

**AMERICAN ACADEMY McALLISTER INSTITUTE
OF
FUNERAL SERVICE**

STUDENT HANDBOOK

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American Academy McAllister Institute is accredited by the American Board of Funeral Service Education, Inc. 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506 816-233-3747 (www.abfse.org).

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PURPOSE

The Student Handbook will prove useful to you throughout the school year. It supplements the school Catalog and sets forth school policies, procedures and regulations. In addition, each instructor has the authority to establish further guidelines for their course. It is the responsibility of the instructor to provide individual Course Syllabi and guidelines at the beginning of the course. Therefore, you should become familiar with the guidelines of each course as well as those set forth by the Institute.

ADMINISTRATIVE AUTHORITY

AAMI reserves the right to make such changes in curriculum, faculty, textbooks, student regulations and any procedural matters as may be deemed best for the welfare of the student body, the school, and the profession.

Instructors have complete authority in the management of their classes which can be exercised in the classroom, on the AAMI's premises, online, during field trips, and at school sponsored student activities as well as at the Bellevue clinical facility.

Dismissal of a student from class or a disciplinary measure taken outside of class is recorded in the Administrative Office. Any offense may subject the student to disciplinary action by the Dean.

If you are dismissed from class, you will be marked absent for the entire session. If dismissal occurs during the first hour of the class, you must seek permission of the instructor to attend the second hour.

On the rare occasion, an instructor may suspend a student from class for the duration of the course which may prevent graduation.

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

BUSINESS OFFICE

The Business Office is receptive to questions and every possible effort is made to help you with your problems. You **MUST ANNOUNCE YOURSELF** at the **FRONT WINDOW** prior to meeting with the administration and/or staff on campus. When semester examinations are being prepared and grades tabulated, you are restricted from the Business Office. **Office personnel are NOT permitted to reveal student grades or attendance records.** Online students may communicate with the Business Office via mail, email or phone.

BULLETIN BOARDS

It is the responsibility of on-campus students to keep informed on announcements (either individual or general) placed on bulletin boards. This is especially important to note as changes in class schedules and examination dates are often posted there. Approval of material to be posted must be secured from the Administrative Office. Changes for online students will be communicated electronically.

TELEPHONE CALLS

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

CHANGE OF ADDRESS

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

FIRE DRILLS

Periodically the building's administration will conduct fire drills to insure the safety of the students. Instructors designated as searchers are posted on the bulletin boards.

EMERGENCY SCHOOL CLOSING

You will be notified by email (or phone if you told Dean Smith) that school is closed by Dean Smith; Mrs. Coffey or Ms. Dunn (or other school officials). Please make sure we have your correct email on file.

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

The message on the school's voice mail may or may not be changed to indicate that school is closed

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

The ONLY one that makes that decision is MS. DUNN.

EMERGENCY MEDICAL SERVICE

Accidents and/or injuries must be reported to the college office **immediately**. Local emergency services are available at St. Luke's Roosevelt Hospital located at 428 West 59th Street, 212-523-6800. You should, however, consult your own physician at the earliest possible opportunity.

STUDENT I.D. CARDS

AAMI will take photos (for on campus students) for your student ID card as well as for your "New York State Student Trainee" application. If you lose your Student ID card, a fee of \$20.00 will be assessed by NYSDOH.

In the interests of increasing the safety and security of the campus, AAMI requires that all members of the academic community have a properly validated identification card. You **MUST** carry the card at ALL times and present it when requested by any AAMI Official (either at 619 West 54th Street or at Bellevue Hospital).

CAMPUS SECURITY

American Academy McAllister Institute has adopted regulations in accordance with the provisions of the Campus Security Act of 1990. AAMI's Campus Security Manual is kept on file in the Library and the Administrative Office and is available upon request. This information is updated annually and kept on file in the Library and in the Administrative Office

In accordance with Public Law 101-542, in addition to the security disclosure form provided with your application packet, information regarding on-campus crimes occurring at all colleges may also be found by

visiting the following web address: [Http://OPE.ED.GOV/SECURITY](http://OPE.ED.GOV/SECURITY).

STUDENT CONCERNS

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

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

STATEMENT OF POLICY

As an educational institution, AAMI seeks to provide and guarantee the best educational environment for its students, faculty and staff. It is mindful that academic freedom is an essential element of college life.

To carry out this goal, AAMI requires each member of the community, whether a member of the student body, faculty or administration, **TO OBEY THE RULES AND REGULATIONS ESTABLISHED BY AAMI SET FORTH HEREIN, AND ALL LOCAL, STATE AND FEDERAL LAWS.** AAMI will **NOT** tolerate deliberate disruptive tactics, violence, or physical interference with the rights of any member of our community; or with any authorized functions carried out on the campus.

Therefore, in furthering the educational aims of AAMI and in compliance with the provisions of Article 129-A of the Education Law of the State of New York, the following rules and regulations concerning conduct on campus, the use of AAMI property, the means of enforcement, and penalties for any violations thereof, are hereby established.

THE STUDENT CODE OF CONDUCT

Students' rights are basic to freedom to learn and must be based on mutual respect and responsibility. In addition, when you enroll at AAMI, you **agree to abide by all AAMI regulations**. Therefore, violations of any rule of the following Code of Conduct shall result in appropriate disciplinary action. Students' rights include but are not limited to the following:

Students Rights

1. Students are guaranteed those rights and freedoms contained in the laws of the United States and in the State of New York.
2. Students have the right to due process.
3. Students have the right not to be discriminated against or harassed because of race, color, national origin, creed, religion, sexual orientation, or disability.
4. Students have right of privacy of their records unless they consent in writing to have contents released.
5. Students have the right to be evaluated in the classroom solely on the basis of academic achievement and fulfillment of educational requirements with freedom of expression protected and respected.

Students Responsibilities

1. Students are expected to be aware of student conduct that is subject to sanctions.
2. Students are expected to exhibit proper behavior at all times. Unacceptable behavior includes but is not limited to verbal abuse, profanity, public disturbances, fighting, destruction of property or interference with class activity.
3. Students are expected to act in a manner that does not cause concern for the health and safety of themselves or others.
4. Students are expected to read the course syllabus to find out the attendance and grading policies for the course.
5. Students are expected to complete their work without cheating or committing plagiarism.
6. Students are expected to follow AAMI's regulations against possession or use of alcoholic beverages, drugs, firearms, or other dangerous articles on campus.
7. Students are expected to behave in a professional and ethical manner both in and out of school. Any adverse behavior that will have an impact on the school and/or other students, faculty, staff and administration will be subject to disciplinary action.
8. Students are expected to comply with reasonable and appropriate instructions and directives given by AAMI faculty, staff and administration within the scope of their duties for the purpose of maintaining a productive and safe educational environment.
9. Students are expected to comply with AAMI's Dress Code.

DRESS CODE

American Academy McAllister Institute **EXPECTS** you to take pride ***in your personal appearance and hygiene***. This includes showering and the use of deodorants. Personal grooming and a businesslike appearance are vital to each student's success in the funeral service profession.

If you wear attire which is determined to be inappropriate or does not comply with the policy set forth, you may be denied entry to classes and/or labs.

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

GENERAL RULE:

NO: Denim (blue, black or any color) including:

- jeans
- skirts
- dresses
- jackets
- vests

NO: Sunglasses
Hats, baseball caps, bandannas, doo rags or other abbreviated forms of head covering (unless for religious observances).
Hospital scrubs/surgical clothing
Sweatpants and/or Sweatshirts
Tee-shirts, halter tops, spaghetti straps, tube or tank tops
Shorts, short skirts or Capri pants
Flip-flops, beach sandals

During clinical embalming classes, NO open-toe shoes, sandals or shorts are to be worn for safety reasons.

ACCEPTABLE:

FEMALE STUDENTS: The following list includes, but is not limited to: business suit, pant suit, dresses, dress slacks, khakis, golf shirt, dress or sport shirt, blouses, sweaters, dress shoes, ear rings. You may wear sneakers.

MALE STUDENTS: The following list includes, but is not limited to: dress shirts, tie, business suits, sport coat or jacket, khakis, dress or sport trousers, sport shirt with collar, golf shirt, and button down shirts, sweaters, and dress shoes. You may wear sneakers.

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

If you are cold, you may wear a sweater, sports jacket or blazer only. In incumbent weather, snow boots, galoshes, and totes are permissible.

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

UNACCEPTABLE:

FEMALE STUDENTS: The following list includes, but is not limited to: cutoffs, halter tops, tank tops, revealing clothing, torn or ripped clothing (including blue jeans), body shirts, shorts, tee shirts, shirts with obscene messages or profanity, shirts with logos, sweat shirts, sweat pants, capri pants, spandex pants, running/jogging suits, football/baseball jerseys, nose rings, lip rings, eyebrow rings.

MALE STUDENTS: The following list includes, but is not limited to: cutoffs, body shirts, tank tops, torn or ripped clothing (including blue jeans), collar-less shirts, sleeveless shirts, tee shirts, shirts with obscene messages or profanity, shirts with logos, sweat shirts, spandex pants, sweat pants, running/jogging suits, football/baseball jerseys, nose rings, lip rings, eyebrow rings.

WHEN IN DOUBT ---- DON'T WEAR IT!

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

RESPECT FOR SCHOOL PROPERTY

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

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

EATING AND DRINKING

Food **MAY NOT BE CONSUMED** in the classrooms or laboratories **DURING CLASS TIME**. If you wish to eat lunch 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. Abuse of this will cause this privilege to be suspended.

BEEPERS AND CELLULAR PHONES/TEXT MESSAGES

You should have your beepers and/or cellular phones **OFF** while **IN CLASS**. An **instructor** has the **authority** to **charge \$25.00** each time the beeper or cell phone rings or they may confiscate it (them). Cell phones and other electronic devices may **not** be kept on the desks during classes or during tests. They must be put in your pocketbook, knapsacks, briefcase, etc. Charging cell phones on school property, i.e. school outlets is prohibited. Under no circumstances are you to text message your classmates, or outside friends **DURING** class. You will be suspended for 1 day for the first infraction and 1 week for any subsequent infraction.

SMOKING & SPITTING

The New York State Clean Indoor Air Act prohibits smoking anywhere in the building. **NO SMOKING** is permitted **IN ANY AREA** of the school. If you choose to smoke during your free time, **EXIT THE PREMISES** and smoke outside 619 West 54th Street. When doing so, **DO NOT** block the front entrance as this is a safety hazard. If you do smoke, either walk to the curb or go across the street. **DO NOT** throw your cigarette butt on the sidewalk or in the street. Discard cigarette butts in the provided canisters.

You must carry your school ID with you when you go out to smoke. The building security and management has the right to ask you for your ID card. If you violate their rule of smoking, you will be suspended from the program for 3 days.

SPITTING is not only rude and disrespectful but it is a health hazard. **DO NOT SPIT** on the sidewalk or in the street in front of the building.

REGISTERED STUDENT TRAINEES

The New York State Department of Health **MANDATES** that regardless of which state you wish to practice in, you must register with their Department as a student trainee so that you may participate in Clinical Embalming. This **MUST** be completed within 10 days of the start of classes. A check or money order must be made payable to the New York State Department of Health in the amount of \$50.00. (This fee may be subject to change). Failure to comply with this requirement **WILL** result in suspension from classes.

Once you receive your "Blue Card" **DO NOT LAMINATE IT** or lose it. The Department of Health will require you to file for a duplicate card for a fee of \$20.00. If you should lose this card, notify the administrative office at once.

DRIVER'S LICENSE

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

ALCOHOL AND DRUG ABUSE

You must view educational videotapes discussing health risks associated with drug and alcohol abuse as part of our drug and alcohol abuse prevention program.

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

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

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

If you are found to be in violation of the above, the Academic Dean shall hold a conference with the individual and discuss the consequences of this violation. The first offense will result in a warning. You must then sign an affidavit that this is your first offense. If it occurs again, it will lead to IMMEDIATE dismissal from the program. It will be verbally stated during the conference and in writing on an affidavit that your parents/guardians will be notified of this violation.

Additionally, the New York State Division of Substance Abuse Services and Alcohol Abuse, support and monitor a statewide network of prevention and treatment programs, and provide information and free referrals for persons seeking assistance. Drug information: 1-800-522-5353; Alcohol information: 1-800-ALCALLS.

PUBLIC INFORMATION POLICY

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

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.

SEXUAL ASSAULT / HARASSMENT

You must view a videotape on the topic of sexual assault/harassment and acquaintance rape as a part of our Sexual Assault Prevention Program. Additionally, several publications discussing the subject are available for student review in the AAMI Library. See Page 26 for Sexual Harassment Policy.

AAMI condemns sexual abuse and acquaintance rape. These actions constitute violation of the AAMI's Code of Conduct as well as New York State Law.

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

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

LIBRARY

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

A Student I.D. or picture I.D. is **REQUIRED** to take out library books, video and audio tapes. There is a fee of twenty-five cents (25 cents) per day for overdue books. In order to take out a video or audio cassette, a **\$20.00 deposit** is **REQUIRED**. The maximum number of days for these tapes to be off the school property is two (2) days. A fee of \$3.00 per day will be charged for overdue tapes. If there is any kind of damage to these tapes, you will be required to pay the full cost of the tape.





The Librarian will make photocopies for you. You will need to see her in advance of when you need it. She will give you a time in which to pick up your copies. Copies are ten cents (.10) a page (8 1/2 x 11) and fifteen cents (.15) for legal sized paper for black and white copy. One dollar (\$1.00) a page for color copies, two dollars (\$2.00) for legal sized color copies.

A Library Handbook is located in the Library.

COMPUTER LAB

All computers have access to the Internet and Microsoft Office. The lab is opened during library hours. If you wish to use a computer, you must sign the log book provided in the library. Anyone found accessing inappropriate material will be subject to disciplinary action which may lead to suspension. Unless otherwise indicated, you must enter and exit through the library door.

Computer Usage Policies

-  Introduction
-  Description of available technology
-  Data storage
-  Policies and regulations

Introduction:

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

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

The purpose of the policies is to provide for a functional technological environment from which all users can

benefit while acknowledging diversity, and freedom of expression. Harassment, copyright violation, the breaking of any state or federal laws will not be tolerated and appropriate action will be taken against any infringement of these policies.

Description of available technology:

The student lab consists of 12 Hewlett Packard Pentium IV computers connected to a server for data storage and to the internet via a DSL connection. Two printers (one LaserJet and one Inkjet) are available for student use.

Applications installed include Microsoft Office XP and Director's Assistant Millennium Edition. Other applications will be installed by the school as needs are identified.

Data storage:

Files may be stored locally or on the network.

Each PC on the network has access to its own storage area on the network designated "S:\". This folder appears as a logical hard drive and is only visible by the computer accessing it and by the Teacher's computer.

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

Policies and regulations:

1. Students are provided access to the twelve student computers in the computer lab only. The computer labeled "Teacher" is available for faculty members only.
2. Usage is limited to currently enrolled students and alumni with prior approval from the school administration.
3. Usage shall be limited to 30 minutes at a time when other students are waiting to gain access to a computer.
4. No user is allowed to remove, change, modify, uninstall or tamper with any school hardware.
5. No user can install, uninstall or modify any applications, utilities or any code into any PC or on the network.
6. Peer to peer file sharing applications such as Kazaa, Gnutella or any others are strictly forbidden. Listening to music whether by streaming - or via music CD is not allowed so as not to disturb others in the lab.
7. No user can copy or otherwise take any copyrighted materials or applications for personal use.
8. All data stored on PCs or on the network becomes the property of AAMI, inasmuch as AAMI reserves the right to read and remove all files at its discretion.
9. Data files created by students should not be accessed by any other students. Other's files are to be considered off-limits.

10. At the end of each semester, data files may be deleted from any student PC and on the network drives. If a student wishes to retain any of his/her files he should contact the network administrator at least two weeks prior to the end of the semester.
11. Students are not permitted to gain or attempt to gain access to any areas in the AAMI network other than their allocated resources. Whether attempts are made within the physical facility or from the outside, violations will be dealt with harshly.
12. The introduction of any viruses or harmful code to any individual PC or on the network will result in the immediate suspension of computer usage privileges. Other punitive measures may be taken which may include expulsion, criminal charges or any other measure deemed appropriate by the administration of the school.

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

ATTENDANCE REQUIREMENTS

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

The curriculum at AAMI is rigorous and diverse. Regular attendance and preparation is a prime requisite for successful scholarship. Attending **ALL** scheduled classes and meeting **ALL** assignments promptly are attributes that a student will carry over into professional life.

You **SHOULD PLAN EVERY DAY** for contingencies that may make you late for school. This would include problems involving public transportation, traffic, accidents, etc. **SO, PLAN ACCORDINGLY!!!!!!**

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

For example if a class meets:

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

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

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

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

You are **REQUIRED** to be **IN YOUR SEAT** in the classroom or laboratory **AT THE BELL**, prepared for instruction. You **will not** be admitted to class **AFTER** the second (2nd) bell. If you are detained in conference with a member of the faculty or the college office, that member of the faculty or staff will accompany you to your class. You should synchronize your watch according to the school clock. **NOTE: CLASSES START AT 8:50 AM. YOU MUST BE IN YOUR SEAT AT THIS TIME!!!! You will NOT be allowed into the classroom past 8:50 AM. Set your watch to the school's clock!!!!**

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

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

If you leave a classroom, a laboratory or clinical embalming session **WITHOUT PERMISSION** of the instructor before class is dismissed; you will be marked absent for the **ENTIRE SESSION**.

Should an instructor fail to make an appearance in the classroom within ten minutes of the scheduled time, the class should notify the Administrative Office.

When an announcement of a substitution is made at least one day prior to a scheduled class session, an absence is recorded in the substitute subject. When unannounced, because of an immediate emergency or illness, the absence is recorded in the regularly scheduled subject.

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

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

We understand that there may be days when your baby sitter canceled and you wish to attend classes on these days. You should formulate a back up plan in the event that this may occur during your stay at AAMI. **UNDER NO CIRCUMSTANCES** are children allowed to come to school with you. If you show up with your child, you will be asked to leave and will be marked absent.

STUDY STRATEGIES

Time Management

Record all weekly commitments on a schedule, such as

- Classes
- Meetings
- Extra curricular 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

Before Test

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

After the Exam

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

Repetition is the best way to learn!!!!

ACADEMIC REQUIREMENTS

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

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

QUIZZES, TESTS, AND EXAMINATIONS

Testing procedures measure your ability to understand, retain and express knowledge. They are yardsticks by which you and the instructor keep pace with each other.

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

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

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

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

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

On-Campus Students ONLY:

With regard to final semester examinations, AAMI allows a ½ hour grace period for being late. Also, if you present documented evidence of an emergency, you may seek authorization from the Academic Dean to sit for a make up examination. The fee for this make up examination will be \$25.00.

If, for any other reason, you fail to appear for a final exam, you will be allowed to sit once for a make up examination. A **\$50.00** fee will apply. This consideration will be granted **ONCE AND ONLY ONCE** during your training at AAMI.

You must be on time for you scheduled quizzes, tests and examinations.

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

DEPARTMENT DURING TESTING PERIODS

During written tests and examinations, you are required to sit in alternate seats. **Books, notes and papers, cell phones and other electronic devices may not be left on desks, seats or any place where dishonesty might be construed.** No books, notes, papers, cell phones, etc. may be brought into the testing room where final examinations are scheduled. Seating during quizzes is at the discretion of the instructor.

You MUST SIT FOR ONE-HALF (½) HOUR before handing a quiz, test or, examination to the proctor. Be sure that you have answered EVERY question BEFORE handing it in. Once you submit your material to the proctor, you are required to leave the testing room after surrendering the paper to the proctor and may not reclaim it to make other entries. You must not linger in the adjacent hall, re-enter the classroom or in any way disturb students who have not completed the test or examination. You will not be permitted to begin a test or examination once the test, quiz or examination has been given out.

HONESTY DURING TESTING PERIODS

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

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

THE GRADING SYSTEM

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

Grade	Descriptive Equivalent	Numerical Equivalent	Quality Points
A	Excellent	90-100	4
B	Very Good	80-89	3
C	Satisfactory	76-79	2
D	Passing	70-75	1
F	Failure	Below 70	0
F*	Failure due to non-attendance	0	0
NCP	No Credit Passing	0	0
NCF	No Credit Failing	0	0
W	Withdrawal without penalty		
WP	Withdrawal with penalty		
TR	Transfer credit		
-R	Repeat course		
P	Pass		
I	Incomplete		

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

COMPUTING OF GRADE POINT AVERAGES

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

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

NOTIFICATION OF GRADES

The Administrative Office distributes semester grade reports when all grades are tabulated and averaged.

You are **NOT** informed of your semester averages **PRIOR** to the release of grade reports from the Administrative Office.

SATISFACTORY PROGRESS

In order to move forward academically to succeeding semesters, you must achieve at least a minimum passing grade of "D" in each course AND a minimum overall grade point average of 2.00, together with satisfactory attendance.

At the end of any semester, if you are deficient in your grade point average or attendance, you will be placed on probation or considered for dismissal, depending on the extent of the deficiency. If you are on probation and do not meet the conditions of probation, you will be considered for dismissal by the Academic Dean.

A student with a grade of "F" in one or more subjects will be automatically dismissed from the program of study.

Failure to maintain "good academic standing" may jeopardize your eligibility for certain financial aid awards.

PRESIDENT'S AND DEAN'S LIST

Both academic excellence and improvement are encouraged during the college year by means of the President's List and Dean's List. This is posted on the bulletin board as soon as possible, after all semester grades are evaluated.

To qualify for the President's List, a student must take a minimum of 12 credits and achieve a semester Grade Point Average of 3.80 – 4.00.

To qualify for Dean's List, a student must take a minimum of 12 credits and achieve a semester Grade Point Average of 3.50 – 3.79.

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

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

REPEAT COURSE POLICY / ACADEMIC FORGIVENESS POLICY

This policy allows you to repeat coursework in which you received grades of “F” or “D.” The function of this policy is to “forgive” your past poor performance and allow you to demonstrate your current ability. It also allows you to not be permanently penalized for poor past performance.

If you must repeat “F” work, the failure will not be calculated in the subsequent cumulative grade point average once the course work has been successfully repeated. Although the first grade will not be calculated in the final grade point average, it will remain on the transcript.

If you were academically dismissed due to a failing grade or low grade point average, you must apply for reinstatement at AAMI. If you are allowed to re-enroll, you must follow the terms and conditions outlined by the Academic Dean at the point of reinstatement.

Repeated course(s) are indicated on the transcript by adding the suffix “-R” (i.e. A-R; B-R etc.)

TUTORIAL CLASSES

Tutorial classes may be scheduled at 8 AM, during your free periods (morning or afternoons), or by special announcements. Students demonstrating academic difficulty **will be assigned to these classes by the faculty or Administrative Office** and are **REQUIRED** to attend. In addition to those assigned, other students seeking remedial help may attend.

SECOND CHANCE PROGRAM: ON-CAMPUS STUDENTS ONLY

This program was developed by AAMI to assist those who are academically deficient in their pursuit of training at AAMI.

The purpose of this program is to give you a second opportunity to pass a course. You will be able to sit for a NEW final exam for a failed course within two to three days of being notified of a failure.

- 1. YOU MAY USE THIS PROGRAM ONCE AND ONLY ONCE DURING YOUR TENURE AT THE AAMI, NO MATTER HOW LONG YOU ARE ATTENDING AAMI.***
- 2. IF YOU RECEIVED A “NCP or NCF” ” (NO CREDIT PASSING OR FAILING, FOR EXCESS ABSENCES) FOR A COURSE, YOU WILL NOT BE ELIGIBLE TO PARTICIPATE IN THIS PROGRAM.***
- 3. THE FOLLOWING IS AN OUTLINE THAT WILL BE STRICTLY ADHERED TO. NO DEVIATIONS WILL BE ALLOWED.***

REQUIREMENTS:

You cannot have failed more than two (2) subjects.

If you received a low grade point average that can be improved with the repeat of no more than two (2) courses with a “D”.

The maximum grade you may receive is a "C". For example, if you had a course average of 60 before taking the original final and 100 on the second final, your course average should be an 80 (B). However, your final grade for the course will only be a "C" since this is your "second chance". This is based on the premise that the course average is high enough to be averaged with a "C" and still be passing.

Your grade point average and cumulative average MUST still meet the criteria set on Page 18 of this handbook and Page 11 of the School Catalog.

If you use the "SECOND" chance during the first semester of the Degree Program, you may do so only once again during the rest of your training.

If you use the "SECOND" chance during the first semester of the Advanced Standing Degree Program, you may NOT do so again during the rest of your training.

You may NOT use this if you receive a grade of "NCP or NCF" (No Credit passing or failing).

You will be able to sit for a new final exam for the course(s) you failed within two (2) to three (3) days of being notified of your failure. Once the day is set, NO changes regarding the date will be considered or allowed.

The COST is \$150.00 per test. The maximum number of exams you may take is two (2); therefore, the maximum cost would be \$300.00.

There will be NO review classes given by AAMI for the second chance program.

REMEMBER: YOU ONLY GET A SECOND CHANCE ONCE!!!!!!

ACADEMIC PROGRESS

In order to achieve unconditional promotion to a subsequent semester, you must achieve a minimum-passing grade of "D" in a course **and a minimum grade point average of 2.0** and maintain satisfactory attendance. If you do not meet these standards, you will be placed on academic and/or attendance probation. If you are on probation and do not meet the conditions of probation, you will be considered for dismissal by the Faculty Council. If you receive a grade of "F" in one or more subjects, you will be automatically dismissed from the program.

At the end of each semester, those who have not demonstrated acceptable academic progress toward a 2.00 average may be placed on academic probation or be academically dismissed by the Dean. Those students who have made acceptable progress may be continued on probation for one or more semesters. A student, who is on probation for two consecutive semesters, may be considered for academic dismissal.

ACADEMIC WITHDRAWAL

You may voluntarily withdraw from the program without being penalized (i.e. counted as an enrollment or receive a failing grade) up to the **END OF THE 6TH WEEK** of a semester. You must notify the school, in **WRITING**, of your intent to voluntarily withdraw (e.g. personal reasons). A notation of a "W" will appear on the transcript indicating formal withdrawal.

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

If, **AFTER THE BEGINNING OF THE 7th WEEK**, you wish to withdraw from AAMI, a WP (withdrawal with penalty) will be noted on the transcript. This will be counted as an enrollment only (See Enrollment Policy.)

COMPREHENSIVE STUDY AND COMPREHENSIVE EXAM

This course is scheduled to meet for two hours per week in your final semester. It will review defined areas of study. It is designed to review all course work during your schooling at AAMI; to prepare you to take the National Board Exam as well as to help you for the Comprehensive Test at week 10 of your final term (on a Saturday). For online students, this will occur during the Capstone program on campus upon completion of all other requirements.

As with your other courses, you are expected to attend all classes. To receive credit, you must attend 80% of the course.

To graduate from AAMI, you must pass this course with a minimum of 75%. This grade will be determined from the grades that you earn on tests given during the review time. The lowest grade will be dropped from the calculation of your final grade. If you miss one test, that test will be scored as a zero but will be dropped. ON the other hand, if you miss a second test, that score of zero will be retained.

You must also pass AAMI'S Comprehensive Exam by achieving a minimum of 75% on each of the sections.

The **Funeral Service Science Section** consists of the following subjects:

Embalming, Restorative Art, Microbiology, Chemistry, Pathology and Anatomy

The **Funeral Service Arts Section** consists of the following subjects:

History; Sociology, Funeral Directing, Funeral Home Management & Merchandising; Psychology, Counseling; Small Business Management; Accounting; Business Law and Mortuary Law.

The comprehensive test will not include any material that you have not covered up to the point of the test.

If you do not attain a 75 on one section, or both sections, you will be allowed to take a retest. **There will not be a review for this test.** The re-test will be scheduled based on need and availability of a proctor. You may have to stay after your normal dismissal time in order to be re-tested.

READMISSION POLICY

It is the policy of the school to limit you to two (2) enrollments. If you are dismissed for academic or attendance deficiencies, you may apply only one time for readmission. All requests for readmission must be made in writing and will be reviewed and approved by the Admissions Committee and/or Academic Dean. In addition, you must submit an essay describing the steps you will perform to ensure academic success.

If, again, you fail to attain an acceptable grade point average or fail a course(s), you will not be permitted to apply for readmission for a minimum of one year from the date of dismissal under AAMI's Academic Fresh Start Program. You are strongly encouraged to prepare thoroughly for your professional training. The application process will be the same as for any new student.

All previous obligations (financial or otherwise) to AAMI must be met before being reconsidered for readmission.

TRANSFER CREDIT POLICY

1. Transfer Policy

- a. The applicant must submit a completed admissions application form and the required application fee.
- b. The applicant must submit an official high school transcript or evidence of high school equivalency.
- c. The applicant must submit an official transcript from each accredited college or university previously attended as well as course descriptions for each course for which transfer credit is requested.
- d. Only those credits taken at AAMI are used in computing the student grade point average.
- e. If the applicant has completed 60 college credits, an associate degree or a Bachelor's degree, the entire General Education core (12 credits) will be waived.

2. General Education

Credit for courses:

Transfer credit will be awarded for courses taken at an accredited institution in which a student has earned a grade of C or better. Transfer credit in general education will only be applied to the following courses:

Communication Skills	GEN 101	3 credits
Death and Human Development	SOC 102	2 credits
Health Education	GEN 103	2 credits
Introduction to Science	GEN 102	2 credits
Principles of Mathematics	BUS 101	3 credits

Credit By Examination:

AAMI participates in the College-Level Examination Program (CLEP) of the College Board. Students in AAMI's associate degree program may earn up to 12 credits through CLEP. In accordance with AAMI's Transfer Credit Policy, credit will be awarded through CLEP exams for those courses in AAMI's General Education requirement.

Students may take CLEP exams at CLEP Test Centers on college campuses, Test Centers on military bases and at DANTES Education Centers.

To locate a CLEP Test Center and Register for CLEP Exams, go to:

http://apps.collegeboard.com/cbsearch_clep/searchCLEPTestCenter.jsp

CLEP for Military Personnel:

College-Level Examination Program® (CLEP®) exams are available to eligible military personnel as a way to save time and money while earning college credit. To assist military personnel in meeting their educational goals, the Defense Activity for Non-Traditional Education Support (DANTES) funds CLEP exams for eligible military service members and eligible civilian employees.

Who Is Eligible For Military-Funded CLEP Exams?

CLEP exams are free to the following eligible military personnel and eligible civilian employees:

Military veterans can seek reimbursement from the U.S. Department of Veterans Affairs for CLEP exams and fees. For more information, visit CLEP for veterans on the web:

<http://www.collegeboard.com/student/testing/clep/veterans.html>

Military personnel (Active Duty and Reserve) - Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, Army Reserve, Air Force Reserve, Marine Corps Reserve, Navy Reserve, Coast Guard Reserve, Army and Air National Guard ; visit: <http://www.collegeboard.com/student/testing/clep/military.html>

Eligible civilian employees and spouses of participating Reserve Component and Coast Guard personnel

Department of Defense Acquisition Personnel (only eligible for the following computer-based exams: Principles of Macroeconomics, Principles of Microeconomics and Principles of Marketing)

3. Funeral Service Major

Transfer credit for any course that is tested on the National Board Exam must meet the following criteria:

- a. The applicant may not have taken the course more than 2 years prior to the applicant's initial course enrollment at AAMI.
- b. The applicant must have earned a minimum of a grade of B in the course or courses for which they are seeking transfer credit.
- c. For courses in a sequence (e.g., Embalming I, Embalming II, etc.), an applicant must receive a B or higher in each course to have the courses and credits transferred. If an applicant received a grade of C or lower in a course in the sequence, that course plus all subsequent courses (regardless of the grade in a subsequent course) are ineligible for transfer.
- d. The applicant will be required to audit (online or on-campus) each course transferred in the major (courses on the National Board Exam) to ensure overall mastery of the course content. A \$50 audit fee will be charged.

ONLY those credits taken at American Academy McAllister Institute of Funeral Service are used in computing the student grade point average.

NATIONAL BOARD EXAM

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

The following represents the passing rate of AAMI first-time takers for the most recent 4-year period:

National Board Exam			
Year	# of Takers	# Who Passed	% Who Passed
2007	61	51	84%
2006	77	68	88%
2005	71	69	96%
2004	29	26	90%

GRADUATION REQUIREMENTS

In order to qualify for graduation, you must meet the following requirements:

1. Satisfactory completion of all required courses.
2. An earned cumulative grade point average of a 2.00.
3. Satisfactory record of attendance (as previously described)
4. All indebtedness to the Institute is paid in full.
5. Satisfactory compliance with regard to financial aid and/or student loans.
6. Students receiving any form of Title IV federal Aid must participate in an exit counseling session with the Financial Aid Administrator.
7. Successfully complete ALL requirements of the clinical Embalming Program and be certified by the Clinical Embalming Instructor as minimally technically competent in embalming at the entry level.
8. Attend and actively participate in AAMI's Comprehensive Review.
9. Must pass AAMI's Comprehensive Test with a 75. You will have 2 attempts at passing this exam.
10. Must take the Practice National Board Examination anytime PRIOR to final exam week.
11. Must take the National Board Examination prior to graduation.

GRADUATION AWARDS

A graduation exercise will be held for all students who meet the above requirements at which time the Funeral Service Oath is administered and degrees and other special awards are conferred.

THE DR. JOHN McALLISTER MEMORIAL AWARD – Established in memory of Dr. John McAllister, founder of the McAllister School of Embalming, and a pioneer in Funeral Service Education, signifying outstanding proficiency in all areas of the curriculum.

THE FACULTY AWARD – A plaque awarded for proficiency in the mortuary arts and sciences.

MU SIGMA ALPHA – Ten percent of each class is selected to membership in this honorary scholastic society based upon academic achievement and approval by the faculty. Eligible candidates are inducted at graduation and awarded a certificate of membership.

THE SILVIO J. FAILLA MEMORIAL AWARD – A monetary award to the student who has excelled in scholarship, presented by the New Jersey State Funeral Director's Association.

THE NEW YORK STATE FUNERAL DIRECTOR'S ASSOCIATION AWARD OF MERIT – A certificate awarded to the graduate who, in judgment of his/her fellow students and the faculty, best typifies the highest ideals of the Funeral Service Profession.

THE THOMAS M. QUINN SERVICE AWARD – A plaque awarded by Thomas M. Quinn & Sons Inc., in memory of Thomas M. Quinn is given to the graduate who, in the judgment of his/her fellow students, has contributed most to the welfare of the class.

THE GEORGE (BUDDY) WOLFE MEMORIAL AWARD – A monetary award granted for proficiency in clinical embalming at the August graduation.

THE WILLIAM F. FLOOKS, SR. MEMORIAL AWARD – A plaque awarded for proficiency in clinical embalming at the December graduation.

THE MICHAEL R. ROSENBERG MEMORIAL AWARD – A plaque awarded for proficiency in clinical embalming at the December graduation.

THE ACADEMIC ACHIEVEMENT AWARD – A plaque is awarded to that student who has shown, in the eyes of the faculty and administration, improvement in scholastic ability, character and commitment.

THE BOARD OF TRUSTEE AWARD - A plaque is awarded for scholarship achievement

NON-ACADEMIC DISMISSAL, SUSPENSION

You may be suspended if you violate the American Academy McAllister Institute's Code of Conduct as outlined in this Handbook and the School Catalog. If you are suspended or dismissed for non-academic reasons, you may request a hearing within 10 working days of the suspension or dismissal. The decision of the Faculty Council may be appealed to the Executive Committee.

PLAGIARISM

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

STUDENT INVOLVEMENT IN AAMI GOVERNANCE

Each term, one or more students will be selected to meet with various AAMI administrators and/or faculty and ad hoc groups including consultants and possibly Trustees to discuss such issues as institutional planning, the accreditation requirements of ABFSE, the curriculum, the level of student support, and the future development of AAMI. Such meetings will include discussion about the concerns of students and their suggestions for improving the educational experience.

AAMI actively encourages student involvement in the activities of the college. Numerous opportunities and processes are in place to obtain student input and ideas. Surveys and discussion groups are initiated by the administration. Students are encouraged to create their own discussion groups. The "open door" policy of the administration and the close relationships that develop between administrators, faculty and students allows for continuous discussion of student ideas related to potential activities or changes in policies and procedures.

FULL TIME STUDENT LETTERS

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

STUDENT LOAN FUND

A small emergency student loan fund (**\$20.00**) is administered through the college office and will be made available **after the 3rd week of school**. The loan is for a period of 2 weeks on the signature of the student. No interest is charged.

LOCKERS

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

CLASS PICTURES

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

CLASS RINGS

Arrangements can be made for the purchase of a class ring from an outside company. The cost of rings varies

and is the student's responsibility.

EXTRA-CURRICULAR ACTIVITIES

The student body is encouraged to initiate constructive group activities. Those under AAMI's sponsorship are subject to supervision by the Academic Dean. Outings, sports, socials and general recreation plans may be formulated to meet the desires of the class. Any planned activity involving classroom time must be cleared through the Administrative Office and participation by three-fourths of the class is necessary. As a general rule, no more than an afternoon of classroom time is permitted.

END OF YEAR PARTY

Most classes plan a party for an afternoon before commencement exercises, to which they may bring guests. Some classes are able to defray some of the expenses by collecting class dues.

STUDENT GRIEVANCE PROCEDURE

This grievance procedure is provided for the prompt and equitable resolution of student complaints as they may arise and to provide recourse to orderly procedures for the satisfactory adjustment of complaints.

I. Definition

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

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

II. Grievance Procedure

1. A grievance is initiated by filing a signed written statement with the Academic Dean within 20 days of the grievance. It should include the nature of the claim, a brief description of the facts which form the basis of the claim and the remedy sought.

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

2. If the grievance is not resolved at Step 1, the student may appeal to the Faculty Council. The appeal shall consist of a written notice of appeal together with copies of the grievance and the decision of the Academic Dean or the Director of Admissions. It shall be signed by the student. The appeal shall be filed with the President of AAMI within three (3) days after receipt of the Academic Dean or Director of Admissions' decision.

Within five (5) business days after the notice of appeal is filed, the Faculty Committee will meet with the student and representative, if one appears. If a mutually satisfactory resolution is not achieved, then the

Faculty Council will issue a written decision, together with supporting reasons, to the student within five (5) business days of the meeting. The decision of the Faculty Council shall be final and binding, except in instances involving suspension or dismissal from AAMI.

3. If the grievance relates to a suspension or dismissal from the Institute, the student may appeal to the Executive Committee of the Institute's Board of Trustees. The appeal shall consist of a written statement signed by the student, setting forth the reasons the student feels the Faculty Council's decision should be overturned or modified. Copies of the initial grievance and decision of the Academic Dean or the Director of Admissions and the notice of appeal to the Faculty Council and its decision should be attached. The appeal shall be filed with the President of the Institute within five (5) business days after receipt of the Faculty Council's decision.

The Executive Committee shall meet with the student and representative, if one appears, within five (5) business days after the appeal is filed. If a mutually satisfactory resolution is not achieved, then the Executive Committee will issue a written decision within five (5) business days after the meeting. The decision of the Executive Committee shall be final and binding.

III. Time Limits

1. 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.

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

IV. Miscellaneous

1. The filing or pendency of any grievance under the provisions of this section shall in no way operate to impede, delay or interfere with the right of the Institute to take the action complained of, subject however, to the final decision on the grievance.

AAMI RESERVES THE RIGHT TO MAKE CHANGES IN POLICY THAT MAY BE DEEMED NECESSARY.

ANY VIOLATION OF THE ABOVE PROCEDURAL REGULATIONS, OR ANY OTHER CODE OF CONDUCT, WILL IN ALL LIKELIHOOD LEAD TO YOUR DISMISSAL FROM THE PROGRAM!

ANY STUDENT WHO CONSISTENTLY VIOLATES ANY OF THE PROCEDURES OUTLINED IN THIS HANDBOOK AND CATALOG WILL BE SUBJECT TO DISCIPLINARY ACTION TO BE DETERMINED BY THE DEAN.

POLICY AGAINST DISCRIMINATION INCLUDING SEXUAL HARRASSMENT

I. Policy

The American Academy McAllister Institute of Funeral Service, Inc. (AAMI), in accordance with federal, state and local laws, is firmly committed to maintaining an environment for its employees and students that is free of unlawful discrimination and harassment. AAMI expressly prohibits any form of unlawful discrimination, including harassment, based on race, color, age, religion, sex, national origin, marital status, veteran status, sexual orientation or disability in any educational or employment program. In accordance with these laws, AAMI prohibits retaliation against any one who has complained about discrimination, including harassment, or otherwise exercised rights guaranteed by these laws.

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; (3) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance by creating an intimidating, hostile or offensive employment or education environment; (4) such conduct which has the purpose or effect, when judged from the perspective of a reasonable person in the position of the complaining individual, of creating an intimidating, hostile or offensive environment for working, learning or enjoying other AAMI opportunities, programs and activities. The definition of sexual harassment will be interpreted and applied consistently with current legal standards, as well as accepted standards of mature behavior, professional responsibilities, academic freedom and freedom of expression.

II. Coverage

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

III. Complaint Process

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

Staff -	Academic Dean or Director of Admissions
Faculty -	Academic Dean or Director of Admissions
Students -	Academic Dean or Director of Admissions
Administrators -	Academic Dean or Director of Admissions

If the complainant prefers to seek assistance from someone other than the administrative official specified above, the complainant should contact AAMI’s Registrar, in the absence of the said party, the President, to attempt to resolve the complaint. Nothing in this policy precludes an individual or individuals from approaching some other appropriate school official regarding a complaint within the scope of this policy.

Complaints may be made orally or in writing. If the complaint is made orally, the administrative official will prepare a memorandum summarizing the statements made by the complainant. The complainant will then

review the memorandum, make any changes or corrections and sign it. The written statement or memorandum must include the following:

1. The complainant's name and contact number.
2. The basis of the alleged act of discrimination (hereinafter called the "alleged act"); that is, race, religion, color, national or ethnic origin, age, sexual orientation, marital status or disability.
3. A brief description of the act to have occurred and the complainant's reason for concluding that it was discriminatory.
4. The name(s) and position(s) in the Institute held by the person or person who committed the alleged act.
5. Copies of materials or names of witnesses, if any, which may be relevant to the investigation of the complaint.
6. A statement indicating whether or not the complainant has initiated a court action or filed a charge of sexual harassment or a complaint of discrimination concerning the alleged act with a local, state or federal agency.
7. The date(s) on which the alleged act was committed.
8. The date(s) on which the complainant first knew of the alleged act.
9. A statement indicating the remedy sought by the complainant.
10. The signature of the complainant.

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

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

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

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

IV. Retaliation

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

V. Appeal

If either party directly involved in the investigation is dissatisfied with the outcome or resolution, that person has the right to appeal the decision to the Executive Committee of AAMI's Board of Trustees. The appellant should submit a written statement in support of the appeal to AAMI's President within five (5) business days of receipt of the report. The statement should indicate whether the appellant wishes to make an oral presentation to the Executive Committee. The Executive Committee's determination will be rendered within ten (10) business days of the filing of the appeal.

VI. Discipline/Sanctions

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

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

VII. Representation

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

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

Addendum #2

HEALTH AND SAFETY POLICY FOR CLINICAL EMBALMING

These procedural guidelines pertain to Funeral Service Practitioners and are to be used during your Clinical Embalming Course at Bellevue Hospital.

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 discarded after each use.
3. Protective head coverings that are to be discarded after each use.
4. Shoe coverings to be worn in the preparation room. These are to be discarded after each embalming.
5. Protective oral-nasal mask designed to prevent inhalation of chemical particulates. These are to be discarded after each use.
6. Protective face shields & 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 before being embalmed. Remains **MUST** be covered at **ALL TIMES**.
8. NO cameras are allowed at any time. Picture taking is **FORBIDDEN**. Anyone, EVEN suspected of such, WILL be dismissed from the program.
9. Students are NOT to enter any refrigerated compartments **WITHOUT** the instructor's permission and presence.
10. Students are **NOT** to enter public corridors or mortuary offices wearing ANY embalming clothing.
11. All ID tags must be left on remains. The ID tags must be removed from shrouds and sheets, and then reattached to remains.

NOTE: ID card on refrigerated compartment **MUST** match the ID on remains.

If a **RED tag or any marking on the ID tag or compartment cards indicates a contagious disease, notify the instructor **IMMEDIATELY**.

12. All scalpel blades and/or hypodermic needles must be disposed of in **RED CONTAINERS** indicated for such purposes in the preparation room.
13. All instruments that have been used must be washed in soap, water and Di-san solution and then sterilized in autoclave.

NOTE: Students are **NOT** to touch autoclave except when following instructor's instructions.

If autoclave is not working, cold chemical sterilization using Di-san is to be used.

All plastic hoses and tubing must be washed after use.

14. All contaminated solids must be **RED** bagged.
15. All students **MUST** have clean gowns.
16. Heavy duty rubber gloves may be sterilized for re-use.
17. Attendance is very important. Subjects previously covered will NOT be repeated. The clinical learning process must move on.
18. All students **MUST** bring their instruments and protective equipment to each class. If you do not have your instruments or protective clothing, NO CREDIT will be given.
19. If you arrive and the instructor has not arrived yet, PLEASE WAIT in the designated waiting area immediately adjacent to the Mortuary Office. If within a reasonable amount of time, the instructor has not arrived, inquire of the Mortuary Office as instructor might have left a message.
20. Proper professional and ethical decorum is EXPECTED at **ALL** times. The remains you are operating on and embalming did not expect to be here. **REMAINS MUST BE TREATED WITH RESPECT AT ALL TIMES.**
21. Students should mark instruments and other embalming equipment for IDENTIFICATION purposes.
22. All injuries **MUST** be reported to the instructor **IMMEDIATELY** and an incident report will be completed.
23. **NO PARKING** is permitted in the mortuary loading zone
24. You are EXPECTED to treat the Bellevue Staff as you would the members of the Administration and Faculty of AAMI: **WITH THE UTMOST RESPECT.** Any incidence of reported infractions of this aspect of the program WILL also subject the student to suspension or dismissal.

A requirement of the Hospital is that we must now use Operating Room Circulatory Nurse Procedure (i.e. one student remains "Clean") during our Clinical classes. This is an Infectious Control regulation.

Addendum #3

ALCOHOL AND DRUG ABUSE POLICY

Each student must view an educational videotape 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 Dean.

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

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

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

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

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL

ALCOHOL EFFECTS:

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

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

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

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

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

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

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

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

Addendum #4 Immunization Requirements and Policies

New York State requires students attending any college or university within the state of New York to comply with Public Health Laws 2165 and 2167 for measles, mumps, rubella, and meningitis. These laws apply to all students registered for 6 credits or more and include all graduate, undergraduate, commuter, resident, domestic, and international students born prior to 1/1/1957.

American Academy McAllister Institute is committed to maintaining a safe and healthy campus community. Therefore, American Academy McAllister Institute strictly enforces compliance with these mandates. Students must submit proper proof of immunity to the Registrar's Office within thirty days of beginning their first class at AAMI. Students who fail to submit the required information to the Registrar's Office will face disciplinary action up to and including exclusion from classes and being prohibited from registering for any further classes at AAMI.

Proof of Immunity is as follows:

Public Health Law 2165 for Measles, Mumps, and Rubella:

Measles (Rubeola):

Acceptable proof of immunity to measles is as follows:

Two doses of live measles vaccine administered after January 1, 1968.

The first dose must have been received on or after the first birthday and the second after 15 months of age. There must be a minimum interval of at least 28 days between the first and second doses of vaccine. Immunization records must be specific enough to determine that the vaccine was given on or after the first birthday.

Serological proof of immunity is also acceptable. This is a blood test which determines the presence of protective measles antibodies indicative of immunity. All blood tests must be performed by an approved medical laboratory. The presence of protective antibodies constitutes sufficient proof of immunity. A physician's interpretation of the serological results must be submitted to the Registrar's Office along with the actual blood test result.

A statement from the diagnosing physician that the student had the measles is also acceptable. According to New York State law, students may also prove a first measles immunization by submitting documentation that they either attended a primary or secondary school in the United States after 1980 or that they were honorably discharged from the armed forces within 10 years of the date of their application to AAMI.

Students who use proof of attendance at a US primary or secondary school after 1980 to document their first measles immunization must submit a certificate of immunization that documents a second dose of live measles vaccine administered within one year of attendance at AAMI.

Students who use proof of their honorable discharge from the armed forces to document their first dose of the measles vaccine must request their actual immunization records from the appropriate military office every six months until they are received by AAMI. In addition, students must submit a DD214 form to the Registrar's Office as further proof of immunity. Should there be a health risk on campus, these students will be removed

from campus until proof of actual immunity is received in the Registrar's Office.

Mumps:

A single dose of live mumps vaccine given after January 1, 1969, and on or after the first birthday, is required for proof of immunity from the mumps. Records must be specific enough to determine that the vaccine was given on or after the first birthday. A killed mumps vaccine does not meet this requirement, regardless of when it was administered.

Rubella:

Acceptable proof of immunity to Rubella (German Measles) is as follows:

A single dose of live rubella virus vaccine given on or after the first birthday, and after January 1, 1969.

Records must be specific enough to determine that the vaccine was given on or after the first birthday. Serologic evidence of immunity is also acceptable. This is a blood test, which determines the presence of rubella antibodies indicative of immunity. All blood tests must be performed by an approved medical laboratory. The presence of antibodies at any measurable level constitutes sufficient proof of immunity. A physician's interpretation of serological results must be submitted along with the actual lab result.

A physician's statement of disease history is **NOT** acceptable for rubella since rubella rashes resemble rashes of other diseases; it is, therefore, impossible to reliably diagnose on clinical evidence alone.

Proof of Compliance and Exemptions:

All American Academy McAllister Institute students born on or after January 1, 1957, taking 6 or more credits, must provide the Registrar's Office with a signed certificate from their health practitioner indicating proof of immunity to measles, mumps, and rubella. The certificate must be signed by the health practitioner who administered the immunization(s) and shall specify the date(s) of administration. It may also show physician-verified history of disease and/or laboratory evidence of immunity. An immunization record from a school previously attended, which specifies the date(s) of administration and whose source was a certificate of immunization from a health practitioner is also acceptable proof of compliance.

If the student is in the process of completing the required immunizations he/she must submit the following to the Registrar's Office as soon as possible:

- ❖ **Proof of at least one dose of live measles virus vaccine**
- ❖ **Proof of immunity to mumps and rubella, and**
- ❖ **Proof of an appointment to return to a health practitioner for the remaining measles immunization.**

Medical Exemptions:

Medical exemptions can be demonstrated by having a licensed physician or nurse practitioner certify **in writing** that one or more of the required immunizations may be detrimental to the student's health or is otherwise medically contraindicated. The requirements will then be waived until such immunization is determined no longer detrimental or otherwise medically contraindicated. Students who have temporary medical exemptions will be notified in writing of their need to submit their immunization records after the temporary medical exemption date has expired.

Religious Exemptions:

Religious exemptions can be demonstrated by submitting **in writing** a signed statement from the student, or in the event the student is a minor, from their parents or guardians that they hold sincere.

Addendum #5

Notice of Privacy Practices Effective December 30, 2004

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 the 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 the School.

Your Personal Health Information

American Academy McAllister Institute collects personal health 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 connections with the general management of AAMI. Examples of treatment include: (1) 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, which 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 costs 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 is 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 the 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.

Addendum #6

FERPA Guidelines for American Academy McAllister Institute Students

The Family Educational Rights and Privacy Act (FERPA) 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 students certain rights with respect to their education records. These rights are given to the student when he or she reaches the age of 18 or when he or she attends a school beyond the high school level.

Student Rights Under FERPA

Under FERPA students have the following rights:

- ❖ Students have the right to inspect and review the education records kept by any school that they are attending. However, schools are not required to provide copies of educational records unless, for reasons such as great distance, it is impossible for the student to review the records. Schools may charge a fee for copies.
- ❖ 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 student then has the right to request a formal hearing on the matter. After the hearing, if the school still refuses to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- ❖ Schools, for the most part, must have written permission from the student in order to release any information from a student's education record. However, FERPA guidelines do allow schools to disclose, without the student's consent, those records to the following parties or under the following conditions:
 - ✓ School officials with a 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 or safety emergencies
 - ✓ State, federal, and local authorities, within a law enforcement system, pursuant to specific State or Federal law.

Schools may disclose, without prior consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards received, and dates of attendance. However, schools must notify students of directory information and allow students a reasonable amount of time in which to request that the school not disclose directory information about them.

Please Note: students at AAMI who would like their directory information excluded must notify the Registrar of AAMI, in writing, of specifically what information they would like excluded.

Schools also must notify students of their rights under FERPA annually. However, the actual means of notification is left to the discretion of each individual school.

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

American Academy McAllister Institute
619 West 54th Street
6th Floor
New York, NY 10019

**Acknowledgement of American Academy McAllister Institute's
Health Insurance Portability and Accountability Act of 1996**

By signing below, I, _____, acknowledge that I have received a copy of
STUDENT'S PRINTED NAME
American Academy McAllister Institute's Health Insurance Portability and Accountability Act of 1996 (HIPPA) .

STUDENT'S SIGNATURE

DATE

Acknowledgement of American Academy McAllister Institute's FERPA Guidelines for Students

By signing below, I, _____, acknowledge that I have received a

STUDENT'S PRINTED NAME

copy of American Academy McAllister Institute's FERPA Guidelines for Students. I also understand that AAMI may release directory information (i.e. name, address, dates of attendance...) about me without my prior consent. I also understand that I have the right to have any and all of my directory information kept confidential by AAMI, and that if I would like AAMI to keep any of my directory information confidential, I must notify the Registrar of the AAMI, in writing, of specifically what information I would like excluded.

STUDENT'S SIGNATURE

DATE