



School Catalog
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WELCOME TO AMERICAN INSTITUTE

“Tomorrow’s Success Begins Today”

It is with great pleasure that we welcome you to American Institute. We are very proud of the fact that we have graduated thousands of students over the past 90 years. Although our program offerings have changed and grown since 1924, one thing has remained the same – our passion for your success.

We wish you both academic and personal success in your studies here at American Institute. If you should ever have any issues, concerns, or suggestions, please do not hesitate to contact us directly. It is our pleasure to assist you throughout your program, and thank you for choosing American Institute.

Christopher Coutts

Chief Operating Officer/President, Fox Institute of Business d.b.a. American Institute

Kim Colbert

School Director

Catherine Dombroski

Assistant School Director

Betsy Gaudian - CNA Program Director

Richard Tarvano - CNA Instructor

Michelle Austin - Phlebotomy Instructor

This catalog contains important information about the curriculum and the policies of the school. Students should carefully read the catalog.

AMERICAN INSTITUTE RESERVES THE RIGHT TO MAKE ANY CHANGES IN THE SCHEDULE OF HOURS OR IN THE COURSES OF STUDY THAT MAY BE DESIRABLE UPON APPROVAL OF THE CONNECTICUT EXECUTIVE DIRECTOR OF HIGHER EDUCATION

This catalog/publication is true and correct in content and policy.

MISSION STATEMENT

American Institute (AI) is committed to excellence in education. It is our mission to provide quality distance and on-site education, realistic laboratory experiences, and hands-on experiences in field-appropriate facilities. AI enables students to develop and exhibit the professional skills, personal behaviors, and a record of reliability necessary to successfully obtain entry-level employment.

To support our mission, our objectives are to:

- Provide a stimulating and supportive learning environment which encourages students to graduate
- Enable students to improve their lives economically and professionally
- Meet workforce demands for allied health and information technology professions by providing excellent and innovative education
- Provide a caring and qualified faculty and staff committed to the professional and academic success of each student
- Provide relevant program content which enables students to qualify for certification/registry exams, where required, and that meets the expectations of employers
- Provide resources for the personal growth of our students for the improvement of the communities of which we are a part

ACCREDITATION & LICENSING

State Licensing/Authorization

The West Hartford main campus is authorized by the State of Connecticut, Office of Higher Education, the Department of Public Health, and by the State of Connecticut Rehabilitation Commission. The school is approved for veterans.

Institutional Accreditation

American Institute is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, DC 20002-4241, Telephone: (202) 336-6780, which is recognized by the Secretary of the U.S. Department of Education to award certificates.

Programmatic Accreditation

Beyond institutional accreditation, a location may choose to seek programmatic accreditation for a specific program offered at that location. Like institutional accreditation, programmatic accreditation should be viewed as an indication of quality. Some employers may view programmatic accreditation as making a graduate more employable. Certain programmatic accreditations are required for students to be eligible to sit for registry or licensure exams. Generally, we seek programmatic accreditations only in those instances where our graduates are not permitted to sit for exams required for employment or when substantially necessary to facilitate employment opportunities (we define this as being required by 50% or more of the job opportunities within the market).

DECLARATION OF OWNERSHIP

American Institute is owned by Fox Institute of Business, Inc., 99 South Street, West Hartford, CT 06110.

STATEMENT OF OWNERSHIP AND CONTROL

The Institution is owned by Fox Institute of Business, Inc. d.b.a. American Institute, a corporation formed under the laws of the State of Connecticut. Fox Institute of Business, Inc. d.b.a. American Institute is a wholly-owned subsidiary of AI Holdings, Inc. AI Holdings, Inc., through its parent company, American Institutes Holdings LLC, is governed by its Board of Directors. Primus Capital Fund VI, LP owns over 80% of the common stock of American Institutes Holdings, LLC. The members of the Board of Directors for American Institutes Holdings, LLC are Scott B. Harper – Chairman of the Board, Arthur E Benjamin – Director, and Bill McMaster – Director. The President of Fox Institute of Business, Inc. d.b.a. American Institute is Christopher Coutts.

FACILITIES

The West Hartford, CT location is the main campus of American Institute and is located at 99 South Street. The location occupies two floors within an office building. This space consists of approximately 19,000 square feet. Convenient public transportation and ample parking is available.

There is a common student lounge equipped with vending machines and microwave ovens. Administrative offices, classrooms, common space and bathroom facilities are handicapped accessible.

STUDENT PARKING

The school carries no insurance on, nor can accept any responsibility for, the loss of personal effects or damage to any motor vehicle parked in any designated parking area or in an area surrounding or near the school. Students who park in areas designated for other tenants of the building or surrounding streets may be subject to having their car towed at the student's expense and/or receive a parking ticket from the local Police Department. Students are solely responsible for the safe operation of motor vehicles while on school grounds.

PERSONAL PROPERTY

The safeguarding of personal effects in the school is the responsibility of each individual student. The school carries no insurance on, nor can accept any responsibility for, the loss of personal effects including cash. Students must remove any personal property including books, tools, computers or clothing from the school within two (2) days of the student's last day in class.

NON-DISCRIMINATION POLICY

In accordance with Title IX of the Education Amendments of 1972, American Institute does not discriminate against persons because of their sex, creed, race, age, or national origin.

American Institute does not discriminate on the basis of disability in its programs and activities in compliance with Section 504 of the Rehabilitation Act, its amendments and implementing regulations. Programs and activities subject to the nondiscrimination provisions of Section 504 include admissions and recruitment, treatment of students, academic adjustments (academic requirements, course examinations, and auxiliary aids), financial and employment assistance to students, and nonacademic services. The person responsible for coordinating our efforts to comply with Section 504 is:

Kim Colbert: kcolbert@americaninstitute.edu

American Institute, 99 South Street, West Hartford, CT, 860-947-2299.

She is also the person responsible for (1) explaining to applicants and students how to obtain information about the process to secure academic adjustments and (2) receiving requests for academic adjustments.

ADMISSION REQUIREMENTS

The Institution encourages the applications of qualified students regardless of race, sex, color, religion or national origin.

CERTIFIED NURSE'S AIDE PROGRAM

- Must be proficient in English
- At least 18 years of age
- Interview with School Representative
- Completed Enrollment Agreement
- Physical Exam (Within the Past Year) – Including TB/PPD, 2 Measles & 1 Rubella or Titer (if born before Jan 1, 1957)

PHLEBOTOMY TECHNICIAN

- High School Diploma/GED
- Must be proficient in English
- At least 18 years of age
- Interview with School Representative
- Completed Enrollment Agreement
- Physical Exam (Within the Past Year) – Including TB/PPD, 2 Measles & 1 Rubella or Titer (if born before Jan 1, 1957)

RETURNING STUDENTS

Students who withdraw in good standing may formally request re-admittance to their program by writing a letter to request re-instatement to the Assistant School Director. The request should include the student's reasons why he/she is a good candidate for re-admittance. The Assistant School Director will provide a written response to the student within 72 hours, which includes the decision and any terms that may be associated with the decision. All students accepted for reentry are subject to current charges and tuition fees.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

Agencies and institutions that accept students for clinical rotations and employment upon graduation may conduct criminal and/or personal background checks as well as random drug testing. The student is responsible for any costs associated with these additional requirements. American Institute expects that students in all programs can meet the criminal background check and random drug test requirements of clinical affiliates.

Students with criminal records that include both felonies and misdemeanors (including those that are drug related or of a violent nature) or personal background issues such as bankruptcy might not be accepted by those agencies for clinical rotations or employment.

Random drug testing may be required by healthcare facilities before acceptance or during the clinical rotations. If at any time a student tests positive, the student will be removed from the clinical site and may be subject to withdrawal from the program.

Applicants to the program who have questions regarding how these issues may affect their clinical placement, ability to graduate, or potential employment should discuss this with the Admission Representative, Program Director, or Director of Education. The Institution does not have control regarding the decisions of outside agencies. A student who is unable to be placed on or dismissed from a clinical rotation due to an adverse result on either a criminal background check or random drug test may be responsible to find his or her own clinical site or, in extreme cases, may be dismissed from the program.

HEALTH SCREENING AND IMMUNIZATIONS

All students in the Phlebotomy and Certified Nurse's Aide Program must have completed a clinical health form that includes requirements for immunizations and physician signature.

INTERNATIONAL APPLICANTS

American Institute is not authorized under federal law to enroll non-immigrant foreign students.

TUITION AND FEES

Students may pay by cash, check, money order or credit card for educational costs. Tuition is due based on the terms in the student enrollment agreement and any supplemental payment plan agreed to during the finance interview. Students unable to make timely tuition payments must speak with a representative in the student finance office to continue in their program of study. Unexcused late payments may be cause for suspension or dismissal.

INSUFFICIENT FUNDS POLICY

There is a \$25 fee for any checks returned for insufficient funds.

CANCELLATION & REFUND POLICIES

These policies are found on the back of your enrollment agreement.

WITHDRAWAL / DISMISSAL POLICY / SATISFACTORY ACADEMIC PROGRESS

American Institute reserves the right to dismiss Student on any of the following grounds: unsatisfactory academic progress; failure to maintain attendance as per School catalog; and non-conformity with our rules and policies regarding the dress code, the use and possession of alcohol or controlled drugs, violating the law on School property so as to damage or jeopardize the School's reputation, intentional disruption or obstruction of teaching, meetings or programs, or any other official School activity; abusive behavior directed at any staff member or fellow Student; and deliberate dishonesty including cheating, plagiarism, giving false information, altering institutional documents or failure to pay charges when due. Student may withdraw

verbally or in writing from his/her program of study any time after enrolling by contacting the Director of Education's office.

INSTITUTIONAL REFUND POLICY

If Student is unable to complete his or her training due to withdrawal or dismissal from the program, the School will calculate the amount of tuition and fees that are owed to the School. The portion of the program which you have been charged is determined by the number of scheduled hours offered as of the last recorded day of attendance divided by the total number of hours that make up the program. There will be no refund after 60% of the program is completed. In all instances, the refund shall be based on and computed from the last day of actual verifiable attendance. Refunds shall be made within 30 days of the termination date.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to know:

- The School's accrediting and licensing agencies
- The School's programs, facilities and faculty
- How to submit appeals under various school policies
- Student completion and retention rates, placement rates, and student body diversification.

All students have the following responsibilities:

- To review and consider all aspects of the School program before enrolling
- To read, understand and keep copies of all forms received
- To notify the School of any change in their financial circumstances To understand the School's refund policies
- To sign all required certification statements
- To repay all loans according to the promissory notes signed

ATTENDANCE POLICIES

Certified Nurse's Aide and Phlebotomy Technician programs require 100% attendance; American Institute does not extend a Leave of Absence. Students recovering from injury, illness or pregnancy may be required to submit a statement from their physician certifying their ability to fulfill the physical requirements for clinical assignments.

RESPONSIBILITY FOR ASSIGNMENTS

Students are responsible for making up all missed assignments, tests, quizzes, notes, etc. upon their return to school in accordance with faculty members' course policies.

Definitions of "Being In Attendance"

For all on-campus courses, "Being in Attendance" means being present in class when attendance is taken. Attendance is tracked in fifteen (15) minute increments.

For all clinical/externship/practicum courses, "Being in Attendance" means being present on the assigned clinical site per the designated schedule. Attendance is tracked in fifteen (15) minute increments.

GRADING SYSTEM

LETTER	GRADE AVERAGE RANGE	DESCRIPTION	GPA
A	90-100	Excellent	4.0

B	80-89	Above average	3.0
C	75-79	Average	2.0
F	Below 75*	Fail	0.0
P/F	Pass / Fail	Pass / Fail	Not effected
W		Withdrawn	Not effected

GRADUATION REQUIREMENTS

Students must have a minimum of 75% on final score, 100% attendance for required hours, and all tuition & fees paid. Upon successful completion of the graduation requirements, students are awarded a certificate of completion.

TERMINATIONS

Students may be terminated from school for the following reasons: excessive absenteeism, failure to notify the school of absences, failure to maintain required academic progress, inability to meet financial obligations, or failure to comply with the American Institute's policies. The school reserves the right to terminate any student whose behavior or attitude reflects unfavorably on the faculty, students, administration, or the institution as a whole and will notify such students in writing of termination.

EXTERNSHIP PROGRAM

All candidates for the Certified Nurses' Aide program must complete the final phase of their program, which involves the placement of the student in a health care environment. The externship academic requirement is completed at an off-site location.

Students are expected to be punctual, professional, and to adhere to the established procedures of the office. Students will be supervised and evaluated by an employee of the site. The student's performance will also be reviewed by the Director. This supervision will involve contact with the externship site during the externship, as well as through evaluations made by the externship site employee. Since the externship is primarily learning and adaptation period, students will not be paid and are responsible for transportation to and from the externship site. Students will learn firsthand the actual office routines and clinical procedures during the externship experience.

Students will be evaluated by their on-site supervisor on attitude, professionalism, and performance of duties. As with an on-campus course, students dismissed by the site for any lack of adherence to the site's policies or for any lack of professionalism, reliability or violation of the American Institute code of conduct will fail the externship class and must remain out of an externship class for the remainder of the module. Students may find an alternate site on their own to retake the externship credits, but the school will not find another site for the student after dismissal from a site. Students are only eligible to retake an externship class once.

ELECTRONICS AND CELL PHONE USAGE

All electronic devices, iPods, cell phones, pagers, etc., are to remain in the "OFF" position during class time. Cell phones and pagers should be in "SILENCE/VIBRATE" mode and may be checked only during breaks and only in the lobby area or cafeteria area. If you have a special circumstance that requires that you be reached immediately, please see your instructor.

STUDENT CONDUCT

Upon acceptance to school, each student agrees to demonstrate professional behavior and maintain a professional appearance, which will enable the school to recommend him or her to prospective employers as a professional, courteous, considerate, and well-mannered individual.

American Institute maintains policies and rules which are consistent with its announced educational objectives and which are related to the accomplishment and protection of these objectives. Any student unable or unwilling to abide by Institute policies and rules may expect disciplinary action by American Institute. American Institute may dismiss any student whose conduct is unsatisfactory and shall be under no liability for such action. Degrees of disciplinary action in American Institute include: reprimand, probation and dismissal.

The general policy of American Institute is that for a first offense, the instructor will determine an appropriate penalty, with a possible penalty of "F" for the course. For a second offense, the instructor and Director of Education or School Director will determine an appropriate penalty, with a possible penalty of "F" for the course, or up to and including dismissal from American Institute. Depending on the nature and severity of the offense, American Institute reserves the right to impose the maximum penalty even in the case of a first offense.

American Institute defines the following as disciplinary offenses:

1. Academic Dishonesty: submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing an Institute academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, and awards.
2. Falsification: willfully providing Institute offices or officials with false, misleading, or incomplete information; intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a Institute official or an emergency service agency; misusing, altering, forging, falsifying, or transferring to another person Institute-issued identification; forging, or altering without proper authorization, official Institute records or documents or conspiring with or inducing others to forge or alter without proper authorization Institute records or documents.
3. Identification and Compliance: willfully refusing to or falsely identifying one's self, willfully failing to comply with a proper order or summons when requested by an authorized Institute official.
4. Institute Facilities and Services: acting to obtain fraudulently--by deceit, by unauthorized procedures, by bad checks, by misrepresentation--goods, services, or funds from Institute departments or student organizations or individuals acting in their behalf; misuse, alteration, or damage of fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of Institute properties or facilities.
5. Disorderly Conduct on the Campus: threats to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of the American Institute community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, administrative, or public service functions; obstructing or disrupting disciplinary procedures or authorized Institute activities; vandalism.
6. Theft and Property Damage: theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to American Institute, a member of American Institute community, or a campus guest.
7. Institute Rules: violating Institute policies and rules, which have been posted or publicized and announced, provisions contained in Institute contracts with students shall be deemed "rules" under this code.

8. Weapons on Campus: possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of American Institute community.
9. Violations of Federal or State Laws of Special Relevance to American Institute: when the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against American Institute. If a student is suspected of being under the influence of alcohol or drugs while on Campus or participating in an Institute sponsored event, the student may be requested to submit to drug testing at their expense. Before resuming classes, the student must produce a drug test document that states the student tested negative for drugs. The student will not be permitted to return to class until this document is provided to the Campus Director.
10. Disruptive Noise: making noise or causing noise to be made in any manner, which disturbs classes, meetings, office procedures, and other authorized Institute activities.
11. Attempt to Injure or Defraud: to make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by American Institute when done with intent to injure, defraud, or misinform.
12. Persistent Violations: repeated conduct or action in violation of the above code is relevant in determining an applicant's or a student's enrollment in American Institute.

The expectation of professionalism begins when the student makes application to American Institute for admission. In addition, American Institute students are expected to conduct themselves at all times as professional, mature adults, ethical in their actions, manners, and dress.

Disciplinary Standards

The following are the various degrees of disciplinary standards that can be imposed on students. Students charged with disciplinary offenses have the rights of due process and appeal (see "Appeal Process").

1. Reprimand: An oral or written warning per the circumstances of the particular case. The immediate compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Probation or Dismissal.
2. Probation: A special status with conditions imposed for a limited time after determination of policy violation or behavioral misconduct. The immediate and permanent compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Dismissal.
3. Dismissal: An indefinite dismissal/suspension from school. If after evaluating the evidence received, and considering the safety and well-being of students, faculty, and Institute property, the Campus Director believes that there is an indication that a student's misconduct will be repeated or continued or poses serious threat to students, faculty and Institute property, he/she will immediately dismiss/suspend a student from school.

Note: American Institute will confiscate any goods used or possessed in the violation of Institute regulations, rules or policies or local, state, federal laws.

PERSONAL APPEARANCE

Upon acceptance to school, each student agrees to demonstrate professional behavior and appearance, which will enable the school to recommend him or her to prospective employers as a courteous, considerate, and well-mannered individual. Modesty and good taste are considered the principle guidelines for students while on campus.

It is the students' responsibility to familiarize themselves with the dress code and standards of grooming policies of their program, especially those relating to medical programs. It is the students' responsibility to comply with the dress code. Failure to comply with the dress code may result in reprimand, probation, suspension, or dismissal. There will be no exceptions, and anyone not following the dress code will not be allowed to participate in class and will not receive credit for attendance.

DRESS CODE

Since you are training for the allied health field, it is important that you “dress the part” at all times, beginning with the first week of your program. For health and safety reasons, the allied health field is extremely conservative in its dress code. Therefore, you are to follow the DRESS CODE below, whenever you are participating in school activities unless notified otherwise. This includes attendance in all scheduled classes or clinics and all unscheduled times when you are coming for extra practice or assistance. Expect evaluations of your appearance on a regular basis, so BE PREPARED.

1. ATTIRE:

- a. Scrub top and bottom (clean and pressed)
- b. Solid shirts may be worn underneath scrub top, always tucked into the scrub bottoms. No “hoodies” permitted.
- c. Socks (anklet or ankle length- bare ankles are not permitted)
- d. Sneakers, nursing shoes, or crocs with no holes, closed toes.

2. HAIR:

- a. Hair longer than neck length must be tied back

3. JEWELRY/PIERCINGS/TATTOOS:

- a. No visible body piercings of any kind EXCEPT for pierced earrings in ears only. Earrings are to be stud style
- b. Rings limited to wedding bands or single ring
- c. Tattoos should be covered (Visible tattoos may limit externship options or job opportunities)

4. NAILS:

- a. Nails are to be clean and well-groomed and at an appropriate length

5. HYGIENE:

- a. Proper personal and oral hygiene is expected
- b. No perfumes or fragrant lotions

STUDENT GRIEVANCE PROCEDURE

This grievance procedure is intended to provide an orderly process by which grievances of a professional nature are examined or resolved within the established structure of the school. It is understood that this procedure is available to students on a voluntary basis and that any student shall have the right to pursue a grievance through regular administrative channels. The term grievance shall not apply to any legal matter in which the administration is within authority to act.

Definitions

1. GRIEVANT – “Grievant” shall refer to a student.
2. GRIEVANCE – A “grievance” shall mean a written claim by a grievant that there has been a violation, a misinterpretation, or an inequitable application of any existing policies, rules, or regulations of the school, which substantially affects a grievant.
3. PARTY IN INTEREST – A “party in interest” is the grievant, the instructor(s), or the administrator(s) who are involved in the examination and resolution of the claim.

The grievant may be present at any informal or formal meetings, hearings, or appeals.

Informal Procedures

1. Level One – Instructor

The parties in interest acknowledge that it is usually most desirable for a student and his/her immediately involved instructor to resolve problems through free and informal communications.

2. Level Two – Director of Education

If the grievant is dissatisfied with the response or solution provided in Level One, the student must present the grievance in writing to the Director of Education with a copy given to the Instructor.

Formal Procedures

1. Level One – Campus Director

If the grievant is dissatisfied with the informal procedure within 30 (thirty) days after he/she knew of the act or condition on which the grievance is based, the grievant may present the original written grievance to the Campus Director. A separate notation should be made of any attempts to resolve the grievance from the submission of the first written grievance. A grievance filed must specifically state the existing policy, rule, or regulation, which has been violated, misinterpreted, or inequitably applied and how the grievant is thereby affected. The Campus Director shall arrange a meeting to take place within five (5) working days of receipt of the grievance. The grievant and the School President shall be present in the meeting. The Campus Director shall provide the grievant with a written answer to the grievance within five (5) working days after the meeting.

2. Level Two – President (currently Christopher Coutts)

If the grievant is not satisfied with the disposition of his/her grievance at Level One, he/she may submit a written request to the President for a hearing.

The President shall arrange for a hearing within ten (10) working days of receipt of request of the appeal. Such a hearing shall include only the parties in interest. Upon conclusion of the hearing, the President or his designee shall have ten (10) working days to provide his written decision, which shall be sent to all parties in interest.

3. Level Three – Students who are dissatisfied with the final ruling or any action taken by the school may contact the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4223, Phone: (202) 336-6780.

Should the grievant fail to appeal a grievance decision within the period of ten (10) working days; the decision will be deemed as acceptable. If the appeal is approved due to mitigating or special circumstances, the student will be placed on probation and will be considered making satisfactory academic progress and eligible for financial aid.

All parties shall be given at least two (2) days' notice of scheduled meetings. Mutual consent of both parties may extend the time periods within the above procedures. No reprisals of any kind shall be taken by either party or by any member of the administration against any party involved.

STUDENT APPEAL PROCESS

Students who are dissatisfied with the final ruling or any actions taken by the school may contact the Executive Director of the Office of Higher Education, 61 Woodland Street, Hartford, CT 06105, Telephone: (860) 947-1816, or the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, Telephone: (202) 336-6780.

DRUG OR ALCOHOL USE

American Institute expects all students to adhere to state and federal Title IV regulations regarding substance abuse. Any student found to be under the influence of, or in the possession of, alcohol or drugs will be terminated. All students receiving Title IV Federal Financial Aid must

certify that they have not been convicted of any drug distribution or possession per Section 5301 of P.L. 100-690. The complete drug and alcohol policy and available resources are available in the Director of Education's office.

COMMUNICABLE DISEASE POLICY

Should a student contract a communicable disease, that information must be provided immediately to the Director of Education. Depending upon the circumstances, the student may be administratively withdrawn from certain courses, particularly clinic/lab courses, or externship and then return upon resolution of the disease.

SEXUAL HARASSMENT

Any student who believes that he or she has experienced or is experiencing sexual harassment should contact the Campus Director, who is the Title IX officer at the school. A student may discuss the matter with the President or Campus Director if they so desire. American Institute maintains a zero-tolerance policy toward sexual harassment in any form, and students should report such acts promptly.

STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS AND PROCEDURE TO INSPECT EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records.

1. Each student enrolled at American Institute shall have the right to inspect and review the contents of his/her educational records, including grades, records for attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. A student's educational records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in a administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.
3. Students may request a review of their educational records by submitting a written request to the Campus Director. The review will be allowed during regular school hours under appropriate supervision.
4. Students may request that the institution amend any of their educational records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request must be made in writing and delivered to the Campus Director or Director of Education, with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or the administrator involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If the student requests a further review, the Campus Director or Director of Education will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student's records will be retained as part of the student's permanent record.

5. Directory information is information on a student that the school may release to third parties without the consent of the student. American Institute has defined directory information as the student's name, address(es), telephone number(s), e-mail address(es), birth date and place, program of study, dates of enrollment, attendance, and graduation, grades, honors and awards as well as credential awarded. If student does not want his or her directory information to be release to third parties without the student's consent, the student must present such a request in writing to the school.
6. The written consent of the student is required before personally identifiable information from educational records of that student may be released to the third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that American Institute has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

ANNUAL SECURITY REPORT

The school publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off- campus locations and on the public property surrounding the campus. The annual report is published each year by October 1 and contains statistics for the three (3) most recent years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report is available in the Director of Education's office during regular business hours.

COMPLETION, GRADUATION AND TRANSFER-OUT RATE REPORT

The school publishes a report annually which details the completion, graduation and transfer rates by program. A copy of the most recent report is available in the Director of Education's office during regular business hours.

CAREER SERVICES

American Institute does not guarantee or imply the guarantee of employment or of any certain wage or salary as a result of attendance at or graduation from American Institute.

Career Services Specialists provide job search assistance. Job search assistance includes advising about job search strategies, assisting with résumé preparation and helping improve interviewing skills and may be provided individually, in groups or both at the discretion of the school. It also includes contacting employers on behalf of our graduates. However no assurance is made that a specific (or any) employer contact will be made on behalf of you as an individual. The best results are achieved by graduates who view the job search process, which typically takes several months but may take longer, as a personal goal, with assistance from the school, and who put as much effort into job search preparation and conduct as they did for school.

Placement assistance is offered to graduates who receive a diploma or certificate; however, ultimately the securing of employment is the student's responsibility. All graduates have the advantage of ongoing refresher training; resume preparation, and placement assistance during any scheduled school term.

Course Outlines

Certified Nurse's Aide (CNA) – 100 Hours - Residential

The CNA program is designed to provide students with adequate opportunity to acquire the knowledge and skills to perform basic nursing skills. The program will cover personal care, mental health and social service needs, care of cognitively impaired residents, basic restorative services, resident's rights, basic medical terminology, safety and emergency procedures, communication and interpersonal skills, infection control, promotion of resident's rights. Skills gained will include taking and recording vital signs, measuring and recording height and weight, bathing, grooming, dressing, toileting, transferring, assisting with eating and hydration, use of assistive devices and range of motion. Students will also be able to use their knowledge and skills in a clinical setting at long-term health care facility. The program will consist of 70 hours classroom time and 30 hours at the long-term facility. The program will prepare students for the Connecticut nurse's Aide State Exam.

Phlebotomy Technician – 100 hours - Residential

The Phlebotomy Technician program is designed to provide students opportunity to acquire the knowledge and skills of blood collection. OSHA and Infection Control protocols will be reviewed. Appropriate procedures and techniques will be part of learning. The legal importance of proper patient identification will be discussed. Students will be equipped with skills to draw blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes. Phlebotomy Technicians perform basic phlebotomy procedures, evaluate patients for ability to withstand venipuncture procedure, explain the venipuncture procedure and answer patient questions. They perform basic point of care testing, such as blood glucose levels, on patients. They prepare blood, urine, and other body fluid specimens for testing according to established standards. Throughout the program students have hands-on laboratory experience which include a minimum of 30 venipunctures and 10 dermal punctures.

Program	Day classes	Evening classes	Weekend
Certified Nurse's Aide	8am-4pm (3 weeks)	5pm-10pm (4 weeks)	8am-4pm (9 weeks)
Phlebotomy Technician	9a-2pm (4 weeks)	5pm-10pm (4 weeks)	8am-4pm (13 weeks)

Certified Nurse's Aide	
Tuition	\$900
Application Fee <i>(non-refundable)</i>	\$25
Registration Fee <i>(non-refundable)</i>	\$150
Supplies	\$150
Textbooks	\$100
Total	\$1325

Phlebotomy Technician	
Tuition	\$1200
Application Fee <i>(non-refundable)</i>	\$25
Registration Fee <i>(non-refundable)</i>	\$150
Supplies	\$300
Textbooks	\$100
Total	\$1775

