI empowers its entire community to respond to a changing world.

Trust

AAMI believes that trust is at the center of all learning experiences and is the key to faculty and staff relationships with each other and with students.

Mutual Respect

For a learning community to be successful there must be respect among all its members. Differences are prized and respected and disagreement is not meant or understood as personal animosity.

Concern for Others

In a learning community, members care about their colleagues and students, encourage their achievements, and support them when they need assistance.

Shared Responsibility

A learning community requires honesty, high integrity and personal responsibility of its members and expects that they will hold one another accountable for living up to these values.

Community

Members of such a community learn to collaborate with one another in solving community problems through consultation and teamwork.

100.5 GOALS

1. To support and maintain academic integrity and academic excellence.
2. To educate students in:
 - a. every phase of funeral service including its history and current trends;
 - b. the laws, regulations, and guidelines at the federal, state, provincial- territorial and local regulatory levels;
 - c. public health, safety and welfare in caring for human remains; and,
 - d. the necessary proficiency and skills for the profession.
3. To respond to and provide for the educational and academic needs of the funeral industry.
4. To actively seek, maintain and cultivate a qualified and diverse faculty and staff dedicated to

accomplishing the goals of AAMI.

5. To provide quality instructional programs, appropriate technologies, support services and staff to achieve our educational goals.
6. To promote a climate that enhances diversity, teamwork, and student success.
7. To be a visible and responsive leader within the funeral service industry and to promote the highest ethical standards.
8. To develop in each student a sense of responsibility and instill in each the moral obligations inherent in this time-honored vocation. In addition, it is the goal of the school to ensure that each student recognizes that his/her role in society fulfills a multi-dimensional, multi-faceted function. They will become:
 - a. Members of Society who dedicate themselves to the service of others in their hour of need. As members they learn that they will be present in the community for an extended time, often a career. As such, they learn to act with integrity so that the true nature of their work is seen for its time-honored, traditional value, and not as a windfall to be enjoyed at the loss of someone's loved one.
 - b. Managers who help to plan and organize the details of a funeral, a tribute to a life lived and an opportunity to bring the community together to pay its respects. They are hosts who provide an environment for the support of the community that brings comfort to the bereaved family.
 - c. Directors who professionally ensure the respectful disposition of a decedent and assist the bereaved family with getting back to the task of living.
9. To respond ethically and appropriately to internal and external constituents when defining standards of excellence and accountability.
10. To provide a meaningful curriculum at the post-secondary level of instruction that encourages outstanding teaching, appropriate research, and a commitment to excellence.
11. To provide and maintain an environment that is welcoming, safe, functional, accessible, and cost-effective.
12. To provide access to AAMI's Associate Degree program in all 50 states, the District of Columbia, U.S. territories and to the military and their dependents anywhere in the world.

100.6 Aims and Objectives

AAMI has as its central aim, the recognition of the importance of funeral service personnel as:

1. members of a human services profession
2. members of the community in which they serve
3. participants in the relationship between bereaved families and those engaged in the funeral service profession
4. professionals knowledgeable of and compliant with federal, state, provincial/territorial and local regulatory guidelines in the geographic area where they practice as well as professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains

AAMI has the following objectives:

1. to enlarge the background and knowledge of students about the funeral service profession
2. to educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession
3. to educate students concerning the responsibilities of the funeral service profession to the community at large

4. to emphasize high standards of ethical conduct
5. to provide a curriculum at the post- secondary level of instruction
6. to encourage student and faculty research in the field of funeral service

100.7 Campus

Although many of our classes have been taught online since 2006, we maintain a physical location at 1501 Broadway, 11th Floor New York, NY. The Port Authority Bus Terminal, Penn Station, Grand Central Terminal, and PATH trains are easily accessible and provide convenient transportation for the many students who commute from Connecticut, New Jersey, Long Island, Pennsylvania, and elsewhere.

AAMI is the only funeral service school in New York City.

100.8 Administration

The AAMI President's Council administers 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
- Vice President of Business, Technology, and Special Projects
- Director of Operations

100.9 FAQs

Is the campus accessible to people with physical limitations?

Yes, the building meets the Americans with Disabilities Act standards for places of public accommodation and post-secondary institution.

Is there a computer lab on campus for students?

Yes, there is a computer lab on campus dedicated for student use. It is located in the school's library.

What other facilities are on campus for student use?

In addition to the usual classroom facilities for lecture and discussion, there are specially designed laboratories for Restorative Art. The library contains about 1,700 carefully selected books, 1,600 of which are original titles, and a growing collection of periodicals and videos. Current funeral service journals and bound volumes of past issues are available for reading and reference. Students also have access to an Internet Data Base for research and course work that can be accessed through the school's website.

200: Admissions

200.1 Admission Requirements

An applicant must meet one of the following criteria:

- a) Graduate from an accredited four-year high school,
- b) Receive a General Education Diploma (GED), or
- c) Produce evidence of academic achievement such as a post-secondary transcript with at least nine credits, exclusive of developmental courses, and a 2.00 grade point average from a regionally accredited post-secondary institution

200.2 Out-of-State Admission

In addition to meeting one of the requirements in 200.1 Admission Requirements, an applicant must comply with any specific legal or educational requirement prescribed by the intended state of practice.

200.3 International Admission

New international students will need to obtain a Certificate of Eligibility (Form I-20) to receive a student visa through the United States (US) Consulate or Embassy in their country of residence. These documents indicate that all admission requirements have been met to enter AAMI.

International Students requesting admission and issuance of an I-20 Certificate must provide AAMI:

1. A completed and signed AAMI application for admission.
2. A completed International Student Information Form.
3. A Financial Resource Statement verifying the ability of you or your sponsor to meet all educational living expenses for sixteen months while attending AAMI. This must be signed and sealed by a notary public or accompanied by a letter or bank statement dated within six months of the application. Financial support of approximately \$14,000.00 US dollars (USD) is needed per year.
4. Payment of the \$50.00 USD processing fee. This must be sent in the form of a bank draft or an international postal money order payable to AAMI in USD. Payment must be made before an I-20 will be issued.
5. Official transcripts, including graduation, from a secondary school and any post-secondary institutions attended. Photocopies may be accepted if they are properly notarized as true copies. Transcripts must be translated into English.
6. Official evidence of English proficiency by one of the following:
 - a. Official transcript from an accredited United States College or University showing successful completion (C or better grade) in a freshman level English composition course, or
 - b. A score of 80 on the TOEFL test and a phone conversation between the applicant and the Director of Admissions of AAMI

7. Signed Meningococcal Meningitis Vaccination Response form.
8. Signed Campus Security Disclosure form.
9. Signed Clinical Embalming Disclosure and Acceptance form.

AAMI's designated school official (DSO) issues an I-20 Certificate of Eligibility form to students who qualify for admission. Students present this form to the U.S. Consulate Office in the country where they are applying for a student (F-1) visa. The U.S. Consulate makes the final decision on admission to the United States for study. Certificates of Eligibility are then issued through the Student Exchange Visitor Information System (SEVIS). The US Consulate makes the final decision regarding whether students will be allowed to enter the US to study. AAMI has no authority over SEVIS or the US Consulate.

International Student Application Deadline

All admission applications must be filed no later than 70 days before the opening date of classes. A late fee of \$75 will be charged for all late applications.

200.4 Veteran Admission

In addition to meeting one of the requirements in 200.1 Admission Requirements, an applicant must comply with any specific legal or educational requirement prescribed by the intended state of practice.

200.5 Immunization Requirements

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

CAMPUS and HYBRID STUDENTS

Prior to the first day of class on campus, all students must submit dated proof of immunization against mumps, rubella, and measles. If the required documentation is not provided, AAMI will dismiss students who are New York State residents after 30 days. Out-of-state residents who have not met the requirements will be dismissed after 45 days.

Exceptions

Students born prior to January 1, 1957 are exempt from the immunization requirements. Students may also be exempt if:

- a physician certifies in writing that the immunizations may be detrimental to their health or
- they provide documentation that they hold sincere religious beliefs which are contrary to immunization.

ONLINE STUDENTS

Immunization is not required for students who take the entire funeral directing program online and are exempt from the required laboratory and clinical work. However, 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 Public Health Law 2165;

200.6 Re-Admission

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.

REINSTATEMENT FOR STUDENTS IN GOOD 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.

REINSTATEMENT AFTER BEING ACADEMICALLY DISMISSED OR DISMISSED DUE TO NON-ATTENDANCE

A student who was dismissed for academic or attendance deficiencies must remain out of school one full semester. The student must then submit an Application for Reinstatement with an essay describing what has been learned since the dismissal and the steps that will be taken to achieve academic success upon readmission.

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

200.7 REQUIREMENTS FOR ADMISSION

An applicant must either be a graduate of an accredited four-year high school or its equivalent, such as a G.E.D., or evidence of academic achievement such as a post-secondary transcript with at least nine credits, exclusive of developmental courses, and a 2.00 grade point average from a regionally accredited post-secondary institution.

In addition, an applicant must comply with any specific legal or educational requirement prescribed by his/her intended state of practice. Applicants must submit Official transcripts to the Admissions Office as evidence to meet this requirement.

Applicants must complete an application in full (either online or printed in ink), sign it, date it, and submit to the Admissions Office accompanied with a \$50 non-refundable application fee (credit card, check or money order payable to AAMI).

The amount of time required to complete the degree requirements at AAMI depends upon the number of transfer credits completed by the student and whether the student enrolls full- or part-time. Applicants with a minimum of 60 credits, an associate degree or a bachelor's degree from an accredited institution will be granted advanced standing and will have satisfied their general education core. All transfer students eligible for this waiver must still meet the Professional Ethics and History of Funeral Service core requirements.

Before applying, applicants should check with the state in which he/she wishes to be licensed to ensure that he/she meets all state requirements,

200.8 Withdrawal

At any time before the **end** of the **sixth week** of a semester, a student may voluntarily withdraw from the program without being penalized. Before the first day of the seventh week of classes, the student must notify the Director of Student Services **in writing** of the intent to voluntarily withdraw. The student will receive a W grade on the academic transcript, which does not affect the student's grade point average.

If the Director of Student Services does not receive written notification before the last day of the sixth week of classes, the student will be dismissed due to non-attendance and will receive an F grade in all course work. This status is conferred after 30 consecutive days of absence. See Appendix H Enrolment Policy.

200.9 Transfer Credits

The amount of time required to complete the degree requirements at AAMI depends upon the number of transfer credits completed by the student and whether the student enrolls full- or part-time. Applicants with a minimum of 60 credits, an associate degree, or a bachelor's degree from an accredited institution will be granted advanced standing and will have satisfied their general education core. All transfer students eligible for this waiver must still meet the Professional Ethics and History of Funeral Service core requirements.

200.10 Transcripts

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 or whose records are not complete.

200.11 Full-Time Student Letter

Students who require letters confirming their full-time student status for housing, government benefits, or other purposes must provide written documentation of the requirement with complete information regarding the name of the person, company, and address to which this letter is to be sent.

300: Financial Aid

300.1 Family Educational Rights and Privacy Act

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 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):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. 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 TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Student records and information are maintained by the college and are available in the Office of the Registrar.

Pursuant to the Federal Educational Rights and Privacy Act (FERPA), AAMI will, upon request, provide directory information to persons with legitimate student interest, including military recruiters.

In accordance with FERPA provisions, the college may provide the following information:

- Name
- Home address
- Telephone number
- Date of birth
- Dates of attendance (not daily records)
- Major field of study
- Level of education (e.g., sophomore)
- Degree(s) received, if any
- Participation in athletic teams
- Honors and awards received

A student may request that such information not be released without the student's prior written consent by completing the Non-Disclosure of Directory Information form with the Office of the Registrar. This form must be downloaded, filled out, and returned to the Office of the Registrar. Students should be aware that if they sign a non-disclosure form to block the release of directory information, they will subsequently need to sign a release form, in person, in the Office of the Registrar, to authorize the release of any records (including transcripts) and information to others, such as financial institutions, employers, and other designated persons or entities, including military recruiters.

300.2 Financial Aid Application Checklist

APPLYING FOR FINANCIAL AID

Students must complete the Free Application for Federal Student Aid (FAFSA) annually each year. Financial Aid is determined by the information provided on the FAFSA. If students are selected for verification, they will receive an email asking them to make corrections online to their FAFSA or provide verification documents. AAMI cannot award aid until all the requested corrections are completed or all documentation has been verified. See Verification Process section for more details.

To complete the FAFSA, students will need the following documents:

- Student's Federal Income Tax Return
- Parent's Federal Income Tax Return (dependent students only)
- Student's W2s
- Parent's W2s (dependent students only)
- Parent's social security number, birth date, marital status, and date of marriage (dependent students only)
- Amounts of any additional income received in an entire year, such as child support, social security, welfare benefits, etc.

Students submitting FAFSAs to AAMI will receive two separate replies after submitting this application.

- From the U.S. Department of Education, the students will receive a Student Aid Report (SAR).
- From AAMI, students will receive an email to their personal email account explaining the next steps.

Please keep in mind that the complete financial aid process may require additional paperwork and/or actions by the student to offer the best financial aid package possible. Additional reminders may be sent from AAMI to obtain required documentation to complete Verification.

FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

To be eligible for financial aid consideration, a student must meet the following requirements:

1. Demonstrate financial need (for most aid programs);
2. Be a U.S. citizen or an eligible noncitizen;
3. Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
4. Registered with Selective Service;
 - a. required if you are a male (you must register between the ages of 18 and 25)
5. Be admitted to the AAMI associate degree program;
6. Enrolled at least half-time (6 credit hours/semester) for Direct Loan Program eligibility;
7. Maintain Satisfactory Academic Progress;
8. Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) stating that:
 - a. You are not in default on a federal student loan and do not owe money on a federal student grant and
 - b. You will use federal student aid only for educational purposes; and
9. Show you are qualified to obtain a college education by
 - a. Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
 - b. Completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law).

300.3 Financial Aid Options

ACADEMIC ELIGIBILITY FOR FINANCIAL AID

In order to maintain eligibility for financial aid, all students who receive financial aid from the federal and or state government are required to meet specific standards of academic progress (total number of credits passed and the student's grade point average in a specific semester). The Financial Aid office maintains current records on all students receiving financial aid and monitors their eligibility for such aid. More detailed information is available through the Financial Aid Office and the links below.

For Federal Aid www.fafsa.ed.gov

To find your home state website www.fafsa.com/statedeadlines

For New York State www.HESC.com

Free financial aid and financial literacy services www.mapping-your-future.org Direct Student Loans
<https://dlenote.ed.gov/empn/index.jsp>

FINANCIAL AID VERIFICATION

The federal government reserves the right to randomly select financial aid applications for verification. It is advised that all students planning on receiving financial aid apply far enough in advance in order to avoid delay of an award disbursement due to the verification process. Verification requires that all students who have been selected provide the Financial Aid Officer with income and citizenship documentation.

PELL GRANT PROGRAM

This program is for undergraduate students who are enrolled at least half-time and demonstrate financial need according to the Pell Grant Needs Analysis Formula. Maximum awards are established each year by Congress. Students may apply for the PELL Grant by using the Free Application for Federal Student Aid (FAFSA)*. After the application is processed, a Student Aid Report (SAR) will be sent to the student and AAMI. The applicant should then submit the SAR to the Office of Financial Aid for advisement and processing, <http://www.fafsa.ed.gov> (School Code: 010813).

GUARANTEED STUDENT LOAN PROGRAM

Robert T. Stafford Subsidized Loan

Students who have been accepted by AAMI may apply for this loan. Financial need must be demonstrated in order to receive this loan. This will be determined after the student files a Free Application for Federal Student Aid (FAFSA). Students who receive this loan pay no interest while in school and receive a 6-month grace period upon graduating or leaving school.

Robert T. Stafford Unsubsidized Loan

Effective October 1, 1992 the Unsubsidized Federal Stafford loan became available to all students regardless of income. Students who do not demonstrate need for a subsidized loan may apply for this loan with the difference being that the interest will not be subsidized and therefore will accumulate while the student is attending school.

Students who are designated as independent may borrow an additional unsubsidized student loan. Under certain circumstances a dependent student may be approved for this loan as well. A Free Application for Federal Student Aid (FAFSA) must be filed.

Repayment of this loan begins when the student graduates or withdraws from school unless the subsidized and unsubsidized loans are consolidated.

Plus Loan

Parents of dependent students who are enrolled at least half-time may apply for loans under this program. This loan is made directly to the parent to be used for college expenses of the student. Parent loans carry a variable rate of interest with repayment schedule arranged with the lender.

Loan limits are described in The Student Guide for Financial Aid issued by the Department of Education every year. It can be obtained from the Financial Aid Office.

NEW YORK STATE FINANCIAL AID PROGRAMS

New York State financial assistance programs are entitlement programs and are administered by the New York State Higher Education Services Corporation, with headquarters in Albany. The applicant must be a New York State resident who is enrolled full-time and is matriculated in an approved New York post-secondary program. The Degree program in Funeral Service is registered and approved (HEGIS 5299.20).

TAP (Tuition Assistance Program) (School Code: 7952) is limited to legal residents of New York State who are matriculated at colleges and other post-secondary institutions located in New York State. A matriculated student is one who has been accepted as, and is registered as, a candidate for a degree.

To qualify as a New York State resident for New York State grants and scholarships you must:

1. currently reside in New York State, be an undergraduate, and have lived in New York State for the last two terms of high school; or
2. have resided in New York State for at least 12 months immediately preceding the first term for which he/she is seeking aid and have established domicile (permanent residence) in New York State; or
3. have been a resident when he/she entered military service, VISTA or the Peace Corps and have re-established New York State residency within 6 months after release from such service.

The amount of the award is scaled according to net state taxable income, tuition and related fees and to the level of study. In addition, the recipient must be in good academic standing in accordance with the Commission of Education regulations and must not be in default of any guaranteed student loans.

OTHER NEW YORK STATE AWARDS

Awards available are the N.Y. State Regents Award for Children of Deceased or Disabled Veterans; the N.Y. State Regents Award for Children of Deceased Police Officers, Firefighters and Corrections Officers; the N.Y. State Regents Awards for Children of Deceased State Corrections Officers and State Civilian Employees of a Correctional Facility; Vietnam Veterans Tuition Awards; Student Aid to Native American Indians. Further information can be obtained from the Financial Aid Office.

VOCATIONAL REHABILITATION

Each State has a division of vocational and educational services operating in conjunction with their State Education Department, offering aid to qualified applicants. Eligible persons must contact their respective State vocational rehabilitation office well in advance of the desired enrollment date.

VETERANS ADMINISTRATION AND DEPT OF EDUCATION BENEFITS

AAMI is approved to accept Tuition Assistance through the Department of Defense and to train Veterans and eligible dependents. Eligibility must be determined through direct consultation with the Department of Veterans Affairs. Applications, detailed information, and assistance in applying for benefits are available at V.A. offices.

FUNERAL SERVICE SCHOLARSHIPS

American Board of Funeral Service Education Scholarships:

Full information concerning these scholarships may be obtained by contacting with the Scholarship Committee, American Board of Funeral Service Education,

902 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097. Website: www.abfse.org 816-233-3747

New Jersey State Funeral Directors Association:

New Jersey applicants can obtain information from the Scholarship Committee, New Jersey State Funeral Directors Association, PO Box L, Manasquan, New Jersey 08736.

Students are also encouraged to check with their state funeral service professional association and state licensing boards for other scholarships that might be available.

300.4 Effects of Academic Progress on Financial Aid

Grade Point Average (GPA) Requirement – Quantitative Measure

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.

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

Detailed information may be found in the catalog, and on the school’s website at: <https://funeraleducation.org/academic-progress/>

Satisfactory Academic Progress (SAP) Requirements

These two additional requirements must be met to receive federal financial aid for future semesters.

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’, ‘NCP’, ‘-R’, and ‘P’. A full listing of grades are included in the Catalog.

Maximum Timeframe (MTF) – Quantitative Measure

Students may attempt up to 103.5 credit hours to complete their program, which is 150% of the published program credit hours of 69 credit hours.

The Academic Policy vs. the Financial Aid Policy

As described below, the Financial Aid SAP Policy measures a student’s GPA, Pace of Completion, and their progress towards 150% Maximum Time Frame. The Academic Policy only monitors a student’s GPA.

Measurement	Academic Policy		Financial Aid SAP Policy
GPA	Attempted Credits	Cumulative GPA Required	Same as the Academic Policy
	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 & Probation if cumulatively 66.67% of total credit hours attempted has been not met.		Cumulatively complete 66.67% of total credits hours attempted
Maximum Time Frame	No Requirement		Complete program within 103.5 attempted credit hours (150% of published program length)

Grades, Incompletes, Withdrawals, Repetitions, and Transfer Credits

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

Grades	GPA	Pace/MTF	
		The MTF calculation includes attempted credit hours only, and does not consider completed credits.	
		Attempted	Completed
A, B, C, D, NCP, -R, P	Y	Y	Y
F, F*, NCF, I, WP	Y	Y	N
W, WP	N	Y	N
TR	N	Y	Y
IP, AU	N	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 Financial Aid Office for this reevaluation to occur.

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

Each repeated course in which a grade of “D” or better was received is included in attempted and completed credit hours for Pace and attempted credits only for MTF. All other grades are included in attempted credit hours for pace and MTF 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) and MTF (attempted only). 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 to determine the student’s future federal aid eligibility. 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.

Students will be assigned one of the following statuses:

Satisfactory

Student meets all SAP standards and may continue to receive federal aid.

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 maximum time frame (MTF) requirement.

Financial Aid SAP Appeal Process

Students failing SAP by the end of their warning semester or have reached MTF 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 Continued Eligibility

Students not meeting the SAP pace or GPA requirements will have “assigned warning status” for the next semester of enrollment and may continue to receive federal aid for that semester. If SAP is not achieved by the end of the warning semester, federal financial aid will be suspended. Students with extenuating circumstances can appeal this suspension by submitting an SAP Appeal with all necessary documentation.

Financial Aid Suspension

If a student does not meet the SAP standards after the warning semester, federal aid is suspended for future semesters unless the student successfully appeals or meets the SAP standards.

Financial Aid Probation – Approved Appeals Only

Students that have an approved SAP appeal may continue on Financial Aid Probation if they are meeting the requirements of their established Academic Plan.

400: Academic Policies

400.1 Attendance

AAMI's attendance policy is designed to foster student success in the classroom and in most workplaces. Students are expected to attend all class meetings, just as they will be expected to report to work whenever scheduled.

Failure to attend a class meeting **for any reason** is an absence, and the student will be responsible for all material and assignments covered in a missed class.

Regardless of the circumstances or any valid excuse, a student will not receive credit in a course unless they attend at least 80% of scheduled class meetings. Students who attend fewer than 80% of a course's scheduled class meetings will receive a NC grade on their transcripts and will be required to repeat the course.

Chronic lateness will not be tolerated and may result in suspension or dismissal from the program.

All absences are recorded in the school's operating system, (SONIS). AAMI does not give out attendance records, so students should maintain personal records of their absences.

On-Campus Courses

Class instruction **begins** at the time indicated on the course schedule. Students must be in their seats and ready to begin at that time. They will not be allowed in the classroom after the class begins, and they must remain in the class for the entire session.

If a student is detained because of a meeting with a faculty or administration member, that person will accompany the student to class and ensure admission to the classroom or laboratory.

In the unlikely event an instructor fails to appear within 10 minutes of the scheduled start time, **one** student from the class should notify the Administration Office.

Online Courses

Consistent with federal higher education policy regarding distance learning, AAMI's online attendance policy requires 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:

- Students must **participate** in weekly academically-related activities in each class. Simply logging into the class is not credited as attendance. Each student must complete the academic activity assigned by the instructor.
- If a student does not participate in a weekly activity, the student is marked absent.
- If a student is marked absent for two consecutive weeks, the student will be contacted by an academic advisor.
- If the student has a documented excuse for the absences (e.g., illness, injury, hospitalization, death in the family, military obligations, court appearances), the instructor will be notified, and the student must arrange for the completion of all delinquent assignments.
- If the academic advisor cannot reach the student, the instructor will be notified of the student's official "last date of attendance". This is typically the last week in which the student submitted an assignment. Absences and failure to submit assignments as required may result in an F or W grade for the course.

- To withdraw from a course and receive a W grade that does not affect the student's grade point average, the student must submit a written request for withdrawal to the Director of Student Services.
- Student's should notify the office of any absences known in advance and provide the supporting documentation.

Tutorial Instruction

Attendance is **mandatory** for assigned tutorial instruction.

Field Trips

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

400.2 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.

Academic dishonesty is prohibited at AAMI. Penalties for academic dishonesty include:

- Academic sanctions, such as failing or otherwise reduced grades
- Disciplinary sanctions, including suspension or expulsion

Definitions and Examples of Academic Dishonesty

1. **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise. Example of cheating include:
 - a. Copying from another student during an examination or allowing another to copy your work.
 - b. Unauthorized collaboration on a take home assignment or examination.
 - c. Using notes during a closed book examination.
 - d. Taking an examination for another student or asking or allowing another student to take an examination for you.
 - e. Changing a graded exam and returning it for more credit.
 - f. Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
 - g. Preparing answers or writing notes in a blue book (exam booklet) before an examination.
 - h. Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
 - i. Giving assistance to acts of academic misconduct/ dishonesty.
 - j. Fabricating data (in whole or in part).
 - k. Falsifying data (in whole or in part).
 - l. Submitting someone else's work as your own.
 - m. Unauthorized use during an examination of any electronic devices such as cell phones, computers, or other technologies to retrieve or send information.

2. **Plagiarism** is the act of presenting another person's ideas, research or writing as your own. Examples of plagiarism include:
 - a. Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
 - b. Presenting another person's ideas or theories in your own words without acknowledging the source.
 - c. Failing to acknowledge collaborators on homework and laboratory assignments.
 - d. Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing, or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.
3. **Obtaining Unfair Advantage** is any action taken by a student that gives that student an unfair academic advantage over another student, or an action taken by a student through which a student attempts to gain an unfair academic over another student. Examples of obtaining unfair advantage include:
 - a. Stealing, reproducing, circulating, or otherwise gaining advance access to examination materials.
 - b. Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
 - c. Retaining, using, or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
 - d. Intentionally obstructing or interfering with another student's work.
4. Falsification of Records and Official Documents occurs when any academic records have been provided with false information or misrepresentations. Examples of falsification include:
 - a. Forging signatures of authorization.
 - b. Falsifying information on an official academic record.
 - c. Falsifying information on an official document, such as a grade report, letter of permission, drop/add form, ID card, or other college document.

Methods for Promoting Academic Integrity

This Policy on Academic Integrity shall be included in the Student and Employee Handbooks. This policy is also available on the AAMI website.

The Student Handbook is distributed to all students upon admission and at any time there are substantial changes to the policies. The Employee Handbook was distributed to current faculty after the most recent revisions in 2020 and will be distributed to all new full- and part-time faculty on an annual basis.

Reporting

1. The Academic Integrity Officer shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty.
2. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.
3. A faculty member who suspects that a student has committed a violation of the AAMI Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. If the faculty member concludes there has been an incident of academic dishonesty sufficient to

affect the student's final course grade, the faculty member **must** submit a Faculty Report Form to the Academic Integrity Officer.

4. The Academic Integrity Officer **shall** update the Faculty Report Form after the suspected incident has been investigated and resolved. Unless the resolution exonerates the student, the completed report form **must** be placed in a confidential academic integrity file created for the student.

Academic Versus Disciplinary Sanctions

The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with other administrators, as needed.

Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of that infraction, and the sanction imposed or action taken.

The Academic Integrity Officer should seek disciplinary sanctions only if:

- there is a substantial violation;
- the student has previously violated the Policy; or
- academic sanctions may not be imposed because the student has timely withdrawn from the applicable course.

The Academic Integrity Officer may consider any mitigating circumstances in making the determination.

Academic-Only Sanctions

1. If a student admits to academic dishonesty and ***does not contest*** the academic sanction, the faculty member may adjust the student's grade accordingly and notify the Academic Integrity Officer of the resolution by email. The Academic Integrity Officer shall then update the applicable Faculty Report Form to reflect that resolution.
2. If a student admits to academic dishonesty but ***contests*** the academic sanction, the student may appeal the academic sanction through the college's grievance process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.
3. If a student ***denies*** the academic dishonesty, a fact-finding determination shall be made by an Academic Integrity Committee established by the President's Council. At a minimum, the student shall receive:
 - a. written notice of the charges,
 - b. the right to appear before the Committee; **and**
 - c. the right to present witness statements or call witnesses.

The faculty member shall also have the right to appear before the Committee, and the Committee may request the testimony of any witness.

The Academic Integrity Officer **may not** serve on a college's Academic Integrity Committee.

Disciplinary Sanctions

If AAMI decides to seek a disciplinary sanction, the disciplinary proceeding shall be completed before the academic sanction is addressed. The student's grade shall be held in abeyance by using the PEN grade established for this purpose.

- If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade, but the student may also appeal the finding.
- If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless the suspected violation was held to be unfounded.

Findings of No Violation

If the Academic Integrity Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy it.

500 Student Conduct

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 all federal, state, and local laws, rules, and regulations, as well as AAMI policies.

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.

500.1 The Henderson Rules (Education Law Article 129A)

Consistent with Education Law Article 129-A, or “The Henderson Rules”, AAMI has adopted these policies to maintain public order on our campus.

1. No member of the AAMI community may intentionally obstruct or forcibly prevent others from the exercise of their rights, including use of the instructional, personal, administrative, recreational, or community services.
2. Individuals are liable for failure to comply with lawful directions issued by AAMI representatives when they are acting in their official capacities.
3. No one may occupy, remove, relocate, use, or block access to or from AAMI property without express written permission.
4. Theft from or damage to AAMI premises or property and theft of or damage to property of any person on AAMI premises is prohibited.
5. Members of the academic community and invited guests have rights to advocate their positions without having to fear physical or verbal abuse from others supporting conflicting points of view. AAMI community members and guests shall not use language or take actions reasonably likely to provoke or encourage physical violence.
6. Action may be taken against any person who lacks legitimate reasons for their presence on the AAMI premises or whose presence obstructs or forcibly prevents others from exercising their rights.
7. Disorderly or indecent conduct on AAMI-owned or controlled property is prohibited.
8. Rifles, shotguns, and firearms are strictly prohibited on AAMI property. Individuals may not knowingly have in their possession any other dangerous instrument or material that can be used to inflict bodily harm on any individual or damage upon a building or the AAMI grounds.
9. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by AAMI students or employees is prohibited.
10. The unlawful possession, use, or distribution of alcohol by students or employees on AAMI premises or as part of any school activities is prohibited.

500.2 Discrimination Prevention Policy

All students are required to participate in AAMI activities in a manner that prevents unlawful discrimination, including sexual harassment.

All students have a legal right to an educational environment free from unlawful discrimination and sexual harassment. They can enforce this right by filing a complaint internally with AAMI, with a government agency, or in court under federal, state, or local antidiscrimination laws.

1. This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors, and persons conducting business with AAMI.
2. Unlawful discrimination and sexual harassment will not be tolerated. Any student or individual covered by this policy who engages in [unlawful discrimination](#), [sexual harassment](#), or [retaliation](#) will be subject to remedial or disciplinary action, up to and including termination.
3. Retaliation is strictly prohibited. No person covered by this policy shall be subject to adverse action including being suspended, expelled, disciplined, discriminated against, or otherwise subject to adverse action because the student:
 - a. Reports an incident of unlawful discrimination or sexual harassment
 - b. Provides information, or
 - c. Otherwise assists in any investigation of a complaint involving unlawful discrimination or sexual harassment.

AAMI has a zero-tolerance policy for such retaliation against anyone who, in good faith, complains or provides information about suspected sexual harassment or unlawful discrimination.

Any employee of AAMI who retaliates against anyone involved in an investigation of an unlawful discrimination or sexual harassment allegation will be subjected to disciplinary action, up to and including termination. Any student who believes they have been subject to such retaliation should inform the AAMI [Title IX Coordinator](#). Any student who believes they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on [Legal Protections](#).

4. Sexual harassment and unlawful discrimination are offensive, violate our policies, break several laws, and subject AAMI to liability for harm to the targets of the behavior. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment or unlawful discrimination will be penalized for such conduct. Managers and supervisors who knowingly allow such behavior to continue will also be penalized for their failure(s) to act.
5. AAMI will conduct a prompt, thorough, and confidential investigation whenever management receives a complaint about or otherwise knows of possible sexual harassment or unlawful discrimination occurring. The investigation will ensure due process for all parties, and effective corrective action will be taken whenever sexual harassment or unlawful discrimination is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment or unlawful discrimination.
6. All students are encouraged to report any sexual harassment, unlawful discrimination, or behaviors that violate this policy. AAMI will provide all students a complaint form on which they may report sexual harassment or unlawful discrimination and file complaints.
7. Faculty members are required to report to the AAMI [Title IX Coordinator](#) any complaint that they receive and any sexual harassment or unlawful discrimination they observe.
8. All members of the AAMI community must follow and uphold this policy.

500.3 UNLAWFUL DISCRIMINATION DEFINITION

Many types of discrimination are against the law.

1. Federal Protected Classes
 - Race, color, religion, sex, or national origin
 - Sex-based wage discrimination

- Age 40 years or older
- Qualified individuals with disabilities
- Genetic information about an applicant, employee, or former employee

2. New York State Protected Classes

- All federal protected classes
- Sexual orientation
- Military status
- Marital status
- Domestic violence victim status
- Prior arrest or conviction record
- Familial status

3. New York City Protected Classes

- All federal protected classes
- All state protected classes
- All ages
- Sexual identity
- Credit history
- Hairstyle

500.4 Sexual Harassment Prevention

Sexual Harassment Definition

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, city, and local law. Sexual harassment includes harassment based on sex, sexual orientation, gender identity and the status of being transgender. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's education or creating an intimidating, hostile or offensive education environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of education or educational advancement; or
- Submission to or rejection of such conduct is used as the basis for education decisions.

A sexually harassing hostile education environment consists of words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's education performance.

Sexual harassment also occurs when a person in authority tries to trade grades or academic benefits for sexual favors. This can include This is also called “quid pro quo” harassment.

Any student who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

1. Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another student’s body, or poking another employees’ body
 - Rape, sexual battery, molestation, or attempts to commit these assaults
2. Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim’s education evaluation, advancement, or other academic benefits or detriments
 - Subtle or obvious pressure for unwelcome sexual activities
3. Sexually oriented gestures, noises, remarks, jokes, or comments about a person’s sexuality or sexual experience, which create a hostile education environment.
4. Sexual or discriminatory displays or publications anywhere in the school, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on computers or cell phones and sharing such displays while in the school or online classroom.
5. Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying, or damaging a person’s books, computer, cell phone, or supplies, or otherwise interfering with the individual’s ability to study
 - Sabotaging an individual’s work
 - Bullying, yelling, name-calling

Where Unlawful Discrimination and Sexual Harassment Occur

Calls, text and email messages, and social media usage by students and AAMI employees can constitute unlawful discrimination or sexual harassment.

Reporting Unlawful Discrimination or Sexual Harassment

Preventing unlawful discrimination and sexual harassment is everyone’s responsibility. AAMI cannot prevent or remedy harms unless it knows about them. Any student, employee, intern, or non-employee who has been subjected to behavior that may constitute unlawful discrimination or sexual harassment is encouraged to report such behavior to a supervisor, manager, or the AAMI [Title IX Coordinator](#).

Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, or the Title IX Coordinator.

Reports of unlawful discrimination or sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting unlawful discrimination or sexual harassment on behalf of other employees should use the [Complaint Form](#) and note that it is on another employee's behalf.

Employees, interns, or non-employees who believe they have been a target of unlawful discrimination or sexual harassment may also seek assistance in other available forums, as explained below in the section on [Legal Protections](#).

Faculty and Employee Responsibilities

All employees—including faculty—are required to report the following to the [Title IX Coordinator](#):

1. Complaints or information about suspected sexual harassment or unlawful discrimination
2. Observations of what may be sexually harassing or unlawfully discriminating behavior
3. Suspicions that sexual harassment or unlawful discrimination is occurring

In addition to being subject to discipline if they engage in sexually harassing conduct, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or unlawful discrimination. They will also be subject to discipline for otherwise knowingly allowing sexual harassment or unlawful discrimination to continue or for engaging in any retaliation.

Complaints and Investigations

All complaints or information about suspected sexual harassment or unlawful discrimination will be investigated, whether the information was reported in spoken or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible. An investigation of any complaint, information, or knowledge of suspected sexual harassment or unlawful discrimination will be prompt and thorough.

An investigation should be completed within 30 days and must be confidential to the extent possible. All persons involved, including complainants, witnesses, and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment or unlawful discrimination. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the [Title IX Coordinator](#) will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is spoken, encourage the individual to complete the [Complaint Form](#) in writing. If the complainant refuses to complete the Complaint Form, the Title IX Coordinator will prepare one based on the oral reporting.
- If documents, emails, or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.

- Create a written documentation of the investigation (such as a letter, memo, or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents
 - A list of names of those interviewed, along with a detailed summary of their statements
 - A timeline of events
 - A summary of prior relevant incidents, reported or unreported and
 - The final resolution of the complaint, together with any corrective actions action(s)
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Representation

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

Retaliation

AAMI will not permit retaliation or in any way retaliate against an individual who makes a good faith report of unlawful discrimination or sexual harassment. 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.

Legal Protections

Sexual harassment and unlawful discrimination are not only prohibited by AAMI, but they are also prohibited by state, federal, city, and local law. Aside from the internal process at AAMI, students may also choose to pursue legal remedies for sexual harassment or unlawful discrimination with the following governmental entities.

While a private attorney is not required to file a complaint with a governmental agency, students may seek the legal advice of an attorney.

New York State Division of Human Rights

Complaints with the Division of Human Rights (DHR) may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to AAMI does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

Students do not need attorneys to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate all complaints and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring AAMI to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is:

NYS Division of Human Rights
One Fordham Plaza, Fourth Floor
Bronx, New York 10458
(888) 392-3644
www.dhr.ny.gov

The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights.

Law Enforcement Bureau
NYC Commission on Human Rights
40 Rector Street, 10th Floor
New York, New York
(212) 306-7450
www.nyc.gov/html/cchr/html/home/home.shtml

Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

500.5 Sexual Assault Prevention

American Academy McAllister Institute of Funeral Service, Inc. (AAMI) is committed to the safety of members and guests of the AAMI community. AAMI engages students, faculty, and staff about sexual assault prevention measures through campus programs that include workshops, discussion groups, and on-going seminars. The purpose of these programs is to disseminate information about sexual assault response, promote discussion, encourage reporting of incidents of sexual assault, and facilitate prevention of such incidents.

PREVENTION & AWARENESS TRAINING

As part of AAMI's continued commitment to the safety and wellness of the community, multiple sexual assault prevention and awareness training opportunities are available to students and employees.

SEXUAL ASSAULTS ON COLLEGE CAMPUSES

The most prevalent form of sexual assault on college campuses is assault perpetrated by a date or friend, or someone the survivor knows only casually, from a residence hall, a class, or through mutual friends. Regardless of the relationship, if one person uses force to coerce another into submitting to sexual behaviors, or if the other party does not give consent, the act violates AAMI's policy. Criminal laws and penalties also may apply in cases of sexual assault.

Many sexual assaults involving college students follow similar patterns. Sexual assault often occurs at parties or at other off campus settings. Frequently, the students involved in these assaults have been drinking heavily or using drugs. Detailed crime reports and prevention information can be obtained from the school's Registrar. As a community, we can work together to protect students from sexual violence and encourage peers to respect one another.

PREVENTION

There are things that all members of the AAMI Community can do to reduce the rate of sexual violence on campus. As an AAMI student, please be aware of the following suggestions:

- When you leave the school, building, or clinical sites, do so with people that you trust to look out for your safety and the safety of others. Be a good friend—keep an eye on your friends to make sure they are safe and hold your friends responsible for treating others with respect.
- In no instance may students engage in intimate relationships or activities with someone on AAMI's campus, AAMI off campus sponsored events, or at clinical sites. If you want to be intimate with someone outside of these, remember to get that person's consent and communicate your boundaries actively. You and the other person(s) have the right to withdraw consent at any time, when consent is withdrawn all sexual activity must stop.
- Since alcohol and drugs interfere with effective communication, avoid excessive use of these substances. It may not be safe to be intimate with someone if you or they have been drinking or using other substances.
- When you are at a party, make sure that someone knows where you are. Check on your friends to make sure they are safe too.
- Get your own drinks. Only accept beverages from people you trust and never drink out of a vessel that has been left unattended.
- Make sure you understand and respect your partner(s)'s desires and limits. Know your sexual desires and limits and choose a partner or partners who respect them.

- Try to avoid walking home alone from bars or parties. Have a friend walk with you. If you see someone walking alone at night, make sure they are safe.
- If on AAMI's campus, AAMI off campus sponsored events, or at clinical sites, you do not feel well and need to lie down, make sure that a friend stays with you to check on you. If you see someone who is sick or unconscious, make sure they are safe and notify a school administrator, faculty member, or office staff; if at a clinical site, notify the preceptor.
- If you find yourself alone or in an unfamiliar place on campus, AAMI off campus sponsored events, or at clinical sites, be aware of your surroundings. Contact a school administrator, faculty member, or office staff; if at a clinical site, notify the preceptor.
- If you feel unsafe. Trust your instincts. If you feel uncomfortable in your surroundings for any reason, you have the right to leave.
- Communicate clearly and honestly with your sexual partner(s) and respect their boundaries.

500.6 Campus Safety

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. Copies are available for review in the Library and the Administration Office.

Clery Act Statistics

The federal Clery Act requires AAMI to maintain on-campus crime statistics and to report "crimes of violence" on student transcripts, including:

- Murder
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson

The Registrar 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 on the [United States Department of Education website](https://www.ed.gov/office-of-security).

Sex Offenses

Sex offenses are actionable, whether they are forcible or non-forcible.

Forcible sex offenses include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-forcible sex offenses include incest, and statutory rape pursuant New York State Law.

Alcohol

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.

Notice to Parents of Students Under Age 21

In compliance with Higher Education Amendment 6, Section 952, AAMI must notify parents or guardians of those students under age 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.

First Offense

If a student is found to be in violation of the AAMI Alcohol Policy, 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 confirming the offense and acknowledging that a second offense will lead to **immediate** dismissal from the program.

Substance Abuse Services

The New York State Office of Addiction Services and Supports <https://oasas.ny.gov/>, supports and monitors a statewide network of prevention and treatment programs. They provide information and free referrals for persons seeking assistance.

Amnesty Policy

The health and safety of every student at AAMI is of utmost importance. AAMI recognizes that students who have been drinking 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 or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Firearms

New York State Penal Law §§ 265.01(3) and 265.01-a expressly prohibit the carrying of firearms on college campuses—including those by concealed carry weapons permit holders. No AAMI student may carry a firearm on campus for any reason.

Violence

*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.

Smoking

The New York State Clean Indoor Air Act prohibits smoking anywhere in the building. ***Students may not smoke in any area of the school.***

Smoking is permitted during a student's free time, at least 31 feet from the AAMI entrance. No one may block the building entrance, and those who throw their cigarette butts on the sidewalk or in the street could be subject to fines for littering.

Spitting

Spitting is a health hazard. Students may not spit in trash cans, in water fountains, or on the sidewalk or street in front of the building.

Mobile Devices

Cellular phones, smartphones, and other electronic devices must be silenced during class. During tests, all devices must be off and stored. Students who use their devices during tests will be investigated for cheating and could be subject to expulsion.

Children

AAMI does not have childcare facilities on campus, and the classrooms and laboratories can be dangerous places for children. A student who appears on campus with a minor child will be asked to leave and will be marked absent.

500.7 Dress Code

While at AAMI, students are preparing for a career in a profession in which families are entrusting them with one of the most difficult times in their lives. Funeral directors' attire should not draw attention to them. Instead, their appearance must visually represent to the decedents' families that the funeral directors are neat, abide by all safety codes, and will give them and their loved ones remains the required care.

Below are some tips for making an appropriate impression while working in the profession. This is also the expected appearance of students while studying at or otherwise representing AAMI.

The Basics

- Students must wear shoes, a shirt with pants or a skirt, or the equivalent (such as a dress).
- Clothing items must cover undergarments and have opaque fabric in the front and on the sides.
- Hair and headwear must allow the face to be visible.
- Specialized courses or assignments, such as laboratories or residencies, may require specialized attire or safety equipment.
- If you are not appropriately dressed, you may be denied entry to classrooms or laboratories, which will affect your attendance record.

Recommendations

Commonly accepted clothing articles at AAMI and in the funeral profession include:

- Business suits
- Pant suits
- Dresses
- Dress pants
- Full-length casual pants
- Collared shirts
- Dress shirts
- Blouses
- Knee-length skirts
- Sweaters
- Sport coats
- Blazers
- Religious or spiritual garments

In inclement weather, rain or snow boots are permissible.

Limitations

Clothing that draws attention to the funeral director and away from the families includes the below items and is inappropriate for on-campus learning:

- Denim
- Short pants
- Sleeveless tops
- Open-toed footwear
- Athletic and team wear
- Hospital uniforms, scrubs, and surgical clothing (not including masks)
- Items with slogans, logos, team names, profanity, and other messages unrelated to the funeral

There might be additional restrictions on attire, jewelry, accessories, and hair when necessary to protect the health and safety of the students.

500.8 Student Conduct Process for Non-Academic Misconduct

This process is provided to address complaints of non-academic misconduct by students promptly and fairly, in compliance with other AAMI policies and laws.

Making a Complaint

A complaint of student misconduct may be made either orally or in writing to the Director of Academic and Student Services. If a complaint is made orally, the Director of Academic and Student Services or designee will prepare a written statement of the complaint for the complainant's review, correction if necessary and signature. All complaints, whether prepared with the assistance of the Director of Academic and Student Services or not, must include:

1. The complainant's name and contact information.
2. A brief description of the alleged misconduct, including date(s) and time(s) it occurred, and/or the date the complainant first knew of the alleged misconduct.
3. The name(s) of the student(s) allegedly responsible for the misconduct ("respondent").
4. Copies of materials and names of witness(es), if any, that may be relevant to the investigation of the allegations.
5. Whether or not the complainant has initiated a court action or a complaint of discrimination or other complaint with a local, state, or federal agency.
6. The remedy sought by the complainant.
7. The signature (may be electronic) of the complainant.

AAMI encourages prompt reporting of complaints of student misconduct so that rapid response and appropriate action may be taken. Due to the sensitive nature of many such complaints, including sexual misconduct and discrimination, and the effect such misconduct may have on some complainants, there will be no time limits on reporting misconduct pursuant to this process. However, given that with the passage of time, investigating may become more difficult, complaints should be reported as soon as reasonably possible.

Sexual Misconduct

AAMI previously had one process for addressing sexual misconduct. Given the Title IX Regulations promulgated in May 2020 and effective August 14, 2020, AAMI will now have two processes for addressing sexual misconduct. The Title IX regulations provide a more restrictive definition of "sexual harassment" and a more restrictive geographic scope that AAMI must investigate and adjudicate pursuant to the requirements of Title IX. The Title IX reporting, investigation and adjudication process in the AAMI Title IX Policy will apply only to allegations that meet the Regulations' definitions ("Title IX Category Violations"). Those definitions are reflected in the AAMI Title IX Policy, available at <https://funeraleducation.org/title-ix-policy/>.

AAMI will also address any allegations of violations of its policies, including allegations of sexual misconduct that do not meet the strict definitions of the Regulations. Those allegations (“College Category Violations”) are also reflected in the Title IX Policy <https://funeraleducation.org/title-ix-policy/>, and will be addressed through this Student Conduct Policy and the employee conduct process in the Employee Handbook <https://funeraleducation.org/title-ix-policy/>, as applicable to the accused individual.

AAMI encourages all individuals who make a complaint of sexual misconduct to do so pursuant to the Title IX Policy <https://funeraleducation.org/title-ix-policy/>, so that it can be processed and adjudicated through the applicable policy.

Disability Accommodations

A complainant or respondent with a disability who requires accommodation in the complaint, investigation, hearing, or any other phase of the process is responsible for disclosing the need for accommodation to the Associate Director of Academic and Student Services (“Associate Director of Student Services”), whose contact information is:

Rita Roemmelt, Title IX Coordinator and
Associate Director of Academic and Student Services
Administration Office
1501 Broadway, 11th floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
rroemmelt@aami.edu

The Associate Director of Academic and Student Services may consult with the Director of Enrollment Services and Disability Officer (“Disability Officer”) in deciding whether to grant a disability accommodation request. The Disability Officer’s contact information:

Gerard Bellizzi, Director of Enrollment Services
and Disability Officer
Administration Building
1501 Broadway, 11th floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
gbellizzi@aami.edu

Informal Resolution

The Associate Director of Student Services or designee, who may be internal or external to the college, may resolve any misconduct allegation with a respondent as the College deems appropriate, except for allegations of Clery Act crimes of violence or allegations of sexual misconduct, which shall only be resolved informally by agreement among the college, the complainant and respondent. Any such agreement must be voluntary and must be memorialized in writing.

Investigation of Complaint

The Associate Director of Academic and Student Services or designee, who may be internal or external to the college, will initiate an investigation of the alleged conduct within five (5) business days of notification, which will be handled by an impartial individual who may be internal or external to AAMI. The investigation will include written notification to the parties of the investigation, and interviews with the complainant, the respondent(s), and at the discretion of the investigator, other individuals who may have information regarding the alleged conduct.

The investigator shall prepare a written report that fairly summarizes the relevant evidence within thirty (30) business days following the initiation of the complaint. A copy of the report will be simultaneously provided to the complainant and respondent(s).

Advisors and Support Persons

A complainant or respondent in a sexual misconduct matter where the requested penalty is suspension or expulsion may be accompanied by an advisor of their choice, at their own expense, or by an advisor appointed by the college (who may be internal or external to the college, and must be unbiased) during any stage of the process.

A complainant or respondent in a non-sexual misconduct matter where the requested penalty is suspension or expulsion may be accompanied by an advisor of their choice, at their own expense, during any stage of the process, but are not entitled to an advisor appointed by the college.

An advisor may ask questions on behalf of their advisee at the hearing, may not participate in other meetings during the process except to consult with their advisee in a quiet and non-disruptive manner. An advisor's questioning at a hearing must be conducted in a respectful, non-intimidating and non-abusive manner.

A party with a disability may be granted a support person for the process, which is different from an advisor. A support person will be permitted to assist the party as needed.

Hearing

The Associate Director of Academic and Student Services shall designate an impartial Hearing Officer, who may be internal or external to the college, who will convene a hearing within ten (10) business days of the parties being provided the investigative report. The college will present charges and has the burden of proof by preponderance of the evidence. Each party may testify, present witnesses and evidence, and be cross-examined by the other party's advisor, if any. Parties may not directly cross-examine each other. A party that does not have an advisor may submit to the Hearing Officer suggested cross-examination questions to be asked of the other party and the other party's witnesses to the Hearing Officer. The college may cross-examine respondent and respondent's witnesses. Formal rules of evidence will not apply. A recording or transcript shall be made of the hearing. The Hearing Officer has discretion over the procedures of the hearing, including whether to ask suggested cross-examination questions.

Following the conclusion of the hearing, the Hearing Officer will review the investigation report and the evidence, deliberate, and determine whether the respondent is responsible or not responsible for the alleged conduct, and will notify both parties and the Associate Director of Student Services. If the respondent is found responsible for any charge,

both parties will have ten (10) business days to submit a personal impact statement to the Associate Director of Academic and Student Services, who will provide these to the Hearing Officer. The Hearing Officer will consider those statements along with all other evidence and testimony in determining the sanction.

The sanctions imposed will be determined by the severity of the conduct, any prior misconduct, and the student's understanding and willingness to accept responsibility for his or her behavior. Possible sanctions include, but are not limited to those listed in the Title IX Policy. <https://funeraleducation.org/title-ix-policy/>.

The Hearing Officer will issue a written determination that includes:

1. The charges.
2. The findings of fact.
3. The rationale for determination of responsibility or non-responsibility for each charge.
4. The sanctions.
5. Information about how the procedures of both parties to appeal.

The Hearing Officer will provide the written determination to the parties simultaneously.

Transcript Notations

If a student is found responsible for a crime of violence that meets the Clery Act (20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII)) reporting requirements, AAMI shall make a notation on the transcript of the student indicating the student was "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." The transcript of a respondent who withdraws from the institution while conduct charges are pending, and who declines to complete the disciplinary process, will indicate the student "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.

A transcript notation regarding a suspension may not be removed prior to one year after conclusion of the suspension, at the discretion of the Associate Director of Student Services. Notations for expulsion shall not be removed unless the finding of responsibility is vacated.

Only definitive proof can vacate a finding a responsibility. A not-guilty verdict in a criminal court is not definitive proof of non-responsibility, nor is a failure to prosecute. Before vacating a finding of responsibility, 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.

Appeals

Either party may appeal a finding or sanction by submitting a written statement to the Program Director and Dean of Academic and Student Services ("Program Director") within five (5) business days of the report being provided to them. The appeal will be heard by the AAMI Faculty Council, which is a panel of three unbiased instructors, one of whom shall be the chairperson. If the allegations concern sexual misconduct, the Faculty Council shall not include the Title IX Coordinator. The Program Director shall provide a copy of a party's appeal to the other party. The other party may submit a statement to the Program Director within five (5) business days of the submission of the appeal. The decision shall be

rendered within ten (10) business days of the submission of the opposing party's statement, or if there is no statement from the opposing party, within fifteen (15) business days of the submission of the appeal.

Time Limits

The college will make every effort to adhere to all time limits in this policy. However, it may be appropriate in certain circumstances for the college to extend a time limit in this policy for as short a time as possible when extenuating circumstances require additional time. In such case, the appropriate college official shall so inform the complainant and respondent(s) in writing. Any extensions should be kept to a minimum and must be reasonable.

Conduct of Meetings and Hearings

All interviews, meetings and hearings conducted pursuant to this policy may be conducted either in-person, in separate rooms, and/or virtually, in the discretion of the college. Interviews and meetings may be conducted by telephone or other electronic means. Hearings must be conducted so that the Hearing Officer and the parties may simultaneously see and hear any party or witness providing information or answering questions.

Clery Act Compliance

The college is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Neither the names of individuals involved in incidents nor the specific details of the incidents are reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the college will issue a timely warning to the campus, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

Coordination With Other Policies

A sexual misconduct complaint made pursuant to AAMI's Title IX Policy may be referred to this process if it is dismissed for failing to meet the Title IX requirements. If such a complaint has been investigated pursuant to the Title IX Policy, it will not be re-investigated. AAMI retains discretion to not respond to, investigate or adjudicate circumstances in which no college interest is implicated.

A particular situation may potentially invoke one or more college policies or processes. The college reserves the right to determine the most applicable policy or process and to utilize that policy or process.

Students' Bill of Rights

The College 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-wide and 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:

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. 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 College;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
6. 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;
7. Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. 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;
9. Access to at least one level of appeal of a determination;
10. 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
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

600: Distance Learning

600.1 Online Conduct

Although the online classroom environment is virtual, the standards of behavior are as important as they are in the classroom on campus. In other words, AAMI online classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all AAMI students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with AAMI faculty, staff, and other AAMI students, as well as their individual actions.

Interactions with Faculty and Staff

1. Students should address all AAMI faculty and staff members as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., Miss, or Dr.) and/or last name only. No other form of address is acceptable.
2. Students should phrase communications with AAMI faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments. Students must communicate with teachers in complete sentences.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with AAMI faculty and staff. These actions are prohibited.
5. Students must use their school email address and a profile picture that is appropriate for an educational environment. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with AAMI faculty and staff. Profile pictures should be a headshot of the student only and may not be offensive or inappropriate in any manner. The AAMI administration reserves the right to determine if a student email address and/or profile picture is inappropriate. Students using an inappropriate profile picture will be required to update their user profiles.

Interactions with Other Users

1. All communications with other students enrolled in AAMI must be of a course-related nature. Any sending of unsolicited email to other AAMI classmates is prohibited.
2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous, and respectful.
3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student’s work, and/or misusing content from the Internet could result in removal from our courses with a failing grade.
4. Working together is useful in the traditional classroom, but is only permitted in our online environment with specific teacher instructions to do so. Work submitted by students must be original to the student and not copied from other students in the class. In addition, no other persons may not login to a student account and complete coursework on behalf of the student.

5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other AAMI students.

Appropriate Use of the Internet

1. AAMI students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.
3. Any student that violates this policy will be subject to disciplinary action that may result in removal from AAMI course(s), as well as other disciplinary or legal action.

Disciplinary Action

Violations to the AAMI Student Code of Conduct for Distance Learning will initiate the following procedure:

1. Upon the violation, the teacher will complete and submit a detailed account of the violation and submit it to the Director of Student Services.
2. The teacher will notify the student, that the student has violated the code.
3. Based on the report, the Director of Student Services will determine what, if any, disciplinary action must be taken. A violation of the AAMI Student Code of Conduct for Distance Learning will result in a disciplinary action and may result in the withdrawal of the student in the AAMI course(s).

600.2 Blackboard

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.

600.3 Email

All active students are required to have an email address, as many official communications are transmitted to students, faculty, and staff by email.

We recommend one that clearly identifies the student by name, such as johndoe@xxxxxxx.com. It should also be private, used solely by the student, and protected by a strong password that is never shared with anyone.

600.4 Bookstore

AAMI recommends that students order textbooks as early as possible through our online bookstore, [Akademos](#). Some courses have **required** reading and assignments **due** in the first week of the course.

600.5 Computer Use

AAMI will not tolerate online harassment, cyberbullying, cyberstalking, copyright violations, or any other violation of federal, state, or city laws, rules, or regulations.

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**.

1. Usage is limited to currently enrolled students. Alumni may use the computer lab with prior approval from the school administration.
2. Usage shall be limited to 30 minutes at a time when other students are waiting to gain access to a computer.
3. No user is allowed to remove, change, modify, uninstall, or tamper with any school hardware or software.
4. No user may install, uninstall, or modify any applications, utilities, passwords, or code on any PC or on the network.
5. Settings may not be changed on any AAMI computer or network folder.
6. No user can copy or otherwise take any copyrighted materials or applications for personal use.
7. All data stored on PCs or on the network becomes the property of AAMI and may be read, altered, or removed at AAMI’s discretion.
8. Data files created by students should not be accessed by any other students. Others’ files are off-limits.
9. At the end of each semester, data files may be deleted from any student PC and on the network drives. Students wishing to retain personal files must contact the network administrator at least two weeks prior to the end of the semester.
10. Students are not permitted to gain or attempt to gain access to any areas in the AAMI network other than their allocated resources. Any attempt to access confidential files may subject a student to expulsion.
11. The intentional 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.

600.6 Social Media

AAMI has a strict policy against its employees and faculty members socializing with students, including online. This ensures student information is not shared in any way that allows a student to be personally identified. Unless there is a close family relationship between the student and faculty or staff member, AAMI employees are required to disconnect their accounts from students’ accounts until the students graduate or permanently withdraw from the program.

700: Student Services

700.1 Academic Support

AAMI is committed to student success and retention. The purpose of the Academic Support Program is to identify and support to students who are struggling academically. The Director of Academic Support intervenes with those who are exhibiting behaviors that put them at risk for failure.

“At risk” behaviors include:

1. Excessive absences
2. Lack of participation
3. Decline in quality of work
4. Failure to complete assignments
5. Poor test performance.

The Academic Support Program provides study skills workshops and tutoring sessions outside of class. All students are welcome to participate in scheduled tutorials. A copy of AAMI’s “Study Strategies” is attached as Appendix E.

Any student not maintaining a 75% average in each class will be referred to the Director of Academic Support.

700.2 Career Development

Availability of employment in funeral service and related fields varies with economic conditions, geographic location, and other factors. AAMI communicates to students and graduates the job opportunities brought to our attention, but students should also take initiative to network throughout their education period and make consistent effort to secure job interviews.

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

700.3 Counseling

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

700.4 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*** is a complaint by a student that there has been:

- A violation, misinterpretation, or inequitable application of any of the provisions of this Student Handbook or AAMI’s Catalog,
- Unfair or inequitable treatment contrary to established AAMI policy or practice, or
- Dismissal or suspension for non-academic reasons.

The term grievance shall **not** apply to any claims of unlawful discrimination, including sexual harassment. (See [500.4 Sexual Harassment Prevention](#)).

Grievance Procedure

A grievance is initiated by filing a signed written statement with the Director of Student Services **within 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.

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). However, even when students are represented, they must appear for the proceedings.

Investigation

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

Appeals

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 business days after receipt of the decision.

Within 10 business days after the notice of appeal is filed, the Faculty Council or a Faculty Committee will meet with the student and representative, if applicable. If a mutually satisfactory resolution is not achieved, then the Faculty Council will issue to the student a written decision within five business days of the meeting. The written decision will include the council's reasoning and shall be **final and binding**, except in instances involving suspension or dismissal from AAMI.

Appeals Involving Suspension or Dismissal

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 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 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 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

If a student is found responsible for a crime of violence that meets the Clery Act (20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII)) reporting requirements or other serious offense that makes the student's good moral character https://newyork.public.law/laws/n.y._public_health_law_section_3421 for licensure questionable, AAMI **shall** make a notation on the transcript of student indicating the student was "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation."

The transcript of a respondent who withdraws from the institution while conduct charges are pending, and who declines to complete the disciplinary process, will indicate the student "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.

A transcript notation regarding a suspension may not be removed prior to one year after conclusion of the suspension. Notations for expulsion shall not be removed.

If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

Only definitive proof can vacate a finding a responsibility. A not-guilty verdict in a criminal court is not 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.

700.5 Diversity Programs

Disability Assistance

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. A student requesting accommodation for a disability **must** contact the Director of Student Services.

Emergency Preparedness

In the event of an emergency, call 911 and notify the Administration Office **immediately**.

700.6 On-Campus Facilities

Library

Students may take out library books, videos, and audio tapes by showing their Student identification (ID) card or another photograph ID. There is a fee of \$0.25 per day for overdue books.

All bound periodicals and certain reference books are **only** for use in the library and may not be removed for any reason. Students may submit requests for copies of these materials to the Librarian. Black-and-white copies will be made for a fee of \$0.10 per standard page (8 1/2 x 11) and \$0.15 per legal-sized page.

The Library Handbook is in the Library.

Classrooms

Students may **not** eat in the classrooms or laboratories, nor may they lean any parts of their bodies against the walls. This includes feet and heads.

Damage to school property must be reported immediately to the instructor or Administration Office. Students may be disciplined and held financially responsible for damage that is not accidental or due to ordinary “wear and tear.”

Computer Laboratory

Students may use the computer lab for research, completing classroom assignments, and preparing resumes for employment in funeral service. With approval of the AAMI Administration, alumni may also use the computer lab for the same activities.

The complete Computer Usage Policy is attached as Appendix H.

Student Lounge

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 always be kept clean. Failure to follow these rules will cause this privilege to be suspended.

Student Lockers

A limited number of lockers are available for students attending classes on campus. Lockers are not assigned and may be used on a first-come, first-served basis. A student may only use one locker at a time.

Students must select their lockers, provide their own locks, and notify the Administration Office of their selected locker numbers. They must also empty their lockers prior to graduation or dismissal from the program.

800: Graduation

800.1 Graduation Requirements

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

1. Satisfactory completion of all required courses.
2. An earned cumulative GPA of a 2.00 or higher.
3. Satisfactory record of attendance in all courses.
4. All indebtedness to AAMI paid in full.
5. Satisfactory compliance with all financial aid or student loans requirements.
6. Participation in exit counseling session with the Financial Aid Administrator, if any Title IV Federal Aid was received.
7. Successful complete of **all** Clinical Embalming Program requirements.
8. Certification by the Clinical Embalming Instructor as minimally technically competent in embalming at the entry level.
9. Attendance and active participation in the Comprehensive Review courses for the National Board Review examination at the end of the semester.

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.

800.2 Class Pictures

Students in their last semester are asked to submit a headshot shot photo for their senior class composite photo prior to graduation to the Director of Student Services. Students that prefer to not to submit a photo may opt out from the composite class photo by informing the Director of Student Services. It is suggested that the students be appropriately groomed and dressed (business or business casual). Students may purchase the class composite photograph by contacting the Director of Student Services. There may or may not be photo packages available to choose from. The cost of composite photographs is the student's responsibility.

800.3 Class Rings

Students who may want to purchase class rings may purchase them from [ArtCarved](#). The costs of the rings vary, based on the student's customizations. AAMI has no control over the cost or quality.

800.4 Graduation Ceremony

The Graduation Ceremony is held once a year in August.

800.5 Residency

As a provider of an online degree program, AAMI is subject to the regulations and requirements of each state with regard to delivering online courses to students residing in each respective state. State Regulations vary from state to state, requiring educational institutions wishing to offer a degree to comply with these regulations and apply for authorization to offer the degree.

Every state requires approval of out-of-state institutions delivering online learning in their state. States in which AAMI is approved are subject to change. Students should contact the Admissions Office before relocating in order to verify that

AAMI is approved to offer its associate degree in that state. Students relocating to a state in which AAMI is not approved will not be permitted to continue in the program. Contact information for each state office of Higher Education or for submitting a complaint is found on the AAMI website at <https://funeraleducation.org/online/#STATE-AUTHORIZATION>

800.6 Licensing

STATE LICENSURE REQUIREMENTS

Funeral Service is a licensed vocation requiring each candidate to pass a licensing examination.

The laws prescribing requirements for the license, which vary from state to state can be found at: www.theconferenceonline.org (click on “Resources” and then “State Licensing Requirements”). If you have been convicted of a criminal offense, check with the Funeral Service 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.

As your first step you should be familiar with the educational, legal, and other requirements in the state or states in which you wish to be licensed. If you decide to make Funeral Service your career, AAMI will assist you in securing more detailed information by referring you to the appropriate state agency.

BEFORE MOVING TO ANOTHER STATE:

Any student who is enrolled in the AAMI associate degree program and considers moving or moves to a state in which AAMI is not authorized to provide online education, should communicate with the state’s funeral licensing board(s) and appropriate higher education agencies regarding the acceptance of the AAMI credits and associate degree for licensure. Students relocating to a state in which AAMI is not approved will not be permitted to continue in the program.

AAMI’S DEGREE LEADS TO LICENSURE IN THE FOLLOWING STATES:

*(An * indicates states that require additional higher education either prior to attending AAMI’s program, or prior to licensure. Applicants and students are advised to contact their state specific regulators or state boards responsible for licensure for additional licensing requirements.)*

Specific Licensing Laws, Rules, and Regulation for each state may found on the school’s website at <https://funeraleducation.org/state-licensure-requirements/> s.

- [Alabama](#)
- [Alaska](#) – Mortician Only
- [Arizona](#)
- [Arkansas](#) – Embalmer Only
- [California](#)
- [Connecticut](#) – Embalmer Only
- [Delaware](#)
- [District of Columbia](#)
- [Florida](#)
- [Georgia](#)
- [Hawaii](#) – Embalmer Only
- [Idaho](#)*
- [Illinois](#) – Must also be registered as an Intern during studies
- [Indiana](#)*
- [Iowa](#)*

- [Kansas](#)
- [Kentucky](#)
- [Louisiana](#) – Embalmer Only
- [Maine](#)
- [Maryland](#)
- [Massachusetts](#)
- [Michigan](#)*
- [Minnesota](#)*
- [Mississippi](#) – Funeral Service Only
- [Missouri](#)
- [Montana](#)*
- [Nebraska](#)*
- [Nevada](#)*
- [New Hampshire](#)
- [New Jersey](#)*
- [New Mexico](#)
- [New York](#)
- [North Carolina](#)
- [North Dakota](#)*
- [Ohio](#)* – Embalmer Only
- [Oklahoma](#)*
- [Oregon](#)
- [Pennsylvania](#)*
- [Rhode Island](#)
- [South Carolina](#) – Embalmer Only
- [South Dakota](#)
- [Tennessee](#)
- [Texas](#)
- [Utah](#)
- [Vermont](#)
- [Virginia](#)
- [Washington](#)
- [West Virginia](#)*
- [Wisconsin](#)*
- [Wyoming](#)*

AAMI'S DEGREE DOES NOT LEAD TO LICENSURE IN THE FOLLOWING STATES:

(Applicants are encouraged to, and may still apply, as the degree is widely accepted in other states, and recognized as providing the educational foundation for funeral service and mortuary science.

Colorado – Licensing is not required. Voluntary certification is available through the Colorado Funeral Directors Association

Appendix A

AAMI Title IX Policy

Introduction

All members of the AAMI community have a legal right to an educational and employment environment free from unlawful sexual misconduct. They can enforce this right by filing a complaint internally with AAMI, with a government agency (including law enforcement), or in court under federal, state, or local anti-discrimination laws.

This policy applies to all students, employees, applicants for employment, interns (paid or unpaid), contractors and persons conducting business with AAMI.

Any employee or student covered by this policy who engages in sexual misconduct or retaliation will be subject to remedial or disciplinary action, up to and including termination or expulsion.

Retaliation is strictly prohibited. Individuals covered by this policy shall not be subject to adverse action because they report an incident of unlawful sexual misconduct, provide information, or otherwise assist in any investigation of a complaint involving unlawful sexual misconduct.

Sexual misconduct is offensive, violates AAMI's policies as well as the law, and subjects AAMI to harm to the targets of the behavior. Harassers may also be individually subject to liability. All students are encouraged to report any sexual misconduct or behaviors that violate this policy. Employees at every level who engage in sexual misconduct will be penalized for such conduct. Managers and supervisors who knowingly allow such behavior to continue will also be penalized for their failure to act.

AAMI will conduct a prompt, thorough and confidential investigation whenever management receives a complaint about or otherwise knows of possible sexual misconduct occurring. The investigation will ensure due process for all parties, and effective corrective action will be taken whenever sexual misconduct is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual misconduct.

Faculty members are required to report to the AAMI Title IX Coordinator any complaint of sexual misconduct that they receive, and any sexual misconduct they observe.

AAMI previously had one process for addressing sexual misconduct. Given the new Title IX Regulations promulgated in May 2020 and effective August 14, 2020, AAMI will now have two processes for addressing sexual misconduct. The Title IX regulations provide a more restrictive definition of "sexual harassment" and a more restrictive geographic scope that AAMI must investigate and adjudicate pursuant to the requirements of Title IX. The Title IX reporting, investigation and adjudication process reflected in this policy will apply only to allegations that meet the Regulations' definitions ("Title IX Category Violations").

AAMI will also address any allegations of violations of its policies, including those that do not meet the strict definitions of the Regulations. Those allegations ("College Category Violations") will be addressed through separate processes in the Student Handbook (Student Conduct Policy) <https://funeraleducation.org/wp-content/uploads/2020/10/Student-Handbook-October-2020.pdf> and Employee Handbook, as applicable to the accused individual.

The text of this policy relates to Title IX. AAMI is committed to addressing all of this misconduct, whether it is subject to the Title IX policy or not. Misconduct not covered by Title IX is addressed further down in the policy.

Policy and Procedure Summary

This Policy prohibits all forms of sex and gender related misconduct, referred to here as “Sexual misconduct”. A person who has experienced Sexual misconduct has several options:

- **A report to a Confidential Resource.** A confidential resource provides emotional and/or medical services and maintains confidentiality. A report to a confidential resource does not result in a college investigation or any other action to respond to the incident.
- **A report to a Responsible Employee.** All employees of the college have the responsibility to receive reports of sexual misconduct and to act based on those reports. A responsible employee will forward the information about the incident to the Title IX Coordinator. The Title IX Coordinator will discuss options with the reporting person. The assistance the Title IX Coordinator can facilitate includes the following:
 - **Supportive Measures.** Supportive measures are intended to support the individual who experienced sexual misconduct to continue in their involvement in the college’s program and activities. Supportive measures include no contact orders; academic accommodations; **or** other academic or work accommodations.
 - **Informal Resolution.** An informal resolution is a resolution that the parties (i.e., the person making the allegations and the accused person) agree upon to address the situation. Not all incidents are appropriate for informal resolution, and no party may be forced to accept an informal resolution. This is a voluntary process.
 - **Investigation and Hearing Process.** The outcome of the investigation and hearing process is that the person accused of Sexual Misconduct is found either responsible or not responsible for having committed a violation of this Policy. A violation results in appropriate sanctions and other remedies to address the violation.
 -

Additionally, the person who experienced a crime has the option to pursue criminal charges:

- **A report to Law Enforcement.** If an incident involves criminal conduct, the victim may make a complaint to law enforcement.

The options for reporting above are not mutually exclusive, and an individual may pursue one option but not the other. An individual may obtain the services of a confidential resource and decide at that time or a later time to report to the college. An individual may report to the college and also make a report to law enforcement, or may make a report to only the college or only to law enforcement. A person seeking to understand their options pursuant to this Policy should reach out to:

Rita Roemmelt, Title IX Coordinator
Administration Office
1501 Broadway, 11th floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
rroemmelt@aami.edu

Definitions, General:

1. **Advisor of Choice.** An advisor of choice is a person selected by the Complainant or Respondent to advise and accompany the Complainant or Respondent throughout the investigation and adjudication process. An advisor of choice may be any person, including an attorney. The institution does not appoint or pay for an advisor of choice. An advisor of choice’s role is limited to the functions further described in this policy.

2. **Affirmative Consent.** 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 affirmative consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
3. **Coercion.** Coercion is a threat, undue pressure, or intimidation to engage in sexual activity. Coercion is more than an effort to persuade, seduce, entice, or attract another person to engage in sexual activity. A person's words or conduct are sufficient to constitute coercion if they deprive another individual of the ability to freely choose whether or not to engage in sexual activity.
4. **Complainant.** The term Complainant refers to the person who allegedly experienced the sexual misconduct in violation of the policy whether or not a formal complaint is filed. In some cases, the Title IX Coordinator may file a formal complaint and thereby initiate an investigation and adjudication process pursuant to this policy. In that instance, the Title IX Coordinator is not the "Complainant"; the complainant remains the person who allegedly experienced the sexual misconduct.
5. **Consent.** As used in this policy, term "consent" always refers to "affirmative consent" (defined above).

By way of further explanation, consent is free and informed permission. Consent given verbally is evidenced by affirmative agreement to engage in specific sexual activity. Consent through action is active participation in the specific sexual activity. Past consent to sexual activity cannot be presumed to be consent to engage in the same sexual activity in the future. Consent can be withdrawn at any time, and, if so, the sexual activity must cease. Consent to some sexual activity (e.g., kissing, fondling) cannot be presumed consent for other sexual activity (e.g., intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

Certain conditions prevent a person from being able to consent. 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. A person cannot consent if they are unaware of the who, what, when and how of a sexual interaction. 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 or drugs or other intoxicants may be incapacitated and therefore unable to consent.

A person who has been drinking or using drugs is still responsible for ensuring that the person has the other person's affirmative consent and/or appreciating the other person's incapacity to consent. This means that, even if the accused was drunk or high and, as a result, did not realize that the other person was not consenting to or was unable to consent to sexual activity, the person who committed the non-consensual act is still responsible for having violated this policy.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

6. **Formal Complaint.** A formal complaint refers to a written complaint filed in accordance with the grievance process below. A formal complaint is necessary to initiate an investigation and adjudication process.
7. **Institution Advisor.** A Complainant or Respondent who does not opt to be accompanied by an advisor of choice at a hearing is entitled to be appointed an advisor by the college at no charge to the party. This advisor is referred to an "institution advisor" who may be but need not be an attorney. An institution advisor's role is limited to asking cross-examination questions of the other party during a hearing. An

institution advisor does not represent a party in any legal sense. The party is responsible for formulating the cross-examination questions the institution advisor will pose during the hearing.

8. **Party.** A Complainant or Respondent may be referred to as a Party, or collectively, the Parties.
9. **Reporting Party.** The term Reporting Party refers to the person who made the report. This may or may not be the same as the Complainant, a witness, or a bystander.
10. **Respondent.** The term Respondent refers to the person alleged to have committed a violation of this policy.
11. **Sexual Misconduct.** Sexual misconduct is an umbrella term used in this policy to more conveniently refer to any form of conduct prohibited by this policy.

Definitions, Conduct Violations:

This policy sets forth conduct expectations for our community and provides a process for the reporting, investigation and adjudication of alleged violations. This policy applies to alleged conduct in violation of Title IX of the Education Amendments of 1972 (i.e., “Title IX Category” violations) and also applies to a broader range of contexts and behaviors inconsistent with the college’s commitment to equal opportunity (i.e., “College Category” violations).

The designation of conduct or allegations as either “Title IX Category” or “College Category” is not a function of the seriousness of the alleged conduct but rather a function of the scope and coverage of Title IX versus the college’s broader jurisdiction to prohibit and discipline a larger scope of inappropriate behavior.

Title IX Category Violations

Title IX of the Education Amendments of 1972 provides: “No person in the United States shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

In accordance with Title IX as interpreted by the Department of Education, the college recognizes the following as conduct violations within the meaning of Title IX, provided that the context and circumstances of the conduct fall within the scope of Title IX, including but not limited to that the complainant was in the United States at the time of the alleged conduct, that the complainant be participating in or seeking to participate in the college’s education program or activity at the time of the complaint, and that the conduct have occurred in the context of the college’s education program or activity:

1. **Sexual harassment.** “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual’s participation in unwelcome sexual conduct (commonly referred to as a “quid pro quo”);
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college’s education program or activity (commonly referred to as a sexually or gender-based “hostile environment”).
2. **Sexual assault.** “Sexual assault” includes any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving affirmative consent. Sexual assault consists of the following specific acts:

- a. Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - b. Fondling. The touching of the private body parts¹ of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her/their youth or because of his/her/their temporary or permanent mental or physical incapacity.
 - c. Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New York is 17.
3. **Dating violence.** "Dating violence" means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.
 4. **Domestic violence.** "Domestic violence" means violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the college is located, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 5. **Stalking.** "Stalking" is engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. Stalking that does not occur on the basis of sex may be addressed under as a College Category Violation as described below.

College Category Violations

The college prohibits the following behavior. For purpose of College Category violations, the below conduct is prohibited even if the conduct occurs off-campus, outside the United States, the Complainant is not participating or seeking to participate in the college's education program or activity, or otherwise in circumstances over which the college does not have influence or control, including but not limited to during college academic breaks. The college retains discretion to not respond to, investigate or adjudicate circumstances in which no college interest is implicated.

1. **Sexual harassment.** "Sexual harassment" means unwelcome, offensive conduct that occurs on the basis of sex, sexual orientation, self-identified or perceived sex, gender, gender expression, gender identity, gender-stereotyping or the status of being transgender, but that does not constitute sexual harassment as a Title IX Category Violation as defined above. Sexual harassment can be verbal, written, visual, electronic, or physical.

¹ Private body parts include: genital area, anus, groin, inner thigh, buttocks, or breast.

The fact that a person was personally offended by a statement or incident does not alone constitute a violation. Instead, the determination is based on a “reasonable person” standard and takes into account the totality of the circumstances. The college considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning or working community.

2. **Sexual assault.** “Sexual assault” includes any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving affirmative consent, but that does not constitute sexual assault as a Title IX Category Violation as defined above because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college's education program or activity). Sexual assault consists of the following specific acts:
 - a. Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim.
 - b. Fondling. The touching of the private body parts² of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving affirmative consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - c. Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.
3. **Dating violence.** “Dating violence” means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. the length of the relationship;
 - b. the type of relationship; and
 - c. the frequency of interaction between the persons involved in the relationship; but that does not constitute dating violence as a Title IX Category Violation as defined above because of the context in which it occurs (for example, because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college's education program or activity).
4. **Domestic violence.** “Domestic violence” means violence committed by a former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a

² Private body parts include: genital area, anus, groin, inner thigh, buttocks, or breast.

spouse of the victim under the domestic or family violence laws of the jurisdiction where the college is located, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction, if the conduct does not constitute domestic violence as a Title IX Category Violation as defined above because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college's education program or activity).

5. **Stalking.** "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress, but that does not constitute stalking as a Title IX Category Violation as defined above because of basis on which it occurs or the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college's education program or activity).
6. **Sexual Exploitation.** Sexual exploitation occurs when, without affirmative consent, a person takes sexual advantage of another in a manner that does not constitute another violation under this Policy. Examples of sexual exploitation include, but are not limited to: prostitution, acts of incest, observing or recording (whether by video, still photo or audio tape) of a sexual or other private activity (such as consensual sexual activity, undressing or showering) without the affirmative consent of all involved; taking intimate pictures of another, but then distributing the pictures to others without the photographed person's affirmative consent; engaging in voyeurism, engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of such infection; or exposing one's genitals in non-consensual circumstances.
7. **Retaliation.** Retaliation is an adverse act perpetrated to "get back" at a person because the person reported sexual misconduct, filed a complaint, or participated in an investigation or proceeding conducted pursuant to this policy by the college or by an external agency. An act of retaliation may be anything that would tend to discourage an individual from reporting sexual misconduct, pursuing an informal or formal complaint, or from participating in an investigation or adjudication as a party or a witness. A person who acts in good-faith is protected from retaliation. The fact that a statement is not determined to be proven or established following investigation and adjudication does not mean that the statement lacked good-faith; a person may provide inaccurate information believing it is accurate, which is still good-faith. If a person who makes a statement knowing that it is false, the person has acted without good-faith.

Confidential Resources and Responsible Employees

- A. The college encourages any person who has experienced sexual assault or other forms of sexual misconduct to talk to someone about what happened, so she or he can get the support needed. There are confidential resources available to members of the college community.
- B. A confidential resource does not reveal the information shared with him/her/them without the disclosing person's consent. (There may be instances where a confidential resource must disclose information in a criminal or civil court proceeding, but those are extremely limited circumstances.) A list of confidential resources is provided below.
- C. A Responsible Employee is a person who shares information with the Title IX Coordinator, or others with a need to know. All college employees are Responsible Employees, and will disclose to as few individuals as possible,

but they do not have the ability to promise that they will not tell others within the college about the information that has been shared with them.

D. The following Confidential Resources are available to members of the college community free of charge:

Mount Sinai Sexual Assault and Violence Intervention (SAVI) | 212-423-2140

Free counseling, emergency department advocacy, training and support to survivors and co-survivors

Mount Sinai Adolescent Health Center | 212-423-3000

Wellness care, medical treatment, counseling, etc. (ages 10-22)

Reporting and Formal Complaint Process

The following is the office on the campus available to receive a report of sexual misconduct:

**Rita Roemmelt, Title IX Coordinator
Administration Office
1501 Broadway, 11th floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
rroemmelt@aami.edu**

We strongly encourage all individuals who wish to report an incident to AAMI and have AAMI take action under this policy to report to the individual above.

A. Supportive Measures

Once a report is made under this Policy, the complainant will be contacted by the Title IX Coordinator and offered individualized support as more fully described below. A report that triggers supportive measures need not be a formal complaint, and it may be made by a third-party (i.e., someone other than the complainant himself/herself). Once the respondent is informed of a report or a formal complaint, the respondent will be contacted by the Title IX Coordinator and offered individualized support as more fully described below.

Supportive measures are intended to restore or preserve, to the extent practicable, equal access to the college's educational programs and activities and protect the safety of all parties without unreasonably burdening the other party or parties. As required by federal regulation, these supportive measures must be non-disciplinary and non-punitive to the parties.

Supportive measures could include, but are not limited to:

- Changes or adjustment in academics such as the extension of deadlines or other course-related adjustments or allowing a withdrawal from a course without penalty;
- Changes to campus working situations if those changes are requested by a party and reasonably available;
- Mutual "No Contact" orders and, possibly, in rare cases, such as when legal restraining orders or orders of protection have been issued, one-way no contact orders.
- Access to campus escorts or other reasonable security or monitoring measures;
- Counseling services; and

- Interim removal of a student from the college will only be done pursuant to the Emergency Removal protocol, discussed below.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures, including coordinating with the various college departments and offices that may be involved. Supportive measures will be offered free of charge.

If a party's request for a supportive measure is denied, the party will be afforded an opportunity to have the denial promptly reviewed to assess whether the supportive measure is reasonable under the circumstances. In addition, each party will, upon request, be afforded the opportunity for a prompt review of the need for supportive measures that have been implemented, including the potential modification of these measures, to the extent that the party is affected by the measure(s) being reviewed. Each party will be allowed to submit evidence in support of, or in opposition to, the request to the extent the supportive measures under review affects that party. Information about how to request a review will be included in a written communication that will outline the supportive measures offered and any that were requested by the party but denied.

B. Emergency Removal

In some cases, the college may undertake an emergency removal of a student respondent in order to protect the safety of the college community, which may include contacting local law enforcement to address imminent safety concerns.

Emergency removal is not a substitute for reaching a determination as to a respondent's responsibility for the sexual harassment allegations; rather, emergency removal is for the purpose of addressing imminent threats posed to any person's physical health or safety, which may arise out of the sexual harassment allegations.

Prior to removing a student respondent through the emergency removal process, the college will undertake an individualized safety and risk analysis. If the individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student, including the student respondent, or other individual justifies removal, then a student respondent will be removed. This is the case regardless of the severity of the allegations and regardless of whether a formal complaint was filed.

After determining a student respondent is an immediate threat to the physical health or safety of an individual, the Title IX Coordinator will provide written notice of the emergency removal to both the complainant and respondent. This notice will contain: (1) the date the removal is set to begin, (2) the reason for the emergency removal, (3) the consequences of non-compliance, and (4) how to appeal the decision.

If a student respondent disagrees with the decision to be removed from campus, the respondent may appeal the decision. The respondent must provide written notice of the intent to appeal, which shall include the substance of the appeal, to the Dean of Academic and Student Services within 10 days of receiving the notice of removal. The burden of proof is on the student respondent to show that the removal decision was incorrect.

This section applies only to student respondents. Employee respondents are not subject to this section and may be placed on administrative leave pursuant to the college's policies during the pendency of a Title IX grievance process.

C. Disability Accommodation

A Complainant or Respondent with a disability who requires accommodation in the complaint, investigation, hearing, or any other phase of the process is responsible for disclosing the need for accommodation to the Title IX

Coordinator. The Title IX Coordinator may consult with the Director of Enrollment and Disability Officer in deciding whether to grant a disability accommodation request.

Gerard Bellizzi
Director of Enrollment and Disability Officer
Administration Building
1501 Broadway, 11th floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
gbellizzi@aami.edu

D. Amnesty

The health and safety of every student at the college is of utmost importance. The college 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. The college strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to college 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 the college's officials or law enforcement will not be subject to the college's code of conduct action (including but not limited to action under this policy) 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.

E. Initiation of the Complaint and Adjudication Process

Filing a Formal Complaint.

A formal complaint is necessary to initiate the college's complaint and adjudication process. A formal complaint must be in written form and must be signed by the complainant (or the Title IX Coordinator, see below). A third-party or anyone other than the victim of the misconduct may not file a formal complaint. However, a formal complaint may be filed by a parent or guardian of a minor person.

A formal complaint is a document filed by a complainant or signed by the college's Title IX Coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation. The respondent may be either a student or an employee or a visitor, independent contractor, intern, or volunteer of the college. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail to:

Rita Roemmelt, Title IX Coordinator
AAMI
1501 Broadway, 11th floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
rroemmelt@aami.edu

In order to qualify as a formal complaint, the document must contain the complainant's physical or electronic signature, or otherwise indicate that the complainant is the person filing the formal complaint.

If a complainant declines to sign a formal complaint or does not wish to participate in the complaint and adjudication process, or the complainant's identity is unknown, and the Title IX Coordinator determines there is sufficient cause to file a formal complaint, the Title IX Coordinator may file a formal complaint. In such cases, the Title IX Coordinator is not considered to be a complainant or other party under this Policy.

The Title IX Coordinator will consider the wishes of the complainant not to proceed with the investigation and adjudication process. However, the Title IX Coordinator may file a formal complaint if the Title IX Coordinator determines that the allegations are such that it would be unreasonable not to proceed despite the wishes of the complainant.

In making this determination, the Title IX Coordinator will consider, among other factors:

- the risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, which may be assessed by evaluating:
- whether there have been other complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple perpetrators whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the college possesses other means to obtain relevant evidence of the prohibited conduct (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

Additionally, where the respondent is not enrolled at the college and is not employed by the college, the college may decline to process the complaint through the Grievance Process. The college may take the steps it deems appropriate under the circumstances.

Mandatory Dismissal of Title IX Category Charges

The Title IX Coordinator will review a formal complaint filed by a Complainant. In order to comply with Title IX regulations, the Title IX Coordinator must "dismiss" the Title IX Category violation(s) if it is apparent that the allegations are not within the scope of Title IX, including that the conduct alleged:

- would not constitute sexual harassment as defined in Section IV. A of this Policy, even if proved,
- did not occur in the college's education program or activity, or
- did not occur against a person in the United States.

Notice of dismissal of the Title IX Category violation(s) will be in writing and issued to both the Complainant and Respondent. The Title IX Coordinator may determine at any point in the process that facts have emerged that require the dismissal of a Title IX Category violation. A decision to dismiss a Title IX Category violation is immediately appealable by the complainant, pursuant to Section X of this Policy.

Even if Title IX Category violations are subject to dismissal, the college may continue to process the allegations as College Category violations, assuming that the allegations, if true, would constitute College Category violations.

Discretionary Dismissal of Title IX Category Charges

The Title IX Coordinator may, but is not required to, dismiss formal complaints in the following circumstances:

- When the complainant withdraws a formal complaint;
- When the respondent is no longer enrolled in or employed by the college; and
- Where specific circumstances prevent the college from gathering evidence (such as where a complainant refuses to cooperate but does not withdraw a formal complaint).

The decision to dismiss or not to dismiss a charge under these circumstances will depend on the totality of the situation.

Informal Resolution Policy

F. Informal Resolution Process

An Informal Resolution Process is a voluntary process in which a trained and unbiased facilitator, who may be an employee of or external to the college, assists the parties in resolving the allegations made by a complainant. An Informal Resolution prioritizes educational and conciliatory approaches over more adversarial contestation of the facts. One objective of the Informal Resolution is to provide to the parties an opportunity to hear each other's concerns and address them as collaboratively and usefully for the parties as possible, with the assistance of the facilitator.

The intent of an Informal Resolution Process is for the parties to undertake a facilitated discussion regarding the matters at issue related to the allegations to see if they can reach agreement on a resolution that leaves both parties feeling satisfied with that resolution.

The Informal Resolution Process is not available if the respondent in a sexual misconduct complaint is a faculty or staff member of college and the complainant is a student. The Informal Resolution Process is also not available in a complaint involving more than two parties unless (1) all parties consent to use the Informal Resolution Process, (2) there is an understanding among all parties about what happens when the right of any party to stop the Informal Resolution process and return or proceed to the formal grievance and hearing process is invoked, and (3) there is an understanding among all parties about whether some parties, but not all, can agree to a resolution.

Supportive measures as described in Section VI. A of this Policy are available to both parties in the same manner as they would be if the formal complaint were proceeding under the formal complaint and adjudication process.

G. Steps Prior to the Informal Resolution Process

The Title IX Coordinator will offer the Informal Resolution Process to the parties after a formal complaint is filed by a complainant. Both parties must consent to use the Informal Resolution process. Either party in an Informal Resolution process may terminate it at any time and the complaint will proceed to the formal grievance and hearing process. In some instances, as detailed below, the facilitator in the Informal Resolution process may terminate the process as well.

A written notice will be given to both parties before entering an Informal Resolution Process, and both parties must consent to the process in writing. No party should feel intimidated, coerced, or threatened to participate in an Informal Resolution Process, or to withdraw from an Informal Resolution Process.

If both parties consent to participate in the Informal Resolution process, the college will name a facilitator (see Section VII.A of this Policy) who will act in an independent, impartial manner to facilitate a resolution between the parties. The facilitator will be trained on how to perform the role. The facilitator will also be screened to ensure that such person is free from conflicts of interest and bias.

Investigation Procedures

H. Appointment of Investigator

Where a formal complaint has been filed, and in the absence of an informal resolution, the college will appoint an investigator to conduct an investigation into the allegations in the formal complaint.

The college may appoint any qualified investigator, who may be a person internal or external to the college. The college also may appoint more than one investigator in the college's sole discretion. The investigation is an impartial fact-finding process.

I. Temporary Delay Due to Concurrent Law Enforcement Investigation

The college's investigation may be temporarily delayed where there is a concurrent law enforcement investigation if necessary, to avoid interference with the law enforcement investigation. Any such delay shall not exceed ten (10) days unless the law enforcement agency requests and justifies a longer delay.

J. Notice of Investigation

The Complainant and Respondent shall receive a notice of investigation referencing the violation(s) of this policy alleged to have been committed and the range of possible disciplinary sanctions and remedies following any determination of responsibility. The notice of investigation will include, to the extent known:

- the identities of the involved parties;
- the date, time, location, and factual allegations concerning the alleged violation;
- the policy provisions allegedly violated;
- a description of the investigation and adjudication process;
- potential sanctions;
- the right to an advisor of their choice, who may be, but is not required to be, an attorney;
- their right to inspect and review evidence in accordance with this policy;
- notice that knowingly making false statements or knowingly submitting false information is prohibited under this Policy; and
- that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the process

If, in the course of the investigation, the college decides to investigate allegations that are not included in the notice initially provided to the parties, the Title IX Coordinator or designee will provide notice of the additional allegations to the parties.

K. Notice of and Opportunity to Object to Investigator

The Complainant and Respondent will be provided with notice of the name of the appointed investigator and an opportunity of not more than three (3) days after the notice to raise an objection to the investigator based on any alleged conflict of interest known to the party. If an objection is raised, the Title IX Coordinator will determine whether a conflict of interest in fact exists and necessitates the replacement of the investigator.

L. Meetings and Interviews to Gather Information

The Complainant and Respondent will be provided with advance written notice of the date, time, location, participants, and purpose of any meeting or interview in which they are invited to or expected to participate. The Complainant and Respondent have a right to be accompanied by an advisor of their choice, who may be an attorney. The college does not appoint an advisor for a party during the investigation phase of the process.

The Complainant and the Respondent will be given an equal opportunity to present information. This includes the opportunity to present fact or expert witnesses and other evidence that the party believes tends to prove or disprove the allegations. However, at all times, the burden of gathering evidence remains with the college. The investigator may decline to interview any witness or to gather information the investigator finds to be not relevant or otherwise excludable (e.g., sexual history of the complainant with a person other than the respondent, materials subject to a recognized privilege, medical records in the absence of a release by the subject of the records, etc.). The investigator will determine the order and method of investigation.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or interviews. If the investigator elects to audio and/or video record interviews, all involved parties involved in the meeting or interview will be made aware that audio and/or video recording is occurring.

M. Opportunity for Inspection and Review of Evidence

The Complainant and Respondent will be provided an equal opportunity to inspect and review any evidence obtained in the investigation directly related to the allegations gathered in the investigation and regardless of whether the information will be relied on in reaching a determination. Prior to the conclusion of the investigative report, the Complainant and Respondent, and each party's advisor of choice, if any, will be provided a copy (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform) of the evidence, subject to redaction permitted and/or required by law. The Complainant and Respondent will be provided with at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report. The investigator will determine if additional investigation is necessary and, if so, will complete any additional investigative steps.

N. Investigative Report

At the conclusion of the investigation, the investigator will complete a written investigative report that fairly summarizes the relevant evidence. The investigator need not include information in the investigative report that the investigator determines not relevant or otherwise excludable. The investigator will submit the investigative report to the Title IX Coordinator.

At least ten (10) days prior to a hearing to determine whether there is responsibility for the allegations, the Complainant and Respondent, and each party's advisor, if any, will be provided a copy of the investigative report (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform) for review and written response, subject to redaction permitted and/or required by law.

O. Consolidation of Cases

The Title IX Coordinator may determine that cases where the allegations arise out the same set of facts should be consolidated for purpose of the investigation and/or adjudication. Instances where consolidation of complaints may occur include but are not limited to cross-complaints filed by the parties against each other, multiple complaints by

a single complainant against a respondent, or multiple complaints by a single complainant against multiple respondents.

P. Investigation Timeframe

The college will endeavor to complete an investigation within thirty (30) days. An investigation may be extended for good cause, such as witness unavailability, breaks in the academic schedule, or other similar circumstances.

Hearing Procedures

Q. General

A hearing before an impartial Hearing Officer designated by the Title IX Coordinator will be convened not less than ten days after the parties have been provided access to the final investigative report, for the purpose of determining whether the Respondent is responsible or not responsible for the charge(s). The Hearing Officer may be a member of the campus community or may be external to the college.

The Title IX Coordinator will notify the parties in writing of the date, time, and location of the hearing, the name of the Hearing Officer, and how to challenge participation by the Hearing Officer for bias or conflict of interest. Bias or conflict of interest will be judged by an objective standard (whether a reasonable person would conclude the decision maker is biased).

Participants in the hearing will include the Hearing Officer, the Complainant and the Respondent, their respective advisors, the investigator(s) who conducted the investigation, and witnesses (solely during their own testimony). Hearings are private. Observers or additional support personnel, other than the parties' advisors, are not allowed unless deemed necessary by the Title IX Coordinator for purposes such as accommodation of a disability. Cell phones and recording devices may not be used by the parties or their advisors in the hearing room(s).

Hearings may be conducted with all parties physically present in the same location or, at the Title IX Coordinator's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling the Hearing Officer and the parties to simultaneously see and hear any party or witness providing information or answering questions. If either party so requests, the hearing will be conducted with the parties located in separate rooms using technology as described in the preceding sentence.

The Title IX Coordinator may postpone the hearing for good cause as determined by the Title IX Coordinator. Good cause may include, without limitation, unavailability of one or more participants due to unanticipated events or circumstances, the timing of academic breaks or holidays, or other extenuating circumstances.

R. Procedural Matters

The Hearing Officer is in charge of organizing the presentation of information to be considered at the hearing.

Formal rules of evidence will not apply. Except as otherwise expressly prohibited by this Policy, any information that the Hearing Officer determines is relevant may be considered, including hearsay, history and information indicating a pattern of behavior, and character evidence. All evidence previously made available to the parties for inspection and review prior to completion of the investigative report as described in Section VIII will be made available at the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of questioning. Absent extraordinary circumstances as determined by the Hearing Officer, no party may seek to introduce at the hearing any evidence not previously made available in accordance with the preceding sentence,

other than the investigative report itself and any responses to the investigative report submitted by the parties pursuant to Section VIII.

The Hearing Officer will address any concerns regarding the consideration of information prior to and/or during the hearing and may exclude irrelevant information. Subject to the terms of this Policy, the Hearing Officer will have discretionary authority to determine all questions of procedure, to determine whether particular questions, evidence or information will be accepted or considered, to call breaks or temporary adjournments of the hearing, to set the order of the proceedings, and/or to recall parties or witnesses for additional questions as the Hearing Officer deems necessary or appropriate. The Hearing Officer may impose additional ground rules as he/she deems necessary or appropriate for the orderly and efficient conduct of the hearing, which will apply equally to both parties.

S. Advisors

The Complainant and the Respondent may each have present with them during the hearing an advisor of their choice (at the party's expense, if the advisor is a paid advisor). If a party does not have an advisor present at the hearing, the college will provide, without fee or charge to that party, an advisor of the college's choice for the limited purpose of conducting questioning on behalf of that party as provided in this Policy.

Except with respect to questioning as described below, the advisor's role is limited to consulting with their advisee, and the advisor may not present evidence, address the Hearing Officer during the hearing, object to any aspect of the proceeding, or disrupt the hearing in any way, and any consultation with the advisee while the hearing is in progress must be done in a quiet non-disruptive manner or in writing. The advisor may consult with the advisee verbally outside the hearing during breaks, when breaks are granted by the Hearing Officer. An advisor's questioning of the other party and any witnesses must be conducted in a respectful, non-intimidating and non-abusive manner. If the Hearing Officer determines that an advisor is not adhering to these or other ground rules, the advisor may be required to leave the hearing, and the hearing will proceed without an opportunity for the party to obtain a replacement advisor; provided, however, that the college will assign an advisor of the college's choosing, without charge, for the purpose of conducting questioning on behalf of the party as provided below.

Witnesses are not permitted to bring an advisor or other person to the hearing, absent an approved disability accommodation. The Hearing Officer may be advised by and/or consult with the college's legal counsel as the Hearing Officer deems necessary or appropriate.

T. Questioning Procedures

The Hearing Officer will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility; provided that questions that seek disclosure of information protected under a legally recognized privilege will not be permitted unless the person or entity holding the privilege has waived the privilege in writing. Questioning must be conducted by the party's advisor in a respectful, non-intimidating and non-abusive manner, and never by a party personally. If a party does not have an advisor present at the hearing, the Title IX Coordinator will arrange for the college to provide without fee or charge to that party, an advisor of the college's choice to conduct cross-examination on behalf of that party.

Only relevant questions may be asked by a party's advisor to a party or witness. Before the party or witness answers a question posed by an advisor, the Hearing Officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The advisor posing the question may request that the Hearing Officer reconsider any decision to exclude a question and the Hearing Officer, after soliciting the other party's advisor's opinion, will render a final determination. Such decisions by the Hearing Officer are final and not subject to further objection or reconsideration during the hearing.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, other than questions and evidence about the Complainant's prior sexual behavior that (a) are offered to prove that someone other than the Respondent committed the alleged misconduct, or (b) concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the hearing by a party's advisor as described above, the Hearing Officer may not rely on any statement of that party or witness, during the hearing or otherwise, in reaching a determination regarding responsibility. The Hearing Officer will not draw an inference as to responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination questions.

U. Hearing Determinations

Following conclusion of the hearing, the Hearing Officer will deliberate and render a determination as to whether the Respondent is responsible or not responsible for the alleged violation(s). The Hearing Officer will use "preponderance of the evidence" as the standard of proof to determine whether each alleged violation of the Policy occurred. "Preponderance of the evidence" means that the Hearing Officer must determine whether, based on the evidence presented, it is more likely than not that the Respondent engaged in the conduct charged.

If the Hearing Officer determines that the Respondent is responsible for one or more violations, the Complainant and Respondent will be invited by the Title IX Coordinator to submit a personal impact statement that will be provided to the Hearing Officer for consideration in determining appropriate sanctions. The Title IX Coordinator will set the time frame for the submission of personal impact statements that normally will be no less than 10 days. The Title IX Coordinator will provide each of the parties an opportunity to review any statement submitted by the other party.

In addition to the impact statement(s), if any, factors considered when determining sanctions may include:

- the nature and severity of, and circumstances surrounding, the violation(s);
- the Respondent's state of mind at the time of the violation(s) (intentional, knowing, bias-motivated, reckless, negligent, etc.);
- the Respondent's previous disciplinary history;
- the need for sanctions to bring an end to the conduct; and/or to prevent the future recurrence of similar conduct;
- the need to remedy the effects of the conduct on the Complainant and/or the community;
- the impact of potential sanctions on the Respondent;
- sanctions imposed by the college in other matters involving comparable conduct; and
- any other lawful factors deemed relevant by the Hearing Officer.

The following are the sanctions that may be imposed upon students or organizations singly or in combination:

- Warning: A formal statement that the behavior was unacceptable and that further infractions of any college policy, procedure, or directive may result in more severe disciplinary action.

- Probation: A written reprimand for violation of the Policy, providing for more severe disciplinary sanctions in the event that the Respondent is found in violation of any college policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified privileges, exclusion from extracurricular activities, no-contact orders, and/or other measures deemed appropriate.
- Suspension: Cessation of student status for a definite period of time and/or until specific criteria are met.
- Expulsion: Permanent termination of student status.
- Withholding Degree and/or Diploma: The college may withhold a student's degree and/or diploma for a specified period of time and/or deny a student participation in commencement activities.
- Other Actions: In addition to or in place of the above sanctions, the Hearing Officer may assign any other sanctions as deemed appropriate, including but not limited to the following:
 - Mandated counseling so the Respondent has the opportunity to gain more insight into his/her/their behavior.
 - A "no contact" directive (including but not limited to continuation of a no contact directive imposed as a supportive measure) prohibiting contact with one or more identified persons, in person or through telephonic, electronic, written, or other means. A no contact directive may include additional restrictions and terms.
 - Requiring the Respondent to write a letter of apology.
 - Requiring unpaid service to the campus or local community stated in terms of type and hours of service.
 - Restitution for damage to or misappropriation of property, or for personal injury, and other related costs.
 - Loss, revocation, or restriction of housing privileges (e.g., exclusion from specified locations or alteration of status in the housing lottery or other selection system).

V. Notice of Outcome

The Hearing Officer will issue a written determination including the following information:

- A description of the charges that were adjudicated;
- A description of the procedural steps taken from the submission of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the college's educational programs or activities will be provided to the Complainant; and

- The procedures and permissible bases for the Complainant and Respondent to appeal.

The Title IX Coordinator will provide the written determination to the parties simultaneously.

W. Transcript Notations

If a student is found responsible for a crime of violence that meets the Clery Act (20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII)) reporting requirements, AAMI shall make a notation on the transcript of the student indicating the student was “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.”

The transcript of a respondent who withdraws from the institution while conduct charges are pending, and who declines to complete the disciplinary process, will indicate the student “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.

A transcript notation regarding a suspension may not be removed prior to one year after conclusion of the suspension, at the discretion of the Title IX Coordinator. Notations for expulsion shall not be removed unless the finding of responsibility is vacated.

Only definitive proof can vacate a finding a responsibility. A not-guilty verdict in a criminal court is not definitive proof of non-responsibility, nor is a failure to prosecute. Before vacating a finding of responsibility, 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.

Appeals

A respondent or complainant may appeal: (1) a determination regarding responsibility, and (2) the college’s dismissal of a formal complaint or any allegations therein.

If a party wishes to appeal a determination regarding responsibility or the dismissal of a formal complaint, the party must submit written notice to the Title IX Coordinator of the party’s intent to appeal within 10 days of receiving the written notification of the appealable decision.

A respondent or complainant may appeal on the following bases:

- Procedural irregularity that affected the determination regarding responsibility or dismissal of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the determination regarding responsibility or dismissal of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the determination regarding responsibility or dismissal of the matter. The professional experience of an individual need not disqualify the person from the ability to serve impartially. Furthermore, bias is not demonstrated by working in complainants’ or respondents’ rights organization.

In addition to the three bases for appeal, the college reserves the right to add additional bases for appeal that will be available equally to both the respondent and the complainant. Any additional bases of appeal that are added will not be applied retroactively to previous determinations and dismissals.

When a party submits a written notice of its intent to appeal to the Title IX Coordinator within 10 days of the appealable decision, the college will notify the other party in writing and implement appeal procedures equally for both parties. If no written notice of either party's intent to appeal is sent, then the written determination becomes final after the time period to file an appeal (10 days) has expired.

Each party will be given a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. Each party will have at least 10 days written statement. If a party needs additional time, the party can request such additional time from the decision-maker for the appeal. Such requests will be granted on a case-by-case basis. If the decision-maker for the appeal grants a request for additional time to submit a written statement, all parties will be granted the additional time.

The decision-maker for the appeal will not be or include the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

The decision-maker for the appeal will issue a written decision describing the result of the appeal and the rationale for the result. This decision will be provided to both parties simultaneously and in writing.

Once the appeal decision has been sent to the parties, the appeal decision is final.

One or more of the college's personnel policies or faculty and staff handbook policies may overlap with this policy in a particular situation. This policy applies to any situation where a student is the complainant or respondent. In all other situations, the college reserves the right to apply this policy or another applicable college policy or process. The college will apply this policy to any situation where the college determines that Title IX requires the application of this policy.

The college is an academic institution at which academic freedom possessed by those who are teaching/conducting research and their students is necessary and valued. The college will not construe this policy to prevent or penalize a statement, opinion, theory, or idea offered within the bounds of legitimate, relevant, and responsible teaching, learning, working, or discussion.

The college is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Neither the names of individuals involved in incidents nor the specific details of the incidents are reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the college will issue a timely warning to the campus, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

to submit a written statement. If a party needs additional time, the party can request such additional time from the decision-maker for the appeal. Such requests will be granted on a case-by-case basis. If the decision-maker for the appeal grants a request for additional time to submit a written statement, all parties will be granted the additional time.

The decision-maker for the appeal will not be or include the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

The decision-maker for the appeal will issue a written decision describing the result of the appeal and the rationale for the result. This decision will be provided to both parties simultaneously and in writing.

Once the appeal decision has been sent to the parties, the appeal decision is final.

Application to Faculty and Staff

One or more of the college's personnel policies or faculty and staff handbook policies may overlap with this policy in a particular situation. This policy applies to any situation where a student is the complainant or respondent. In all other situations, the college reserves the right to apply this policy or another applicable college policy or process. The college will apply this policy to any situation where the college determines that Title IX requires the application of this policy.

Academic Freedom

The college is an academic institution at which academic freedom possessed by those who are teaching/conducting research and their students is necessary and valued. The college will not construe this policy to prevent or penalize a statement, opinion, theory, or idea offered within the bounds of legitimate, relevant, and responsible teaching, learning, working, or discussion.

Clery Act Compliance

The college is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Neither the names of individuals involved in incidents nor the specific details of the incidents are reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the college will issue a timely warning to the campus, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

Coordination with Other Policies

A particular situation may potentially invoke one or more college policies or processes. The college reserves the right to determine the most applicable policy or process and to utilize that policy or process.

Designation of Authority

Any college administrator or official empowered by this policy may delegate their authority to any other appropriate college official or external individual. Delegation of authority may be necessary to avoid conflicts of interest or where time constraints or other obligations prevent a college official named in this policy from fulfilling their designated role.

Policy Enforcement

The person responsible for the implementation of this policy internally is:

**Rita Roemmelt, Title IX Coordinator
AAMI
1501 Broadway, 11th floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190**

Fax 212-765-5923
Toll-Free 866-932-2264
rroemmelt@aami.edu

Inquiries and complaints may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: 800-421-3481
Facsimile: 202-453-6012 TDD#: 877-521-2172
E-mail: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Appendix B

Discrimination Complaint Form



Division of
Human Rights

Education Discrimination Complaint Form

Instructions

1) Please fill out the complaint form, answering all of the questions. If you are filling out the form on a computer, please print it immediately when you are finished. ***You may not be able to save the completed form.*** If possible, please type. If you are filling out the form by hand, please print. ***Please do not write in the margins or on the back of this form.***

Please note: A delay could occur in the filing and the investigation of your complaint if the form is not filled out properly or if the information you provide is not legible.

2) After you fill out the form, please have this complaint form notarized. Notary services are available at the Division free of charge. Notary services are also available at many banks, town halls, and law offices. If you have any questions about notarization, or you are unable to obtain notarization, please contact one of our offices (listed below) for further information.

3) Attach copies of any documents that you think will help the Division investigate your case (emails with respondent, written statements from witnesses, etc.).

4) Return the complaint form to the office closest to you. See below for the list of office locations. You may return the complaint by postal mail or personal delivery. You may also email your complaint to complaints@dhr.ny.gov or fax it to (718) 741-8322.

5) Keep a copy of your complaint, and copies of any documents that you attach, for your own records.

6) The completed and notarized complaint must be returned to the Division promptly. After the Division accepts your complaint, this form will be sent to the institution or person(s) whom you are charging with discrimination.

Time Limit for Filing

Please note: You must file your complaint within **one year** of the most recent act of alleged discrimination.

If you need further assistance or require an accommodation for a disability, please call or visit one of our offices, make an appointment, or visit our website at www.dhr.ny.gov/complaint. Interpreter services are also available at no cost upon request.

NYS Division of Human Rights Offices

Albany

Agency Building 1, 2nd Floor
Empire State Plaza
Albany, New York 12220
Telephone No. (518) 474-2705

Binghamton

44 Hawley Street, Room 603
Binghamton, New York 13901
Telephone No. (607) 721-8467

Bronx Central Office

One Fordham Plaza, 4th Floor
Bronx, NY 10458
Telephone No. (718) 741-8400

Brooklyn

55 Hanson Place, Room 304
Brooklyn, New York 11217
Telephone No. (718) 722-2385

Buffalo

Walter J. Mahoney State Office Bldg.
65 Court Street, Suite 506
Buffalo, New York 14202
Telephone No. (716) 847-7632

Long Island (Nassau)

50 Clinton Street, Suite 301
Hempstead, New York 11550
Telephone No. (516) 539-6848

Long Island (Suffolk)

250 Veterans Memorial Highway,
Suite 2B-49
Hauppauge, New York 11788
Telephone No. (631) 952-6434

Manhattan

Adam Clayton Powell Jr. State Office Bldg.
163 West 125th Street, 4th Floor
New York, New York 10027
Telephone No. (212) 961-8650

Office of Sexual Harassment Issues/Queens

55 Hanson Place, Room 900
Brooklyn, New York 11217
Telephone No. (718) 722-2060

Rochester

One Monroe Square
259 Monroe Avenue, Suite 308
Rochester, New York 14607
Telephone No. (585) 238-8250

Syracuse

John J. Hughes State Office Building
333 E. Washington Street, Room
543
Syracuse, New York 13202
Telephone No. (315) 428-4633

White Plains

7-11 South Broadway, Suite 314
White Plains, New York 10601
Telephone No. (914) 989-3120

What is Covered by the Human Rights Law?

<p>The Division of Human Rights investigates complaints of discrimination against students of, or applicants to, educational institutions. (Those wishing to file a complaint as an employee of an educational institution should file an employment complaint.) Covered education institutions are:</p> <ul style="list-style-type: none"> • Private schools, pre-kindergarten through college or university levels, which are not-for-profit and not run by a religious organization • All public schools, pre-kindergarten through college or university levels <p>The Division of Human Rights investigates complaints of discrimination by education institutions based on:</p>
Age
Disability (a physical or mental condition; including denial of reasonable accommodation for disability)
Gender Identity or Expression (actual or perceived gender-related identity, appearance, behavior, expression, or other gender-related characteristic regardless of the sex assigned to that person at birth, including, but not limited to, the status of being transgender; complaints involving the need for accommodation of gender dysphoria or other related medical condition can also be filed under disability)
Marital Status (single, married, separated, divorced, widowed)
Military Status (including military reserves, or being a veteran)
National Origin (the country where you or your ancestors were born)
Race/Color (because you are Asian, Black, White, mixed race, etc.; includes ethnicity; includes traits historically associated with race such as hair texture or hairstyle)
Religion (religious membership, belief, practice, or observance; or discrimination because you do not have a religious belief)
Retaliation (if you filed a discrimination case before, were a witness or helped someone else with a discrimination case, or opposed or reported unlawful discrimination)
Sex (because of your gender, includes sexual stereotyping, sexual harassment, or pregnancy, except that any institution which establishes or maintains a policy of educating persons of one sex exclusively may admit students of only one sex)
Sexual Orientation (heterosexual, homosexual, bisexual, asexual, whether actual or perceived)
Use of Guide Dog, Hearing Dog, or Service Dog (use of a professionally trained dog for a disability)
Relationship or Association (with a member or members of a protected category listed above)
<p>The Division investigates complaints only if the discrimination is based on one or more of the above reasons. The Division cannot investigate unfair treatment that does not involve one of these reasons. If you do not see anything in this list that applies to your situation, please contact the Division of Human Rights to speak to a staff member.</p>

**New York State Division of Human Rights
Education Discrimination Complaint Form**

Although all ages are protected, you must be 18 years or older to file a complaint. A parent, guardian or other person having legal authority to act in the child's interests must file on behalf of a student under the age of 18.

1. Your contact information:			
First Name	Middle Initial/Name	I am: <input type="checkbox"/> Student or applicant <input type="checkbox"/> Parent or legal guardian	
Last Name			
Street Address/ PO Box		Apt or Floor #:	
City	State	Zip Code	
2. Student or applicant information (if the student is under 18 years of age and a parent or guardian is filing):			
Student's Name:	Relationship:	Date of birth:	
3. You are filing a complaint against:			
Name of Educational Institution			
Street Address/ PO Box			
City	State	Zip Code	
Telephone Number: () - Ext.			
In what <i>county or borough</i> did the violation take place?			
Individual people who discriminated against you:			
Name: _____		Title/Role: _____	
Name: _____		Title/Role: _____	
Name: _____		Title/Role: _____	
Name: _____		Title/Role: _____	
Name: _____		Title/Role: _____	
Name: _____		Title/Role: _____	
If you need more space, please list them on a separate piece of paper.			
4. Date of alleged discrimination (must be within one year of filing):			
The most recent act of discrimination happened on: month day year			

5. Basis of alleged discrimination: Check ONLY the boxes that you believe were the reasons for discrimination and fill in specifics only for those reasons. Please look at page 2 of "Instructions" for an explanation of each type of discrimination.	
<input type="checkbox"/> Age Please specify: _____	<input type="checkbox"/> Disability: Please specify: _____
<input type="checkbox"/> Gender Identity or Expression, including the Status of Being Transgender	<input type="checkbox"/> Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
<input type="checkbox"/> Military Status <input type="checkbox"/> Active Duty <input type="checkbox"/> Reserves <input type="checkbox"/> Veteran	<input type="checkbox"/> National Origin: Please specify: _____
<input type="checkbox"/> Race/Color or Ethnicity: Please specify: _____ <input type="checkbox"/> Trait historically associated with race such as hair texture or hairstyle	<input type="checkbox"/> Religion: Please specify: _____
<input type="checkbox"/> Sex Please specify: _____	<input type="checkbox"/> Sexual Orientation: Please specify: _____
<input type="checkbox"/> Use of Guide Dog, Hearing Dog, or Service Dog	
If you believe you (or your child) were treated differently after you (or your child) filed or helped someone file a discrimination complaint, acted as a witness to a discrimination complaint, or reported unlawful discrimination, check below:	
<input type="checkbox"/> Retaliation: How you opposed discrimination: _____	
If you believe you (or your child) were discriminated against because of your (or your child's) relationship or association with a member or members of a protected category listed above, indicate the relevant category above, and check below.	
<input type="checkbox"/> Relationship or Association	
6. Acts of alleged discrimination: What did the educational institution you are complaining against do? Check all that apply	
<input type="checkbox"/> Denied admission to an educational institution	<input type="checkbox"/> Denied access to educational facilities
<input type="checkbox"/> Bullying or harassment on any basis indicated above	<input type="checkbox"/> Sexual harassment
<input type="checkbox"/> Denied equal terms, conditions or privileges as an applicant or student	<input type="checkbox"/> Discriminated against because of use of a professionally trained guide, hearing or service dog
<input type="checkbox"/> Other: _____	

Please tell us more about each act of discrimination that you (or your child) experienced. Please include dates, names of people involved, and explain why you think it was discriminatory. PLEASE TYPE OR PRINT CLEARLY. You may also write "see attached" and attach a typed description.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

3 Complaint

Notarization of Complaint

Based on the information contained in this form, I charge the above-named Respondent with an unlawful discriminatory practice, in violation of the New York State Human Rights Law.

I have not filed any other civil action, nor do I have an action pending before any administrative agency, under any state or local law, based upon this same unlawful discriminatory practice. (If you have another action pending and still wish to file, please contact our office to discuss.)

PLEASE INITIAL _____

I swear under penalty of perjury that I am the complainant herein; that I have read (or have had read to me) the foregoing complaint and know the contents of this complaint; and that the foregoing is true and correct, based on my current knowledge, information, and belief.

Sign your full legal name

Subscribed and sworn before me
This day of , 20

Signature of Notary Public

County: Commission expires:

Please note: Once this form is completed, notarized, and returned to the New York State Division of Human Rights, it becomes a legal document and an official complaint with the Division.

Additional Information, Page 1: This page is for the Division's records and **will not be sent to the company or person(s) whom you are filing against.**

1. Contact information

My primary telephone number: _____

My secondary telephone number: _____

My date of birth: _____

(Required) My email address: _____

The Division uses email, whenever possible, to communicate with the parties to complaints. This avoids delays and lost mail, and increases the efficiency of Division case processing. Therefore, you are required to provide an email address, if you have one, and to keep us advised of any change of your email address. The Division will not use your email address for any non-case related matters.

Contact person (Someone who does not live with you but will know how to contact you if we cannot reach you)

Contact person's name: _____

Contact person's telephone number: _____

Contact person's address _____

Contact person's email address: _____

Contact person's relationship to me: _____

2. Special needs: I am in need of:

- ☐ Interpretation (if so what language?): _____
- ☐ Accommodations for a disability: _____
- ☐ Privacy. Keep my contact information confidential as I am a victim of domestic violence
- ☐ Other: _____

3. Settlement / Conciliation: To settle this complaint, I would accept: *(Explain what you want to happen as a result of this complaint. Do you want a letter of apology, an end to the harassment, admission or readmission to the school, etc.?)*

4. Witnesses (information about witnesses may be shared with the parties as necessary for the investigation) The following people saw or heard the discrimination and can act as witnesses:

Name: _____
 Telephone Number: () _____ - _____
 What did this person witness?

Title: _____
 Relationship to me: _____

Name: _____
 Telephone Number: () _____ - _____
 What did this person witness?

Title: _____
 Relationship to me: _____

Additional Information, Page 2

5. The following information may be useful in the investigation of your complaint. Please note that it is not necessary for you to have complained about the discrimination before you file a complaint with the Division.

Did you report or complain about the discrimination to someone else? ☐ Yes ☐ No

If yes, how exactly did you complain about the discrimination? (To whom did you complain?)

Date you reported or complained about discrimination:

month

day

year

What happened after you complained?

If you did not report the discrimination, please explain why:

6. Were other people treated the same as you? How?

If you are complaining about discrimination relating to race, national origin, religion, or gender, etc., please describe their races, national origins, religions, genders, etc..

7. Were other people treated better than you? How?

If you are complaining about discrimination relating to race, national origin, religion, or gender, etc., please describe their races, national origins, religions, genders, etc..

Appendix C

Sexual Harassment Complaint Form

Model Complaint Form for Reporting Sexual Harassment



Combating
Sexual Harassment

American Academy McAllister Institute of Funeral Service, Inc. (AAMI)

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to

Rita Roemmelt, Title IX Coordinator
AAMI
1501 Broadway, 11th floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
rroemmelt@aami.edu

You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, AAMI should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: ☐ Email ☐ Phone ☐ In person

SUPERVISORY/ACADEMIC ADVISOR INFORMATION

Immediate Supervisor/Academic Advisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but answering it may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____

Date: _____

Instructions for Employers and School Administrators

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Appendix D

Sexual Misconduct/Interpersonal Violence Report Form

What is sexual misconduct?

Sexual misconduct includes: rape, sexual assault, sexual exploitation, sexual harassment, domestic and dating violence, stalking, and all other forms of interpersonal violence.

Who is required to report sexual misconduct?

You have the right to report or not report the incident of sexual misconduct. You have the right to be protected from retaliation. You have the right to receive assistance and resources from the institution.

Except as described below, any AAMI employee, whether faculty or staff, who receives a complaint or otherwise learns about a possible incident of sexual misconduct involving a member of the American Academy McAllister Institute of Funeral Service community as complainant or alleged perpetrator must complete this report form. Employees responsible for completing the report include student employees whose duties include supervision or teaching of other students (e.g., Resident Assistants, Teaching Assistants, Teaching Fellows, etc.).

You may also use this form to report an incident of sexual misconduct if you are the complainant or if you are not a AAMI employee.

Are there AAMI employees who may keep reports of sexual misconduct confidential?

An employee who becomes aware of a complaint of sexual misconduct while acting in his or her capacity as a member of the clergy, counseling services, health services, or the School Ombudsperson may keep reports of sexual misconduct confidential pursuant to the employee's professional and legal obligations, unless the complainant requests that the employee report the complaint.

What if a complainant requests confidentiality?

Even if a complainant requests confidentiality or is unwilling to proceed with a complaint, AAMI employees are required to report the complaint to the Title IX Coordinator. If confidentiality is requested, the Institution will take reasonable steps to investigate and respond to the complaint, consistent with the complainant's request. In all cases the school will weigh its responsibility to provide a safe and nondiscriminatory environment against the complainant's request for confidentiality. The determination of whether and how to proceed will be made by the appropriate School official in consultation with the complainant.

"Privacy" may be offered by any employee of AAMI, as such individuals are unable to offer confidentiality under the law (AAMI employees are required to report known incidents of sexual assault, or other crimes, so they are not confidential resources), they shall not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate institution officials.

What resources are available to complainants?

The School's Interpersonal Violence/Assault Resource person is Rita Roemmelt who can be located in the school's administration office. The Interpersonal Violence person will describe resources available to a complainant. In cases involving sexual violence/assault, the complainant may also wish to contact local law enforcement, local Victims of Violence/Assault counseling centers, and seek medical assistance. The complainant also has a right to file both an internal complaint and a criminal complaint.

AAMI will provide assistance in obtaining an order of protection, or equivalent. AAMI will not bring or offer actions on behalf of reporting individuals, provide or pay for attorneys, or provide direct support. AAMI serves only as a resource to students in "initiating" these proceedings.

What happens with the information I provide?

This report will be submitted to the School's Title IX Coordinator, Rita Roemmelt, who will determine the next steps for prompt and equitable resolution. Please contact her at (212) 757-1190 or rroemmelt@aami.edu if you have any questions.

What should I do with the completed report form?

Please provide the information requested on the other side and deliver the completed form to:

Rita Roemmelt, Title IX Coordinator
AAMI
1501 Broadway, 11th floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264

**This form can also be submitted by Secure Mail to*

*rroemmelt@aami.edu **

SEXUAL MISCONDUCT REPORT FORM

“You have the right to report or not report the incident of sexual misconduct. You have the right to be protected from retaliation. You have the right to receive assistance and resources from the institution.”

COMPLAINANT'S INFORMATION (if different from reporter):	
Complainant's Name:	Complainant's Affiliation to AAMI (student reporting individual, student bystander, faculty, staff, unaffiliated):
Complainant's Contact Information (if available):	
<u>Telephone:</u>	<u>Email:</u>
OFFENDER(S) INFORMATION:	
Offender's (Accused) Name (if known):	Offender's (Accused) Affiliation to AAMI (student, faculty, staff, unaffiliated):
INCIDENT INFORMATION:	
Date and Time of Incident:	Location of Incident:
Brief Description of Incident (nature of misconduct, context or circumstances, such as school sponsored trip, on campus event, clinical, off campus event, etc.):	
REPORTER'S INFORMATION (required):	
Reporter's Name:	Date of Report:

Appendix E

Health Risks Associated with the Use of Alcohol and Illicit Drugs

Background

American Academy McAllister Institute (AAMI)'s Policy on Drugs and Alcohol, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by employees, students or visitors, on AAMI property, clinical sites, or at AAMI-sponsored activities. It prohibits all students (regardless of their age) from possessing or consuming alcoholic beverages on AAMI property, clinical sites, or at AAMI-sponsored activities. It also prohibits AAMI employees from illegally providing drugs or alcohol to AAMI students. As the Policy states, sanctions for violation of the Policy, following appropriate disciplinary proceedings, may include, in the case of students, expulsion from the university, and in the case of employees, termination of employment.

This document sets forth additional information required to be provided under federal law, including the legal sanctions for drug and alcohol use, health risks of such use, and information regarding available counseling, treatment, or rehabilitation programs.

Legal Sanctions

Federal and New York State laws make it a criminal offense to manufacture, distribute, dispense, possess with intent to distribute, or simply possess a controlled substance. Such substances include heroin, cocaine, methamphetamine, ecstasy, LSD, PCP, marijuana, and a number of common pharmaceutical drugs if unlawfully obtained. The sanctions for violation of these laws, ranging from community service and monetary fines to life imprisonment, depend upon the particular offense, the drug type, and the drug quantity. Students convicted under these statutes may also forfeit federal financial aid eligibility.

Note that an individual need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances in plain view in a room can sometimes be presumptive evidence of knowing possession of such substance by anyone in close proximity.

Further, pursuant to New York State law:

- Any person under age 21 who is found to be in possession of alcohol with the intent to consume it may be punished by a fine and/or required to complete an alcohol

awareness program and/or to provide up to 30 hours of community service. Alcoholic Beverage Control Law, § 65-c.

- Giving or selling an alcoholic beverage to a person less than age 21 is a class A misdemeanor punishable by a sentence of imprisonment up to one year. Penal Law § 260.20
- Any person who operates a motor vehicle while intoxicated or while his ability to operate such vehicle is impaired by the consumption of alcohol or drugs, is subject to suspension or revocation of driving privileges in the State, monetary fines up to \$ 1,000, and imprisonment for up to one year. Vehicle and Traffic Law § 1192
- A person under 21 who presents false written evidence of age for the purpose of purchasing or attempting to purchase any alcoholic beverage may be punished by a fine, community service and/or completion of an alcohol awareness program. Alcoholic Beverage Control Law § 65-b(1). Possessing such false evidence may also be criminal possession of a forged instrument, which is a felony in New York, punishable by a fine of up to \$5000, imprisonment up to 7 years, or both. Penal Law § 170.25.
- Appearing in public under the influence of narcotics or a drug other than alcohol to the degree that a person may endanger him or herself or other persons or property, or annoy persons in his vicinity, is a violation, punishable by a fine and imprisonment up to 15 days. Penal Law § 240.40

Health Risks

The following is a brief summary of some of the health risks and symptoms associated with use of many of the most-publicized drugs, including alcohol and tobacco. This information was obtained from the National Institute on Drug Abuse (part of the National Institutes of Health of the U.S. Department of Health and Human Services), and the Mayo Clinic. Please note that individuals experience such substances in different ways based on a variety of physical and psychological factors and circumstances.

LSD (Acid)

LSD is one of the strongest mood-changing drugs, and it has unpredictable psychological effects. With large enough doses, users experience delusions and visual hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.

Cocaine

Cocaine is a powerfully addictive drug. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent

behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.

MDMA (Ecstasy)

Ecstasy is a drug that has both stimulant and psychedelic properties. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision.

Heroin

Heroin is an addictive drug. An overdose of heroin can be fatal, and use is associated – particularly for users who inject the drug – with infectious diseases such as HIV/AIDS and hepatitis.

Marijuana

Effects of marijuana use include memory and learning problems, distorted perception, and difficulty thinking and solving problems.

Methamphetamine

Methamphetamine is an addictive stimulant that is closely related to amphetamine but has long lasting and more toxic effects on the central nervous system. It has a high potential for abuse and addiction. Methamphetamine increases wakefulness and physical activity and decreases appetite. Chronic, long-term use can lead to psychotic behavior, hallucinations, and stroke.

PCP/Phencyclidine

PCP causes intensely negative psychological effects in the user. People high on PCP often become violent or suicidal.

Prescription Medications

Prescription drugs that are abused or used for nonmedical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed to treat pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central service system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

Tobacco/Nicotine

Tobacco contains nicotine, which is highly addictive. The tar in cigarettes increases a smoker's risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

Steroids

Adverse effects of steroid use in males may include shrinking of the testicles and breast development. In females, adverse effects may include growth of facial hair, menstrual changes, and deepened voice. Other adverse effects can include severe acne, high blood pressure and jaundice. In some rare cases liver and kidney tumors or even cancer may develop.

Alcohol

Excessive alcohol consumption can lead to serious health problems, including cancer of the pancreas, mouth, pharynx, larynx, esophagus, and liver, as well as breast cancer, pancreatitis, sudden death in people with cardiovascular disease, heart muscle damage leading to heart failure, stroke, high blood pressure, cirrhosis of the liver, miscarriage, fetal alcohol syndrome in an unborn child, injuries due to impaired motor skills, and suicide.

Substance Abuse

You or someone you know may have a problem with drugs and alcohol if you/they are:

- Using drugs and/or alcohol on a regular basis.
- Losing control of the number of drugs and/or alcohol used after being high or drunk.
- Constantly talking about using drugs and/or alcohol.
- Believing that drugs and/or alcohol are necessary in order to have fun.
- Using more drugs and/or alcohol to get the same effects as in the past.
- Avoiding people in order to get high or drunk.
- Pressuring others to use drugs and/or alcohol.
- Foregoing activities that were once priorities (i.e., work, sports, spending time with family and sober friends).
- Getting into trouble at school, at work, or with the law.
- Taking risks, including sexual promiscuity, and driving while intoxicated.
- Lying about things, including the number of drugs and/or alcohol used.
- Feeling hopeless, depressed, or even suicidal.

If you suspect that you or someone you know has a problem with drugs and/or alcohol, please utilize the resources listed below.

Resources

RESOURCES ON CAMPUS

For assistance and referrals, **students** and **employees** should contact;

Rita Roemmelt, Title IX Coordinator
AAMI
1501 Broadway, 11th floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264

rroemmelt@aami.edu

RESOURCES OFF CAMPUS

12 Step Recovery Programs

Narcotics Anonymous (212) 929-6262 <http://www.newyorkna.org/>

Cocaine Anonymous (212) 262-2463 <https://canewyork.org/>

Marijuana Anonymous (212) 459-4423 <http://www.ma-newyork.org/>

Alcoholics Anonymous (212) 647-1680 <http://www.nyintergroup.org/>

Nicotine Anonymous (631) 665-0527 <http://www.nicotine-anonymous.org/>

Al-Anon/Alateen (888) 425-2666 <http://www.al-anonny.org/>

Mental Health Association of New York City (800) 543-3638
https://www.mhanys.org/MH_update/wp-content/uploads/2012/12/lifenetbrochure.pdf

Detoxification and Outpatient/Inpatient Rehabilitation Facilities

New York County

Bellevue Hospital Center
462 First Ave.
New York, NY 10016
(212) 562-4141

Kings County

Kings County Hospital Center
606 Winthrop St.
Brooklyn, NY 11203
(718) 245-2630

St. Luke's-Roosevelt Hospital Center
1000 Tenth Ave.
New York, NY 10019
(212) 523-6491

Interfaith Medical Center
1545 Atlantic Ave.
Brooklyn, NY 11213
(718) 613-4330

Greenwich House, Inc.
50B Cooper Square
New York, NY 10003
(212) 677-3400

Bridge Back to Life Center, Inc.
175 Remsen St., 10th Floor
Brooklyn, NY 11201
(718) 852-5552

Queens County

Bronx County

Flushing Hospital Medical Center
4500 Parsons Blvd.
Flushing, NY 11355
(718) 670-5078

St. Barnabas Hospital
4535 East 183rd St.
Bronx, NY 10457
(718) 960-6636

Samaritan Village, Inc.
144-10 Jamaica Ave.
Jamaica, NY 11435
(718) 206-1990

Montefiore Medical Center
3550 Jerome Ave., 1st Floor.
Bronx, NY 10467
(718) 920-4067

Daytop Village, Inc.
316 Beach 65th St.
Far Rockaway, NY 11692
(718) 474-3800

Bronx-Lebanon Hospital Center
1276 Fulton Ave., 7th Floor
Bronx, NY 10456
(718) 466-6095

Richmond County**Nassau County**

Staten Island University Hospital
375 Seguin Ave.
Staten Island, NY 10309
(718) 226-2790

Long Beach Medical Center
455 East Bay Dr.
Long Beach, NY 11561
(516) 897-1250

Richmond University Medical Center
427 Forest Ave.
Staten Island, NY 10301
(718) 818-5375

North Shore University Hospital
400 Community Dr.
Manhasset, NY 11030
(516) 562-3010

Camelot of Staten Island, Inc.
263 Port Richmond Ave.

Nassau Health Care Corporation
2201 Hempstead Tpke.

Staten Island, NY 10302
(718) 981-8117

East Meadow, NY 11554
(516) 572-9402

Other Resources

New York State Office of Addiction Services and Supports Tel: (877) 846-7369
<https://oasas.ny.gov/>

New York State Smokers' Quitline Tel:(866)-697-8487 <http://www.nysmokefree.com/>

Substance Abuse & Mental Health Services Administration (SAMHSA), Treatment Finder
<https://www.samhsa.gov/>

Substance Abuse Treatment and Research Service of Columbia University (STARS)
<http://stars.columbia.edu/>

Addiction Institute – Mount Sinai <https://www.mountsinai.org/locations/addiction-institute>

Appendix F

Study Skills

Studying is important because it is essential for a person to develop a complete education and provides students with the opportunity to develop study habits, time management skills and self-discipline.

Students may think that being a good student might mean just showing up for classes, taking a few notes, reading the textbooks, and studying right before the tests. However, learning, like many other activities, involves a complex set of skills that require practice. Studying involves learning a complex set of skills, such as note taking, test taking, etc., that must be practiced for you to become a good student.

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***

Avoid

- Read all directions carefully
- Cramming the Night Before
- Not getting enough sleep
- Allowing study groups to turn to social groups
- Giving into distractions
- Procrastinating

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

Good study skills can increase your confidence, competence, and self-esteem. They can also reduce anxiety about tests and deadlines. ... Good study skills can improve your ability to learn and retain knowledge. Students who use effective study skills may feel their work and effort is more worthwhile.

Appendix G

ENROLLMENT POLICY

ACADEMIC CALENDAR

AAMI's Academic Calendar year consist of three semesters. Fall, Spring, & Summer. The Semester Plan – actual start dates will vary year-to-year and are posted on the last page of the catalog and on the AAMI website's main page; <https://funeraleducation.org/>

Fall	Spring	Summer
September-December	January-April	April-August

ACADEMIC COURSE LOAD

The Associate Degree Program requires 69 credits. The normal full-time academic load is 12 to 14 credits per semester, allowing students to complete the 69 credits in 5 to 6 semesters, 2 years or less. Students taking a lesser academic load will take longer to complete the program. The current average time span for students completing the program is 10 semesters, or 3.33 years. Students applying for or receiving Financial Aid must take 12 credits per semester to be considered full-time, or a minimum of 6 credits to be considered part-time.

AAMI offers 3, 2 and 1 credit courses. External documentation consisting of a written description or external evaluation by someone in a supervisory capacity are also required in order to earn credit for specific course work, such as Funeral Directing Practicum and Clinical Embalming. Online Courses are weighted and equated by credits in virtual time relative to the program's fixed time campus program

MINIMUM NUMBER OF CREDITS

There is no minimum number of credits students must take each semester; however, AAMI has a two-year policy for completing the Associate Degree. Students who have completed one-half (35 credits) of the associate degree will have two calendar years (up to 6 semesters) to complete all additional requirements. If the degree is not completed before the two-year deadline, students are required to audit a course or courses that were taken before the year clock began and successfully complete coursework that covers content that is tested on the NBE.

TRANSFER CREDIT

Transfer credit will be awarded for up to 34 credits, for academic courses comparable to those offered at AAMI, taken at a regionally accredited institution, or any Program/College accredited by the American Board of Funeral Service Education, in which a student has earned a grade of "C" or better. The transfer credit policy is found in the catalog, and on the school's website <https://funeraleducation.org/transfer-credit-policy/>

REQUIRED COURSE SEQUENCE (Campus and Online)

AAMI requires admitted students to complete all courses in the curriculum. All courses are listed in the catalog, and on the website <https://funeraleducation.org/courses/#COURSE-DESCRIPTIONS> with the pre-requisites (i.e., a course or courses that must be taken before another course) and co-requisites (i.e., a course required to be taken in conjunction with another course), if any. The required sequence for enrolling in courses is listed in catalog, and on the website <https://funeraleducation.org/courses/>. A student wishing to attend full-time or part-time, and also to be assured of completing the program in a timely manner, should follow the course listing in the categories A through K, as indicated in the course sequence.

ATTENDANCE

Regular attendance and class participation are essential for successful scholarship. Moreover, the habit of attending all scheduled classes and meeting all assignments promptly are attributes that a student will carry over into his/her professional career.

Unless students are confident of their academic aptitude, they are urged not to take an outside job during the early weeks of the school year. They should first make a satisfactory adjustment to school life. Success in school is the paramount consideration and outside activities should be secondary to this end.

CAMPUS ATTENDANCE POLICY

To receive credit, a campus student must attend at least 80% of all scheduled hours in each course. Those students who do not meet this requirement will receive “NC” (No Credit) on their transcript and will be required to repeat the course the next time it is offered and attend classes on a regular basis.

ONLINE ATTENDANCE POLICY

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.

EXTENDED ABSENCES

Verified extended absences due to military obligations, court appearances or extended illness may be given special consideration by the Faculty Council.

COURSE DISMISSAL FOR NON-ATTENDANCE

If the Director of Student Services does not receive a written withdrawal notification before the last day of the sixth week of classes that a student has not been in attendance, the student will be dismissed due to non-attendance and will receive an F grade in all course work. This status is conferred after 30 consecutive days of absence.

Appendix H

Students' Bill of Rights

The College 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-wide and 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:

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. 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 College;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
6. 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;
7. Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. 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;
9. Access to at least one level of appeal of a determination;
10. 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
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Appendix I

Computer Usage Policy

Please read the following agreement carefully. By signing onto a College system, you agree to abide by the College's Acceptable Use Policy, its terms and conditions as well as federal and state regulations.

American Academy McAllister Institute of Funeral Service, Inc. (AAMI) Computing Facilities Policies and User Agreement

AAMI's computing facilities are defined as any computer, network, peripheral, operating system, software, or any combination thereof owned, licensed by or under the control of AAMI

Employee and/or student ("the user") of AAMI's computing facilities acknowledges and agrees to the following terms:

AAMI's computing facilities are intended to support the academic mission and administrative functions of the College. The user assumes full responsibility for using these computing facilities in an effective, efficient, ethical, lawful, and courteous manner.

AAMI's administration and authorized AAMI IT systems personnel may, while supervising or performing routine operations or investigating system problems or complaints, have access to data and software stored in AAMI computing facilities, including electronic mail.

AAMI is not responsible for loss of data, time delay, system performance, software performance or any other damages arising from the use of AAMI's computing facilities.

Some systems at AAMI are operated under license agreements. Pursuant to these license agreements, the user agrees that the system may be used for instructional and research related purposes only.

The user shall take all necessary steps to protect the integrity of AAMI's computing facilities. Specifically, a user shall not share with others the access codes, account numbers, passwords or other authorization assigned to him or her. The user will be responsible for all access and/or authorizations assigned to him or her and all activities occurring under these accesses/authorizations.

The user shall respect the copyrights of all software and data available through AAMI's computing facilities. The user shall take reasonable steps to protect the integrity and privacy of the software and data available.

The user will use AAMI's computing facilities in a manner consistent with all AAMI rules, policies and procedures, including those governing codes of conduct, academic integrity, and the College environment.

The user shall adhere to the policies established by the administrators of external networks such as those accessible through the Internet. The user shall also respect the policies established by the administrators of computing facilities at AAMI.

The user understands the operation and maintenance of the College's technology environment requires the use of management systems and tools. These systems and tools collect information about devices and software used in the College's computing network. Some examples of this information may include, but are not limited to, College User Ids, device models, unique device identifiers, and operating systems. College staff shall make every effort to ensure that the data collected is used in a responsible manner, and in accordance with state and federal laws, for the purpose of operating and maintaining the College's computer and telecommunication network.

The user shall respect the privacy of electronic mail and other user files transmitted and stored in AAMI's computing facilities or at any other location accessible through a network.

The user acknowledges that a User Id or program may be terminated, or its priority may be altered if it is consuming excessive system resources, degrading system response, or threatening system integrity.

The user shall use only those facilities which are in the public domain, or any other location accessible through College computing facilities, for which he/she has obtained explicit authorization, from AAMI.

The user shall not use the AAMI's computing facilities to conduct private business or for personal financial gain that is not related to designated College programs or functions.

The user shall not use AAMI's computing facilities for any unauthorized or illegal purpose, including, but not limited to, the following prohibited acts: creating or deliberately introducing a computer virus; destroying or altering data owned by others; destroying or altering computing facilities; interfering with legitimate access to computing facilities or harassing users of such facilities at AAMI or elsewhere; disrupting AAMI's computing facilities; or attempting to discover or alter passwords or to bypass security systems in AAMI's computing facilities or in any other computing facility.

Employees must complete the Information Security Awareness Training and follow-up related training. Employees must adhere to the best practices covered in this training series.

I understand that the violation of this agreement may result in temporary or permanent loss of my access to AAMI's computing facilities and subject myself to disciplinary actions; concerning my employment or status as a student; if appropriate. I understand that my use of AAMI's computing facilities is not private and data and/or transactions may be reviewed by system administrators as part of its operations. Further, AAMI implies no privacy or secrecy for those using its computing facilities.

Further, I agree that my acceptance of the terms and conditions of this agreement with regard to the use of AAMI's computing facilities will be incorporated into my student admission application or employment application.

By signing onto a College system, you agree to abide by the College's Acceptable Use Policy, its terms and conditions as well as federal and state regulations.

Appendix K

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 L

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 M

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 N

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 O

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 P

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.



If you have any questions on the content of this Student Handbook, or if you require any further information, please contact AAMI at

1- (212) 757-1190 or 1-(866)-932-2264.

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

American Academy McAllister Institute of Funeral Service, Inc.

1501 Broadway, 11th floor, Suite 1102

New York, New York 10036

Phone: 212-757-1190

Fax 212-765-5923

Toll-Free 866-932-2264

info@aami.edu