2026

STUDENT HANDBOOK

American Academy McAllister Institute of Funeral Service, Inc.

Fall 2026

23177179.v1-3/18/26

TABLE OF CONTENTS

Page

100: INTRODUCTION 1

100.1 NAME OF INSTITUTION 1
100.2 ACCREDITATION 1
100.3 MISSION STATEMENT 2
100.4 CORE VALUES 2
100.5 GOALS 3
100.6 AIMS AND OBJECTIVES 4
100.7 PROGRAM LEARNING OUTCOMES 4
100.8 CAMPUS 5

200: FINANCIAL AID 6

200.1 ACADEMIC ELIGIBILITY FOR FINANCIAL AID 6
200.2 FINANCIAL AID VERIFICATION 7
200.3 PELL GRANT PROGRAM 7
200.4 GUARANTEED STUDENT LOAN PROGRAM 7
200.5 APPLYING FOR FINANCIAL AID 8
200.6 FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS 8
200.7 TYPES OF FEDERAL FINANCIAL AID AVAILABLE AT AAMI 9
200.8 ATTENDANCE POLICY FOR FEDERAL FINANCIAL AID 10
200.9 FINANCIAL AID VERIFICATION 11
200.10 WITHDRAWAL AND RETURN OF TITLE IV FUNDS (R2T4) 12
200.11 NEW YORK STATE FINANCIAL AID PROGRAMS 13
200.12 FINANCIAL AID DEADLINE POLICY 14
200.13 STUDENT COMPUTER INITIATIVE 14
200.14 FUNERAL SERVICE SCHOLARSHIPS 15

300: ACADEMIC POLICIES 15

300.1 ATTENDANCE POLICY 15
300.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 17
300.3 ACADEMIC INTEGRITY POLICY 19
300.4 GRADE APPEALS/CHANGES 23
300.5 REINSTATEMENT POLICIES 23

400: STUDENT CONDUCT 25

400.1 STUDENT CODE OF CONDUCT 25
400.2 NON-DISCRIMINATION POLICY 26
400.3 CAMPUS SAFETY 26
400.4 DRESS CODE 29

500: DISTANCE LEARNING 30

500.1 STUDENT CODE OF CONDUCT FOR DISTANCE LEARNING 30
500.2 BLACKBOARD 32
500.3 EMAIL 32
500.4 BOOKSTORE 32

500.5 COMPUTER USE 32
500.6 SOCIAL MEDIA 33

600: STUDENT SERVICES 34

600.01 ACADEMIC SUPPORT 34
600.02 CAREER DEVELOPMENT 34
600.03 COUNSELING 34
600.04 HEALTH SERVICES 34
600.05 STUDENT GRIEVANCE PROCEDURE 35
600.06 TRANSCRIPT NOTATIONS 377
600.07 DISABILITY ASSISTANCE 377
600.08 ON-CAMPUS FACILITIES 41

700: GRADUATION 42

700.1 GRADUATION REQUIREMENTS 42
700.2 CLASS PICTURES 42
700.3 CLASS RINGS 42
700.4 GRADUATION CEREMONY 43
700.5 RESIDENCY 43

APPENDIX A 44

STUDENT CONDUCT PROCESS FOR NON-ACADEMIC MISCONDUCT OUTSIDE OF TITLE IX 44

APPENDIX B 49

GRIEVANCE PROCEDURE FOR SEX-BASED HARASSMENT COMPLAINTS FOR STUDENTS 49

APPENDIX C 74

STUDENTS' BILL OF RIGHTS 74

APPENDIX D 76

SEXUAL ASSAULT PREVENTION 76

APPENDIX E 78

SEXUAL MISCONDUCT/INTERPERSONAL VIOLENCE REPORT FORM FOR STUDENTS 78

SEXUAL MISCONDUCT REPORT FORM 80

APPENDIX F 81

ALCOHOL AND ILLICIT DRUGS: RISKS AND RESOURCES 81

BACKGROUND 81

LEGAL SANCTIONS 81

HEALTH RISKS 82

LSD (ACID) 82
COCAINE 82
MDMA (ECSTASY) 82
HEROIN 82
MARIJUANA 83

METHAMPHETAMINE 83
PCP/PHENCYCLIDINE 83
PRESCRIPTION MEDICATIONS 83
TOBACCO/NICOTINE 83
STEROIDS 83
ALCOHOL 83
SUBSTANCE ABUSE 84
RESOURCES 84
12 STEP RECOVERY PROGRAMS 85
APPENDIX G 88
STUDY STRATEGIES 88
APPENDIX H 90
COMPUTER USAGE POLICY 90
APPENDIX I 92
HEALTH AND SAFETY PROCEDURES FOR CLINICAL EMBALMING 92
APPENDIX J 94
129A POLICIES 94
APPENDIX K 99
THE FUNERAL SERVICE OATH 99
APPENDIX L 100
POLICY ON PREGNANCY AND RELATED CONDITIONS 100

100: INTRODUCTION

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

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

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

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

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

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

100.1 NAME OF INSTITUTION

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

100.2 ACCREDITATION

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

100.3 MISSION STATEMENT

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

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

100.4 CORE VALUES

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

Trust

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

Mutual Respect

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

Concern for Others

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

Shared Responsibility

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

Community

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

100.5 GOALS

1. To support and maintain academic integrity and academic excellence.
2. To train students, so upon completion, students will be able to:
   a. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
   b. Identify standards of ethical conduct in funeral service practice.
   c. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
   d. Apply principles of public health and safety in the handling and preparation of human remains.
   e. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
   f. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
   g. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
   h. Describe methods to address the grief-related needs of the bereaved.
   i. Explain management skills associated with operating a funeral establishment.
   j. Demonstrate verbal and written communication skills and research skills need for funeral service practice.
3. To respond to and provide for the educational and academic needs of the funeral industry.
4. To actively seek, maintain and cultivate a qualified and diverse faculty and staff dedicated to accomplishing the goals of AAMI.
5. To provide quality instructional programs, appropriate technologies, support services and staff to achieve our educational goals.
6. To develop in each student a sense of responsibility and instill in each the moral obligations inherent in this time-honored vocation. In addition, it is the goal of the school to ensure that each student recognizes that his/her role in society fulfills a multi-dimensional, multi-faceted function. They will become:
   a. Members of Society who dedicate themselves to the service of others in their hour of need. As members they learn that they will be present in the community for an extended time, often a career. As such, they learn to act with integrity so that the true nature of their work is seen for its time-honored, traditional value, and not as a windfall to be enjoyed at the loss of someone's loved one.
   b. Managers who help to plan and organize the details of a funeral, a tribute to a life lived and an opportunity to bring the community together to pay its respects. They are hosts who provide an environment for the support of the community that brings comfort to the bereaved family.
   c. Directors who professionally ensure the respectful disposition of a decedent and assist the bereaved family with getting back to the task of living.
7. To respond ethically and appropriately to internal and external constituents when defining standards of excellence and accountability.
8. To provide a meaningful curriculum at the post-secondary level of instruction that encourages outstanding teaching, appropriate research and a commitment to excellence.
9. To provide and maintain an environment that is welcoming, safe, functional, accessible and cost-effective.

10. To provide access to AAMI's Associate Degree program in all 50 states, the District of Columbia, U.S. territories and to the military and their dependents anywhere in the world.

100.6 AIMS AND OBJECTIVES

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

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

AAMI has the following objectives:

1. to enlarge the background and knowledge of students about the funeral service profession
2. to educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession
3. to educate students concerning the responsibilities of the funeral service profession to the community at large
4. to emphasize high standards of ethical conduct
5. to provide a curriculum at the post- secondary level of instruction
6. to encourage student and faculty research in the field of funeral service

100.7 PROGRAM LEARNING OUTCOMES

Upon completion of the accredited program, students will be able to:

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
4. Apply principles of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

100.8 CAMPUS

Although many of our classes have been taught online since 2006, we maintain a physical location at 1501 Broadway, 7th Floor (Suite 705) New York, NY. The Port Authority Bus Terminal, Penn Station, Grand Central Terminal, and PATH trains are easily accessible and provide convenient transportation for the many students who commute from Connecticut, New Jersey, Long Island, Pennsylvania, and elsewhere.

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

200: FINANCIAL AID

200.1 ACADEMIC ELIGIBILITY FOR FINANCIAL AID

In order to maintain eligibility for financial aid, all students who receive financial aid from the federal and/or state government are required to meet specific standards of academic progress.

A financial aid "entrance interview" is required for all students receiving financial aid. In addition, a student must maintain a cumulative grade point average of a 2.0 in order to be considered in good academic standing. At the end of each semester, student records are reviewed and students whose semester grade point average falls below a 2.0 may be subject to academic sanctions and a loss of financial aid.

****Students who enroll for the semester beginning on September 7, 2021 are subject to this policy.

****Students who were enrolled prior to the semester beginning on September 7, 2021 have until the semester beginning on April 25, 2022 to establish a grade point average of 2.0 to maintain eligibility for financial aid.

When a student enrolls for the first time at AAMI, he/she is considered to be making academic progress for purposes of financial aid. However, if a student is dismissed for academic or attendance deficiency, financial aid will be discontinued. In some instances, student may file an appeal. The appeal process/forms are listed on AAMI's website under SAP Appeal Process. Financial aid would automatically be restored once satisfactory academic progress is demonstrated. Students must also meet Pace of Completion and complete the program within the Maximum Timeframe as defined under the Satisfactory Academic Progress section.

Pace of Completion (PACE)-Quantitative Measure

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

Maximum Timeframe (MTF)-Quantitative Measure

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

The Financial Aid office maintains current records on all students receiving financial aid and monitors their eligibility for such aid. More detailed information is available through the Financial Aid Office and the links below.

For Federal Aid	www.fafsa.ed.gov
To find your home state website	www.fafsa.com/statedeadlines
For New York State	www.HESC.com Free financial aid and financial
literacy services	https://studentaid.gov/

200.2 FINANCIAL AID VERIFICATION

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

200.3 PELL GRANT PROGRAM

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

200.4 GUARANTEED STUDENT LOAN PROGRAM

Robert T. Stafford Subsidized Loan

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

Robert T. Stafford Unsubsidized Loan

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

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

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

Plus Loan

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

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

200.5 APPLYING FOR FINANCIAL AID

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

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

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

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

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

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

200.6 FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

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

1. Demonstrate financial need (for most aid programs);
2. Be a U.S. citizen or an eligible noncitizen;
3. Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
4. Registered with Selective Service; required if you're a male (you must register between the ages of 18 and 25)
5. Be admitted to the AAMI associate degree program;
6. Enrolled at least half-time (6 credit hours/semester) for Direct Loan Program eligibility;
7. Maintain Satisfactory Academic Progress;
8. Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) stating that:
   a. You are not in default on a federal student loan and do not owe money on a federal student grant and
   b. You will use federal student aid only for educational purposes; and

9. Show you're qualified to obtain a college education by:

a. Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;

b. Completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law).

200.7 TYPES OF FEDERAL FINANCIAL AID AVAILABLE AT AAMI

Students attending AAMI may be eligible for financial assistance from a number of sources. Some are federal, others are state programs. It is strongly recommended that applicants secure all available information and required forms from the Financial Aid Office prior to enrollment in order to obtain maximum financial assistance. Since this office maintains current information concerning various aid programs, specific questions should be addressed directly to the Financial Aid Officer.

Name of Aid	Type of Aid	College Expenses Covered	Annual Limits	Special Requirements
Federal Pell Grant	Grant	Tuition; fees; books; educational expenses	$7,395 award amount based on need and determined by EFC	Student may not have a bachelor's or advanced degree *Subject to lifetime limits
Federal Direct Subsidized & Unsub-sidized Loans	Loan	Tuition; fees; books; educational expenses	Dependent: $5,500 - No more than $3,500 may be in subsidized loans; 2nd year dependent limit $6,500 with no more than $4,500 in subsidized Independent: $9,500 - No more than $3,500 may be in subsidized loans; 2nd year independent limit $10,500 with no more than	Enroll in at least 6 credit hours Complete online entrance counseling Complete online master promissory note **Subject to lifetime limits All loans MUST be repaid

** A student can receive the Pell Grant only up to 12 full-time semesters or the equivalent.*
*** Lifetime Direct Loan Limits: Dependent - $31,000 with no more than $23,000 in subsidized; Independent - $57,500 with no more than $23,000 in subsidized.*
**** Dependent students whose parents are unable to obtain a PLUS Loan may be eligible for additional Stafford Loan amounts.*

All federal loans must be repaid. Repayment begins six (6) months after a student's enrollment drops below six (6) credit hours, including students attending part-time, graduating, and withdrawing. Additional information regarding loan repayment and required exit counseling is available at: https://studentaid.ed.gov/sa/repay-loans/understand

All loans require the completion of a Master Promissory Note, as well as Entrance Counseling. Both requirements are completed online

			$4,500 in subsidized Actual award amounts based on Cost of Attendance and subsidized portions determined by EFC	
***Federal Parent PLUS Loan (Dependent Students Only)	Loan	Tuition; fees; books; educational expenses	Parents may borrow up to $65,000 per dependent student	Enroll in at least 6 credit hours Complete online parent loan application Complete online master promissory note All loans MUST be repaid

at https://studentaid.gov/ and can be found under the "Complete Aid Process" section of the website. Students will need their FSA ID and Password to complete these requirements.

Due to changes required by the One Big Beautiful Bill Act (OBBBA) effective July 1, 2026, schools are now required to pro-rate a student's annual loan limit if part time. A student's loan limit will be calculated by dividing the number of credit hours enrolled by the number of credit hours.

Contact the financial aid office with any questions regarding federal aid.

The *FAFSA Simplification Act*, part of the Consolidated Appropriations Act, 2021 (Public Law 116-260) provides for a repeal of the 150% Subsidized Usage Limit Applies (SULA) requirements. Additional information on the 150% Direct Subsidized Loan Limit is available at: https://fsapartners.ed.gov/knowledge-center/topics/150-percent-direct-subsidized-loan-limit-information

Important Note: Aid received at another institution may affect the amount of aid a student is eligible for at AAMI and it is the responsibility of the student to only accept aid for which he or she is eligible with regard to annual limits. Students should contact the Financial Aid Office with any questions concerning aid amounts and eligibility.

200.8 ATTENDANCE POLICY FOR FEDERAL FINANCIAL AID

To receive credit in an AAMI course, a student must attend at least 80% of all scheduled hours. In addition to AAMI's standard attendance expectations, Federal regulations also require that students establish attendance or participation in their courses each term to be eligible for federal financial aid.

There are many ways to establish attendance. The following examples of academically related activities may constitute attendance in a course; however, this is not an exhaustive list of activities:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial or computer-assisted instruction; or
- Participating in an online discussion about academic matters.

The following list of activities do not qualify as activities where attendance can be established because they are not academic-related activities:

- Logging into an online class without active participation; or
- Participating in academic counseling or advisement.

For more information about the college's broader attendance policy, see Section 400.1 of this Handbook.

200.9 FINANCIAL AID VERIFICATION

Federal verification is a process whereby institutions are required by the U.S. Department of Education (ED) to verify the accuracy of information provided on a student's FAFSA in an effort to assure federal aid is awarded to those who are eligible. The federal government reserves the right to randomly select financial aid applications for verification. It is advised that all students planning on receiving financial aid apply far enough in advance in order to avoid delay of an award disbursement due to the verification process. Verification requires that all students who have been selected provide the Financial Aid Office with income and citizenship documentation.

For the 2026-2027 award year the FAFSA information selected by ED that an institution, applicant and, if appropriate, the applicant's parent(s) or spouse may be required to verify are:

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of Individual Retirement Account (IRA) Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Income Earned from Work
- Number of Household Members
- Number of Household Members in College
- High School Completion Status
- Identity/Statement of Education Purpose

Please note that AAMI may select FAFSA items for verification beyond the items required by ED. Students will receive notification that they have been selected for verification which will specify the actions required by the applicant and the documents (if any) required for verification that must be submitted to AAMI to complete the verification process. The applicant also receives a FAFSA processing email notification from ED. This email states that their FAFSA was processed and a Student Aid Report (SAR) was generated that indicates their eligibility status and notifies them if they were selected for

verification. If the ED or AAMI selects an applicant for verification under this policy, the applicant must complete the required actions specified or provide the requested documents or information. Students will need to contact the Financial Aid Office for application/verification deadlines. This includes making any necessary corrections, submitting those corrections to the Central Processing System, and submitting the new corrected Student Aid Report (SAR) to AAMI.

The following consequences occur for applicants who fail to complete verification in a timely manner:

- Applicants who do not complete verification within the required deadlines will not qualify for federal financial aid.
- No federal grant or loan funds will be disbursed.
- No federal financial aid loan will be originated.
- If a loan was originated prior to the notice of verification, any undisbursed monies will be returned to the ED.
- If federal grant funds were disbursed prior to being selected for verification and there was an overpayment, the monies must be returned to the appropriate federal grant programs.
- Federal financial aid will not be disbursed, and refunds, if any, will not be available until verification is completed and corrections (if necessary) have been processed and received by AAMI from the ED.

200.10 WITHDRAWAL AND RETURN OF TITLE IV FUNDS (R2T4)

AAMI awards federal financial aid, also known as Title IV funds, with the assumption students will attend the courses for which the funds were awarded. When students withdraw, drop out, are dismissed, or take a leave of absence after beginning attendance, a calculation is required to determine if the federal aid for which the student was previously eligible needs to be reduced based on the date of withdrawal. The withdrawal date is the last date the student attended courses or participated in academically related activities.

Official Withdrawal - Official Withdrawal - A student provides official notification to the school of his or her intent to withdraw. The date the student initiates intent to withdraw the last date of attendance. Failure to attend class, notify the instructor, or stopping payment on a check or credit card is not considered an official drop or withdrawal. You must file an official drop form with the Registrar's office electronically or in person.

Academic coordinators may also notify the administration of the student's withdrawal.

Unofficial Withdrawal - A student stops attending courses without notifying the school of intent to withdraw. AAMI is an attendance-taking institution and uses the last date of attendance reported by instructors to determine the amount of federal aid earned/ When a student is not in attendance for 60 percent of their courses and has not provided written intent to continue in the program, the student is considered withdrawn and a return of funds calculation must be processed. Federal funds must be returned no later than 45 days from the date AAMI determined the student withdrew.

Return of Funds
The amount of federal aid returned is determined by the lesser of:

201 the amount of Title IV funds that the student does not earn, or
202 the amount of institutional charges the student incurred as of the date of withdrawal multiplied by the unearned percentage of funds.

If a student earned less than the aid disbursed, the calculation is broken down into the student portion of the return and the institution's portion to return. AAMI returns all required funds, including the student's portion, which may result in a balance due to the student account.

Funds are returned in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants, if return of funds is required

Both the general AAMI refund policy and the separate federal Title IV Return of Title IV Funds policy are administered by the American Academy McAllister Institute of Funeral Service, Inc.

Post Withdrawal Disbursement

If the federal aid disbursed to the student is less than the amount earned, and the student is otherwise eligible to receive the funds, a post-withdrawal disbursement (PWD) of the earned aid will be offered to the student. The PWD accepted by the student will first pay the balance owed to AAMI, and the excess amount is refunded in accordance with the refund policy.

Federal Grants - a PWD of grant funds will credit the student's account without the student's authorization within 45 days of the date AAMI determined the student withdrew.

Federal Direct Loans - Students eligible for a PWD will be notified via U.S. Mail within 30 days of the date AAMI determined the student withdrew. The student must accept the Federal Direct Loan within 14 days of the date the letter is mailed.

200.11 NEW YORK STATE FINANCIAL AID PROGRAMS

New York State financial assistance programs are entitlement programs and are administered by the New York State Higher Education Services Corporation, with headquarters in Albany.

The applicant must be a New York State resident who is enrolled full-time and is matriculated in an approved New York post-secondary program. The Degree program in Funeral Service is registered and approved (HEGIS 5299.20).
TAP (Tuition Assistance Program) (School Code: 7952) is limited to legal residents of New York State who are matriculated at colleges and other post-secondary institutions located in New York State. A matriculated student is one who has been accepted as, and is registered as, a candidate for a degree.

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

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

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

OTHER NEW YORK STATE AWARDS

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

VOCATIONAL REHABILITATION

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

200.12 FINANCIAL AID DEADLINE POLICY

Students should submit their financial aid application as early as possible. Students who are utilizing financial aid to pay for their tuition must submit the proper applications no later than 6 weeks prior to the start date of the semester in which they are enrolling.

The deadline for financial aid for a semester that has already expired is June 30 of the school year in question.

200.13 STUDENT COMPUTER INITIATIVE

The Student Computer Initiative requires all AAMI students to own or have access to a personal computer, hardware, printer, scanner, software, and have internet accessibility.

AAMI has built an allowance into the cost of attendance for all enrolled and transfer students, which increases eligibility for financial aid. The allowance covers the minimum AAMI computer and equipment purchase and is adjusted annually.

Adding an allowance to the student's COA does not necessarily mean financial aid funds will increase to cover the expense. If a student has already borrowed the maximum amount, is not eligible for a supplemental loan or does not have any remaining funding sources, there may be no financial aid to assist with the purchase of a computer or equipment.

To determine if there are any sources of financial aid available, students should contact the AAMI Office of Financial Aid.

Whether using a laptop already owned, or buying a new one, it should meet the System Requirements criteria found under the Student Services Tab located on AAMI's website, **www.funeraleducation.org**.

200.14 FUNERAL SERVICE SCHOLARSHIPS

American Board of Funeral Service Education Scholarships:
Full information concerning these scholarships may be obtained by contacting with the Scholarship Committee, American Board of Funeral Service Education, 902 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097. Website: www.abfse.org 816-233-3747

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

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

300: ACADEMIC POLICIES

300.1 ATTENDANCE POLICY

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

- Failure to attend a class meeting ***for any reason*** is an absence, and the student must make up all material and assignments covered in a missed class. Students should notify the Administration office and the faculty member of any absences known in advance and provide the supporting documentation.

- Pursuant to New York State law, any student who is absent from school because of his or her religious beliefs must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. AAMI will not charge a fee of any kind for making available such equivalent opportunity to a student.

- A student will not receive credit in a course unless they attend at least 80% of scheduled class meetings. Students who miss scheduled class meetings because of religious beliefs (see above) or due to domestic/intimate partner violence will be given an equivalent

opportunity to make up those meetings. Students who attend fewer than 80% of a course's scheduled class meetings, including make-up opportunities as described above, will receive an NC grade on their transcripts and will be required to repeat the course. See Section 200.8 Attendance Policy for Federal Financial Aid.

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

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

On-Campus Courses

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

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

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

Online Courses

Consistent with federal higher education policy regarding distance learning, AAMI's online attendance policy requires students to be in continuous attendance for the entire semester. To enforce these policies, AAMI maintains attendance records on all students to ensure that they are in continuous attendance.

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

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

Tutorial Instruction

Attendance is ***mandatory*** for assigned tutorial instruction if scheduled. Students who miss assigned tutorial instruction because of religious beliefs (see above) or due to domestic/intimate partner violence will be given an equivalent opportunity to make up that instruction.

Field Trips

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

300.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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, such as AAMI. Parents of an AAMI student, even if the student is under 18, do not have the right to see the student's records unless the student provides AAMI with written consent to disclose particular records to their parents.

AAMI may, but is not required to, show parents their child's education records if the student is considered their "dependent" for federal tax purposes. AAMI will need to obtain a copy of the first page of the parents' most recent tax return, on which dependents are listed, or a written acknowledgement that the student is a dependent; and AAMI may, but is not required to, show parents the education records of their child who is under 21 at the time of the disclosure and relates to a determination by AAMI that the student has violated its drug or alcohol rules. Students to whom the rights to their records have transferred are called "eligible students." Eligible students have the right to inspect and review their own education records maintained by AAMI. Student records and information are maintained by the college and are available in the Office of the Registrar.

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.

Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. Requests to correct records should be made in writing to the Registrar at:

Andre Rampaul, Registrar
AAMI
Administration Building
1501 Broadway, 7th floor, Suite 705
New York, New York 10036
Phone: 212-757-1190, (212) 470-9658
Fax 212-765-5923
Toll-Free 866-932-2264
arampaul@aami.edu

If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

1. The disclosure is to school officials who have been determined to have legitimate educational interests in order to fulfill his or her professional responsibility. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of AAMI who performs an institutional service or function for which AAMI would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII (personally Identifiable Information) from education records, such as an attorney, auditor, contractor, consultant, volunteer, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for AAMI;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student records and information are maintained by the College and are available in the Office of the Registrar. Additionally, the law provides that schools may, upon request, provide directory information to persons with legitimate student interest, including military recruiters.
In accordance with FERPA provisions, AAMI's definition of directory information includes a student's:

- Name
- Email address
- Date of birth
- Dates of attendance (not daily records)
- Level of education (e.g., sophomore)
- Degree(s) received, if any
- Honors and awards received

A student may request that such information not be released without the student's prior written consent by completing the Non-Disclosure of Directory Information form with the Office of the

Registrar. This form must be downloaded, filled out, and returned to the Office of the Registrar (see email and mailing addresses above). Students should be aware that if they sign a non-disclosure form to block the release of directory information, they will subsequently need to sign a release form to authorize the release of any records (including transcripts) and information to others, such as financial institutions, employers, and other designated persons or entities, including recruiters.

For additional information, a student may contact the U.S. Department of Education about the Act at:

1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may use the Federal Relay Service.

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

300.3 ACADEMIC INTEGRITY POLICY

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

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

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

Definitions and Examples of Academic Misconduct and Dishonesty

1. ***Cheating*** is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise. Example of cheating include:

   a. Copying from another student during an examination or allowing another to copy your work.
   b. Unauthorized collaboration on a take home assignment or examination.
   c. Using notes during a closed book examination.
   d. Taking an examination for another student or asking or allowing another student to take an examination for you.
   e. Changing a graded exam and returning it for more credit.
   f. Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
   g. Preparing answers or writing notes in a blue book (exam booklet) before an examination.
   h. Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
   i. Giving assistance to acts of academic misconduct/ dishonesty.
   j. Fabricating data (in whole or in part).
   k. Falsifying data (in whole or in part).

l. Submitting someone else's work as your own.
m. Unauthorized use during an examination of any electronic devices such as cell phones, computers, or other technologies to retrieve or send information.

2. ***Plagiarism*** is the act of presenting another person's ideas, research or writing as your own. Examples of plagiarism include:

a. Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
b. Presenting another person's ideas or theories in your own words without acknowledging the source.
c. Failing to acknowledge collaborators on homework and laboratory assignments.
d. Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing, or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

3. ***Obtaining Unfair Advantage*** is any action taken by a student that gives that student an unfair academic advantage over another student, or an action taken by a student through which a student attempts to gain an unfair academic over another student. Examples of obtaining unfair advantage include:

a. Stealing, reproducing, circulating, or otherwise gaining advance access to examination materials.
b. Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
c. Retaining, using, or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
d. Intentionally obstructing or interfering with another student's work.

4. Falsification of Records and Official Documents occurs when any academic records have been provided with false information or misrepresentations. Examples of falsification include:

a. Forging signatures of authorization.
b. Falsifying information on an official academic record.
c. Falsifying information on an official document, such as a grade report, letter of permission, drop/add form, ID card, or other college document.

5. Proctoring Violations are incidents that are flagged for any reason by the proctoring service and/ or Director of Proctoring and deemed a violation of protocols as outlined in the Exam Policy and Proctoring Module.

Methods for Promoting Academic Integrity

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

The Student Handbook is distributed to all students upon admission and at any time there are substantial changes to the policies. The Employee Handbook was distributed to current faculty after the most recent revisions in 2025 and will be distributed to all new full- and part-time faculty on an annual basis.

Reporting

1. The Academic Integrity Officer (Program Director) shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty.
2. The Academic Integrity Officer (Program Director) shall be responsible for maintaining students' academic integrity files.
3. A faculty member who suspects that a student has committed a violation of the AAMI Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. If the faculty member concludes there has been an incident of academic dishonesty sufficient to affect the student's final course grade, the faculty member must submit a Faculty Report Form to the Academic Integrity Officer.
4. The Academic Integrity Officer (Program Director) shall update the Faculty Report Form after the suspected incident has been investigated and resolved. Unless the resolution exonerates the student, the completed report form **must** be placed in a confidential academic integrity file created for the student.

Academic Versus Disciplinary Sanctions

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

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

The Academic Integrity Officer should seek disciplinary sanctions only if:

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

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

Academic-Only Sanctions

1. If a student admits to academic dishonesty and does not contest the academic sanction, the faculty member may adjust the student's grade accordingly and notify the Academic Integrity Officer of the resolution by email. The Academic Integrity Officer shall then update the applicable Faculty Report Form to reflect that resolution.

2. If a student admits to academic dishonesty but contests the academic sanction, the student may appeal the academic sanction through the college's student grievance process (see Section 600.4.) The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

3. If a student denies the academic dishonesty, a fact-finding determination shall be made by the Faculty Council or other committee designated by the College. At a minimum, the student shall receive:

a. written notice of the charges,
b. the right to appear before the Committee; and
c. the right to present witness statements or call witnesses.

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

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

Disciplinary Sanctions

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

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

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

Findings of No Violation

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

300.4 GRADE APPEALS/CHANGES

Students who are concerned about their grade in a particular course should first explain their concerns to the course instructor and try to resolve the issue with the instructor. Following that, if the student is still concerned that the grade has not been correctly determined, they may appeal the grade by contacting the Director of Student Services in writing.

John Fraser, Academic Dean/ Director of Student Services
AAMI
Administration Building
1501 Broadway, 7th floor, Suite 705 New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
jfraser@aami.edu

- The student must state their request for a grade change and the basis for that change, including specifically identifying and documenting the factors that the student contends improperly affected their grade.
- The student must submit this written statement to both the Director of Student Services and the instructor no later than 30 days from the start of the semester directly following the semester in which the grade being appealed was assigned.
- The Director of Student Services will consult with the instructor and will make a decision on the basis of the information from the student and the instructor, and will then provide a written response to both the student and the instructor. The student will receive a written reply from the Director of Student Services within 15 days from receipt of the appeal. This reply shall be final.

300.5 REINSTATEMENT POLICIES

AAMI provides two options for students seeking reinstatement, one for students in good standing and the other after being dismissed for academic or attendance reasons. All students applying for reinstatement after more than four years will be required to start the program as a new student. All applications for reinstatement pursuant to both options are subject to the approval of the Academic Dean/ Director of Student Services.

Reinstatement for Students in Good Standing (Option 1)

This option is for students who withdrew from the AAMI Program in Good Academic Standing. While there is no limit to the number of times a student in Good Academic Standing may apply for reinstatement, the student must comply with AAMI's Policy for Completing the Associate Degree. Students should contact the Academic Dean for specific information and for the application for Reinstatement for Students in Good Standing.

Reinstatement After Being Academically Dismissed or Dismissed Due to Non-Attendance (Option 2)

This option is for students who were dismissed for academic or attendance reasons and had to sit out one semester. The student must submit a reinstatement application and an essay describing the steps

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

400: STUDENT CONDUCT

400.1 STUDENT CODE OF CONDUCT

AAMI seeks to provide and guarantee the best educational environment for its students. To carry out this goal, AAMI requires each student to obey all federal, state, and local laws, rules and regulations, as well as AAMI policies. AAMI will not tolerate deliberate disruptive actions, violence, or physical interference with the rights of any member of our community or with any authorized functions carried out on the campus. Online students are subject to this code of conduct as well as the Student Code of Conduct for Distance Learning, §500.1 of this Handbook.

In the interest of protecting the rights of all individuals on campus, AAMI has established standards of conduct and policies and procedures prohibiting discrimination, harassment, sexual assault and other disruptive, dangerous and/or illegal conduct.

Students are prohibited from:

- Making any verbal or physical threats of violence, or behaving in a coercive, intimidating, hostile or threatening manner to any member of the AAMI community or others on campus;
- Bringing weapons on campus – including but not limited to firearms, box-cutters, knives, or any other dangerous instrument that can be used to inflict bodily harm or damage to AAMI premises or other property;
- Engaging in unprofessional and/or illegal behavior or conduct, such as discrimination, harassment or retaliation (see Title IX Policy, Appendix B to this Handbook regarding sexual misconduct including sexual assault), falsifying official College documents, stealing, damaging personal or College property, using or distributing illegal substances, disrupting a class or other activities on AAMI's premises;
- Uploading or downloading copyrighted works such as music, movies, software, video games and other copyrighted works, without proper permission, which may be a violation of Federal copyright law;
- Viewing sexually explicit or other inappropriate materials on any of the College's computers;
- Any behavior that interferes with the operation of the College or any situation that recklessly or intentionally endangers or threatens the mental or physical health of any individual, including but not limited to threats, coercion, harassment, or acts of violence;
- Engaging in disruptive behavior, such as:
    - Engaging in loud conversations or use of inappropriate or foul language
    - Use of electronic devices that are audible to others
    - Taking materials out of any College office without the express permission of an appropriate College official
    - Using another student's ID

While these items reflect important standards, this list does not cover every potential violation of the code of conduct. AAMI reserves the right to extend these principles to similar acts. Violations of this code may lead to disciplinary action, up to and including expulsion, depending on the gravity and frequency of the offense, including its effects.

Appendix A of this Handbook, Student Conduct Process for Non-Academic Misconduct Outside Title IX contains the process for handling violations of these standards of conduct, including complaints brought by other members of the AAMI community. Allegations of academic misconduct are not subject to this process, and are covered by the Academic Integrity Policy, Section 300.3 of this Handbook. The process for handling allegations of Title IX sexual harassment that meets the definitions of Title IX and AAMI's Title Policy is contained in Appendix B of this Handbook, AAMI's Title IX Policy.

400.2 NON-DISCRIMINATION POLICY

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

All students have a legal right to an educational environment free from unlawful discrimination and retaliation, Including sexual harassment. It is the policy of AAMI not to tolerate unlawful discrimination based on age, race, color, creed, ethnic origin, national origin, citizenship status, disability, religion, sex, gender, gender expression, sexual orientation, marital or partnership status, pregnancy, military or veteran status, predisposing gender characteristics, or domestic violence status, or on any other legally protected basis. Students can enforce this right by filing a complaint internally with AAMI, with a government agency, or in court under federal, state, or local antidiscrimination laws. Allegations of sexual harassment should be made pursuant to AAMI's Title IX Policy (Appendix B to this Handbook), and AAMI will determine whether those allegations should be addressed via the Title IX Policy or the Student Conduct Policy in Appendix A to this Handbook.

A student or any other member of the AAMI community who wishes to make a complaint of other kinds of discrimination by a student should make that complaint pursuant to Appendix A. A student who wishes to make a complaint of other kinds of discrimination by an employee of AAMI should make that complaint to either Martin Goldstein at mgoldstein@aami.edu or John Fraser jfraser@aami.edu and the complaint will be investigated and if found to have merit, addressed.

400.3 CAMPUS SAFETY

AAMI has adopted regulations in accordance with the provisions of the Federal Campus Security Act of 1990. AAMI's Campus Security Manual is updated regularly. Copies are available for review in the Library and the Administration Office.

Clery Act Statistics

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

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

- Manslaughter
- Arson

The Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. The Registrar may be contacted by phone at 212-757-1190 or 1-866-932-2264.

In accordance with Federal Public Law 101-542, information regarding campus crimes at AAMI is provided on the security disclosure form in the AAMI application packet.

Information on crimes occurring at all colleges may also be found on the United States Department of Education website.

Sex Offenses

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

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

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

Alcohol

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

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

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

Notice to Parents of Students Under Age 21

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

First Offense

If a student is found to be in violation of the AAMI Alcohol Policy, the Director of Student Services shall hold a conference with the individual and discuss the consequences of this violation. The first offense will result in a warning. The student must then sign a statement confirming the offense and acknowledging that a second offense will lead to immediate dismissal from the program.

Substance Abuse Services

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

Amnesty Policy

The health and safety of every student at AAMI is of utmost importance. AAMI recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

AAMI strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to AAMI officials or law enforcement will not be subject to AAMI's code of conduct action for violations of alcohol or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Firearms

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

Violence

Violations equivalent to the Clery Act (as updated by the Violence Against Women Act Final Regulations) Part I crimes covered under the legislation that would require a transcript notation are: murder; rape, fondling, incest, and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; manslaughter; and arson.

Smoking

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

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

Spitting

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

Mobile Devices

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

Children

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

400.4 DRESS CODE

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

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

The Basics

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

Recommendations

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

- Business suits
- Pant suits
- Dresses
- Dress pants
- Full-length casual pants
- Collared shirts
- Dress shirts
- Blouses

- Knee-length skirts
- Sweaters
- Sport coats
- Blazers
- Religious or spiritual garments

In inclement weather, rain or snow boots are permissible.

Limitations

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

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

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

500: DISTANCE LEARNING

500.1 STUDENT CODE OF CONDUCT FOR DISTANCE LEARNING

Although the online classroom environment is virtual, the standards of behavior are as important as they are in the classroom on campus. In other words, AAMI online classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all AAMI students understand how to behave in an online environment, we have developed a code of conduct that all online students are required to follow, in addition to the Student Code of Conduct in §400.1 of this Handbook. This code of conduct addresses student interaction with AAMI faculty, staff, and other AAMI students, as well as their individual actions.

Interactions with Faculty and Staff

1. Students should address all AAMI faculty and staff members as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., Miss, or Dr.) and/or last name only. No other form of address is acceptable.

2. Students should phrase communications with AAMI faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.

3. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments. Students must communicate with teachers in complete sentences.

4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with AAMI faculty and staff. These actions are prohibited.

5. Students must use their school email address and a profile picture that is appropriate for an educational environment. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with AAMI faculty and staff. Profile pictures should be a headshot of the student only and may not be offensive or inappropriate in any manner. The AAMI administration reserves the right to determine if a student email address and/or profile picture is inappropriate. Students using an inappropriate profile picture will be required to update their user profiles.

Interactions with Other Users

1. All communications with other students enrolled in AAMI must be of a course-related nature. Any sending of unsolicited email to other AAMI classmates is prohibited.

2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous, and respectful. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other AAMI students.

3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student’s work, and/or misusing content from the Internet could result in removal from our courses with a failing grade. See Academic Integrity Policy, Section 300.3 of this Handbook.

4. Working together is useful in the traditional classroom, but is only permitted in our online environment with specific teacher instructions to do so. Work submitted by students must be original to the student and not copied from other students in the class. In addition, no other persons may not login to a student account and complete coursework on behalf of the student. See Academic Integrity Policy, Section 300.3 of this Handbook.

Appropriate Use of the Internet

1. AAMI students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.

2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.

3. Any student that violates this policy will be subject to disciplinary action that may result in removal from AAMI course(s), as well as other disciplinary or legal action.

Disciplinary Action

Violations of this AAMI Student Code of Conduct for Distance Learning will be subject to the Student Conduct Process for Non-Academic Misconduct, Appendix A to this Handbook.

500.2 BLACKBOARD

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

AAMI strongly discourages students from taking quizzes and tests or submitting course work through Blackboard using a mobile or handheld device (iPad, smartphone, etc.). A Blackboard Mobile Learn application is available as a companion tool to the Blackboard Learn desktop course environment, but it is not meant to replace it. It should be used for viewing course content and performing light communications tasks. Not all Blackboard course content will be compatible with the Mobile Learn app. Participation in Blackboard courses requires access to a fully supported laptop or desktop computer.

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

500.3 EMAIL

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

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

500.4 BOOKSTORE

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

500.5 COMPUTER USE

AAMI will not tolerate online harassment, cyberbullying, cyberstalking, copyright violations, or any other violation of federal, state, or city laws, rules, or regulations. See also Appendix H, Computer Usage Policy.

Students are provided access to the computer technology in the library.

1. Usage is limited to currently enrolled students. Alumni may use the computer technology with prior approval from the school administration.

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

500.6 SOCIAL MEDIA

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

600: STUDENT SERVICES

600.01 ACADEMIC SUPPORT

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

"At risk" behaviors include:

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

The Academic Support Program may provide study skills workshops and tutoring sessions outside of class. All students are welcome to participate in scheduled tutorials. A copy of AAMI's "Study Strategies" is attached as Appendix G. Any student not maintaining a 75% average in each class will be referred to academic support assistance.

600.02 CAREER DEVELOPMENT

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

AAMI does not guarantee placement or employment for its students or graduates.

600.03 COUNSELING

AAMI provides counseling referrals for individuals who seek assistance. Contact the Director of Student Services for further information.

600.04 HEALTH SERVICES

AAMI does not maintain a health center on campus. Some members of the staff may be trained in basic first aid, and first aid supplies are available on campus for minor injuries. In the event of a significant health-related problem or emergency, AAMI will utilize the New York City 911 emergency system to obtain immediate assistance.

To assist AAMI personnel in the event of an emergency, students should provide AAMI with the name and telephone number of an individual to contact in an emergency, and whether the student has any medical conditions, limitations, or allergies which would be significant in the event of a medical emergency. If there is a medical emergency, injury, or accident, on or adjacent to campus, it must be

reported immediately to AAMI's Director of Student Services. This will enable AAMI to respond promptly and take appropriate follow-up actions.

In an emergency students should call 911 and in non-emergency situations students may seek medical help at health centers near campus, which include:

- **Mount Sinai West (formerly Roosevelt Hospital):** Located at 1000 10th Avenue (at 58th Street).
- **Bellevue Hospital:** Located at 462 First Avenue, New York, NY 10016. Bellevue is a NYC Health + Hospitals location with a sexual assault response team (SART).
- **Mount Sinai Morningside (formerly St. Luke's Hospital):** Located at 432 West 58th Street.
- **CityMD West 57th Urgent Care:** Located at 315 West 57th Street.

600.05 STUDENT GRIEVANCE PROCEDURE

All members of the AAMI community are expected to treat each other with respect and civility. Students have the right to receive fair and ethical treatment. This student grievance procedure is provided for the prompt and equitable resolution of student grievances that they are not being treated according to the above.

Definition

A grievance is a complaint by a currently enrolled student that there has been a violation, misinterpretation, or inequitable application of any of the provisions of this Student Handbook or AAMI's Catalog, or treatment by a member of the AAMI community that is believed to be unfair or inappropriate. A grievance must be made in writing that details the occurrence that the student believes to be wrong. Disability accommodation grievances are included in this grievance procedure. The grievance process is designed to address concerns that are not already covered by existing policies or procedures. The following will not be considered a grievance pursuant to this procedure:

- Discrimination or harassment (covered by Discrimination Prevention Policy §400.2 and Title IX Policy Appendix B of this Handbook, respectively)
- Sexual misconduct (covered by Title IX Policy, Appendix B)
- Grade Appeals (covered by Grade Appeals Policy, § 300.4 of this Handbook)
- Financial Aid Appeals Process (see §200.1 of this Handbook for SAP Appeal)

A grievance is initiated by filing (either in person or electronically) a signed written statement with the Director of Student Services within 10 business days of the event that is the subject of the grievance or the last effort by the student to resolve the issue, whichever is later. It should include the name of the student, contact information, the nature of the grievance, a brief description of the facts that form the basis of the grievance, the name of the person(s) whose conduct is being grieved, the names of any other students or employees who witnessed the conduct, steps taken by the student to resolve the concern, and the remedy sought. Any supporting documentation should be attached to the statement.

At any stage of the proceedings the student must appear in person or by Zoom and may be represented by a member of the AAMI community (i.e., a student or employee of AAMI). Even when students are represented, they must appear for the proceedings.

Informal Resolution and Investigation

Within five business days after the grievance is filed, the Director of Student Services will meet with the student and representative either in-person or virtually, if applicable, to explore an informal and mutually satisfactory resolution to the grievance, which will be memorialized in a writing signed by the student and the College. If the grievance is not resolved at this step, the College will conduct an investigation that is appropriate to the issue at hand, which may include reviewing documents and interviewing other witnesses, if warranted. The Director of Student Services will issue a written decision within five business days of the meeting.

Appeals

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

Within 10 business days after the notice of appeal is filed, the Faculty Council will meet with the student and representative either in-person or virtually, if applicable. If a mutually satisfactory resolution is not achieved, then the Faculty Council will issue to the student a written decision within five business days of the meeting. The written decision will include the council's reasoning and shall be final and binding.

Time Limits

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved student to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. The time limits specified in any step of this procedure may be extended, in any specific instance, by mutual agreement.

Miscellaneous

The filing or status of any grievance under the provisions of this section shall in no way operate to impede, delay, or interfere with the right of AAMI to take the action complained of, subject, however, to the final decision on the grievance. AAMI reserves the right to make changes in policy, as necessary.

SARA Complaint Resolution

AAMI, as a participant in SARA, believes that every SARA student deserves to have a positive educational experience at their institution. To that end, SARA provides a process for consumer protection complaints for SARA students. Consumer protection complaints against a School are allegations of improper or fraudulent activity, such as the provision of false or misleading information about program completion time or costs. The first step is for the student to exhaust the institution's internal grievance process. If the

SARA Complaint is not resolved to the student's satisfaction, a student may appeal the institution's decision with the state Portal Entity of the State where institution is physically located within two years of the incident at issue. See this link for more information. Please also see an overview of the process for SARA complaints at this link.

More specifically, an AAMI student from any of the NC-SARA participating states should first pursue resolution of a SARA Complaint through AAMI's internal grievance procedures. Please contact Donald Cymbor at dcymbor@aami.edu in the case of a grievance. If the student is not satisfied with the outcome of the institution's complaint process, the student may appeal the institution's decision with the NY State Education Department within two years of the incident about which the complaint is made. NC-SARA policies do not cover student complaints related to grades or student conduct violations.

600.06 TRANSCRIPT NOTATIONS

If a student is found responsible for a crime of violence that meets the Clery Act reporting requirements AAMI shall make a notation on the transcript of student indicating the student was "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation."

The transcript of a respondent who withdraws from the institution while such conduct charges are pending, and who declines to complete the disciplinary process, will indicate the student "withdrew with conduct charges pending." Those students who withdraw from AAMI and decline to complete the student conduct process forfeit any right to resume the conduct proceedings at any point in the future.

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

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

600.07 DISABILITY ASSISTANCE

Federal law requires that all students with disabilities be guaranteed a learning environment that provides reasonable accommodation of their disabilities. Students are responsible for starting the process if they believe they need a disability accommodation. A student requesting accommodation for a disability must contact the Disability Officer, John Fraser at:

John Fraser, Disability Officer
AAMI
Administration Building
1501 Broadway, 7th floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
jfraser@aami.edu

A. Rights and Responsibilities

Students with disabilities have the right to:

- Participate fully and equally in AAMI's services and activities
- Receive reasonable accommodation pursuant to AAMI's individualized determination
- Have information about their disability kept confidential except as required to facilitate a requested accommodation

Students with disabilities have the responsibility to:

- Affirmatively request disability accommodations in a timely manner
- Meet AAMI's student qualifications including essential academic, technical, and professional standards
- Self-identify and provide documentation from an appropriate professional source that verifies the nature of the student's disability, the student's functional limitations, and explains the rationale for the particular accommodation being recommended
- Let the Disability Officer know if an accommodation is not working

AAMI, through its faculty and staff, has the right to:

- Maintain AAMI's academic standards, which include technical and professional standards, and to evaluate students pursuant to these standards
- Confirm the student's disability status and receive current, relevant documentation that supports the student's accommodation request
- Select among equally effective/appropriate accommodations
- Have appropriate staff discuss the nature of the student's disability with the student, with the signed consent of the student, in order to implement an accommodation
- Deny a student's request for accommodations when (1) the student's provided documentation does not identify a specific disability, fails to verify the need for the requested services, or is not provided in a timely manner or (2) the source of the documentation is not an appropriate professional source as defined below
- Deny requests for accommodations that are inappropriate or unreasonable, including any that pose a direct threat to the health and safety of others, or constitute a substantial change or alteration of an essential course element or program standard

B. Reasonable Accommodations

AAMI provides reasonable accommodations to students who submit documentation from a qualified professional to the Disability Officer in a timely fashion. Reasonable accommodations are individualized

based on each student's disability-related documented needs and the College program requirements. Students seeking accommodations should do so as early as possible, and at a minimum, two weeks before an exam.

Accommodations may include, but are not limited to:

- Testing accommodations
- Note-takers
- Use of a computer for exams
- Materials in alternative format (accessible texts/course materials)
- Provision of assistive technologies
- Permission to audio tape lectures
- Qualified interpreter services
- Reduced-distraction environment for testing

C. How to Request an Accommodation

1. A student must self-disclose their disability and request for accommodation to Disability Officer John Fraser who administers accommodations on behalf of AAMI.

2. A student is required to gather and submit current documentation of their disability

3. After a student submits the documentation of their disability, the Disability Officer will meet with the student to discuss reasonable accommodations and other supports available at AAMI.

4. Each semester, a student who is receiving an accommodation should meet with the Disability Officer to discuss accommodations for your courses and any accessibility needs. AAMI will provide accommodations letters for the student to submit to their professors.

D. Documenting a Disability

To establish eligibility for disability accommodations, a student must provide documentation that indicates that the disability substantially limits a major life activity. Examples of major life activities include walking, speaking, breathing, performing manual tasks, seeing, hearing, and caring for oneself.

Documentation must include the following:

1. Documentation must show a substantial impact for the student on one or more major life activities and indicate whether the impact is current and stable, or is episodic/fluctuating

2. Documentation must confirm the nature and extent of the student's disability based on current professional standards and techniques

3. Documentation must confirm the student's functional limitations and validate the student's need for accommodations

4. Any test results provided should be recent, relevant, and comprehensive. If appropriate, the documentation must also contain test scores and interpretation (ex. learning disability report, audiogram, etc.)

5. The evaluation must be provided by a licensed clinical professional familiar with the history and functional implications of the student's impairment(s) and must not be a member of the student's family

6. The evaluation must show the official letterhead of the professional describing the student's disability with the name, title, and professional credentials of the evaluator

7. The report must be dated and signed by the evaluator

A student may submit their Individualized Education Plan (IEP) from their high school as evidence of past accommodations, but it alone is not sufficient documentation to support the need for accommodation at AAMI.

Incomplete or insufficient documentation

If a student submits documentation that is incomplete or insufficient to determine the extent of the disability or reasonable accommodations, AAMI has the right to request further documentation, with the student bearing the cost of the evaluation. AAMI does not itself perform any diagnostic evaluation of disabilities but can provide students with testing resources that they may utilize at their own expense.

E. Limits in Providing Accommodations

The purpose of disability accommodation is to provide equity and access. A reasonable accommodation cannot fundamentally alter course requirements. For example, the Disability Officer cannot require a faculty member to excuse a disabled student from required course assignments. Similarly, the Disability Officer cannot alter the technical standards of a program. Students with disabilities are required to fulfill such standards with or without accommodation. For example, if a degree program requires a student to pass a licensing exam, the Disability Officer can grant the student testing accommodations, but it cannot excuse a student from taking the exam.

F. Tips for Talking With Instructors

When talking with your instructors about your need for accommodation, you should identify yourself as a student with a disability who has registered with the Disability Officer, and provide them with your accommodations letter that you receive from AAMI. Make it clear that you are a serious, motivated student who will succeed in their class if a reasonable allowance is made for a specific problem you have in a specific area. Engage in creative, respectful problem solving. Be calm and courteous; do not ask for unreasonable adjustments, and do not get angry.

G. Problems With Accommodations

If you have problems with receiving your accommodation, or the accommodation is not effective, it is your responsibility to contact the Disability Officer to seek assistance. AAMI will work with you to resolve the issue informally. If your problem is not resolved via this informal process to your satisfaction, you may appeal AAMI's reasonable accommodation provided through the Student Grievance Process (Section 600.4).

H. Student Grievance Procedure

AAMI is committed to maintaining an environment in its educational programs and activities that is free from discrimination, harassment, or retaliation. Consistent with this commitment, it is the policy of AAMI not to tolerate discrimination based on disability. If student believes he or she has been treated unfairly because of his or her disability, the student should raise this concern through AAMI's student grievance procedure, available at Section 600.4 above.

600.08 ON-CAMPUS FACILITIES

Library

Our on-campus students enjoy full use of the physical library space for studying and course research. Local online students are also welcome to utilize the physical facilities.
Our online students, as well as our campus students, have full remote access to the ProQuest research platform, which can be accessed through a secure AAMI Online Login.
The library contains approximately 500 original titles related to the various subjects in their curriculum and numerous periodicals

The Library Handbook is in the Library.

Classrooms

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

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

Student Lounge

If you wish to eat on the premises, you may use the student lounge. Garbage must be placed in waste receptacles and beverage cups emptied in the washrooms prior to disposal. All spills are to be taken care of by the students. The microwave and counters must always be kept clean. Failure to follow these rules will cause this privilege to be suspended.

Emergency Preparedness

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

700: GRADUATION

700.1 GRADUATION REQUIREMENTS

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

1. Satisfactory completion of all required courses.
2. An earned cumulative grade point average of a minimum of a 2.0.
3. Satisfactory record of attendance (as described elsewhere in this catalog and the Student Handbook).
4. Satisfactory compliance with regard to financial aid and/or student loans.
5. Students receiving any form of Title IV federal financial aid must participate in an exit counseling session with the Financial Aid Officer.
6. Successfully complete all requirements of the Clinical Embalming Program and be certified by the Clinical Embalming Instructor as minimally technically competent in embalming at the entry level.
7. Attend and actively participate in the Comprehensive Review Courses.
8. Attendance at the mandatory Capstone Review Week.

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

The graduation ceremony is held once a year in May.

700.2 CLASS PICTURES

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

700.3 CLASS RINGS

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

700.4 GRADUATION CEREMONY

The Graduation Ceremony is held once a year in May.

700.5 RESIDENCY

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

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

STATE LICENSURE REQUIREMENTS Funeral Service is a licensed vocation requiring each candidate to pass a licensing examination. The laws prescribing requirements for the license, which vary from state to state, can be found at: www.theconferenceonline.org (click on "Resources" and then "State Licensing Requirements"). If you have been convicted of a criminal offense, check with the Funeral Service Licensing Board of the state in which you wish to be licensed to ensure that the conviction will not jeopardize your ability to qualify for licensure in that state.

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

BEFORE MOVING TO ANOTHER STATE: An online student who is enrolled in the AAMI associate degree program and considers moving or moves to a state in which AAMI may not be authorized to provide online education, should communicate with the state's funeral licensing board(s) and appropriate higher education agencies regarding the acceptance of the AAMI credits and associate degree for licensure.

APPENDIX A

STUDENT CONDUCT PROCESS FOR NON-ACADEMIC MISCONDUCT OUTSIDE OF TITLE IX

This process is provided to address complaints of non-academic misconduct by students promptly and fairly, in compliance with other AAMI policies and laws. For conduct that falls under the scope of Title IX, please see AAMI's Title IX policy under Appendix B.

Making a Complaint

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

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

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

Sexual Misconduct

Given the Court injunction invalidating the Title IX regulations promulgated in 2024, the Title IX Regulations promulgated in May 2020 and effective August 14, 2020, are back in effect. AAMI will have two processes for addressing sexual misconduct. The Title IX regulations provide a more restrictive definition of "sexual harassment" and a more restrictive geographic scope that AAMI must investigate and adjudicate pursuant to the requirements of Title IX. The Title IX reporting, investigation and adjudication process reflected in this policy will apply only to allegations that meet the Regulations' definitions ("Title IX Category Violations").

AAMI will also address any allegations of violations of its policies, including allegations of sexual misconduct that do not meet the strict definitions of the Regulations. Those allegations ("College Category Violations") are also reflected in the Title IX Policy (Appendix B) and will be addressed through this Student Conduct Policy and the employee conduct process in the Employee Handbook as applicable to the accused individual.

AAMI encourages all individuals who make a complaint of sexual misconduct to do so pursuant to the Title IX Policy, so that it can be processed and adjudicated through the applicable policy.

Disability Accommodations

A complainant or respondent with a disability who requires accommodation in the complaint, investigation, hearing, or any other phase of the student conduct process is responsible for disclosing the need for accommodation to the Title IX Coordinator, whose contact information is:

Martin Goldstein, Title IX Coordinator
Administration Office
1501 Broadway, 7th floor, Suite 705 New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
mgoldstein@aami.edu

The Title IX Coordinator may consult with the Director of Student Services and Disability Officer ("Disability Officer") in deciding whether to grant a disability accommodation request. The Disability Officer's contact information:

John Fraser, Disability Officer
Administration Office
1501 Broadway, 7th floor, Suite 705 New York, New York 10036
Phone: 212-757-1190
Fax 212-765-5923
Toll-Free 866-932-2264
jfraser@aami.edu

Informal Resolution

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

Investigation of Complaint

The Title IX Coordinator or designee, who may be internal or external to the college, will initiate an investigation of the alleged conduct within five (5) business days of notification, which will be handled

by an impartial individual who may be internal or external to AAMI. The investigation will include written notification to the parties of the investigation, and interviews with the complainant, the respondent(s), and at the discretion of the investigator, other individuals who may have information regarding the alleged conduct.

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

Advisors and Support Persons

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

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

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

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

Hearing

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

Following the conclusion of the hearing, the Hearing Officer will review the investigation report and the evidence, deliberate, and determine whether the respondent is responsible or not responsible for the alleged conduct, and will notify both parties and the Director of Student Services. If the respondent is found responsible for any charge, both parties will have ten (10) business days to submit a personal impact statement to the Director of Student Services, who will provide these to the Hearing Officer. The Hearing Officer will consider those statements along with all other evidence and testimony in determining the sanction.

The sanctions imposed will be determined by the severity of the conduct, any prior misconduct, and the student's understanding and willingness to accept responsibility for his or her behavior. Possible sanctions include, but are not limited to those listed in the Title IX Policy**.**

The Hearing Officer will issue a written determination that includes:

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

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

Transcript Notations

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

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

Only definitive proof can vacate a finding a responsibility. A not-guilty verdict in a criminal court is not definitive proof of non-responsibility, nor is a failure to prosecute. Before vacating a finding of responsibility, if there is a student complainant in the underlying conduct process, AAMI will notify the student complainant, and the student complainant will have an opportunity to be heard if a respondent provides definitive proof resulting in vacating a responsibility determination.

Appeals

Either party may appeal a finding or sanction by submitting a written statement to the Director of Student Services within five (5) business days of the report being provided to them. The appeal will be heard by the AAMI Faculty Council, which is a panel of three unbiased instructors, one of whom shall be the chairperson. If the allegations concern sexual misconduct, the Faculty Council shall not include the Title IX Coordinator. The Director of Student Services shall provide a copy of a party's appeal to the other party. The other party may submit a statement to the Director of Student Services within five (5) business days of the submission of the appeal. The decision shall be rendered within ten (10) business days of the submission of the opposing party's statement, or if there is no statement from the opposing party, within fifteen (15) business days of the submission of the appeal.

Time Limits

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

Conduct of Meetings and Hearings

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

Clery Act Compliance

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

Coordination With Other Policies

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

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

APPENDIX B

GRIEVANCE PROCEDURE FOR SEX-BASED HARASSMENT COMPLAINTS FOR STUDENTS

AAMI TITLE IX POLICY

I. Introduction

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

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

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

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

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

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

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

Given the Court injunction invalidating the Title IX regulations promulgated in 2024, the Title IX Regulations promulgated in May 2020 and effective August 14, 2020, are back in effect. AAMI will have two processes for addressing sexual misconduct. The Title IX regulations provide a more restrictive definition of "sexual harassment" and a more restrictive geographic scope that AAMI must investigate and adjudicate pursuant to the requirements of Title IX. The Title IX reporting, investigation and adjudication process reflected in this policy will apply only to allegations that meet the Regulations' definitions ("Title IX Category Violations").

AAMI will also address any allegations of violations of its policies, including those that do not meet the strict definitions of the Regulations. Those allegations ("College Category Violations") will be addressed through separate processes in the Student Handbook (Student Conduct Policy) and Employee Handbook, as applicable to the accused individual.

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

II. Policy and Procedure Summary

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

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

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

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

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

Martin Goldstein, Title IX Coordinator
Administrative Office
1501 Broadway, 7th Floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
titleixcoordinator@aami.edu

III. Definitions, General:

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

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

3. **Coercion.** Coercion is a threat, undue pressure, or intimidation to engage in sexual activity. Coercion is more than an effort to persuade, seduce, entice, or attract another person to engage in sexual activity. A person's words or conduct are sufficient to constitute coercion if they deprive another individual of the ability to freely choose whether or not to engage in sexual activity.

4. **Complainant.** The term Complainant refers to the person who allegedly experienced the sexual misconduct in violation of the policy whether or not a formal complaint is filed. In some cases, the Title IX Coordinator may file a formal complaint and thereby initiate an investigation and adjudication process pursuant to this policy. In that instance, the Title IX Coordinator is not the "Complainant"; the complainant remains the person who allegedly experienced the sexual misconduct.

5. **Consent.** As used in this policy, term "consent" always refers to "affirmative consent" (defined above).

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

Certain conditions prevent a person from being able to consent. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. A person cannot consent if they are unaware of the who, what, when and how of a sexual interaction. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol or drugs or other intoxicants may be incapacitated and therefore unable to consent.

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

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

6. **Formal Complaint.** A formal complaint refers to a written complaint filed in accordance with the grievance process below. A formal complaint is necessary to initiate an investigation and adjudication process.

7. **Institution Advisor.** A Complainant or Respondent who does not opt to be accompanied by an advisor of choice at a hearing is entitled to be appointed an advisor by the college at no charge to the party. This advisor is referred to an "institution advisor" who may be but need not be an attorney. An institution advisor's role is limited to asking cross-examination questions of the other party during a hearing. An institution advisor does not represent a party in any legal sense. The party is responsible for formulating the cross-examination questions the institution advisor will pose during the hearing.

8. **Party.** A Complainant or Respondent may be referred to as a Party, or collectively, the Parties.

9. **Reporting Party.** The term Reporting Party refers to the person who made the report. This may or may not be the same as the Complainant, a witness, or a bystander.

10. **Respondent.** The term Respondent refers to the person alleged to have committed a violation of this policy.

11. **Sexual Misconduct.** Sexual misconduct is an umbrella term used in this policy to more conveniently refer to any form of conduct prohibited by this policy.

IV. Definitions, Conduct Violations:

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

(i.e., “College Category” violations).

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

A. Title IX Category Violations

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

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

1. **Sexual harassment**. “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

    a. An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual’s participation in unwelcome sexual conduct (commonly referred to as a “quid pro quo”);
    b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that is effectively denies a person equal access to the college’s education program or activity (commonly referred to as a sexually or gender-based “hostile environment”).

2. **Sexual assault.** “Sexual assault” includes any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving affirmative consent. Sexual assault consists of the following specific acts:

    a. Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

    b. Fondling. The touching of the private body parts[1] 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

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

his/her/their youth or because of his/her/their temporary or permanent mental or physical incapacity.

c. Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

d. Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New York is 17.

3. **Dating violence**. "Dating violence'' means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

4. **Domestic violence**. "Domestic violence" means violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the college is located, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

5. **Stalking**. "Stalking" is engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. Stalking that does not occur on the basis of sex may be addressed under as a College Category Violation as described below.

B. College Category Violations

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

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

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

2. **Sexual assault.** "Sexual assault" includes any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving affirmative consent, but that does not constitute sexual assault as a Title IX Category Violation as defined above because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college's education program or activity). Sexual assault consists of the following specific acts:

    a. Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim.

    b. Fondling. The touching of the private body parts[2] of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving affirmative consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

    c. Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

    d. Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.

3. **Dating violence**. "Dating violence'' means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

    a. the length of the relationship;

    b. the type of relationship; and

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

c. the frequency of interaction between the persons involved in the relationship; but that does not constitute dating violence as a Title IX Category Violation as defined above because of the context in which it occurs (for example, because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college's education program or activity.

4. **Domestic violence**. "Domestic violence" means violence committed by a former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the college is located, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction, if the conduct does not constitute domestic violence as a Title IX Category Violation as defined above because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college's education program or activity).

5. **Stalking**. "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress, but that does not constitute stalking as a Title IX Category Violation as defined above because of basis on which it occurs or the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college's education program or activity).

6. **Sexual Exploitation**. Sexual exploitation occurs when, without affirmative consent, a person takes sexual advantage of another in a manner that does not constitute another violation under this Policy. Examples of sexual exploitation include, but are not limited to: prostitution, acts of incest, observing or recording (whether by video, still photo or audio tape) of a sexual or other private activity (such as consensual sexual activity, undressing or showering) without the affirmative consent of all involved; taking intimate pictures of another, but then distributing the pictures to others without the photographed person's affirmative consent; engaging in voyeurism, engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of such infection; or exposing one's genitals in non-consensual circumstances.

7. **Retaliation**. Retaliation is an adverse act perpetrated to "get back" at a person because the person reported sexual misconduct, filed a complaint, or participated in an investigation or proceeding conducted pursuant to this policy by the college or by an external agency. An act of retaliation may be anything that would tend to discourage an individual from reporting sexual misconduct, pursuing an informal or formal complaint, or from participating in an investigation or adjudication as a party or a witness. A person who acts in good-faith is protected from retaliation. The fact that a statement is not determined to be proven or established following investigation and adjudication does not mean that the statement lacked good-faith; a person may provide inaccurate information believing it is accurate, which is still good-faith. If a person who makes a statement knowing that it is false, the person has acted without good-faith.

V. Confidential Resources and Responsible Employees

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

Mount Sinai Sexual Assault and Violence Intervention (SAVI) | 212-423-2140
Free counseling, emergency department advocacy, training and support to survivors and co-survivors

Mount Sinai Adolescent Health Center | 212-423-3000
Wellness care, medical treatment, counseling, etc. (ages 10-22)

VI. Reporting and Formal Complaint Process

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

Martin Goldstein, Title IX Coordinator
Administrative Office
1501 Broadway, 7th Floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
titleixcoordinator@aami.edu

We strongly encourage all individuals who wish to report an incident to AAMI and have AAMI take

action under this policy to report to the individual above.

A. Supportive Measures

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

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

Supportive measures could include, but are not limited to:

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

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

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

B. Emergency Removal

In some cases, the college may undertake an emergency removal of a student respondent in order

to protect the safety of the college community, which may include contacting local law enforcement to address imminent safety concerns.

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

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

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

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

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

C. Disability Accommodation

A Complainant or Respondent with a disability who requires accommodation in the complaint, investigation, hearing or any other phase of the process is responsible for disclosing the need for accommodation to the Title IX Coordinator. The Title IX Coordinator may consult with the Disability Officer in deciding whether to grant a disability accommodation request.

John Fraser
Disability Officer
Administrative Building
1501 Broadway, 7th Floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
jfraser@aami.edu

D. Amnesty

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

E. Initiation of the Complaint and Adjudication Process

a. Filing a Formal Complaint.

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

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

Martin Goldstein, Title IX Coordinator
Administrative Office
1501 Broadway, 7th Floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
titleixcoordinator@aami.edu

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

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

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

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

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

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

b. Mandatory Dismissal of Title IX Category Charges

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

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

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

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

constitute College Category violations.

c. Discretionary Dismissal of Title IX Category Charges

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

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

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

VII. Informal Resolution Policy

A. Informal Resolution Process

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

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

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

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

B. Steps Prior to the Informal Resolution Process

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

detailed below, the facilitator in the Informal Resolution process may terminate the process as well.

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

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

VIII. Investigation Procedures

A. Appointment of Investigator

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

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

B. Temporary Delay Due to Concurrent Law Enforcement Investigation

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

C. Notice of Investigation

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

- the identities of the involved parties;
- the date, time, location and factual allegations concerning the alleged violation;
- the policy provisions allegedly violated;
- a description of the investigation and adjudication process;
- potential sanctions;
- the right to an advisor of their choice, who may be, but is not required to be, an attorney;
- their right to inspect and review evidence in accordance with this policy;

- notice that knowingly making false statements or knowingly submitting false information is prohibited under this Policy; and
- that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the process

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

D. Notice of and Opportunity to Object to Investigator

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

E. Meetings and Interviews to Gather Information

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

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

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

F. Opportunity for Inspection and Review of Evidence

The Complainant and Respondent will be provided an equal opportunity to inspect and review any evidence obtained in the investigation directly related to the allegations gathered in the investigation and regardless of whether the information will be relied on in reaching a determination. Prior to the conclusion of the investigative report, the Complainant and Respondent, and each party's advisor of choice, if any, will be provided a copy (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform) of the evidence, subject to redaction permitted and/or required by law. The Complainant and

Respondent will be provided with at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report. The investigator will determine if additional investigation is necessary and, if so, will complete any additional investigative steps.

G. Investigative Report

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

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

H. Consolidation of Cases

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

I. Investigation Timeframe

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

IX. Hearing Procedures

A. General

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

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

Participants in the hearing will include the Hearing Officer, the Complainant and the Respondent, their respective advisors, the investigator(s) who conducted the investigation, and witnesses

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

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

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

B. Procedural *Matters*

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

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

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

C. Advisors

The Complainant and the Respondent may each have present with them during the hearing an advisor of their choice (at the party's expense, if the advisor is a paid advisor). If a party does not have an advisor present at the hearing, the college will provide, without fee or charge to that

party, an advisor of the college's choice for the limited purpose of conducting questioning on behalf of that party as provided in this Policy.

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

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

D. Questioning *Procedures*

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

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

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

If a party or witness does not submit to cross-examination at the hearing by a party's advisor as described above, the Hearing Officer may not rely on any statement of that party or witness,

during the hearing or otherwise, in reaching a determination regarding responsibility. The Hearing Officer will not draw an inference as to responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination questions.

E. Hearing Determinations

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

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

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

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

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

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

- *Probation: A written reprimand for violation of the Policy, providing for more severe disciplinary sanctions in the event that the Respondent is found in violation of any college policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified privileges, exclusion from extracurricular activities, no-contact orders, and/or other measures deemed appropriate.*

- *Suspension: Cessation of student status for a definite period of time and/or until specific criteria are met.*

- *Expulsion: Permanent termination of student status.*

- *Withholding Degree and/or Diploma: The college may withhold a student's degree and/or diploma for a specified period of time and/or deny a student participation in commencement activities.*

- *Other Actions: In addition to or in place of the above sanctions, the Hearing Officer may assign any other sanctions as deemed appropriate, including but not limited to the following:*

    - *Mandated counseling so the Respondent has the opportunity to gain more insight into his/her/their behavior.*

    - *A "no contact" directive (including but not limited to continuation of a no contact directive imposed as a supportive measure) prohibiting contact with one or more identified persons, in person or through telephonic, electronic, written or other means. A no contact directive may include additional restrictions and terms.*

    - *Requiring the Respondent to write a letter of apology.*

    - *Requiring unpaid service to the campus or local community stated in terms of type and hours of service.*

    - *Restitution for damage to or misappropriation of property, or for personal injury, and other related costs.*

    - *Loss, revocation or restriction of housing privileges (e.g., exclusion from specified locations or alteration of status in the housing lottery or other selection system).*

F. Notice of Outcome

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

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

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

G. Transcript Notations

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

The transcript of a respondent who withdraws from the institution while conduct charges are pending, and who declines to complete the disciplinary process, will indicate the student "withdrew with conduct charges pending." Those students who withdraw from AAMI and decline to complete the student conduct process forfeit any right to resume the conduct proceedings at any point in the future.

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

Only definitive proof can vacate a finding a responsibility. A not-guilty verdict in a criminal court is not definitive proof of non-responsibility, nor is a failure to prosecute. Before vacating a finding of responsibility, if there is a student complainant in the underlying conduct process, AAMI will notify the student complainant, and the student complainant will have an opportunity to be heard if a respondent provides definitive proof resulting in vacating a responsibility determination.

X. **Appeals**

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

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

A respondent or complainant may appeal on the following bases:

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

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

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

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

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

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

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

XI. Application to Faculty and Staff

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

XII. Academic Freedom

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

XIII. Clery Act Compliance

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

XIV. Coordination with Other Policies

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

XV. Designation of Authority

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

XVI. Policy Enforcement

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

Martin Goldstein, Title IX Coordinator
Administrative Office
1501 Broadway, 7th Floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
titleixcoordinator@aami.edu

Inquiries and complaints may be made externally to:

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

APPENDIX C

STUDENTS' BILL OF RIGHTS

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

All students have the right to:

1. Make a report to local law enforcement and/or state police;

2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the AAMI;

4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;

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

7. Describe the incident to as few AAMI representatives as practicable and not be required to unnecessarily repeat a description of the incident;

8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of AAMI;

9. Access to at least one level of appeal of a determination;

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

11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of AAMI.

APPENDIX D

SEXUAL ASSAULT PREVENTION

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

PREVENTION & AWARENESS TRAINING

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

SEXUAL ASSAULTS ON COLLEGE CAMPUSES

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

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

PREVENTION

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

- When you leave the school, building, or clinical sites, do so with people that you trust to look out for your safety and the safety of others. Be a good friend—keep an eye on your friends to make sure they are safe and hold your friends responsible for treating others with respect.
- In no instance may students engage in intimate relationships or activities with someone while on AAMI's campus, AAMI off campus sponsored events, or at clinical sites. If you want to be intimate with someone outside of these, remember to get that person's consent and communicate your boundaries actively. You and the other person(s) have the right to withdraw consent at any time, when consent is withdrawn all sexual activity must stop.

- Since alcohol and drugs interfere with effective communication, avoid excessive use of these substances. It may not be safe to be intimate with someone if you or they have been drinking or using other substances.
- When you are at a party, make sure that someone knows where you are. Check on your friends to make sure they are safe too.
- Get your own drinks. Only accept beverages from people you trust and never drink out of a vessel that has been left unattended.
- Make sure you understand and respect your partner(s)'s desires and limits. Know your sexual desires and limits and choose a partner or partners who respect them.
- Try to avoid walking home alone from bars or parties. Have a friend walk with you. If you see someone walking alone at night, make sure they are safe.
- If on AAMI's campus, AAMI off campus sponsored events, or at clinical sites, you do not feel well and need to lie down, make sure that a friend stays with you to check on you. If you see someone who is sick or unconscious, make sure they are safe and notify a school administrator, faculty member, or office staff; if at a clinical site, notify the preceptor.
- If you find yourself alone or in an unfamiliar place on campus, AAMI off campus sponsored events, or at clinical sites, be aware of your surroundings. Contact a school administrator, faculty member, or office staff; if at a clinical site, notify the preceptor.
- If you feel unsafe, trust your instincts. If you feel uncomfortable in your surroundings for any reason, you have the right to leave.
- Communicate clearly and honestly with your sexual partner(s) and respect their boundaries.

APPENDIX E

SEXUAL MISCONDUCT/INTERPERSONAL VIOLENCE REPORT FORM FOR STUDENTS

What is sexual misconduct?

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

Who is required to report sexual misconduct?

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

Except as described below, any AAMI employee, whether faculty or staff, who receives a complaint or otherwise learns about a possible incident of sexual misconduct involving a member of the American Academy McAllister Institute of Funeral Service community as complainant or alleged perpetrator must complete this report form.

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

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

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

What if a complainant requests confidentiality?

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

"Privacy" may be offered by any employee of AAMI, as such individuals are unable to offer confidentiality under the law (AAMI employees are required to report known incidents of sexual

assault, or other crimes, so they are not confidential resources), they shall not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate institution officials.

What resources are available to complainants?

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

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

What happens with the information I provide?

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

What should I do with the completed report form?

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

Martin Goldstein, Title IX Coordinator
AAMI
1501 Broadway, 7th floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
Fax: 212-765-5923
Toll-Free 866-932-2264

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

mgoldstein@aami.edu *****

SEXUAL MISCONDUCT REPORT FORM

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

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

APPENDIX F

ALCOHOL AND ILLICIT DRUGS: RISKS AND RESOURCES

BACKGROUND

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

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

LEGAL SANCTIONS

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

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

Further, pursuant to New York State law:

- Any person under age 21 who is found to be in possession of alcohol with the intent to consume it may be punished by a fine and/or required to complete an alcohol awareness program and/or to provide up to 30 hours of community service. Alcoholic Beverage Control Law, § 65-c.
- Giving or selling an alcoholic beverage to a person less than age 21 is a class A misdemeanor punishable by a sentence of imprisonment up to one year. Penal Law § 260.20

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

HEALTH RISKS

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

LSD (ACID)

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

COCAINE

Cocaine is a powerfully addictive drug. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.

MDMA (ECSTASY)

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

HEROIN

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

MARIJUANA

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

METHAMPHETAMINE

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

PCP/PHENCYCLIDINE

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

PRESCRIPTION MEDICATIONS

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

TOBACCO/NICOTINE

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

STEROIDS

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

ALCOHOL

Excessive alcohol consumption can lead to serious health problems, including cancer of the pancreas, mouth, pharynx, larynx, esophagus, and liver, as well as breast cancer, pancreatitis, sudden death in people with cardiovascular disease, heart muscle damage leading to heart failure, stroke, high blood

pressure, cirrhosis of the liver, miscarriage, fetal alcohol syndrome in an unborn child, injuries due to impaired motor skills, and suicide.

SUBSTANCE ABUSE

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

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

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

RESOURCES

RESOURCES ON CAMPUS

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

John Fraser, Director of Student Services
AAMI
1501 Broadway, 7th floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
Fax: 212-765-5923
Toll-Free 866-932-2264

jfraser@aami.edu

RESOURCES OFF CAMPUS

12 STEP RECOVERY PROGRAMS

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

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

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

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

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

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

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

Detoxification and Outpatient/Inpatient Rehabilitation Facilities

New York County	Kings County
Bellevue Hospital Center 462 First Ave. New York, NY 10016 (212) 562-4141	Kings County Hospital Center 606 Winthrop St. Brooklyn, NY 11203 (718) 245-2630
St. Luke's-Roosevelt Hospital Center 1000 Tenth Ave. New York, NY 10019 (212) 523-6491	Interfaith Medical Center 1545 Atlantic Ave. Brooklyn, NY 11213 (718) 613-4330
Greenwich House, Inc. 50B Cooper Square New York, NY 10003 (212) 677-3400	Bridge Back to Life Center, Inc. 175 Remsen St., 10th Floor Brooklyn, NY 11201 (718) 852-5552

Queens County	Bronx County
Flushing Hospital Medical Center 4500 Parsons Blvd. Flushing, NY 11355 (718) 670-5078	St. Barnabas Hospital 4535 East 183rd St. Bronx, NY 10457 (718) 960-6636
Samaritan Village, Inc. 144-10 Jamaica Ave. Jamaica, NY 11435 (718) 206-1990	Montefiore Medical Center 3550 Jerome Ave., 1st Floor Bronx, NY 10467 (718) 920-4067
Daytop Village, Inc. 316 Beach 65th St. Far Rockaway, NY 11692 (718) 474-3800	Bronx-Lebanon Hospital Center 1276 Fulton Ave., 7th Floor Bronx, NY 10456 (718) 466-6095

Richmond County	Nassau County
Staten Island University Hospital 375 Seguine Ave. Staten Island, NY 10309 (718) 226-2790	Long Beach Medical Center 455 East Bay Dr. Long Beach, NY 11561 (516) 897-1250
Richmond University Medical Center 427 Forest Ave. Staten Island, NY 10301 (718) 818-5375	North Shore University Hospital 400 Community Dr. Manhasset, NY 11030 (516) 562-3010
Camelot of Staten Island, Inc. 263 Port Richmond Ave. Staten Island, NY 10302 (718) 981-8117	Nassau Health Care Corporation 2201 Hempstead Tpke. East Meadow, NY 11554 (516) 572-9402

Other Resources

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

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

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

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

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

APPENDIX G

STUDY STRATEGIES

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

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

Time Management

Record all weekly commitments on a schedule, such as:

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

  Make a "To Do" list and prioritize tasks, for example:
  A = Highest priority B = Medium priority C = Lowest priority

Note Taking Tips

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

Test Preparation

- Attend every class period
- Practice good note taking skills
- Review notes daily
- Study actively by studying out loud
- Record your notes onto tapes or CD; listen and read along
- The more senses that you use, the more that will go into long term memory
- Seek out study groups

- Cover all sources for test questions: lecture notes, study guides, handouts, text book readings
- Make flashcards
- Predict test questions
- Attend ALL classes and be prepared (most test anxiety comes from lack of preparation)
- Review at frequent, spaced intervals over a period of time so information will more likely enter long-term memory and be more easily recalled under testing conditions
- Avoid long cramming sessions at the last minute
- Practice relaxation techniques
- Visualize success
- Go to bed early
- Eat breakfast

Test Taking Strategies

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

After the Exam

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

Avoid

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

Repetition is one of the best ways to learn

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

APPENDIX H

COMPUTER USAGE POLICY

Please read the following agreement carefully. By signing onto a College system, you agree to abide by the College's Acceptable Use Policy, its terms and conditions as well as federal and state regulations. See also Section 600.5 of this Handbook.

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

AAMI's computing facilities are defined as any computer, network, peripheral, operating system, software, or any combination thereof owned, licensed by or under the control of AAMI Employee and/or student ("the user") of AAMI's computing facilities acknowledges and agrees to the following terms:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX I

HEALTH AND SAFETY PROCEDURES FOR CLINICAL EMBALMING

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

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

ITEMS 1 through 6 MUST BE WORN by ALL students:

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

17. You are **EXPECTED** to treat the staff at the funeral home or Clinical facility with the utmost respect. Any incidence of confirmed infractions **WILL** subject the student to disciplinary action which may result in suspension or dismissal from the program.

APPENDIX J

129A POLICIES

129-A 6430 RULES FOR MAINTENANCE OF PUBLIC ORDER

The Trustees of American Academy McAllister Institute (AAMI) hereby adopt the following rules for the maintenance of public order on campus and other locations used for educational purposes and a program for the enforcement of these rules, and do hereby authorize the President of AAMI to file a copy with the Regents and the Commissioner of Education as provided in section 6430 of the New York Education Law.

AAMI will not permit any intentional or reckless misconduct that endangers the mental or physical health of a member of the AAMI Community. Intentional or reckless misconduct includes, but is not limited to:

- Deliberately causing injury to another person or threatening to do so;
- Physically restraining or detaining another person or forcibly removing a person from a place where he or she has a right to remain;
- Deliberate damage to or theft of AAMI property;
- Entering private administrative, faculty, or staff offices without permission;
- Entering into or remaining in an AAMI building or facility for any purpose other than its authorized use;
- Remaining in an AAMI building or office after it has been closed;
- Refusing to leave any building or facility after being requested to do so by an authorized administrator;
- Obstructing the movement of persons in or around AAMI facilities;
- Deliberately disrupting classes, lectures or meetings;
- Forcing another individual or participating in an effort to force another individual to ingest alcohol, drugs, or other substances for any reason;
- Violating AAMI's policy on the use and possession of weapons on campus;
- Willfully inciting another individual to engage in intentional or reckless misconduct;
- Unlawful use, sale, or distribution of controlled substances;
- Stalking, harassment, or intimidation;
- Any conduct not enumerated above which violates federal law, New York law, or local law.

This policy governs the conduct of students, faculty, and staff, as well as any individuals on premises of AAMI or facilities not owned by AAMI but used for AAMI purposes.

Visitors, including invitees and licensees, shall at all times conduct themselves in a manner that is consistent with the maintenance of order on AAMI premises, and their privilege to remain on AAMI property shall automatically terminate upon breach of this regulation. AAMI, in addition, reserves the right in its discretion to withdraw at any time the privilege of an invitee or licensee to be on AAMI premises. A trespasser has no privilege of any kind to be on AAMI property but is nevertheless subject to these regulations governing the maintenance of order.

Any authorized member of the AAMI community, after properly identifying himself or herself, may in the course of performing his or her duties, request identification from members of the AAMI community. Refusal to identify oneself shall be considered prima facie evidence of non-AAMI status.

"Authorized" members of the AAMI community shall include:

1. Members of the AAMI administration.
2. Faculty in the performance of teaching or supervisory duties.
3. Faculty designated by AAMI administration.
4. Building security.

Consequences

The consequences for the misconduct enumerated above are:

1. Guests of members of the AAMI community or trespassers will be required to leave AAMI premises. Guests or trespassers who refuse to leave will be subject to ejection and/or prosecution for criminal trespass.

2. Students will be subject to expulsion or other disciplinary action, as provided in AAMI's applicable Student Conduct Process.

3. Employees will be subject to disciplinary action in accordance with applicable AAMI policies, procedures, rules and regulations.

4. Organizations which authorize, permit or allow such conduct to occur may be denied permission to operate on AAMI property.

5. All consequences enumerated in this policy are in addition to any penalties imposed by federal, New York State or local law.

Nothing in this policy will be construed to limit or penalize a group or individual solely for exercising his, her or its constitutionally protected rights or assembling with others for that purpose.

129-A 6431 ADVISORY COMMITTEE ON CAMPUS SAFETY

Composition of the Committee

The President of AAMI will appoint an Advisory Committee on Campus Safety, the composition of which will be as follows:

1. The Committee will be composed of a minimum of six people; one-third appointed by the President from the roster of current students; one-third appointed from a list of faculty (such list will contain at least twice the number of faculty to be appointed), provided by the largest faculty organization on campus; and.one-third selected by the President. At least half of the Committee members must be female.

2. The President may select additional members of the committee at his/her discretion.

3. Committee members serve at the pleasure of the President. The President may replace members at his/her/their discretion.

Responsibilities of the Committee

The Committee will meet as needed, but no less often than once per academic year. The Committee will review current campus security policies and procedures, and make recommendations for their improvement. It shall specifically review current policies and procedures for:

1. Educating the AAMI community about sexual assault, domestic violence, stalking prevention, applicable laws, ordinances and regulations, and the penalties for commission of those offenses pursuant to New York State Education Law §6432;

2. Educating the AAMI community about personal safety and crime prevention;

3. Reporting of sexual assaults and dealing with sexual assault victims during an investigation;

4. Referring complaints to appropriate authorities where necessary;

5. Counseling crime victims;

6. Responding to inquiries from concerned persons.

Reporting

The Committee will submit a written report to the President at least once each academic year. The report will provide a summary of the Committee's findings and recommendations.

129-A 6432 SEXUAL ASSAULT, DOMESTIC VIOLENCE AND STALKING

AAMI shall provide educational programs to promote the awareness of sexual assault, domestic violence, and stalking offenses. These educational and informational programs should include, but not be limited to, the following subjects:

- Applicable laws, ordinances, and regulations regarding sexual assault, domestic violence and stalking offenses.
- Penalties under applicable law for commission of sexual assault, domestic violence, and stalking offenses as well as on-campus disciplinary sanctions for the same;
- Procedures in effect at AAMI for dealing with sexual assault, domestic violence and stalking offenses;
- Availability of counseling and other support services for the victims of sexual assault, domestic violence and stalking offenses on campus and off-campus;
- The nature of and common circumstances relating to sexual assault, domestic violence and stalking offenses on college campuses; and
- The methods AAMI employs to advise and to update students about safety and security procedures.

129-A 6434 INVESTIGATION OF VIOLENT FELONY OFFENSES AND REPORTS OF MISSING STUDENTS

Consistent with AAMI's commitment to maintaining a safe and secure learning environment, AAMI shall promptly, efficiently, and thoroughly investigate any Violent Felony Offense occurring on AAMI owned, operated, or controlled property Such investigations shall be coordinated with local law enforcement agencies including, but not limited to, the NYPD. AAMI shall maintain written agreements with appropriate local law enforcement agencies providing for the prompt investigation of such crimes and reports. AAMI will notify the NYPD as soon as practicable but in no case more than twenty-four hours after a report of a violent felony. (Section 6434 defines "missing student" as "any student of an institution subject to the provisions of this section, who resides in a facility owned or operated by such institution and who is reported to such institution as missing from his or her residence". AAMI neither owns nor operates a residential facility, and accordingly receives no reports of missing students).

AAMI will also: (1) inform each victim of a sexual offense of their options to notify proper law enforcement authorities, including local police; (2) inform the victim of a sexual offense of the right to report or not to report such offense to local law enforcement agencies; and (3) offer the option to be assisted by campus authorities in notifying such authorities, if the victim of sexual assault so chooses, all in compliance with applicable federal law, including, but not limited to, the federal Campus Sexual Assault Victims' Bill of Rights under Title 20 U.S. Code Section 1092(f).

Definitions:

Violent Felony Offense:

A Class B violent felony offense, Class C violent felony offense, Class D violent felony offense or Class E violent felony offense, as defined in New York State Penal Law § 70.02.

Procedures:

Violent Felony Offenses

AAMI is committed to maintaining a safe and secure environment that supports learning and community access to facilities and services. Therefore, the Administration will aggressively pursue the prompt, efficient, and thorough investigation resolution of any violent crime on AAMI owned, operated or controlled property. AAMI Administration will take the following steps after a report of a violent felony offense:

- Responding officers or AAMI officials will determine if the circumstances require immediate intervention in order to prevent further injury to victims or to insure the apprehension of offenders.
- If the offender(s) are no longer on campus and the immediate threat has ended, officers or AAMI officials will take the appropriate measures to provide support to victims and implement established protocols for criminal investigations.
- If it is determined that the elements of the offence are consistent with any Violent Felony Crime as defined under New York State Law, the Administration will contact the NYPD pursuant to the joint Memorandum of Understanding in order to transfer responsibility for the investigation.
- The Administration will assist the NYPD in any manner requested until the completion of the investigation.

129-A 6436 BIAS RELATED CRIME

AAMI shall inform incoming students about bias related crime prevention measures, in order to disseminate information about bias related crime, promote discussion, encourage reporting of incidents of bias related crime, and facilitate prevention of such incidents. Educational and informational programs should include, but not be limited to, the following subjects:

- Applicable laws, ordinances, and regulations on bias related crime, including the provisions and coverage of the hate crimes act of 2000 (Article 485 of the Penal Law).
- Penalties under applicable law for commission of bias related crimes.
- Procedures in effect at AAMI for dealing with bias related crime.
- Availability of counseling and other support services for the victims of bias related crime.
- The nature of and common circumstances relating to bias related crime on college campuses; and
- The methods AAMI employs to advise and to update students about safety and security procedures.

129-A 6437 PROHIBITION ON THE MARKETING OF CREDIT CARDS

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

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

1. Except as otherwise permitted in this policy; credit card advertising or solicitation to students is not permitted on College campus. This includes advertising or solicitation at campus vendor tables, as well posting or distribution of applications, fliers, posters, handbills and signage (electronic and otherwise) on the AAMI premise. The College's e-mail system or web pages may not be used for advertising or solicitation of credit cards to students.

2. No campus employee, student group, or campus department may accept financial support or other goods and services from credit card issuers or vendors in exchange for allowing them to market credit cards to students.

APPENDIX K

THE FUNERAL SERVICE OATH

I do solemnly swear by that which I hold most sacred; That I shall be loyal to the Funeral Service Profession, and just and generous to its members;

That I shall not let the constant relationship and familiarity with death

give me cause to yield to carelessness or to violate my obligation to society or to the dignity of my profession.

That I shall obey the Civil Laws;

That I shall not divulge professional confidences;

And that I shall be faithful to those who have placed their trust in me.

While I continue to keep this oath inviolate, may it be granted to me to enjoy honor in my life and in my profession;

And may I be respected by all people for all time.

APPENDIX L

POLICY ON PREGNANCY AND RELATED CONDITIONS

Non-Discrimination Statement

AAMI is committed to maintaining an accessible and supportive environment for all students and employees who experience pregnancy or related conditions and ensuring that individuals experiencing pregnancy or related conditions receive the necessary modifications to participate fully and equally in all programs and activities. This policy applies to all pregnant persons regardless of gender identity or expression. AAMI does not discriminate against any student, applicant for admission, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972, the New York State Human Rights Law and the New York City Human Rights Law.

Definitions

- Familial Status: The configuration of one's family or one's role in a family.
- Marital Status: The state of being married or unmarried.
- Parental Status: The status of a person who is a parent, legal custodian, guardian, or in loco parentis of a person under 18 or over 18 if incapable of self-care due to disability.
- Pregnancy and Related Conditions: Includes pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, and recovery.
- Reasonable Modifications: Modifications to policies, practices, or procedures that do not fundamentally alter AAMI's education programs or activities.

Information Sharing Requirements

Any AAMI employee aware of a student's pregnancy or related condition must provide the student with the Title IX Coordinator's contact information and inform them that the Coordinator can help prevent discrimination and ensure equal access. If the employee believes the Coordinator is already aware, they are not required to provide this information.

Upon notification of a student's pregnancy or related condition, the Title IX Coordinator will contact the student to inform them of their rights and related policies.

Reasonable Modifications for Students

Students experiencing pregnancy and related conditions are entitled to Reasonable Modifications to ensure equal access to education programs and activities. These may include changes to schedules, assignments, and course requirements.

Students seeking Reasonable Modifications must contact the Title IX Coordinator to discuss their needs. Retroactive modifications may be available in some circumstances.

Modifications will be determined based on individual needs. Supporting documentation may be required when necessary to determine appropriate modifications. Information about modifications will be shared with faculty and staff only as necessary.

Certification to Participate

Health and safety risks related to participation in activities will be communicated to all students. A student cannot be required to provide a health certification unless the same certification is required of all students and is necessary for participation.

Leaves of Absence

- Students: Students may take a voluntary leave of absence for a reasonable time deemed medically necessary due to pregnancy, childbirth, adoption, or foster care placement. The leave term may be extended for extenuating circumstances or medical necessity.

- AAMI will ensure students return to the same academic progress position, including access to the same or equivalent course catalog. Scholarship and funding continuation will depend on the student's registration status and funding program policies. AAMI will advocate for students with financial aid agencies and external scholarship providers if a leave affects eligibility.

- To initiate a leave of absence, students must contact the Vice President/Academic Dean at least 30 days prior or as soon as practicable. The Vice President/Academic Dean will assist with necessary paperwork.

- Employees: Information on employment leave is available at Section 600.3 of the Employee Handbook. Employees, not eligible for leave under other policies may qualify for leave under Title IX. Pregnancy and related conditions will justify leave without pay for a reasonable period. Employees taking Title IX leave must be reinstated to their original or comparable position without negative effects on employment privileges or rights.

Student Parents

Students with child caretaking responsibilities may contact the Vice President/Academic Dean to request academic modifications for up to three (3) months from the time the child enters the home. Extensions may be granted for medical necessity or extraordinary caretaking responsibilities.

During the modification period, academic requirements may be adjusted, and deadlines postponed as appropriate. If authorized, students may reschedule assignments, lab hours or examinations, or reduce their course load.

AAMI's program is a timed degree program, and students can request extensions of up to six (6) months for preliminary and qualifying examinations and normative time to degree while in candidacy. Longer extensions may be granted in extenuating circumstances.

Students will remain registered during academic modifications.

Rights of Employees to Express Breast Milk

Employeeshave the right to express breast milk in the workplace. AAMI will provide 30 minutes of paid break time as needed for up to three years following childbirth. Employees must provide written notice of their need for breast milk expression to Sabrina Joynes, Academic Coordinator. Additional unpaid time beyond the 30 minutes may be taken using existing paid break or meal time.

AAMI will not deduct an employee's paid break time for breast milk expression from their regular paid break or meal time. Employees can choose to take breast milk expression breaks before or after their regularly scheduled paid break or meal periods.

Lactation Space Access

AAMI provides students and employees with access to functional, appropriate, and safe lactation spaces. These spaces are regularly cleaned, shielded from view, and free from intrusion.

Employees wishing to request a lactation room must provide reasonable advance notice and submit a written request to Sabrina Joynes, Academic Coordinator. AAMI will respond within five business days and notify all employees in writing when a room is designated for breast milk expression. If an employee's request for a lactation room poses an undue hardship, AAMI will engage in a cooperative dialogue with the employee.

Lactation spaces are arranged and room numbers and procedures for access will be provided to the student and/or employee.

Policy Dissemination and Training

This policy will be provided to all faculty and employees and posted on AAMI's website. New students will be educated about this policy.

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

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

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

American Academy McAllister Institute of Funeral Service, Inc.
1501 Broadway, 7th floor, Suite 705 New York, New York 10036
Phone: (212)-757-1190, (212) 470-9658
Fax: 212-765-5923
Toll-Free 866-932-2264

info@aami.edu