



Student Handbook

Atlanta University of Health Science



2022-2023

DISCLAIMER

Atlanta University of Health Science has made every reasonable effort to ensure the accuracy of this catalog at the time it was published. All catalog information is subject to change without notice. AUHS reserves the right to make changes to courses, programs, requirements, and other matters. AUHS further reserves the right to add, amend, or repeal any of its rules, regulations, policies, and procedures, consistent with applicable laws.

MAIN CAMPUS
302 Satellite Blvd, Suite 109
Suwanee, GA 30024

DULUTH CAMPUS
3311 N. Berkeley Lake Rd, Suite 210
Duluth, GA 30096

Phone: 678-731-7141 | Fax: 678-731-7142
Web: atlantauniv.org | Email: info@atlantauniv.org

06.10.2022

TABLE OF CONTENTS

GENERAL INFORMATION.....	5
VISION STATEMENT.....	5
MISSION STATEMENT.....	5
INSTITUTIONAL OBJECTIVES.....	5
CORE VALUES.....	6
ETHICAL STANDARDS.....	6
Policy.....	6
Reporting Violations.....	7
STATEMENT OF FAITH.....	7
APPROVAL.....	7
HISTORY.....	7
FACILITIES.....	8
Main Campus.....	8
External Teaching Site.....	9
HOURS OF OPERATION.....	9
NON-DISCRIMINATION STATEMENT.....	9
ADMISSIONS INFORMATION.....	11
GENERAL ADMISSION POLICES.....	11
GRADUATE ADMISSIONS.....	11
Admission Requirements.....	11
UNDERGRADUATE ADMISSIONS.....	11
Admission Documentation Guidelines.....	11
Admission Requirements.....	12
INTERNATIONAL APPLICANTS.....	12
General Policies.....	12
English Language Proficiency Requirement.....	13
International Admission Requirements.....	13
TRANSFER CREDIT POLICY AND REGUALTIONS.....	14
DENIED/CONDITIONAL ADMISSION.....	15
COPIES/OFFICIAL DOCUMENTS.....	16
ACUPUNCTURE LICENSING AND EMPLOYMENT IN GEORGIA.....	16
Licensing Requirements.....	16
AUHS Status.....	16
ACADEMIC INFORMATION.....	18

CREDIT HOURS	18
Federal Definition of Credit Hour	18
Atlanta University Equivalences of credit hour.....	18
REGISTRATION REQUIREMENTS	18
STUDY LOAD LIMITS	19
ATTENDANCE POLICIES.....	19
Classroom & Clinical Attendance.....	19
Absences.....	19
Clinical Absences	19
Excessive Absences.....	20
LEAVE OF ABSENCE.....	20
STANDARDS FOR STUDENT ACHIEVEMENT	21
GRADING STANDARDS.....	21
INCOMPLETE GRADE (I).....	21
REPEATED COURSE (R).....	22
GENERAL GRADING POLICY.....	22
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY	22
GRADE REPORTS.....	23
COURSE POLICIES.....	23
Add or Drop a Course	23
Course Withdrawal.....	24
Clinic Entrance Proficiency Examinations.....	24
Graduation Examination.....	24
Clinic Entrance and Graduation Make-Up Examinations	24
STUDENT’S RIGHT TO CANCEL.....	24
POLICIES FOR NON-MATRICULATED STUDENTS.....	24
PLACEMENT ASSISTANCE.....	25
FINANCIAL INFORMATION	26
TUITION AND FEES.....	26
TUITION PAYMENT POLICY	27
PRESIDENTIAL SCHOLARSHIPS	27
TUITION REFUND POLICY	28
STUDENT INFORMATION	30
STUDENT SERVICES.....	30
Academic Advising.....	30
Career Services.....	30
Community Service.....	31

Disability Support Services	31
Educational Services	32
International Student Services	32
Library Services	32
New Student Orientation (NSO)	32
Personal Counseling	33
Admission Services	33
Tutoring.....	33
STUDENT GOVERNMENT ASSOCIATION	33
Purpose	33
Objectives.....	33
FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA).....	34
COPYRIGHT COMPLIANCE POLICY	35
CODE OF STUDENT CONDUCT.....	36
Policy.....	36
Behavioral Expectations.....	37
The Conduct Process	38
Conduct Sanctions	38
Appeal Review	38
STUDENT GRIEVANCE POLICY AND PROCEDURE	39
CAMPUS SAFETY AND SECURITY	41
HARASSMENT	41
SEXUAL HARASSMENT	41
ANTI-HAZING.....	42
DRUG AND ALCOHOL-FREE CAMPUS	42
TOBACCO.....	44
FIREARMS, EXPLOSIVES, AND OTHER DANGEROUS WEAPONS	44
CHILDREN ON CAMPUS.....	45
ANIMALS ON CAMPUS.....	45
VISITORS ON CAMPUS	45
EMERGENCY PROCEDURES	45

GENERAL INFORMATION

VISION STATEMENT

Atlanta University of Health Sciences strives to be a state-of-the-art educational organization and career-readiness model in the State of Georgia and beyond and will be recognized as an exemplary model for the integration and translation of inter-professional knowledge into the preparation of exceptional scholars and healthcare professionals.

MISSION STATEMENT

The mission of Atlanta University of Health Science is to empower, engage, train, and educate productive, competent, and ethical professionals for successful careers in health science and in a variety of business-related fields.

INSTITUTIONAL OBJECTIVES

AUHS accomplishes its mission by pursuing the following objectives:

- To prepare students to pass licensure and/or certification exams required to become licensed or certified healthcare professionals.
- To further the understanding of the profession of Acupuncture, Oriental Medicine, and bodywork therapy through dialogue with other members of the healthcare community and the public at large.
- To produce graduates who are capable of meeting healthcare needs in various healthcare environments.
- To produce graduates who possess the knowledge and skills for today's evolving and diverse business settings.
- To build partnerships with business communities and professional organizations.
- To provide high quality academic and support services that foster student persistence and achievement.
- To attract, engage, and retain qualified faculty and staff by sustaining an environment of collegiality and professionalism.
- To foster creative, critical, ethical, and logical thinking to solve problems, make decisions, and build stronger communities.
- To promote lifelong learning as a means of personal and professional growth.

CORE VALUES

All members of Atlanta University of Health Science community embody the intention of improving lives exponentially by supporting health and well-being through our daily actions. The core values that drive Atlanta University of Health Science are:

- Excellence in Teaching, Research, Scholarship and Management
- Respect for Diverse Societies and to Fight for Justice
- Commitment to Life-Long Learning and Teaching
- Effective Career Development Opportunities

ETHICAL STANDARDS

Policy

The Ethical Standards at Atlanta University of Health Science express ethical principles and guidelines for the conduct of all AUHS employees. All employees, including Administrators, faculty, and staff, should be familiar with the standards, understand their application to their position, and conduct and adhere to their principles. Atlanta University of Health Science subscribes to the following ethical principles:

- **Transactions:** The University's transactions are to be conducted with honesty, transparency, fairness, professionalism, and in compliance with the law.
- **Contracts:** University contracts shall not be awarded on the basis of personal favoritism, nepotism, political considerations or based on any other consideration that is extraneous to the merits of the contemplated transaction.
- **Confidentiality:** Employees must maintain the confidentiality of confidential information entrusted to them, except when disclosure is authorized by an appropriate officer of the University or required by law.
- **Compliance with the Law:** When conducting the affairs of the University, employees must comply with all applicable laws, rules, and regulations.
- **Timely and Truthful Public Disclosures:** Employees involved in the preparation of financial documents, public communications, and other documents are required to make disclosures that are complete, accurate, and timely.
- **Gifts:** Employees must never accept any gift or benefit that might influence their decisions on the job.
- **Misrepresentations:** Employees will not engage in conduct which constitutes a substantial misrepresentation of the University, including the nature of its educational programs, financial charges, or the employability of its graduates.

Reporting Violations

Atlanta University of Health Science strongly encourages all faculty, administrators, staff, and students to report suspected or actual wrongful conduct by AUHS employees. No individual who makes a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic, or educational consequence, as a result of making a report.

STATEMENT OF FAITH

- We believe that the Bible was inspired of God, hence free from error. It constitutes the only infallible guide in faith and practice.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ, born of a virgin, is God come in the flesh.
- We believe that man, by disobeying God, is by nature sinful and can be saved by grace through faith alone in Jesus Christ.
- We believe that Jesus Christ lived a sinless life, voluntarily died to atone for our sins, rose from the dead in the same body, ascended bodily into heaven, and will come to earth again in the Second Advent.
- We believe that Satan exists as a malevolent being who acts as tempter and accuser, for whom Hell, the place of eternal punishment, was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

APPROVAL

Atlanta University of Health Sciences is a profit, privately owned institution legally incorporated in the State of Georgia. AUHS is authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

Atlanta University of Health Science operates an external teaching site in Duluth, GA. This external site is approved by the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

Atlanta University of Health Sciences is approved by SEVIS, which authorizes AUHS to issue I-20 for International Students.

HISTORY

Atlanta University of Health Science (AUHS) was established in October 2015 as an independent institution of higher learning in Duluth, Georgia. The institution was authorized by the Georgia Nonpublic

Postsecondary Education Commission (GNPEC) to operate in the state of Georgia in April 2016 and offer a Master of Acupuncture and Oriental Medicine.

In 2017, the university's Certificate in Massage Therapy and Certificate in Pharmacy Technician were approved by GNPEC. That same year, AUHS obtained authorization from the Student Exchange Visitor Program (SEVP) to issue Form I-20 to international students and enroll nonimmigrant student F-1 visa holders.

In order to ensure that it continues to provide quality education and that students receive the best possible learning experience, AUHS undertook numerous initiatives to reach a new level of educational excellence.

In this endeavor, the institution expanded its programs to include a Bachelor of Business Administration, approved by GNPEC in April 2018 and by SEVP in 2019, and moved to a larger facility in Suwanee, GA in February 2020.

In 2021, the title of the graduate degree program was changed to Master of Acupuncture with a Chinese Herbal Medicine Specialization. That same year, AUHS opened a teaching site in Duluth, GA, in response to the growing interest in its programs in the area.

FACILITIES

Main Campus

The physical plant of Atlanta University of Health Science occupies an area of 2,800SF and contains about 13 rooms for instruction, administrative office space, library, common area, patient treatment, hands-on massage training, etc. Each room contains the appropriate equipment and materials crucial for the training and learning process. In addition to technological equipment, such as computers, Wi-Fi, and large flat screen TVs, the campus makes other practical resources available to students and faculty, including a herbal pharmacy, massage beds, treatment materials, and a fully equipped and operational clinic.

Atlanta University of Health Science is located in Suwanee, Georgia, a city in Gwinnett County. Suwanee is part of the Atlanta metro area, specifically 33 miles northeast of Atlanta, Georgia. The city is home to many museums and is well-known for its distinctive parks, crowd-pleasing events, and multiple recreational opportunities. Nearby attractions include Stone Mountain Park, Interactive Neighborhood for Kids, and other major attractions located in the city of Atlanta such as CNN, The World of Coca Cola, Centennial Olympic Park, the Georgia Aquarium, The King Center, Six Flags over Georgia, Piedmont Park, and Fox Theatre.

AUHS facilities are operated in full compliance with federal, state, and local ordinances and regulations, including health, fire, and ADA requirements. OSHA compliance is strictly monitored, and all staff and students are trained in, and adhere to OSHA standards. All required inspection reports and permits are kept on file. The university's insurance policies include liability, malpractice, and fire. In addition, all faculty, staff, and students are familiar with the campus safety and emergency procedures, which are published in the university catalog. This allows the university to provide a safe and healthy environment to support student learning.

External Teaching Site

Atlanta University of Health Science operates an external teaching site located in Duluth, a city in Gwinnett County, GA. Approval to operate the external teaching site is documented at the AUHS main campus in Suwanee, Georgia.

AUHS's external teaching site is operated strictly according to the rules and guidelines set forth set by accrediting agencies and the Georgia Nonpublic Postsecondary Educational Commission (GNPEC) for sites within the state of Georgia.

While the external site does not offer more than 49% of any of AUHS's educational programs, it is subject to the same rules and policies outlined in this Catalog, the Student Handbook, the Policies and Procedures Manual, and other major AUHS publications.

AUHS's teaching site is approximately 27 miles northeast of Atlanta. The teaching site occupies an area of 1,560SF and contains 4 rooms for instruction, 1 faculty and staff lounge, and some administrative areas. The teaching site is also operated in full compliance with federal, state, and local ordinances and regulations, including health, fire, and ADA requirements.

HOURS OF OPERATION

The administrative services of AUHS are available from 9:00AM to 6:0PM, Monday through Friday. No classes are held, and no administrative offices are open on the holidays listed on the Academic Calendar.

NON-DISCRIMINATION STATEMENT

AUHS considers students, employees, applicants for admission or employment, and those seeking access to University programs on the basis of individual merit. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an

individual with a disability, protected veteran status, genetic information, or other protected classes under the law.

ADMISSIONS INFORMATION

GENERAL ADMISSION POLICES

AUHS establishes admission criteria to ensure that students who enroll are capable of successfully completing and benefiting from the educational offerings. The University admits students to its programs regardless of race, color, national origin, disability, sex, or age. The University administers its educational policies and other programs while providing reasonable accommodations for applicants and students with disabilities to the extent required by applicable laws.

GRADUATE ADMISSIONS

Applicants for admission must have earned a Bachelor's degree with a minimum 2.0 cumulative GPA from an institution that is accredited by any accrediting agency recognized by the U.S. Department of Education.

Admission Requirements

1. \$100.00 application fee.
2. Completed Application for admission
3. Two (2) Letters of Recommendation
4. Official Academic Transcripts from each college of university attended. These Official Transcripts must be sent from the sending institution directly to the AUHS Office of Admissions. All domestic official transcripts must be received no later than the first day of class of the entering trimester.
5. Two Passport-size color photographs
6. Resume or curriculum vitae listing previous occupations, positions held, previous education, with start and finish dates
7. Personal essay one page in length detailing your desire to be Oriental Medicine practitioner
8. Signed AUHS Statement of Faith
9. Interview with the Program Director.

UNDERGRADUATE ADMISSIONS

Applicants for admission must possess a high school diploma or its equivalent at the time of admission.

Admission Documentation Guidelines

- Applicants should have high school completion or equivalent and provide the school's name, city, state, and year of graduation.

- First-time freshman must submit the official high school transcript (or equivalent). In some cases, the admission decision may take into consideration high school GPA and other academic performance indicators to determine appropriate action that will lead to student success while enrolled in a program at AUHS.
- Transfer students with less than twelve (12) semester hours completed successfully at a post-secondary institution must submit the official high school transcript (or equivalent) and transcripts from previously attended post-secondary institutions, where transfer credit is considered.
- Transfer students who have successfully completed 12 semester hours from a post-secondary institution must submit official transcripts from previously attended post-secondary institutions (approved by NCBTMB and the Georgia State Board of Massage for the Certificate in Massage Therapy Program).

Admission Requirements

1. \$100.00 application fee.
2. Completed Application for admission
3. Official Academic Transcripts from each college or university attended. These Official Transcripts must be sent from the sending institution directly to the AUHS Office of Admissions. All official transcripts must be received no later than the first day of class.
4. Two passport-size photographs.
5. Signed AUHS Statement of Faith
6. AUHS will conduct an evaluation of your application and provide you with a detailed report. This report will outline courses you need to complete and transfer credit accepted.
7. Schedule an initial advising session with your academic advisor.

INTERNATIONAL APPLICANTS

General Policies

Atlanta University of Health Science is authorized under federal law to enroll non-immigrant alien students who meet our general admissions requirements and comply with all federal guidelines under the United States Immigration and Naturalization Service.

International applicants must provide an appropriately authenticated official transcript issued by a governmental authority that attests to the successful completion of the requisite program for admission, equivalent to U.S. Department of Education. Transcripts not in English must be translated and evaluated as equivalent to US transcripts by an approved evaluation service such as World Education Service (WES), Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or National Association of Credential Evaluation Services

(NACES). Official foreign transcripts and evaluations may be accepted prior to the end of the first semester of enrollment; however, an unofficial transcript must be received prior to the first day of class.

English Language Proficiency Requirement

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

- a) The student must have completed a two-year (60 semester credits or 90 quarter credits) undergraduate- or graduate-level, English-based education in an institution:
 - i. accredited by an agency recognized by the U.S. Secretary of Education, or
 - ii. in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.
 - iii. In all cases, English must have been both the language of instruction and the language of the curriculum used.
- b) The student must have obtained a minimum score of 500 on the Paper-Based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet-Based Test (iBT), or 6.0 on the International English Language Test (IELTS).
- c) The student must have completed the English Language Support Program at AUHS.

International Admission Requirements

- \$100.00 application fee.
- Completed Application for admission
- Mailing Fee: \$20 for domestic or \$50 for international (for I-20 to be mailed out). This fee is be charged according to the destination of delivery.
- Official Academic Transcripts from each college of university attended. These Official Transcripts must be sent from the sending institution directly to the AUHS Office of Admissions. Official foreign transcripts and evaluations may be accepted prior to the end of the first semester of enrollment; however, an unofficial transcript must be received prior to the first day of class.
- Bank statement or affidavit of financial support: evidence of possessing financial resources to complete the academic program including mandatory bank balance statements.
- Proof of English language proficiency. Please review English language requirements.
- I-20 request form
- Copy of Passport (copy of spouse/child passport when applying for dependent(s), if applicable)
- Two letters of recommendation.
- Signed AUHS Statement of Faith

All accepted applicants must comply with laws, rules and regulations of the U. S. Citizen and Immigration Services (USCIS). If an applicant of foreign nationality is accepted to a degree program offered by the

University, an I-20 will be issued to assist the student to obtain an F-1 Student VISA. It is the applicant's responsibility and obligation to inform the University of Address Changes immediately since the University must be able to contact the student at any time; otherwise, the enrollment of the student will be suspended, as required by Federal law.

NOTE:

All applicable fees must accompany applications, which may be in the form of a check or money order in U. S. dollars payable to Atlanta University of Health Science.

Upon receipt of the I-20 form, the international student must pay the US immigration SEVIS fee of USD \$200.00 (I-901 fee) before the interview at the US Embassy. Further information can be found at www.uscis.gov.

TRANSFER CREDIT POLICY AND REGULATIONS

For evaluation of transfer credit, applicants must provide official transcripts sent directly from their school to the AUHS Office of Admissions. Some applicants may also be asked to provide course syllabi. Transcripts from foreign countries must be translated into English and evaluated by an approved credentials evaluation service.

Graduate Students

To be eligible for transferring credits to the Master of Acupuncture & Oriental Medicine program AUHS, students must have completed at least one trimester (or semester or quarter) with Master's level coursework from another other institution. Coursework completed at this level must have a grade of "C", or higher, or 2.0 on a 4.0 scale. AUHS follows the same transfer credit policies as other Master of Acupuncture & Oriental Medicine programs. Transfer credits can be received up to 66% for Western and Oriental medicine courses, science courses, and Internship.

Transfer Credits for Graduates of Non-Oriental Medicine Programs

Students wishing to enroll in Atlanta University of Health Science, who have a degree in medicine, dentistry, podiatry, chiropractic, or any health care program other than from Asian Medicine Programs, may only receive transfer credit for relevant basic science and Western medicine courses. No credit for any clinical instruction from such institutions may be transferred.

Undergraduate Students

AUHS allows transfer of credit hours for prior academic credits. Up to 75 percent of undergraduate courses can be transferred into your degree program. Up to 50 percent of certificate courses can be transferred into your certificate program.

To support a request for a transfer of credits, a student must fill out the Petition for Transfer Credit for each course and supply the registrar with the official course description (usually from the catalog of the school where the course was taken) and must assure that AUHS receives official transcripts directly from the issuing institution.

All courses available for transfer credits are subject to course description review, comparison and analysis, and must be transferred from an institution. Approval must be obtained by the Program Director and is subject to AUHS' residency requirement.

Evaluation Process

The Registrar and Program Director evaluate transcripts for any applicable transfer of credit. A course under consideration is evaluated for equivalency to the comparable AUHS course.

Factors considered in determining equivalency are as follows:

1. Equivalency of core subject matter.
2. Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable AUHS course may be transferred without additional testing or tutoring.

The acceptance of transfer credits between academic institutions lies within the discretion of the receiving college or university. Credits earned at AUHS may or may not be accepted by another institution depending on their own programs, policies, and regulations.

DENIED/CONDITIONAL ADMISSION

AUHS reserves the right to deny admission to applicants who do not meet admission requirements.

Conditional admission will be granted only in exceptional circumstances, such as a foreign student needing more time to secure an official transcript from his/her home county. In such a case, the Admissions Committee will only grant admission after a careful review of all documents and deem the application as "Conditional". If all requisite admissions requirements are not met by the end of the second semester of enrollment, the student may be suspended until all required documents are received by AUHS.

In addition, applicants may be admitted conditionally, in a probationary status and the enrollment may be limited in order to demonstrate their ability to successfully complete college level course work. Factors considered in admission decisions may include, but are not limited to, high school GPA, past academic performance at other post-secondary institutions, excessive course withdrawals, and other indicators of success.

Applicants who wish to appeal the admission decision have the right to do so by providing additional information to support the earned high school diploma or equivalency or supporting documentation which demonstrates extenuating circumstances during the period of substandard performance.

COPIES/OFFICIAL DOCUMENTS

All documents provided to AUHS for admission become the sole property of AUHS and will not be returned at any time, nor is AUHS permitted to forward them to a third party.

ACUPUNCTURE LICENSING AND EMPLOYMENT IN GEORGIA

The National Committee for the Certification of Acupuncturists and Oriental Medicine (NCCAOM) is a non-profit organization in the United States that aims to promote nationally recognized standards of competency and safety in acupuncture, Chinese herbology, and Oriental bodywork therapy for the protection of the public.

Licensing Requirements

Georgia, just like most states in the US, requires the NCCAOM examination or certification to become a licensed acupuncturist and practice acupuncture in the state. In order to be eligible to sit for the NCCAOM exams, an applicant must have graduated from an institution or program that holds a candidate status or an accredited status with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

AUHS Status

Atlanta University of Health Science does not currently hold a candidate status or an accredited status with ACAOM. This means that, at this time, AUHS graduates are not eligible to take NCCAOM exams under the organization's Formal Education eligibility route for certification. NCCAOM provides various eligibility routes for certification.

Under the Formal Education Route, applicants must be graduates of or enrolled in a program which is accredited by or in candidacy status with ACAOM. AUHS's program does not meet the requirements of the Formal Education Route because it is not accredited by or in candidacy status with ACAOM.

However, AUHS graduates are eligible for certification under the Apprenticeship Route. NCCAOM defines apprenticeship "as clinical and didactic training completed under qualified preceptors who assume responsibility for the theoretical and practical education of the apprentice." Therefore, until AUHS's MAOM program is accredited by or in candidacy status with ACAOM, graduates will be able to take the certification exam through the Apprenticeship Route.

ACADEMIC INFORMATION

CREDIT HOURS

Federal Definition of Credit Hour

The US Department of Education definition of “credit hour,” as outlined in GEN-11-06, issued under Federal Regulation 75 FR 66832, is:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- *One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*
- *At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.*

Atlanta University Equivalences of credit hour

The institutionally established equivalency to the DoE definition of the credit hour at AUHS is below. These standards apply to both undergraduate and graduate courses.

As authorized by NPEC, AUHS operates on the trimester system. The academic year consists of a Fall, Spring, and Summer trimester.

One trimester didactic unit is equivalent to fifteen (15) contact hours. One trimester clinical unit is equivalent to thirty (30) contact hours

REGISTRATION REQUIREMENTS

Continuing students are required to register for courses each trimester by the scheduled registration deadline. The registration deadline is usually three to four weeks before the beginning of the new trimester. A late fee of \$100 is charged to those students who do not register by the posted registration deadline.

The University expects students to enroll in consecutive trimesters. Students must notify the Registrar in writing if they do not plan to register for a trimester. Students are allowed official leave of absence status

for two consecutive trimesters without penalty. A student who does not register for the third consecutive trimester must apply for re-admission before continuing with studies. The student must be accepted for re-admission by the Admissions Committee and becomes subject to all academic and administrative policies, procedures and degree requirements in effect at the time of re-admission.

STUDY LOAD LIMITS

Students normally enroll for 9 to 18 units each trimester. A student who is maintaining a “B” grade average may be allowed to enroll in up to 22 units with the Dean’s approval. In the written petition, the student must show that there are special circumstances that should be considered. Students are cautioned that petitions for such increased study loads are very carefully and thoroughly evaluated.

ATTENDANCE POLICIES

Classroom & Clinical Attendance

Students are expected to attend all scheduled class sessions and are required to arrive on time. Absence may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable to the Academic Standards Committee. Students should call the Registrar or a Dean as soon as possible on the first day of absence and give an estimate of the duration of the absence. Failure to give prompt notice is considered a breach of professional etiquette. Special arrangements may be made to make up missed classes.

Absences

All work missed due to absence or lateness must be made up to the satisfaction of the instructor in order to receive credit for the course. Instructors may arrange for make-up examinations in cases of excused absence. Instructors are not required to provide make-up examinations missed due to unexcused absence or lateness and may assign a failing grade for that examination.

Clinical Absences

Unexcused absence or lateness to a scheduled clinic observation session or a scheduled internship session is considered to be a serious breach of professionalism.

Trainees must be aware that patients come to our clinic expecting to be examined and treated in a timely and courteous manner. Lateness and absence are discourtesy to patients, fellow trainees, and the clinic staff. All students with unexcused clinic absences will be required to meet with the Dean of Clinic before returning to clinic duty.

The clinic office should be notified as soon as possible after a student realizes that she/he will not be at the clinic at the schedule time. A telephone answering machine will take calls before the office opens. In order to receive full credit for hours of clinical experience, the student must remain in the clinic for the entire assigned shift.

Students are reminded that all clinical training is enrollment by specific course registration for a specific number of academic units and not by the clock hours.

Time missed due to excused absences up to 10% of the hours assigned to that course may be rescheduled at the convenience and availability of the clinic by the Dean of Clinic. No tuition penalty shall be applied but the faculty will consider the absences in assigning a final grade to the course.

Excessive Absences

Excessive absence is defined an excess of 20% of scheduled classroom hours in didactic course or absence in excess of 10% of scheduled clinic training hours. Instructors will report excessive absences to the Registrar. The student may be asked to appear before the Academic Standards Committee. Failure to appear at the meeting may result in a failing grade and may also result in suspension or dismissal.

If the excessive absences are classified as excused, the Committee may recommend to the instructor that make-up work be arranged, or that the student be suspended from the class without a penalty grade assigned.

LEAVE OF ABSENCE

A leave of absence refers to a specific time period during a student's ongoing program of study when they are not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. A student on an approved Leave of Absence is permitted to complete the coursework he or she began prior to their Leave of Absence.

Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed one hundred and eighty (180) days, including summer trimester. The twelve-month period will begin on the first day of the student's most recent Leave of Absence.

For the Leave of Absence to be approved, the student must do all of the following: provide a written, signed, and dated request for the Leave of Absence, prior to the time period the leave is to occur unless unforeseen circumstances prevent the student from doing so.

If the Leave of Absence is not approved, and the student leaves anyway, then the student is considered to have withdrawn from the University. If the student is receiving funding, this funding will be returned and/or cancelled. Upon returning, any such student previously receiving financial aid, must reapply.

STANDARDS FOR STUDENT ACHIEVEMENT

Students must achieve a 2.0, or "C", average to receive credit for a particular class. Students may retake any classes for which they have not achieved this passing grade at applicable standard tuition fees. Students must maintain an overall G.P.A of 2.5 or the student will be placed on academic probation. A student who falls below a cumulative grade point average of 2.5 is academically dismissed.

GRADING STANDARDS

A	= 4.0 grade points = Excellent
A-	= 3.7
B+	= 3.5
B	= 3.0 grade points = Above Average
B-	= 2.7
C+	= 2.5 grade points = Average
C	= 2.0
D	= 1.0 grade points = Below Average
F	= 0.0 grade points = Failure
R	= Repeated Course
W	= Withdrawal
P	= Pass
I	= Incomplete
AU	= Audit
CTR	= Credit by Transfer
CEM	= Credit by Examination

INCOMPLETE GRADE (I)

An "I" (incomplete) grade may be given if the student was unable to complete the required academic work or was unable to take the midterm examination or the final examination at the scheduled time for just cause or justifiable excuse such as medical or family emergency. It is the responsibility of the student to explain the justifiable reason to the instructor and to determine alongside the instructor the work needed to be completed and to provide a mutually agreed upon completion date. An incomplete grade must be corrected

to a passing grade within the first two weeks of the following trimester, or it will be converted to a fail (F). Multiple incomplete grades may lead to academic probation or academic dismissal from the University.

REPEATED COURSE (R)

Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as “R” in the official transcript. Only the higher grade will be included in the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of determining satisfactory academic progress.

GENERAL GRADING POLICY

Instructors must submit final course grades to the Office of Records no later than one week after the end of the Final Examination period. All course grades submitted by an instructor are considered final. However, student may petition for a grade change or appeal as outlined in the student handbook. Any petition for a grade change due to special circumstances must come from instructors and will be considered on case-by-case basis by the Academic Standards Committee. Completion of coursework and payment of fees does not guarantee graduation from the University.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The campus determines that students are making Satisfactory Academic Progress (SAP) when they are working to the standard expected of them as evidenced by their Grade Point Average (GPA). In order to meet AUHS standards of Satisfactory Academic Progress, Undergraduate students are required to maintain a minimum cumulative Grade Point Average (GPA) of 2.0, equivalent to a “C” average, and Graduate student are required to maintain a minimum cumulative GPA of 3.0, equivalent to a "B" average.

Undergraduate students who do not meet the SAP standard are subject to being placed on Academic Warning status and will be required to raise their GPA to at least the required standard within one trimester. Those who fail to do so will be placed on Academic Probation status, and risk being suspended from the University.

Graduate students who fail to meet SAP standards will be automatically placed on Academic Probation and will be required to meet with the Director of Academics and/or their major professor in order to work out a plan of action to remedy the situation.

International students who fail one or two courses in a trimester must make up the failures the following trimester (or Summer Session). International students failing three or more classes in a trimester are subject to academic discipline up to and including expulsion.

GRADE REPORTS

At the end of each course, notification of the student's academic standing and report of grades achieved while in enrollment at the University are provided to each student. Grades are normally provided within two weeks following the completion of the course. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld unless arrangements to the contrary have been made in advance with the administration. Questions regarding grade reports, academic credit, or transcripts should be referred to the Office of the Registrar.

COURSE POLICIES

Any student attending a course in which they are not officially registered will not receive credit for the course but will be assessed full tuition. To receive credit, the course must be repeated with proper registration and payment of tuition.

Students receiving financial aid are cautioned that a change in their enrollment could result in a change in their eligibility for aid. Students receiving financial aid must notify and receive approval from the Financial Aid Officer prior to any change in their schedule.

Add or Drop a Course

Students may drop a course during the first week of a trimester without penalty and have until the second week of the trimester to add a course. An add/drop form must be used to process all add/drops with the student's name, student ID number, signature and date. Neither written notes nor phone calls are acceptable for adding or dropping a course.

All add/drop forms are subject to the approval of the Academic Dean, being signed by the Registrar and processed through the Business Office.

For dropped courses, refunds are calculated from the date the Drop Form is delivered to the Business Office. Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

Course Withdrawal

A student may withdraw from any course up until the ninth week of the trimester. Students who withdraw from a course must repeat that course in order to receive credit.

Clinic Entrance Proficiency Examinations

This examination consists of separate written and practical sections, which must be passed before a student may perform any acupuncture or herbal treatment in the clinic.

Graduation Examination

The Written Examination is usually taken within six months of the end of the student's program. A passing grade is required for the award of the degree and for the University's recommendation to a licensing agency. All clinical proficiency examinations must be passed before the student is eligible to attempt the comprehensive

Clinic Entrance and Graduation Make-Up Examinations

The opportunity to sit for a make-up examination is a privilege given to all students with valid excuses. Students can petition for a make-up examination by filling out a Make-Up Examination Form in the front office. The Make-Up Examination Form must have the approval of the Academic Dean and must show the student has paid for a Make-Up Examination fee in the amount of \$50.00. The Make-Up Examination fee may be waived by the instructor if student's absence from the examination is due to valid medical reasons—proof of documentation must be presented.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges and the fees, paid through attendance at the first class session, or the seventh day after signing the Enrollment Agreement, whichever is later. A written cancellation notice must be mailed to AUHS. The cancellation must be signed and dated; cancellation by telephone, email or absence in class is insufficient for official notification of intent to cancel. The refund of charges will be mailed to the student within thirty (30) days following the written cancellation notice.

POLICIES FOR NON-MATRICULATED STUDENTS

Individuals interested in taking courses for their own enrichment and not seeking a degree from AUHS are considered to be in non-matriculated status. Non-matriculated students may register on a space-available basis, for either audit or credit enrollment, after the designated registration period for matriculated students. Non-matriculated students may take no more than 11 credits in any given trimester and must apply for

admission to the AUHS should they wish to take additional credits. The maximum number of credits a student may take in non-matriculated status is 12 credits or four courses. Students who neither want nor expect to receive a degree from AUHS and are attending classes at the AUHS purely for their personal interest may be able to receive a waiver from the his/her designee.

Note: Students who have been denied admission to the AUHS or who have been academically dismissed from AUHS or any other college may not audit or enroll in non-matriculated status.

Non-matriculated students who wish to audit a course must:

- Provide a college transcript.
- Meet with the instructor prior to registration for permission and agreement about the nature of the student's participation in the course and the assignments.

Note: Certain courses may have prerequisites or may be restricted to upper-level degree candidates. Courses which require ongoing, active participation in the work of the course, such as Independent Study and Foreign Language, are not open for audit.

Non-matriculated students who wish to take a course for credit must:

- Provide a college transcript.
- Provide a transcript of background coursework if selected course has prerequisites.

Exceptions to this policy must be approved by the director of the Office of Academic.

PLACEMENT ASSISTANCE

The AUHS has established procedures for placement assistance including:

- 1) Instructions on resume preparation.
- 2) Job search, like acupuncture.com, amta.org and ptcb.org
- 3) Recommend OPT (Option Practical Training) after graduation.
- 4) One year externship program will be provided to get licensure.
- 5) Alumni can be accessed to school homepage to communicate with faculties.
- 6) School holds seminar for continuing education for the graduates and licensed practitioners

FINANCIAL INFORMATION

TUITION AND FEES

Master degree program in Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM)

Total Units (trimester): 174 credits or 3,045 hours	
Academic (didactic) (1 credit = 15 hours)	\$335/credit
Clinic course (1 credit = 30 hours)	\$16/hour
Cost of Books and Materials	\$2,000
Estimate Entire Program Tuition & Fee	\$63,625.00

Bachelor of Business Administration (BBA) Program

Total Units (trimester): 120 credits or 1,800 hours	
Academic (didactic) (1 credit = 15 hours)	\$200/credit
Cost of Books and Materials	\$2,000
Estimate Entire Program Tuition & Fee	\$26,000

Certificate in Massage Therapy (CMT) Program

Total Units: 500 hours	
Academic (4 months)	\$20/hour
Cost of Books and Materials	\$300
Estimate Entire Program Tuition & Fee	\$10,000

Other Fees

Application fee (new students)	\$100
Registration Fee (including administrative service, facility, wi-fi, etc)	\$200
Late Registration Fee/term	\$100
Lab fee/credit	\$100
Transfer Credit Evaluation Fee	\$100
Comprehensive Exit Exam (MAcCHM)	\$200
Make-up for Comprehensive Exam (MAcCHM)	\$50
Retake Comprehensive Exam (MAcCHM)	\$50
Graduation Fee (MAcCHM, BBA)	\$300
Malpractice Insurance Fee (Intern): MAcCHM/Year	\$265
Malpractice Insurance Fee (Intern): CMT	Included

Student ID card	\$10
Diploma Duplication	\$50
Returned check	\$35
Official Transcript Requests	\$10
International Student F-1 Visa Processing Fees	\$200
Change of Status Fee	\$300
Reinstatement Service Fee for Terminated Status	\$300
I-20 issue Fee	\$200
International Express Mailing Fee	\$100

TUITION PAYMENT POLICY

Tuition for a class must be paid before course work begins, unless the student opts for Financing Plan described in Financial Information section. The University reserves the right to collect any unpaid financial obligations by any means necessary for any education services and/or training provided. Students may use electronic funds transfer, personal or business checks, cashier’s check or money order.

Full payment of tuition and fees is due by the registration deadline which is posted each trimester. Payments may be made in cash, check, or credit card.

A payment plan is offered to students whose tuition exceeds \$2,000 per trimester. Payment can be made in 2 or 3 installments for each quarter. All monies owed for any reason must be paid in full before registering for a subsequent trimester unless other arrangements have been made with the Business Office. Please contact the Business Office for specific details.

PRESIDENTIAL SCHOLARSHIPS

Presidential scholarships are awarded to students based on their academic records, attendance records, service to the community and commitment to the welfare of their fellow students. These scholarships are funded by Atlanta University of Health Sciences and are for tuition and fees only. In the award of these scholarships, AUHS does not discriminate against students based on race, color, national origin, age, disability, sex, gender identity, religion or sexual orientation. Recipients of a Presidential Scholarships are selected from student applicants or upon the recommendation of faculty or administration. The Scholarship Committee is comprised of the President, Director of Academics, and Director of Admissions. The decision to grant a scholarship is contingent upon the consensus of all members of the Committee.

Students who wish to apply for a Presidential Scholarship may pick up an application from the Office of the Registrar. The completed application, along with a personal letter of recommendation from an AUHS faculty member and an essay written by the applicant, should be handed in to the Director of Academics, who will take the application to the Scholarship Committee. Scholarship recipients will be notified by mail prior to the start of the semester for which they receive the award.

Presidential scholarships are merit-based and are awarded solely as tuition credits. Single-trimester or single-year scholarships may be reapplied for at the end of the award period, unless otherwise stated in the award letter. Please note that only a limited number of awards are available, and application for a scholarship does not guarantee an award.

TUITION REFUND POLICY

AUHS ensures that all monies paid by a prospective student, including application fee, are refunded if the student requests a refund within three (3) business days after signing a contract or, if no contract is signed and prior to classes beginning, the student requests a refund within three (3) business days after making a payment.

AUHS ensures that deposits or down payments are credited as tuition payments unless clearly identified on receipt by AUHS as application or other fees.

AUHS charges a non-refundable application fee of \$100. This application fee is stated in the Tuition and Fees Table above. It is charged only once unless the applicant has completed one program of study and is applying to enter an unrelated program, or the applicant previously withdrew from AUHS. If a student withdraws from AUHS for any reason, the student is not liable for any unpaid portion of the application fee.

AUHS charges for fees, books, and supplies which are in addition to tuition and listed in the Tuition and Fees Table above. Any unused portion of the fees will be refunded if a student withdraws before completing fifty (50) percent of the period of enrollment except for: 1) items that were special ordered for the student and cannot be used or sold to another student; 2) items that were returned in a condition that prevents them from being used by or sold to new students; 3) non-refundable fees for goods and/or services provided by third-party vendors.

AUHS will use the last date of attendance by the student to calculate refunds.

AUHS will assess no administrative and /or withdrawal fee of a student who withdraws. Refunds are based

on tuition paid for the trimester in which the student is enrolled.

Refunds are determined based on the proration of tuition and percentage of program completed by the student at the time of withdrawal, up until 50% of the program. For example, if a student completes 25% of the trimester, as calculated on the official academic calendar published by AUHS, he/she will receive a refund of 75% of tuition paid. If a student withdraws after completing 50% of the program in which he/she is enrolled, no refund of tuition will be issued.

In the event that AUHS cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program, or a refund of all money paid by the student for the program of study or course will be issued if alternative arrangements are not possible.

Refunds are made in full to the student within forty-five (45) days of the date of withdrawal.

Extenuating circumstances such as injury, prolonged illness, or death or other circumstances which prohibit completion of the course or program of study may be granted when a student exceeds the accepted number of absences. The Attendance Review Committee shall be the judge of extenuating circumstances following the student's request for consideration.

STUDENT INFORMATION

STUDENT SERVICES

Academic Advising

Academic advising services are provided by the Director of Academics, assisted in this role by the faculty. The purpose of these services is to assist all students in clarifying their educational goals, developing an educational plan, monitoring their educational progress, and determining transfer pathways. These services can help students discover their interests and passions, as well as careers and majors that will allow them to pursue them. All students are required to see an advisor each trimester to select the appropriate courses to meet their educational plan before they can register for classes.

Career Services

The University is dedicated to the success of its students and graduates; therefore, it provides career assistance from the Student Affairs team. The goal of Career Services is to assist all graduates to obtain in field or related field employment. The team is available to assist students throughout their academic programs and continues to offer assistance beyond graduation. It should be understood the career services offered are not a guarantee of employment.

Students are encouraged to get an early start on career development and can begin working with the Career Services team as early as their first week. Career services offers assistance with career portfolio building, resume writing, interview skill development/grooming, networking skills and effective job search training. This is accomplished through one-on-one meetings, group sessions and in-class workshops and presentations, and is facilitated using handouts, audio and/or visual teaching aids and online tools.

Students seeking employment while enrolled can take advantage of these services and obtain guidance from the Career Services team. However, specific in-field and related field employment assistance typically begins toward the end of students' academic preparation when the knowledge, skills and/or certifications and licenses necessary for in-field job placement have been obtained.

If a graduate is unavailable for employment assistance, he/she should contact the student services team. Not all personal details surrounding an issue need be disclosed, but because of our commitment to assisting all students graduating in obtaining careers in their fields of study, a timeline for future contact/assistance can be established as per the graduate's request. This way, the team can continue to assist graduates who are available for assistance and check in with unavailable graduates as per established timelines.

Students with a criminal background can still seek career services assistance. Details regarding the nature of a criminal record will not be disclosed. All students and graduates receive the same degree of assistance. However, many employers conduct background checks that may affect the length of time between program completion and employment. Students with criminal backgrounds who have concerns about employability in their fields of study should meet with the Career Services team early in their academic careers to discuss employment options.

In order to facilitate employment efforts, Career Services associates work closely with the employment community that may offer in field or related field employment opportunities to qualified graduates. This is accomplished by maintaining active involvement in the community, holding on-campus career fairs, scheduling on-campus graduate interviews, hosting guest lectures, scheduling opportunities for students and graduates' interaction with potential employers, and conducting routine visits to new and established employment partners. Students and graduates are encouraged to maintain consistent communication with Career Services so as not to miss excellent opportunities to network with potential employers.

Some programs of study require students to complete an externship, practicum, or clinical at an off-site facility prior to program completion. These activities are an excellent way for students to develop their new skills through hands-on, in-field training experiences and to network with potential employers. In some instances, students who successfully complete off-site training requirements are made offers of employment or are referred by site supervisors to other potential employers. Site assignment is not a guarantee of employment, and graduates who have not been hired at their sites will receive Career Services employment assistance as outlined above.

Community Service

AUHS regularly organizes community events during which AUHS students, under the close supervision of the faculty, provide clinical services to members of the community.

Disability Support Services

In accordance with Section 504 of the Rehabilitation Act of 1973, AUHS seeks to give equal opportunity and access to students with disability. The Academic Office coordinates accommodation requests of students with disability for the university. A student with disability who requires special attention or accommodation is advised to contact the Academic Office as soon as possible to establish his/her disability and make "Reasonable accommodation" requests. Student should submit in writing the following information:

1. The nature of disability or special requests
2. Any documents establishing the disability or special need
3. Student's request for special accommodation

As some accommodation may take time to arrange or to be coordinated, requests should be made as soon as possible after a student is admitted to AUHS.

Educational Services

CampusRecord, the university's online student management system, allows students keep track of their academic studies, performance, and progress. With a unique and secure username and password issued by the institution, students can log into their account to register for courses, withdraw from courses, check their grades, see their enrollment history, complete and submit course evaluations, and update their contact information. The system also allows students to access discussion boards, private messaging, course assignments, and course contents such as lectures in video, audio, or PowerPoint formats, and other course related electronic files.

International Student Services

Immigration Student Services provide international students with guidance on maintaining F-1 immigration status while attending AUHS, processing F-1 immigration benefits, navigating University policy and understanding F-1 visa restrictions, ensuring University and student compliance with immigration policies, and providing educational tools, including workshops and tutorials.

Library Services

Electronic resources supporting AUHS's academic programs are available 24/7. Resources include periodical and research databases as well as e-books, providing access to a vast collection of full-text journal articles and information from academic and trade publications.

The University offers students password-access to an online collection of thousands of full-text and abstracts of books, periodicals, articles, and reference materials through its subscription to GALILEO.

In addition, the AUHS library has a collection of hardcopy books, journals, and reference materials that students may use at any time during hours that the campus is open. Trained library staff is available to assist students in their library usage. In addition, the library offers:

- A quiet environment for independent and group study.
- Access to the Internet, computers, printers and copiers.

New Student Orientation (NSO)

New Student Orientation (NSO) is conducted at the beginning of each trimester for all new and transfer students. During orientation, an administrator presents and briefly explains all pertinent policies and

procedures contained in the university catalog. Topics covered are listed on an orientation checklist that students are required to sign to acknowledge that they have received an explanation and that they understand those topics. They also acknowledge receipt of a copy of the university catalog. The event ends with a brief tour of the facilities. Attending NSO is mandatory for all new and transfer students.

Personal Counseling

Personal Counseling services are provided by the Director of Student Affairs. They help students manage stress or navigate a difficult personal situation by overseeing their personal well-being and providing support and direction. Short-term counseling as well as referral services are provided to assist students with the resolution of issues and crises.

Admission Services

Admission services connect future students with AUHS and guides them through the application and enrollment process. They develop and deliver first-rate services for prospective and current students, parents, teachers, counselors, faculty, and staff. Mindful of ethical responsibilities, the staff strive to recruit and enroll students who meet the University's admission requirements and support them to succeed.

Tutoring

Students may request tutoring in specific subject matters through their instructors and the Program Directors during times allotted. There is no additional charge for tutoring services.

STUDENT GOVERNMENT ASSOCIATION

Purpose

Acting as the voice of all students enrolled at AUHS, the Student Government Association (SGA) actively works to improve the quality of life for the student body, along with the university community as a whole. SGA serves the campus community by addressing student concerns, promoting understanding within the university community, and administering all matters which are delegated to the student government by the university president. All students are members of SGA upon their enrollment and officers and senators are elected on a yearly basis.

Objectives

- To foster student unity.
- To provide financial support for events, projects, and organizations that benefit the education of the student body.

- To oversee such activities of individual classes as it deems necessary to ensure fair and just consideration for all students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena.
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For additional information, please contact the Family Policy Compliance Office at 1-800-872-5327 or at the following address:

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

COPYRIGHT COMPLIANCE POLICY

Overview

In undertaking teaching, research, or other University activities, it is often necessary to use, adapt, or link to material that is owned by a party other than the University. The University supports the lawful use of third-party materials for these purposes.

This policy sets out the University's position on the use of third-party materials and associated copyright compliance requirements. As copyright infringements may result in civil or criminal action against the University and/or the individual responsible for the infringement, copyright compliance is each individual's responsibility.

Scope and Application

This Policy applies to all University Personnel and students.

Policy Principles

- a. The University supports and encourages the lawful use of third-party materials to enhance the activities of the University. All Personnel and students are responsible for observing copyright legislation, and any restrictions or obligations under any licenses or permissions in their use of third-party materials.
- b. Where possible, personnel are strongly encouraged to first consider using third party materials that are freely available on an open access basis.

- c. If no suitable open access third party materials are available, personnel and students have legislative exemptions as individuals to use third party materials for certain purposes (e.g., own research and study; criticism or review).
- d. Personnel must cooperate with the Academic Director or Dean's requests to provide details of their copying or communication of third-party material. Such requests may be issued pursuant to external compliance requirements, or as part of an internal compliance audit.
- e. The University does not condone copyright infringement. The Academic Director is the designated person to receive and action external and internal allegations of copyright infringement by the University or users of University IT facilities. Personnel and students have a responsibility to notify the Academic Director of any:
 - i. allegations that the University has infringed the copyright of a third party; and
 - ii. University material or activity that the Personnel or student reasonably believes is in breach of a third party's copyright.
- f. Personnel and students must not use University facilities or equipment in a manner that infringes the copyright of a third party.
- g. Breaches of this policy or copyright legislation by personnel may constitute misconduct which may lead to disciplinary proceedings including termination. Breaches of this Policy by students may constitute student misconduct. Copyright infringement by an individual may also result in personal liability to, or criminal prosecution of, that individual.

Dealing with Allegations of Copyright Infringements

Responsibility: All Personnel and students

- a. Where a notice is received from a third party alleging that any University activity or material infringes that third party's copyright, such notice must be promptly forwarded to the Academic Office for action.
- b. Where Personnel or a student reasonably believes that any University material or activity infringes copyright, that matter must be promptly reported to the Academic Office.

CODE OF STUDENT CONDUCT

Policy

At Atlanta University of Health Sciences, students are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. Each member of the AUHS community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these standards by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The Code of Student Conduct applies to behaviors that take place on the campus, at AUHS-sponsored events, and may also apply off-campus when the Director of Student Services determines that the off-campus conduct affects a substantial AUHS interest.

Behavioral Expectations

AUHS considers the behavior described in the following sub-sections as inappropriate for the AUHS community to all students. AUHS encourages community members to report to AUHS officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in the due process for students, described below.

1. **Falsification.** Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification or financial instruments.
2. **Academic Dishonesty.** Acts of academic dishonesty as outlined by the University.
3. **Collusion.** Action or inaction with another or others to violate the Code of Student Conduct.
4. **Taking of Property.** Intentional and unauthorized taking of AUHS property or the personal property of another, including goods, services and other valuables.
5. **Disruptive Behavior.** Substantial disruption of AUHS operations including obstruction of teaching, administration, and/or other AUHS activities.
6. **Abuse of University Staff.** Continued, willful disobedience, persistent defiance and abuse of University personnel.
7. **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of AUHS property or the personal property of another.
8. **Weapons.** Possession, use, or distribution of explosives, guns, or other weapons or dangerous objects.
9. **Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, national or ethnic origin, physical or mental disability, religion, sexual orientation, or other protected status).
10. **Harassment.** Any unwelcome conduct based on actual or perceived status including sex, gender, race, color, age, national or ethnic origin, physical or mental disability, religion, sexual orientation, or other protected status.
11. **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
12. **Threatening Behaviors:** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
13. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.

14. **Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
15. **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation.
16. **Drugs and Alcohol.** Use, possession, or distribution of illegal drugs or alcoholic beverages except as expressly permitted by law and the AUHS's Drug and Alcohol Policy.
17. **Other Policies.** Violating other published AUHS policies or rules.
18. **Violations of Law.** Evidence of violation of local, state or federal laws, when substantiated through the AUHS conduct process.

The Conduct Process

The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of AUHS rules. Once notice is received from any source (victim, 3rd party, online, etc.), AUHS may proceed with a preliminary investigation to explain the conduct process to the responding student and gather information.

STEP 1: Preliminary Investigation. The College conducts a preliminary investigation into the nature of the incident, complaint, or notice, the evidence available, and the parties involved.

STEP 2: Formal Hearing. Upon completion of the preliminary investigation, a formal notice of the complaint is issued, and a hearing is held with the Director of Student Services or designee. If the finding is that the responding student is not responsible, the process ends.

STEP 3: Review and Finalize Sanction(s). If the student is found in violation(s), sanctions are decided upon by the Director of Student Services or designee, who reviews and finalizes the sanctions, subject to AUHS appeals process by any party to the complaint.

Conduct Sanctions

Sanctions imposed upon any student for any single violation of the Code of Student Conduct range from a simple warning to probation, suspension, or expulsion.

Appeal Review

If a student wishes to appeal the decision or sanction, the student may request a meeting with the President. The request must be made in writing within 7 business days after receiving the decision letter outlining the decision or sanction. Once submitted to the President, a written decision and meeting, if granted, should occur within seven business days. 7

STUDENT GRIEVANCE POLICY AND PROCEDURE

Students enrolled in or taking courses at Atlanta University of Health Science (AUHS) are expected to demonstrate the highest standards of personal integrity and to conduct themselves as professionals. Similarly, students should expect faculty and staff members to be persons of integrity who apply the principles of honesty, fairness, respect, and trust that characterize the professional/academic community. Thus, when student grievances concerning faculty and staff members arise, they are taken very seriously and are treated with sensitivity and urgency. The AUHS Complaint Officer is responsible for managing this policy.

These procedures are to provide a framework and mechanism for an objective review of student grievances about the equity and fairness of AUHS faculty, staff, or procedures that affect their academic standing and progress toward their degree. Such issues may arise regarding fair and equal treatment in the conduct of a class or in the grading or evaluation of academic work or research. Other issues may concern the equity and fairness of program, department, or AUHS policies. Other university policies and procedures apply to allegations of faculty and staff misconduct; such matters will be governed by appropriate policies administered under other university units: Complaints that a member of the faculty or staff has engaged in research misconduct, violated the university's nondiscrimination and harassment policies, or violated employment contracts will be investigated by the President.

A student who alleges misconduct by a faculty or staff member must pursue the grievance by following the resolution procedure below:

Informal Action

In many cases, academic disputes can be quickly and effectively resolved when addressed informally at the local level. Misunderstandings, miscommunications, and disagreements often can be resolved through such conversations. In such cases, the best way for a student to resolve a grievance is to approach the parties directly involved in the situation and attempt to reach a resolution informally.

Formal Action

If informal discussion does not resolve the disagreement, the student may file a formal Student Grievance.

1. The complainant completes a grievance form. The grievance is available on the University website and at the reception desk of the University.
2. The complainant submits the grievance form to the Academic Director.
3. A Student Complaint Officer will be assigned, or the complaint will be directed to the appropriate contact. The complainant will receive a letter via email with the contact person's information or the

Student Complaint Officer's information as appropriate. The Academic Director will provide written notification of the grievance to the accused within five working days of receiving the grievance. In some instances, the Academic Director may choose to hear the complaint at his/her discretion.

4. The Complaint Officer will conduct an investigation.
5. The Complaint Officer notifies the complainant and the accused of their findings. Notification of findings will be sent within 20 working days of the grievance being filed. The complainant will receive the results of the investigation in writing. The complainant will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 6.
6. The complainant may appeal the ruling by notifying the Academic Director in writing within five days. The Academic Director reviews the investigation and findings. The Academic Director may refer the appeal to a hearing committee at his/her discretion. If the Academic Director was the original decision maker in the grievance, the appeal will go to the Dean.
7. A final decision is made. The Academic Director will make the final decision on the appeal and notify the complainant and the accused in writing within 10 working days.
8. The complainant may appeal the final institutional decision by contacting GNPEC at:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220, Tucker, GA 30084
Office: (770) 414-3300, Fax: (770) 414-3309 (FAX)

<https://gnpec.georgia.gov/student-resources/student-complaints>

CAMPUS SAFETY AND SECURITY

Atlanta University of Health Science strives to provide a safe work and campus environment and encourages personal health and safety for all students and employees. Anyone who is aware of or is the victim of a campus crime should notify a campus administrator immediately or dial 911 for immediate response from local emergency services and or law enforcement officials.

HARASSMENT

All students, staff, and faculty members of AUHS should be able to work in an atmosphere free of discriminatory intimidation based on sex, race, color, age, national origin, disability, religion, or any other factor. Such intimidation is considered harassment, is a violation of the victim's civil rights, and is against AUHS policy. All such behavior is expressly forbidden and will not be tolerated by AUHS. Any member of the AUHS community who threatens, upsets, irritates, persecutes, or in any other way disturbs others; or who creates or attempts to create a hostile environment or the perception of a hostile environment on University premises is subject to disciplinary action under this policy, up to and including dismissal from the University. This includes physical threats, intimidation, teasing, bullying, etc. If you feel that you have been a victim of any kind of harassment, please report it to the Director of Student Services or another member of AUHS administration.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment of students, staff, or faculty members by any member of the University community is against University policies and may be considered illegal in some cases. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace or University environment when

1. Submission to the conduct is either explicitly or implicitly a condition of employment, grades, or goodwill.
2. Submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or
3. The conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance of duties, or of creating an intimidating hostile, or offensive work or learning environment.

The above are examples of behavior that constitutes sexual harassment, but other behavior of a sexual nature may be considered harassment as well. Sexual harassment on AUHS premises will not be tolerated

under any circumstances, and will be severely punished, up to and including dismissal from the University and, if applicable, legal actions against the harasser. Anyone experiencing or observing sexual harassment as a described in any of the above categories should report the incident immediately to the Director of Student Services or another member of AUHS Administration.

ANTI-HAZING

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the University is considered hazing, regardless of the willingness of the participant. Such prohibited actions, situations, and activities include, but are not limited to, the following:

1. Any brutality of a physical nature such as whipping, beating, branding, or forced calisthenics.
2. Excessive exposure to the elements.
3. Forced or required consumption of food, alcohol, drugs, or other substances.
4. Forced physical activity that could adversely affect the physical health or safety of the student.
5. Forced activity that would subject the student to extreme mental stress such as sleep deprivation.
6. Forced exclusion from social contact.
7. Forced conduct that could result in extreme embarrassment.
8. Any other forced activity that could adversely affect the mental health or dignity of the student.

It may be unlawful under some state laws for any student to engage in what is known as hazing or to aid or abet any other student in the commission of this offense. Any violation could result in civil or criminal penalties that may include the imposition of a fine. Atlanta University of Health Science's actions against violators can include the imposition of probation, suspension, or dismissal.

DRUG AND ALCOHOL-FREE CAMPUS

It is Atlanta University of Health Science's policy to provide a positive environment conducive to learning. To that end, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. This prohibition applies to all employees and students. Violation of these provisions by a student may lead to the imposition of disciplinary sanction, up to and including suspension or expulsion. Atlanta University of Health Science employees are also subject to disciplinary sanctions for violation of these provisions occurring on the University property or any work site during work time, up to and including termination for employment. Referral for criminal prosecution may occur where appropriate.

Legal Sanctions:

Students must be aware that significant criminal penalties exist under state and federal laws for the unlawful possession or distribution of alcohol and illegal drugs.

Legal sanctions under local, state, and federal laws vary by location, but may include:

- Monetary fines
- Jail time
- Suspension, revocation, or denial of a driver's license
- Property seizure
- Loss of eligibility for federal benefits, including federal financial aid

Federal penalties for drug trafficking may be found at www.justice.gov/dea/druginfo/ftp3.shtml. Students who are concerned about specific circumstances should consult applicable local, state, and federal law and/or seek legal counsel.

Health Risks:

Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited on the table on the following page and may be found at www.justice.gov/dea/druginfo/factsheets.shtml.

Drug	Risk of Physical Dependency	Risk of Psychological Dependency	Health Risk
Narcotics i.e. (heroin, oxycodone, morphine)	High	High	Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma and death
Stimulants (e.g., crack/cocaine, amphetamines, methamphetamine)	Possible	High	fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death
Depressants (e.g., Valium, Xanax, Rohypnol)	Moderate	Moderate	Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea, low blood pressure, slow breathing, coma, death
Hallucinogens (e.g., LSD, MDMA, PCP)	None	Unknown	Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death
Inhalants	Unknown	High	Muscle weakness, disorientation, nausea, nervous system and organ damage, asphyxiation, death
Marijuana	Unknown	Moderate	Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks

Alcohol

For those students who choose to use alcohol, Atlanta University of Health Science encourages students to drink responsibly and to never drink and drive. Consuming alcohol has many risk factors and can lead to dependency. With excessive use, liver, brain, heart, and stomach damage can occur without apparent warning signs. Alcohol is one of the leading causes of preventable deaths in the United States.

Counseling, Treatment, and Rehabilitation:

Drug and alcohol counseling, treatment, and rehabilitation programs for employees and students are available from a variety of community sources. Anyone who recognizes a personal drug or alcohol problem, who is concerned about a student or coworker, or who wishes to know more about drug and alcohol abuse may contact a campus executive officer. Community resources may be obtained from the office of Student Services.

National Resources:

Atlanta University of Health Science also encourages anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying counseling, treatment, or rehabilitation programs.

Alcohol/Drug Helpline: (800) 821-4357

Substance Abuse and Mental Health Services Administration (SAMHSA) Hotline: (800) 662-HELP

Al-Anon: (888) 425-2666 (local information can be found in your local telephone directory)

TOBACCO

Tobacco use (including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, *gutka* and *paan*), is **PROHIBITED** in AUHS buildings and on all AUHS premises, except in designated outdoor areas. These areas contain fireproof ash cans for disposal of cigarette butts. Tobacco-related rubbish, such as cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire. Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action.

FIREARMS, EXPLOSIVES, AND OTHER DANGEROUS WEAPONS

No firearms or ammunition are permitted in outdoor areas of the campus or in any University-owned, student-occupied buildings, or in conjunction with any University-sponsored activity.

For the purpose of this policy, BB guns, illegal knives, blowguns, swords, slingshots, bows and arrows, crossbows, and similar devices are considered "dangerous weapons," and their possession and use are prohibited.

Explosive of any type, including fireworks, firecrackers, cherry bombs, bottle rockets and the like, are prohibited at all times.

The only three exceptions to this policy are 1) law enforcement officers in the course of their duty; 2) firearms, explosives, and other dangerous weapons used by faculty for educational purposes, and 3) students using firearms, explosives, and other dangerous weapons for educational purposes who have received prior permission from the Director of Student Services.

Items such as air soft guns, paint guns, paintballs, darts, knives, mace, pepper spray, or other realistic toys or replicas used inappropriately, or in contexts for which they are not intended, will be treated as dangerous weapons. All firearms, explosives, and dangerous weapons will be confiscated.

CHILDREN ON CAMPUS

AUHS cannot be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the AUHS campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

ANIMALS ON CAMPUS

property without prior authorization from AUHS administration. Service animals are permitted on the AUHS campus with the prior authorization of AUHS administration. If you have a service animal, please contact the Main Office for details on obtaining authorization.

VISITORS ON CAMPUS

Visitors are welcome to AUHS. Visitors are responsible for any children that accompany them. All visitors (i.e., anyone who is not a student, faculty member, or staff member of AUHS) must sign in at the front desk. Visitors who have not signed in may be asked to leave the premises. AUHS is a private business, and therefore reserves the right to refuse entry to anyone for any reason.

EMERGENCY PROCEDURES

IN CASE OF FIRE OR EMERGENCY, CALL 911 IMMEDIATELY

AUHS has an emergency plan that gives procedures to follow in case of fire, weather, earthquake, or lockdown emergencies. Faculty members have this plan explained at Faculty Orientation. They should subsequently review the emergency information with all students at the beginning of each semester (emergency plan/handout discussed at orientation). The student should be made aware of the building

layout. In the event of a medical emergency, the situation should be reported immediately to the Office of Administration. The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

In an emergency, you should:

- Upon discovering an emergency, or potential emergency, immediately leave the area and go to the nearest telephone; call the AUHS Office at 678-731-7141.
- Give the AUHS Office as much information as possible regarding the emergency.

The AUHS office will:

- Identify the nature and scope of the emergency.
- Establish priorities and coordinate crisis response efforts.
- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Federal Emergency Management Agency.
- Determine the times and means to report efforts and progress to the campus community.

Police and Medical Contact Information:

Gwinnett Medical Center Lawrenceville

24-Hour Emergency Room 678-312-4357

Gwinnett Extended Care Center 678-312-3000

Counseling & Psychiatry of Gwinnett 770-978-9393

Emory University Hospital 404-712-2000| 800-75-Emory

Emergency services

DeKalb County Police 404-371-2000

Non-emergency 678-406-7929

Atlanta City Police 404-614-6544

Other Important Numbers

Georgia State Patrol 404-624-7700

Poison Information Center (Statewide) 800-222-1222

Road Conditions (Statewide) 877-694-2511

EMERGENCY PLAN AND CRISIS PROCEDURES

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. AUHS' Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

On request and insofar as it is able, AUHS Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are emplaced in all public areas and classrooms, which record all activity 24/7, and are equipped with infrared capability for recording in the dark. AUHS reserves the right to use these cameras in the investigation of any incident on campus and will provide recordings to relevant authorities when necessary.

IN AN EMERGENCY, DISABLED PERSONS ARE TO BE GIVEN PRIORITY IN THE USE OF ELEVATORS.

The following procedures should be followed in the event of emergencies:

Fire

In all cases of fire, AUHS administration must be notified as soon as possible. Fire alarm pulls are throughout the building; pull the alarm and then call 911. During a fire alarm in any building, you are required to evacuate immediately.

- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, do so and proceed to the nearest exit. Shout and pound on doors to alert others as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If an emergency exists, notify AUHS administration and activate the building alarm. Call 911 and report the fire.
- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to

confine the fires and reduce oxygen. Do not lock doors or open windows.

- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary. A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a University official.

Illness or Injury

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and as comfortable as possible.
- Ask the victim, “Are you ok?” and “What is wrong?”
- Check breathing and give CPR if necessary and ONLY if you are properly trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.

In case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the Office of Administration.

Gas Leak

In the event of a gas leak:

- Call 911 and notify AUHS administration.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Emergency services will establish a safe perimeter. Do not return to an evacuated building until instructed to do so by a University official.

Severe Weather

The Atlanta area is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck. In the event DeKalb County comes under a tornado warning (meaning a tornado has been spotted in the Atlanta area) and the tornado is heading toward the campus, the Office of Administration will immediately notify the President. The Chief Academic Officer will be notified, and all classes will be immediately informed.

General Precautions

- Remain indoors.
- Go to the safest area in your building (see list below).
- Stay away from windows.
- Close and vacate all offices with outside windows.
- Windows need not be opened.
- If your building is hit, lay flat on the floor and cover your head with your arms and hands.
- After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damaged building.

Safest Areas

- Stairwells
- Hallways on the first floor

If a tornado watch (meaning that weather conditions are right for a tornado, but no tornado has yet been spotted) is issued for the metro Atlanta area, the Office of Administration will notify the President, who will determine if further action should be taken.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged by a lightning strike.
- The decision to evacuate the building will be announced by AUHS administration. Evacuate the building if the safety of persons inside is threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

Ice and Snow

Occasionally during the winter months, inclement weather such as snow and/or ice make road and highway conditions hazardous. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and

posting on the AUHS website. If weather conditions deteriorate overnight, then the administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via AUHS website, the main campus telephone number, and broadcast over major television and radio stations.

If ice/snow conditions arise while classes are in session, remember to be extremely careful when exiting the building. Do not drive if there is ice or snow on the road.

Chemical Spill or Radiation Release

Atlanta University of Health Science is located near Interstate 85, a major traffic route into and out of Atlanta. Dangerous substances are transported daily on this highway and are susceptible to accidental release in the aftermath of collisions or fire. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the interstate. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten the AUHS campus.

In the event of a chemical spill or radiation release:

- Immediately call 911 and give the location, material(s) involved, and the extent of any injuries, if known.
- Report the incident to AUHS administration.
- Activate the building alarm.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building until instructed to do so.

In case of a spill of potentially hazardous chemicals in or near campus buildings, notify the AUHS administration immediately. Do not touch or approach any potentially hazardous substance.

Bomb Threat

In the event of a bomb threat:

- **DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!**
- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 911, and contact

the AUHS administration. Once outside, move to a clear area at least 500 feet away from the affected building.

- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by the AUHS administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.
- Gender and likely age of the caller.
- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

Violent or Criminal Behavior

In the event of violent or criminal acts, immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Weapons involved, if any
- Welfare of the victim

AUHS students and employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to the AUHS administration.

Active shooter situations

In the extremely unlikely event of an active shooter on the AUHS campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, keep on the floor so as not to be seen from outside. Call 911 as soon as possible and report the situation.

DO NOT LEAVE A SAFE SPACE UNTIL YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR A CAMPUS ADMINISTRATOR.

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 911, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity.

If you decide to flee, make certain you have an escape plan and route in mind. **DO NOT TAKE ANYTHING WITH YOU AND KEEP YOUR HANDS IN VIEW AT ALL TIMES.** If you encounter a police officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons but notify authorities as to their location as soon as possible.

Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them but follow their instructions instantly and to the letter. Keep your hands visible at all times. The police may handcuff or otherwise detain you – remember that they may not know who the shooter is and must take every possible precaution. Do not argue with or question the police in such a situation. **DO EXACTLY AS THEY SAY.**

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone and will generally order you to stay within it. Again, **DO EXACTLY AS THE POLICE SAY,** without argument or hesitation.

Hostage Situations

Hostage situations are extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.

- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

Evacuation Routes

Evacuation routes are posted around the campus buildings in various places. Each room has an evacuation map posted on the wall.

Fire Extinguishers

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

Campus Crime

AUHS asks that all members of its community be proactive in looking out for and reporting crimes. It is our duty as conscientious citizens to be aware of our surroundings and to take responsibility for our personal safety and that of those around us. While the campus and associated locations have historically been safe and secure, the possibility always exists that a crime *could* occur. If you witness or are the victim of any crime, even a “minor” crime such as theft or vandalism, you should report the incident immediately to the AUHS administration and to the police. The Emergency Plan detailed in this publication explains appropriate actions in a variety of emergency situations, but obviously every situation cannot be anticipated. AUHS therefore asks all members of its community to be alert, use common sense, obey all AUHS rules and regulations, and to follow all requisite local, state, and federal laws.

Remember: All AUHS students and personnel have the right to safety and to feel unafraid on the AUHS campus.

SPECIAL INFORMATION REGARDING SEXUAL ASSAULT

It is extremely unlikely that crimes of a sexual nature will be committed at AUHS. However, it is estimated that 11.2% of all University students in the US experience sexual assault through physical force, violence,

or incapacitation. The federal Crime Awareness and Campus Security Act of 1990 defines two kinds of sexual assault offenses:

Forcible sex offenses

- Forcible rape: the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental or physical incapacity.
- Forcible sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

AUHS will not tolerate any such activities on its premises. Any reports of such crimes will be taken very seriously and investigated thoroughly. Law enforcement **WILL BE CONTACTED**; and those found culpable for such crimes, whether through internal AUHS investigation or through legal action, will be summarily and permanently expelled from AUHS. AUHS will cooperate completely with all federal, state, and local law enforcement agencies in the prosecution of these crimes.

ALL AUHS INVESTIGATION OF THESE CRIMES WILL BE CONDUCTED WITH THE UTMOST RESPECT FOR YOUR PRIVACY. NO INFORMATION WILL BE RELEASED TO ANYONE EXCEPT LAW ENFORCEMENT OFFICIALS.

DO NOT HESITATE TO CALL 911 IF YOU FEEL YOU ARE IN ANY DANGER. IF YOU NEED AN ESCORT TO YOUR CAR, SPEAK TO A MEMBER OF THE AUHS STAFF OR FACULTY. WE WILL BE HAPPY TO ESCORT YOU.

IF YOU ARE SEXUALLY ASSAULTED:

- Get to a safe place and call local law enforcement or the emergency room immediately. Emergency numbers are provided in this Handbook.
- Notify the AUHS administration, who will do everything they can to assist you.
- Do not shower, bathe, douche, change clothes, brush your teeth or hair, or otherwise “clean up.”
- Do not eat or drink anything; you could destroy evidence.
- Do not clean up the area where the assault took place.
- Call a friend for support.
- If you prefer, go directly to the hospital emergency room.
- Take a change of clothing with you -- the clothes you wore at the time of the assault will be kept as evidence.

GET HELP

Help is available! If you need support, do not hesitate to contact an advocacy group:

- National: Rape, Abuse, & Incest National Network (RAINN) 1-800-656-HOPE or www.rainn.org.
- State: Georgia Network to End Sexual Assault (GNESA) 404-815-5261 or www.gnesa.org
- Local: DeKalb Rape Crisis Center (Day League) 404-371-2561 or www.dayleague.org/

Campus Closings

Campus closings will be reported via email, SMS, the AUHS website, and on local radio, TV and Internet.

If there is any doubt regarding a school closing, **DO NOT COME TO SCHOOL** until you have checked and verified that AUHS is open and operating.