



AIID

School Catalog

2021-2022 (rev. b)

Effective Dates: 7/1/2021 – 6/30/2022

**American Institute of Interior Design
15169 N. Scottsdale Rd., Suite 205
Scottsdale, AZ 85254**

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Phone: (480) 946-9601

Web: <https://www.aiid.edu>

Certified as True and Correct in Content and Policy

A handwritten signature in black ink, appearing to read 'T. Angin', is written over a horizontal line.

School Official's Signature

7/1/2021

Effective Date

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About American Institute of Interior Design

AIID Contact Info

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Local Phone: (480) 946-9601
Toll-Free Phone: (877) 788-AIID
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E-mail: info@aiid.edu
Web: www.aiid.edu

Hours of Operation:

General office hours are 8:00 AM to 4:00 PM Mountain Standard Time, Monday through Friday. However, students may communicate asynchronously with school personnel via the online course Discussions, the online messaging system, email, and the help desk when the school is closed. Faculty members maintain scheduled hours of availability and are available for online discussion at posted times. The help desk is available for technical support. Help desk requests may be submitted at any time and are addressed within 24 hours.

AIID is closed on all U.S. federal holidays and on weekends. The administrative offices will be closed on the following observed holidays:

- New Year's Eve and New Year's Day (December 31st and January 1st)
- Memorial Day (the last Monday of May)
- Independence Day (July 4th)
- Labor Day (the first Monday of September)
- Thanksgiving Day and the following Friday (the fourth Thursday and Friday in November)
- Christmas Day and the day prior and after (December 24th, 25th, and 26th)

**Please see the Academic Calendar for more information on class schedules*

Academic Calendar

AIID's academic calendar is based on 15-week semesters in the Fall and Spring of each calendar year. We are also working on releasing a summer semester (details TBD). Each academic week of the semester begins at 12AM on Monday morning and ends at 12PM the following Sunday night. Each semester is divided into 15 modules, each lasting 1 week, where academic activities will be structured for each course.

2021-2022 Academic Calendar

Term	Enrollment opens	Registration begins	Classes begin	Classes end
Fall Semester	July 1, 2021	Aug. 16, 2021	Sept. 27, 2021	Jan. 23, 2022
Spring Semester	Jan. 1, 2022	Jan. 10, 2022	Feb. 14, 2022	May 29, 2022

*Observed Holidays: Thanksgiving (11/25-26), Winter break (12/20/21 – 1/2/22)

**Note that there will be no class activities scheduled nor office hours held during observed holidays.*

Mission Statement

“To provide students with the essential knowledge and tools to be successful in the dynamic field of Interior Design, through an online accelerated training program that is challenging, rewarding, and fun”.

AIID Facts and History

Originally founded in the town of Fountain Hills, AZ, the American Institute of Interior Design is a private post-secondary institution offering a unique online certificate program of study in Interior Design. AIID has been educating Interior Design students continuously since 1988 and has over 1,000 graduates since its inception, working in various specialties of design all over the United States and in many different countries.

AIID received initial accreditation from ACCSC in 2008 and was approved by the Department of Education to participate in Title IV (Federal Student Aid) programs in 2010. AIID has historically offered a full-time residential certificate program in interior design but has recently been approved to offer a 100% distance education version of the program offering full and part-time options to Arizona residents. In September 2021 AIID transitioned to a 100% distance education model operating in typical semester format.

Physical Facilities and Equipment

The American Institute of Interior Design’s administrative office is located in Scottsdale, Arizona. The school utilizes cloud-based services and modern academic platforms to provide the latest technology to students, faculty, and staff. Because AIID programs are 100% distance education, the school does not provide dormitory facilities and does not assist in finding housing for students.

Accreditation



AIID is accredited by the **Accrediting Commission of Career Schools and Colleges** (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCSC's scope of recognition with the U.S. Department of Education includes the accreditation of post-secondary, non-degree-granting institutions and degree-granting institutions that are predominantly organized to educate students for occupational, trade and technical careers.

ACCSC
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Phone: (703) 247-4212
Website: www.accsc.org

State Licensing

AIID is licensed by the Arizona State Board for Private Post-secondary Education and is listed on the State of Arizona Eligible Training Provider List for Workforce Investment Act and Trade Act Students.

AZPPSE
1740 W. Adams, Ste. 3008
Phoenix, AZ 85007
Phone: (602) 542-5709
Fax: (602) 542-1253
Website: www.azppse.gov

Educational Method

AIID is a 100% online school where the curriculum is presented through a flexible and engaging approach to Interior Design education. Our curriculum content has been evolving over a more than 30-year history leading to a unique and comprehensive program of study in design. Our asynchronous learning content means there are no live lectures to attend, and students are able to study on their own time. Students can choose to attend classes full-time to graduate as fast as possible or even part-time if choosing to work at the same time. Students can take 2, 3, 4, or 5 courses per semester allowing for total flexibility and control of their studies and educational experience. Course content is presented in a multi-media array

of slides, recorded lectures, videos, readings, group discussions, virtual field trips, and digital projects such as mood/color boards, CAD drawings, lighting projects, and other interactive activities. AIID utilizes Canvas ® learning management software and Populi ® student information systems for educational delivery.

AIID believes in a practical and technology-based approach to Interior Design. The American Institute of Interior Design provides the technical and practical skills necessary to translate interior design concepts into reality. Our creative learning solutions support the student through a dynamic program in an online learning environment. Our commitment is to provide a quality training program that has resulted in unique teaching and student support systems that have produced excellent, knowledgeable, and efficient design graduates. At AIID, the student will find an atmosphere of personalized attention, student involvement and participation, and high academic standards.

Learning Resource System (LRS)

The Learning Resource System (LRS) is an online resource center that includes e-books, articles, learning activities, lectures, module examples, classroom instructional resources, exemplars, rubrics, and student assignments. Internet links to resources supporting course content are included in the lessons and resource section of each course. AIID uses the Canvas ® learning resource system for its online program.

The LRS is integrated into the curriculum and supports the student's educational experience as well as enhancing the school's educational program. The LRS is accessible through AIID's student information system and is available to students, faculty and staff around the clock.

Student Information System (SIS)

AIID uses Populi as its student information system. Populi is a cloud-based software tool that serves as the "hub" of student learning. Students use Populi to enroll in the program, register for classes, access their course schedule, see their academic progress, and manage financial obligations.

AIID's Populi portal can be access at: <https://aiid.populiweb.com>

Technology Requirements

Computer Hardware Required:

Students are required to have access to a Mac or Windows-based laptop or desktop computer with the following minimum specifications.

For Windows Based: Windows 10 only

- **Software**

- An internet connection is required to install and authorize SketchUp and to use some of the features.
- Microsoft® Internet Explorer 9.0 or higher.
- SketchUp Pro requires .NET Framework version 4.5.2. For more information about the .NET framework, click [here](#).

- **Recommended hardware**

- 2+ GHz processor
- 8+ GB RAM
- 700MB of available hard-disk space
- 3D class video card with 1 GB of memory or higher and support for hardware acceleration. Please ensure that the video card driver supports OpenGL 3.1 or higher and is [up to date](#).

SketchUp's performance relies heavily on the graphics card driver and its ability to support OpenGL 3.1 or higher. To test your graphics card's compatibility, please download and run the [SketchUp Checkup application](#). Historically, people have seen problems with Intel-based cards with SketchUp. We don't recommend using these graphics cards with SketchUp at this time.

- 3-button, scroll-wheel mouse.

For Mac Based: Mac OS 11+ (Big Sur), Mac OS 10.15+ (Catalina), and Mac OS 10.14+ (Mojave)

- **Software**

- An internet connection is required to authorize SketchUp and to use some of the features.
- QuickTime 5.0 and web browser for multimedia tutorials.
- Safari

- **Recommended hardware**

- 2.1+ GHz processor
- 8GB RAM
- 700MB of available hard-disk space
- 3D class video card with 1 GB of memory or higher and support for hardware acceleration. Please ensure that the video card driver supports OpenGL version 3.1 or higher and is [up to date](#).
- 3-button, scroll-wheel mouse

Optional Hardware: Access to a printer at home is very helpful but not a requirement

Optional Hardware: A 20" monitor is highly recommended for courses requiring the use of SketchUp software (ID120-CAD & Space Planning, ID160-Kitchen & Bath Design I, etc).

Software Requirements:

Students are required to have access to the following software packages

- Web browser with latest updates (Microsoft Internet Explorer, Apple Safari, or Google Chrome)
- Populi Student Information System is accessed via web browser at: <https://aiid.populiweb.com> (you will need to log in with the credentials emailed to you during registration)
- Microsoft Word or equivalent (Apple Pages or Google Docs)
- Microsoft PowerPoint or equivalent (Apple Keynote or Google Slides)
- Zoom Application for video conferences at: <https://zoom.us/download>

- Google SketchUp Pro
 - License access will be given to you included with your Institutional charges

- Helpful Phone App: Adobe Scan (or equivalent) is highly recommended to install on your mobile phone from the app store that enables you to scan paper documents to PDF format using your phone camera.

Internet Requirements:

A broadband internet connection of at least 5MB/sec is required for video streaming.

Career Opportunities

Graduates of AIID will complete the program with the essential knowledge and tools for a successful career in Interior Design. Our more than 1,000 graduates can be found across the globe building and working behind their own Interior Design brand or using their expertise in such specialty areas as:

- High-End Design firms
- Kitchen and Bath Design
- Lighting Specialist
- Flooring Specialist
- Architecture Assistant
- CAD and 3D Rendering
- Home Building & Remodeling
- Commercial Design
- Residential Design
- Furniture Design
- Wallpaper & Textile Design

Graduate Employment Assistance

AIID’s involvement doesn’t end after graduation. We provide employment assistance for graduates, thus opening doors to unlimited career path opportunities within the industry. AIID will actively assist each graduate of the CID program to find employment opportunities. Employment opportunities vary across different businesses and job categories and graduates of AIID have always enjoyed great employment prospects. We are proud to recognize many of our graduates as award-winning, top designers in the industry.

AIID maintains contact with many local businesses that hire interior designers and will make recommendations to them regarding current students and recent graduates. AIID will make employment recommendations based on a student’s GPA, interests, personality, professionalism, and overall fit for a given position. AIID does not guarantee employment to its graduates.

ASID Membership

Student Membership: Current AIID students can apply for Student membership to the American Society of Interior Designers (ASID). Students can print their ID cards from Populi to prove their status as a current student at AIID.

Allied Membership: ASID currently requires a minimum of 40 semester credits from an accredited school for Allied membership. Graduates of AIID's 30 semester credit CID program can combine with additional college course completion to achieve the 40-credit minimum for Allied membership.

AIID Account Number at ASID: 1967092

Please visit the ASID website for more information: www.asid.org

Interior Design Certificate (IDC) Program

Program Overview

Total Semester Credits	30	10 courses x 3 credits/course
Semester Duration in Weeks	15	
Maximum Course Load Allowed	5	Courses per semester
Minimum Course Load Allowed	2	Courses per semester
Instructional Clock Hours	720	
Total Clock Hours	900	Including work outside of class
Weeks Required for Graduation	45	Typical full-time enrollment of 3 semesters
Graduation Document Awarded	Certificate	Interior Design Certificate (IDC)

AIID offers an Interior Design Certificate program that has a duration of 720 instructional clock hours (900 total clock hours) over the minimum duration of 2 semesters or 30 weeks of instruction and is comprised of 30 semester credits. The Interior Design curriculum is presented through a series of 10 courses, each lasting one semester (15 weeks) in duration. Material is taught through video lecture, discussions, projects, and assignments. Students learn a balance of residential as well as commercial design topics in a high-energy and fun academic setting.

Educational Objectives

The Interior Design Certificate program prepares students to work in an entry-level interior design position. The program-level educational objectives include:

- Fundamentals of design and application of color theory
- History and modernization of furniture and architecture
- Textiles and their applications including fabrication of custom designed textile applications like upholstery, wall/window treatments, soft floor coverings and bed treatments

- Lighting and electrical plans and applications
 - Kitchen and bath design including fabrication of custom hard treatments like tile/wood flooring and hard wall treatments (e.g., mirrors)
 - Computer aided drafting and space planning in 2D and 3D
 - Interior codes, regulations, and guidelines, governing physical building and their interior design
 - Modern environmental systems and biophilia and their importance to human wellbeing
 - Business practices, trends and resources for interior designers including the emerging fields of:
 - Human centered design
 - Data, technology and home innovation in modern interiors and interior design
 - Mathematical processes, critical reasoning, and scientific methods
- Independent projects allow students to identify, research, solve, and present design problems while applying all material covered in the course.

Learning Outcomes

The Design Process

- Apply all aspects of the design process to creatively solve design problems, while enhancing daily experiences in the spaces we live, work, and socialize in.
- Apply knowledge of history of interiors, architecture, decorative arts, art, as well as knowledge of modern and recent developments in furniture and architecture when solving design problems.
- Plan complete design projects and solutions that integrate furnishings, textile treatments, fixtures, finishes, lighting, and equipment.
- Estimate custom design pricing using mathematical applications to inform interior design projects and solutions.
- Create a full set of design documents for two large-scale interior design projects including: design statements, budgets, estimations, floor plans, elevations, furniture/finish schedules, mood boards etc.

Regulations & The Environment

- Integrate principles of light, color, acoustics, thermal comfort, indoor air quality, space planning, and human factors in relation to environmental impact and human well-being.
- Display and apply knowledge of environmentally responsible and sustainable practices to solve design problems.

- Recognize and utilize laws, codes, standards, and guidelines of interior construction and systems, and comply with industry accepted professional ethics and conduct.

Design Expressions & Presentation

- Use Computer Aided Drafting to develop the plans, elevations, sections, and details for commercial or residential interior projects, while incorporate building codes and regulations throughout.
- Express ideas and their rationale according to architecture, construction, and interior design standards, through visual media including digital renderings and plans.

Business & Clientele

- Synthesize information gathered through research and data to generate evidence-based design solutions.
- Sponsor the impact of design on the human experience and the professional value interior designers provide in various contexts.
- Synthesize international design perspectives with consideration of social, cultural, economic, and environmental contexts to solve design problems.

Interpersonal Skills

- Collaborate with individuals and institutions across diverse disciplines to build consensus and solve design problems.
- Communicate with diverse clients and collaborators in multiple cultural settings and formats, giving and receiving constructive criticism in an effective manner to refine design projects and solutions.

Class Size

All courses are online but the students in each course are divided into sections. The number of students assigned to each section is based on a student-teacher ratio that provides adequate time allocation to everyone in the course. Typical section size is 25 students and the maximum allowable enrollment for each section is 30 students.

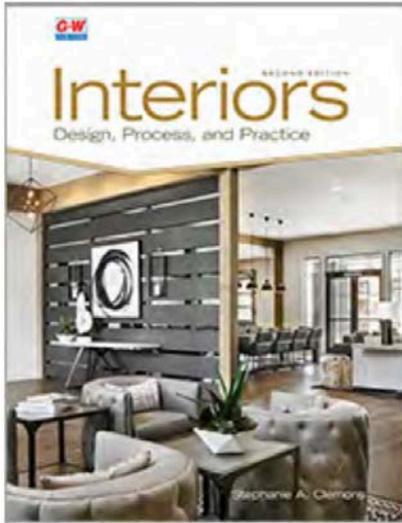
eTextbook

AIID's IDC program uses the eTextbook below from Goodheart-Willcox publishers. The eTextbook fee for 1-year license is included as an institutional charge, but some students may wish to purchase the paper text to supplement their studies. Please visit the publisher using the information below if you would like to get the paper book at your own expense.

Please note that the eTextbook is instant access and the paper text will need to be shipped, so please plan accordingly.

Please note that the IDC program courses will assume students have access to this book and it is the responsibility of the student to make sure they do.

<https://www.g-w.com/interiors-design-process-practice-2021>



Interiors: Design, Process, and Practice, 2nd Edition

By: [Dr. Stephanie Clemons](#)
Copyright: 2021
Subject: Interior Design / Housing

DESCRIPTION

Interiors: Design, Process, and Practice is a text that looks at a profession that is never static or predictable because it focuses on people. The text emphasizes the creative excitement and innovative beauty of the interior design field. Students will learn the value of the profession, its historical roots, best business practices, and the career specializations available as well as their educational requirements. This effectively illustrated, full-color text showcases the design work of renowned interior design professionals while enhancing chapter concepts and engaging students in effective learning and application.

Course Descriptions

ID100: Fundamentals of Design & Color

Prerequisite(s): None

Semester Credits: 3

Course Duration: 15 weeks

Fundamentals of Design & Color is an introduction to the profession of interior design and covers areas of specialty in design as well as employment options in the design industry. Students will be introduced to the interior design process, including the role of clients, contractors, and vendors. Students will begin to build a design vocabulary and learn about the fundamental building blocks of design, including elements, principles, and the techniques of modern design. Design styles are covered, including how to blend different styles into a modern composition. Color Theory and the physical properties of color will be introduced to create a foundation for the successful use of color in design. Color schemes, color principles, and practical applications will be studied for use of color in visually appealing designs. Students will study the psychological aspects of color in order to influence the emotion of occupants in a well-designed space. Feng Shui is introduced to the student in a theoretical and practical sense in order to learn how to achieve the desired energy and balance in design.

ID105: Textiles for Interiors

Prerequisite(s): Completion or Enrollment in ID100

Semester Credits: 3

Course Duration: 15 weeks

This course introduces students to the historical, technical, and practical aspects of using textiles for interior design. Students will learn about different classifications of fabrics and yarns, including natural and synthetic fibers used in common textiles. Students will build a vocabulary of textile terms in order to communicate with manufacturers, vendors, and customers. Common textile applications are studied including upholstery, draperies, and bedding. Students will be introduced to textile labeling and use of performance fabrics in design. Textile production techniques are covered including weaving, dyeing, and finishing. Students will be introduced to the environmental impacts caused by different textile choices, and how to design for sustainability using eco-friendly textiles.

ID110: Historical Styles

Prerequisite(s): Completion or Enrollment in ID105

Semester Credits: 3

Course Duration: 15 weeks

This course introduces students to the history of architecture and design styles from ancient through modern times. Students will learn about Egyptian, Greek, and Roman influences and the origins of the human-built environment. European styles are studied from the Middle Ages through the Renaissance. Studies then move into the Industrial Revolution, modernism, and post-modernism styles. Specific time periods that have significant impact on modern interior design are studied including Victorian, Arts & Crafts, Art Nouveau, Art Deco, and Mid-Century. Students will also learn about design styles and influence from other regions of the world including Mexico, South America, Africa, India and Asia. Students will learn to recognize period specific architecture, interiors, furniture, and accessories and their evolution and influence on modern design.

ID120: CAD & Space Planning

Prerequisite(s): Completion or Enrollment in ID110

Semester Credits: 3

Course Duration: 15 weeks

This course will introduce students to Computer Aided Drafting using SketchUp® software. Students will be introduced to the software interface, tools, commands, and shortcuts in order to create drawings to communicate visual design ideas. Students will learn how to create 2-dimensional scaled drawings, floor plans, and elevations using SketchUp. Students will also learn how to create and interpret common construction documents used in the design process. Students will understand the basics of residential space planning, including furniture

placement, important dimensions, codes and standards. Students will reinforce these skills by working on a residential drafting project that illustrates these concepts.

ID130: Materials & Estimation

Prerequisite(s): Completion or Enrollment in ID120

Semester Credits: 3

Course Duration: 15 weeks

This course introduces students to measuring and estimation of common materials used in interior design projects. Students will learn to use formula sheets and other calculation methods for estimation of materials needed for furniture upholstery, window treatments, bed treatments, wall treatments and flooring. They will also learn about the physical attributes of these materials. Students will be introduced to units, conversion, and use of tools such as SketchUp to assist in material budgeting and the estimation process. Students will also learn how to compile different line items into entire project estimation and stay within project budget.

ID131: Ordering & Installation

Prerequisite(s): ID130

Semester Credits: 3

Course Duration: 15 weeks

In this course students will learn about creating and managing orders of common materials for interior design projects including carpet, wood, tile, concrete, fabric, paint and wallpaper. Students will also learn about the physical properties of these materials and tradeoffs when using for typical interior applications. Students will learn about invoices, purchase orders, work orders, and how to create these documents manually as well as using project management software. They will also be introduced to the installation process of these materials, including understanding the role of different vendors, suppliers, and contractors.

ID140: Business Practices

Prerequisite(s): Completion or Enrollment in ID131

Semester Credits: 3

Course Duration: 15 weeks

In this course students will be introduced to common business practices that are encountered in the field of interior design. Students will learn the pros and cons of starting their own business versus working for another company or design professional. Entrepreneurship topics such as different corporate structures, tax implications, accounting basics and strategies for managing a private business are presented and discussed. Business topics include project management, creating business plans, compensation structures for design services, creating letters of agreement, and contracting with clients and vendors. Students will learn how to set goals, write a professional resume, participate in a job interview, practice

presentation skills and create a design portfolio. Students will also be introduced to marketing and sales principles for attracting clients, as well as the importance of social media, branding, and use of technology in design.

ID150: Lighting

Prerequisite(s): Completion or Enrollment in ID140

Semester Credits: 3

Course Duration: 15 weeks

In this course students will gain a comprehensive understanding of lighting used in design. Students will learn about the basic physical behavior of light, key lighting layers, and how to determine light quality and quantity. They will learn about different lighting technologies, lamp types, and luminaires available to designers. Students will gain an understanding of how to use and control natural as well as artificial (electric) light to create a desired lighting composition. They will learn different lighting techniques such as washing and grazing, and how to create different lighting effects in their designs. They will learn about lighting vendors, codes, datasheets, architectural electrical symbols, and how to communicate a lighting design using electrical schedules and overlays. Students will practice by creating lighting plans for different room settings. Upon course completion, students will be able to analyze and create lighting designs and be able to implement solutions to many modern lighting challenges.

ID160: Kitchen and Bath Design I

Prerequisite(s): Completion or Enrollment in ID150

Semester Credits: 3

Course Duration: 15 weeks

This course provides a comprehensive overview of the fundamentals of modern kitchen and bath design. Students will learn about the pros and cons of different kitchen and bath layouts, floor plans, and the various tradeoffs of each. Students will study different kitchen and bath components such as cabinetry, plumbing fixtures, countertops, and backsplashes, and learn about different levels of quality, style and performance. Students will be introduced to modern appliances for various budgets and functionality. Hardware and accessories will be studied including door/drawer pulls, vent hoods, and sinks/vanities. Students will also learn about specialized lighting techniques and fixtures for task purposes or to create a desired visual effect. Students will also learn about different trends, design styles, and features of modern kitchens and baths. They will reinforce their learning by complete a full kitchen or bath design using SketchUp ® software.

ID170: Design Communication

Prerequisite(s): Completion or Enrollment in ID160

Semester Credits: 3

Course Duration: 15 weeks

In this course students will study the visual design communication process, including how to create detailed plan sets using SketchUp ® software. Plan sets include documentation for floor plans, flooring plans, fabric treatment plans, lighting design plans, finish plans, Kitchen & Bath plans, custom casework, and other custom features. Students will learn about plan management and how to create plan sets for residential renovation as well as new build projects. Students will learn how to visually communicate and present design ideas to clients, vendors, and contractors.

Financial Information

Program Cost

Tuition per credit: \$430 (billed each semester for registered courses)

The school will not raise tuition during the duration of a student's enrollment.

Additional Per Course Fees:

Course	Item	Fee	Description
ID100 – Fundamentals of Design & Color	eTextbook License	\$100	Electronic Textbook license for 1 year
ID105 – Textiles for Interiors	Textiles Kit	\$100	Textiles Sample Kit mailed to student
ID120 – CAD & Space Planning	SketchUp License	\$60	Software license for 1 year

Enrollment Example #1: Student taking 3 semesters to complete 30 credit IDC program

Semester	Courses Taken	Semester Credits	Tuition Cost	Fees
1	ID100, ID105, ID110	9	\$3,870	\$200
2	ID120, ID130, ID131, ID140	12	\$5,160	\$60
3	ID150, ID160, ID170	9	\$3,870	\$0

Subtotal:	30	\$12,900	\$260
<i>Total Program Cost:</i>		<i>\$13,160</i>	

Enrollment Example #2: Student taking 2 semesters to complete 30 credit IDC program

Semester	Courses Taken	Semester Credits	Tuition Cost	Fees
1	ID100, ID105, ID110, ID120, ID130	15	\$6,450	\$260
2	ID131, ID140, ID150, ID160, ID170	15	\$6,450	\$0

Subtotal:	30	\$12,900	\$260
<i>Total Program Cost:</i>		<i>\$13,160</i>	

Additional Fees

Additional Official Transcript	\$15	First is included in tuition
Late Payment Fee	\$25	For payments received past the due date
Insufficient Funds Fee	\$35	For bounced check or declined card
Reactivation Fee	\$50	For readmission to the program

Payment Options

1. Federal Student Aid (Pell Grants / Direct Loans)
2. Use of VA Benefits (as outlined in the Student Catalog)
3. Interest Free Payment Plan: Any balance not covered with options 1-2 are eligible for interest free (0%) monthly payments due in 3 equal installments coinciding with the semester start date. Payments can be made by check, money order, bank transfer, or credit card (Visa, MasterCard, American Express, and Discover).

Financial Aid

Many students seek Financial Aid as a supplemental means to help pay for a higher education. The American Institute of Interior Design is approved to offer Title IV assistance to its students from the US Department of Education. Financial Aid is available to those who qualify.

Who is eligible:

The student must be enrolled in the program part-time or full-time. Full-time is defined as taking a minimum of 12 credit hours courses per semester. Part-time is defined as taking a minimum of 6 credit hours courses per semester. The student must be a U.S. citizen or an eligible non-citizen. The student must maintain satisfactory academic progress standards (please refer to SAP section of this catalog). The student must not be in default on any loans, nor owe a refund to any other institution for funds received under any Federal grant program. Further, parents or legal guardians of dependent students must not be in default on the repayment of the Plus Loan. Further, the student may not have been convicted of a drug related offense while enrolled in school and receiving Title IV aid.

What kind of Financial Aid is available?

Federal Pell Grants: Pell Grants are based upon demonstrated student need and do not require repayment.

Direct Subsidized Loan: Provides need-based loan funding for eligible students. Repayment begins 6 months after graduation or if the student ceases to be enrolled in at least a half-time status. No interest accrues till the loan goes into repayment. Please contact the Financial Aid Administrator at the school for current interest rates.

Direct Un-Subsidized Loan: Provided to Independent students not based on need. If a parent is unable to obtain a PLUS loan, they will have the same limit as an independent student. Interest payments begin immediately or can be added to the outstanding principal balance. Regular repayment of principal and interest begins six

months after graduation or if the student ceases to be enrolled in at least a half-time status.

How do I apply?

Students interested in Financial Aid can begin by filling out the “Free Application for Federal Student Aid” (FAFSA) at the following website: www.fafsa.ed.gov. This application requires documentation of the student’s financial situation and will directly influence what type of aid is available to the student. For further information please contact the Financial Aid Administrator at the school.

Any other details?

Payment Periods: The payment periods for financial aid will be at the beginning of each semester. First time direct loan borrowers will need to wait 30 days after beginning the program to receive the first disbursement. Aid will be used for tuition as a priority and will be applied directly to the student’s account. Any funds in excess will be distributed directly to the student for additional expenses.

Award Year

An Award Year is defined from 7/1 - 6/30 (Example: the 2021-22 Award year is 7/1/2021 through 6/30/2022).

Financial Aid Counseling: For students who participate in the Direct Loan program, entrance, and exit counseling sessions will be required to gain an understanding of fiscal responsibility and repayment terms.

**Please contact the school for more information on the Financial Aid program.

Veteran’s Affairs Educational Benefits

Definition: A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or chapter 33, post-9/11 GI Bill® benefits.

American Institute of Interior Design will permit any covered individual to attend or participate during education during the period beginning on the date which the individual provides to the institution a “certificate of eligibility” for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution
2. 90 days after the date the institution certified tuition and fees following receipt of the certificate of eligibility.

**Note that a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website - eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes.*

American Institute of Interior Design will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require that a covered individual borrow additional funds because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

American Institute of Interior Design requires a covered individual to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Provide additional information necessary to the proper certification of enrollment by the institution.
3. Pay the amount that is the difference between the amount of the student’s financial obligation to the school and the amount of the VA education benefit disbursement.

Evaluation of Completed Credits: AIID will inquire about each veteran’s previous education and training, and request transcripts from all prior institutions, including military training, additional coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate.

Admissions

Admission Requirements

AIID admits as regular students only persons who

- Have the recognized equivalent of a high school completion; and
- Minimum age of 17

The applicant is required to submit the following documentation to satisfy admission requirements:

1. **Successful Graduation from High School or Equivalent** – Transcripts must be uploaded by the student into the Admissions Application or sent by the school directly. If AIID has reason to believe that the high school records are not valid or were not obtained from an entity that provides secondary school education, AIID will determine if the school is recognized by the Department of Education in the state, and/or has a CEEB code. If a school is not recognized by a department of education or has no physical address, then the student would be required to submit a GED in order to satisfy successful graduation requirements.

2. **Photo Identification** – Uploaded copy of a photo ID to your application.
3. **Must be a resident of Arizona** – An Arizona address is required for admissions
4. **Personal Essay** – The applicant must write a 250 to 500-word essay on “Why you would like to attend the American Institute of Interior Design”.
5. **Reference Letter** – A letter of reference is required for admission to AIID and should be written by a school administrator, teacher, or employer. This letter will provide the admissions committee with information not found in the application -- information that shows you match AIID's expectations and requirements. This letter also provides an opportunity for you to be seen as an individual and help you to stand out from the other applicants. It is important that the person providing the recommendation has a good understanding of your academic history, interests, goals, and capabilities. Your letter of recommendation should contain evidence or confirmation of the following:
 - Academic performance
 - Honors and awards
 - Initiative, dedication, integrity, reliability, etc.
 - Ability to work with others
 - Ability to work independently
 - Internally driven
6. **Completion of the SmarterMeasure Learning Readiness Indicator**

Note: International students’ credentials will need to be verified by the school for high school equivalency. Applicants who are unable to present any of the forms of documentation described above will not be admitted.

Admission Procedure

1. Complete the online application at: <https://www.aiid.edu/admissions-application/>
The following items are required to complete the application:
 - a) Photo ID
 - b) Proof of High School Graduation or equivalent
 - c) Reference Letter Request (you will need to submit the email address of the person writing your reference)
 - d) Complete the SmarterMeasure® Learning Readiness Indicator (link in application). This tool will assess your online readiness in 7 different areas
 - e) Complete the Personal Essay of 250-500 words
 - f) Pay the \$200 Application Fee

2. Applications that are 100% complete will be reviewed by the AIID Admissions Board and the admissions decision will be communicated via email to the applicant within 10 business days of receiving the completed application.
3. Incomplete or incorrect applications will be sent periodic reminder emails from the Admissions Office that the application requires further attention.
4. When the applicant is accepted into the program, a Populi profile will be created. Students will need to log into Populi and complete their profile information, which includes uploading an ID quality photo.
5. Sign Enrollment Agreement electronically in Populi (Populi will send the email request with link to your profile).
6. Complete the online Orientation course (required before registration)
7. Register for semester courses

The application and all required documents (transcripts, letter of recommendation, etc.) must be received at least two weeks prior to the start of the applicant's first semester. Notification of official acceptance into the program will be sent via email within 10 business days of receiving the completed application.

Registration

When the registration window is open for the upcoming semester, students will be able to register for courses using Populi after completing the Orientation course. Students must follow the recommended path through the program and will not be eligible to register for courses until their prerequisite(s) are successfully completed. Institutional charges will then be added to the student's Populi dashboard based on the number of courses taken.

Cancellation and Refund Policy

Denial of Admission

An applicant who is denied admission by the school is entitled to a refund of all monies paid.

Three-Day Cancellation

An applicant who requests cancellation within three (3) business days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid.

Cancellation Before the Start of Classes

An applicant who requests cancellation more than three (3) business days after signing an enrollment agreement, but prior to the first day of class is entitled to a refund of all monies paid, excluding the Application fee and any applicable Per Course fees.

Cancellation After the Start of Classes

A student who requests cancellation after the start of classes and beyond the three-day cancellation period will be withdrawn from the program and the school will initiate a Refund Calculation.

Procedure for Cancellation or Withdrawal

An applicant or student who wishes to cancel their enrollment or withdraw from the program must provide a statement to that effect in electronic form (email) to the Admissions Office (admissions@aaid.edu) or written form and mailed to the school (Attn: Admissions).

Refund Calculation

A refund calculation will be performed for students who withdraw, drop out, or are dismissed prior to completing 60% of the semester. Tuition is earned pro-rata up to 60% and is based on the last date of attendance according to the following schedule:

Week	Refund
1	93.3%
2	86.7%
3	80.0%
4	73.3%
5	66.7%

Week	Refund
6	60.0%
7	53.3%
8	46.7%
9 – 15	0%

Note that the Application fee and any applicable Per Course fees are non-refundable in the event a refund calculation is performed.

Refund Timeframe

All non-financial aid refunds will be issued within 30 days of the determination of the withdrawal date and will be mailed to the address on file for the student.

Return of Title IV Funds

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completing 60% of a semester in which a financial aid disbursement has been made. Federal Title IV financial aid or other tuition assistance is earned pro-rata up to 60%, based on the last date of attendance according to the following schedule:

Week	Refund
1	93.3%
2	86.7%

Week	Refund
6	60.0%
7	53.3%

3	80.0%
4	73.3%
5	66.7%

8	46.7%
9 – 15	0%

Note that the Application fee and any applicable Per Course fees are non-refundable in the event a Return of Title IV Funds is performed.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. Failure to return any funds due will result in the student’s loss of further Title IV eligibility. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal. Refunds are allocated in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. PLUS (parent loans on behalf of the student)
4. Federal Pell Grants for which a Return of funds is required
5. Other assistance under this Title for which a Return of funds is required
6. Student

Course Withdrawal

A student may withdraw from any course by notifying the Admissions Office in writing or electronic form (email) to admissions@aiid.edu, stating your request to withdraw from the course, the course number, and reason for withdrawing. A course withdrawal will be recorded as a “W” on the student’s transcript. The official course withdrawal date will be the date the student submits the course withdrawal request to the Admissions Office.

School Faculty and Administration

Instructors

Judy Thompson – AIID Founder / Lead Instructor
 38 years practical Interior Design experience
 35 years teaching experience

Sara Daly – Instructor
 AIID Graduate (Interior Design Certificate)

B.S in Civil Engineering, University of New Hampshire
7 years practical experience

Kim Hart – Instructor
AIID Graduate (Interior Design Certificate)
20 years practical experience

Sandy Black – Adjunct Instructor
Owner of Sandy Black Interiors
AIID Graduate (Interior Design Certificate)
B.S. in Business Administration, The University of Arizona, Tucson, AZ
20 years practical experience

Learning Coaches

Natasha Ali-Newman – Learning Coach
AIID Graduate (Interior Design Certificate)

B Buford – Learning Coach
Parson's School of Design (Master's Degree)

Mary Lovekamp – Learning Coach
AIID Graduate (Interior Design Certificate)

Administrators

Temujin Thompson – President / Financial Aid Director
B.S. in Electrical Engineering, The University of Arizona, Tucson, AZ
13 years' experience in School Administration and Financial Aid

Michael Turico – Technology Platform Director
30 years' experience in Engineering, Information Technology, and online School Administration

Kevin Howland – Director of Compliance / Student Services Director
Master's in Business Administration, Southern New Hampshire University
B.S. in Mechanical Engineering Technology, University of New Hampshire
20 years' experience in Quality Assurance, School Administration, and Engineering

Sara Daly – eLearning Content Developer
AIID Graduate (Interior Design Certificate)
B.S in Civil Engineering, University of New Hampshire

7 years practical experience

Sandy Turico – Admissions & Graduation

15 years' experience in School Administration

Policies & Procedures

Course Grading System

AIID uses the following grading scale:

A = 90% - 100%

B = 80% - 89.99%

C = 70% - 79.99%

D = 60% - 69.99%

F = 59.99% or lower

Incomplete – Incomplete (INC) grades are granted on an individualized basis. During a course term, if a student has an extenuating or personal circumstance that prohibits him/her from completing the course within the posted schedule, special arrangements to complete the work must be made with the Instructor/Learning Coach. If a student does not complete the assigned coursework within the agreed upon schedule, the course grade will be converted from INC to the grade earned as of the scheduled deadline. A course grade of F (Failing) does not earn credits that apply toward graduation and require a retake of the course.

Grade Point Average

Grades are also calculated in terms of a 4-point grading system as follows:

A = 4.00 points

B = 3.00 points

C = 2.00 points

D = 1.00 points

F = 0.00 points

Determining CGPA

Cumulative Grade Point Average (CGPA) is determined by multiplying the semester credits for a course by the grade points received for that course to determine the number of course points achieved. Then, the total number of course points achieved for all courses is divided by the total number of credits attempted.

CGPA Calculation Example:

Course Number	Course Title	Letter Grade	Semester Credits	Grade Points	Course Points
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ID100	Fundamentals of Design & Color	A	3	4	3 x 4 = 12
ID105	Textiles for Interiors	C	3	2	3 x 2 = 6
ID110	Historical Styles	B	3	3	3 x 3 = 9
ID120	CAD & Space Planning	A	3	4	3 x 4 = 12
ID130	Materials & Estimation	A	3	4	3 x 4 = 12
ID131	Ordering & Installation	B	3	3	3 x 3 = 9
ID140	Business Practices	C	3	2	3 x 2 = 6
ID150	Lighting	A	3	4	3 x 4 = 12
ID160	Kitchen & Bath Design I	B	3	3	3 x 3 = 9
ID170	Design Communication	A	3	4	3 x 4 = 12

Total Course Points Achieved	99
Total Credits Attempted	30

CGPA = 99/30 = 3.30

Academic Honors

Students who achieve a 3.9 CGPA or higher for the program will have graduated “With Distinction”, and their diploma will show such recognition. Students who achieve a perfect 4.0 CGPA will earn the recognition of graduation “With Highest Distinction”.

Grading Timeframe

Final grades for courses are posted to the Populi SIS within 2 weeks within close of semester. Diplomas and transcripts will be mailed to students 6 to 8 weeks after program completion.

Satisfactory Academic Progress (SAP)

1. CGPA Requirement

Satisfactory academic progress (SAP) requires a student to maintain a CGPA of 2.0 or higher at the completion of each semester. Should a student’s CGPA fall below 2.0 at the completion of a semester, the student is placed on Academic Probation. Any student whose CGPA is below 2.0 for two consecutive semesters will be terminated. Students are required to achieve a minimum CGPA of 2.0 to graduate.

2. Pace of Progression

Students are required to complete the program within 6 consecutive semesters beginning with the first semester of enrollment. This pace is established by a student taking a minimum of 2 courses per semester with a maximum of 1 semester off (no courses taken). If, before any semester, the registrar determines that a student cannot possibly complete the program within this pace of progression, the student will be terminated.

3. Maximum Time Frame (MTF)

Students are required to complete the program within a reasonable time frame. For this standard, the allowable time is based upon the number of hours each student attempts. Students must complete the graduation requirements within the Maximum Time Frame of 150%. The Interior Design Certificate program is 30 semester credits; therefore, the credit hours attempted cannot exceed 1.5 times the 30 semester credits required to complete the program (or 45 credits). Students not able to complete the program within the MTF will lose their eligibility for Financial Aid.

Academic Probation and Termination

A student who does not achieve satisfactory academic progress (SAP) at the completion of each semester will be placed on academic probation for the following semester. Academic probation is an administrative status that lasts for a maximum of 1 semester. If a student does not resolve the violation that led to academic probation by the conclusion of the semester on academic probation, the student will be terminated.

The Registrar will inform the student of probation status by electronic communication (email). Notice of academic probation will appear on the student's academic transcript. Students on academic probation are eligible to continue to receive financial aid.

Removal of Academic Probation

To be removed from academic probation status and re-establish satisfactory academic progress (SAP), the student must resolve the violation that led to academic probation by the conclusion of the semester on academic probation; otherwise, the student will be terminated.

Readmission After Termination

A student who has been terminated and wishes to be readmitted to the program must reapply and follow all current policies and procedures applicable to the new period of enrollment. Acceptance of terminated students for a new period of enrollment is at the discretion of the Director of Education and shall be based on evidence from the student that the issues that led to termination have been resolved. If accepted back into the program, the previously terminated student's completed credits will be applied to the new enrollment requirements under the Transfer Credits policy.

Attendance Policy

Students are expected to participate in all instructional activities for which they are enrolled. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. Student "attendance" in online courses will be defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum have weekly mechanisms for student participation, which can be

documented by any or all of the following methods: student tracking records in Canvas/Populi; submission/completion of assignments; participation in required discussions; and communication with the learning coaches and instructor.

Students are required to:

- Log on at least three times a week – on different days in order to complete weekly assignments, assessments, discussions and/or other deliverables as directed by the instructor and outlined in the syllabus;
- Participate in the weekly threaded discussions; this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and questions from the instructor and/or learning coaches.

Our electronic system records time and frequency online and surveys report on time spent by students on projects, assignments, reading, and both online and offline study. These reports are used by faculty to assist students who are showing signs of struggle to offer suggestions in time management and express the importance of the time required to be a successful graduate student. Faculty monitor the time spent by the length and difficulty of assignments, outside research needed, case studies required, and evaluating student reflections and comments about the time needed to be successful in the program.

Any student who does not follow these guidelines may be placed on academic probation.

Graduation Requirements

The following are required for graduation:

1. Successfully completing all required courses
2. Achieving a minimum cumulative grade point average (CGPA) of 2.0 (C) for all coursework
3. Completing the program of study within the maximum timeframe (MTF) as published in the school catalog
4. Fulfilling all financial obligations to the school

Policy on Determining Credit Hours

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

Credit Hour

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units

- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

A “didactic learning environment” is one which is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.

A “supervised laboratory setting of instruction” is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out-of-class work/preparation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.

“Out-of-class work/preparation” is that which students engage in to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus. An institution must be able to justify the number of hours estimated for that outside- of-class work. The student's work outside of class must be consistent with course educational goals and objectives; documented, assessed/graded; and serve as an integral part of the structured, sequenced educational program as described in the syllabus.

Make-up Work

A student may be permitted to make-up a missed assignment, quiz, or test for extenuating circumstances only by contacting the instructor and getting approval in writing. It is up to the sole discretion of the instructor whether to approve such requests. See course syllabi for specific course requirements and due dates.

Course Retakes

Students may repeat courses for which they have received a grade of D, F, or INC. The second attempt will replace the original grade and grade points earned. Both attempts will appear on the transcript in order to show a true and complete academic history. Only the second attempt will be used to calculate the student's CGPA. Courses may only be repeated once. A student who wishes to repeat a course more than once must have the permission of the Director of Education and must present convincing evidence before being allowed to proceed. Students who have failed a required course and repeated it twice must pass the course on the third attempt or be academically dismissed from the school.

Transfer Credits

Transferability of credits earned at AIID: The transferability of credits you earn at American Institute of Interior Design is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Interior Design Certificate is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Institute of Interior Design to determine if your Interior Design Certificate will transfer.

Transferability of credits earned at another institution: AIID recognizes the prior learning of admitted students by awarding credit for courses at the post-secondary level, completed at an accredited institution, and documented through official transcript. AIID's Admissions Board will evaluate credits for previously completed coursework, and will be granted, as appropriate. AIID will not accept transfer credits of courses for which grades of D or F were achieved.

VA Students: AIID will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, additional coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate.

Note: AIID has not entered into an articulation agreement with any other college or university.

Leave of Absence

Students may request a leave of absence (LOA) A leave of absence not to exceed 180 days within any 12-month period. AIID may grant more than one leave of absence provided that the combined leaves of absence do not exceed 180 days within the 12-month period and that each leave of absence is properly requested by the student.

A leave of absence may be granted to students who face military obligations, long-term health concerns, a serious family emergency, extenuating job circumstances, or critical life circumstances that prevent them from being able to take courses for an extended period.

To request a Leave of Absence, submit the following information to the Admissions Office (admissions@aiid.edu):

- Full name
- Explanation of situation
- Last course completed

- Date the LOA is to begin and date of expected return (if student does not return at expected date and does not submit a request for an extension of LOA, the student will be withdrawn from the school and will be required to apply for readmission)

If approved, a confirmation email will be sent to the student within 30 days.

If a student does not return from an authorized leave of absence, they will be withdrawn from the school. The withdrawal date will be the date the student was scheduled to return from the LOA and failed to do so.

Inactive Status

In the event the student fails to enroll for any course for two consecutive terms, excluding summer, he/she will be placed on inactive status. To return to active status, submit the following information to the Admissions Office (admissions@aiid.edu):

- Full name (as on current student records)
- Date/term to return

Returning students will be billed the \$50.00 reactivation fee prior to enrollment. If an inactive student chooses not to return to active status during the following term period, the school will initiate the process of withdrawal.

Student Identity Verification

AIID has established, and will periodically evaluate, its process to confirm that a person who is enrolling in the school is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination, and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, AIID will use one or more of the following methods for verification:

- Safeguards such as unique usernames and passwords are used to help ensure authentication. Secure transmission is used to prevent access of others. If, at any time, the student feels that their login information has been compromised, they may request a password change.
- Frequent and personal communication between the instructor and each student responding to the required postings, assignments, and activities. This communication helps the instructor monitor consistent patterns of responses and performance.
- Upload a profile photo to establish identity to the instructors and their classmates. Video conferencing is used, as needed, throughout the program and serves to validate and verify authenticity of the person participating in the program.

Student Privacy Policy (FERPA)

AIID will not disclose your personal information, except as required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on AIID; (b) protect and defend the rights or property of AIID; or (c) act under exigent circumstances to protect the personal safety of users of AIID, its websites, or the public.

Under the Federal Family Educational Rights and Privacy Act of 1974 a student's academic and financial files at AIID will not be released to any third party without the written consent of the Learner.

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest.
 - Other schools to which a student is transferring.
 - Specified officials for audit or evaluation purposes.
 - Appropriate parties in connection with financial aid to a student.

- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

Non-Discrimination Policy

AIID follows all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973. The institution does not discriminate based on race, color, religion, sex, or national origin in its activities, programs, or employment policies, in accordance with Federal, State, and local laws.

Intellectual Property

It is the policy of AIID that any course materials prepared by faculty, staff, or students which may be eligible for copyright protection in the United States or elsewhere shall be considered property of AIID. All rights, titles, and interest in the copyright of such work are waived. This also includes the waiving of all moral rights relating to the work developed or produced, including, and without limitation, any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use of subsequent modifications.

The Website and its entire content, features and functionality (including but not limited to all information, software, text, displays, images, video and audio, and the design, selection, and arrangement thereof), are owned by AIID, its licensors or other providers of such material and are protected by United States and international copyright, trademark, patent, trade secret and other intellectual property or proprietary rights laws. AIID does not claim ownership of Copyrights owned by third parties. These Terms of Use permit you to use the Website for your personal, non-commercial use only.

The AIID name and our trademarks, service marks, and logos and all related names, logos, product and service names, designs and slogans are trademarks of AIID or its affiliates or licensors. You must not use such marks without the prior written permission of AIID. All other

names, logos, product, and service names, designs and slogans on this Website are the trademarks of their respective owners.

Student Conduct

All students at American Institute of Interior Design are responsible for conducting themselves in a manner that helps enhance an environment of learning.

The Student Conduct policy establishes the expectations for student conduct in the Institute community. The code, therefore, proscribes the types of behavior that adversely affects the Institute community, and the resulting actions that may be taken to both educate students about behavioral expectations and to protect the AIID community.

Authorized disciplinary sanctions for violations of student behavioral regulations include, but are not limited to written reprimand, loss of privileges, restitution, temporary removal from class (virtual or physical), suspension, and/or permanent expulsion.

Prohibited conduct that may subject a student to disciplinary sanctions includes, but is not limited to the following:

- A. Violations of published AIID rules, policies, and administrative regulations.
- B. Disruption of the orderly operation of AIID, including but not limited to the delivery of AIID instructional, administrative, or student services; campus activities sponsored or sanctioned by AIID; other authorized non AIID activities when that act occurs on AIID premises.
- C. Failure to comply with directions of AIID employees who are acting within the scope of their job responsibilities.
- D. Abusive behavior directed toward a member of the AIID community.
- E. Verbal abuse, threats, intimidation, harassment, coercion, or other conduct that threatens or endangers the health and or safety of a member of the AIID community.
- F. Knowingly furnishing false information to any AIID employee for the purpose of completing AIID documents, applications, or forms process by AIID.
- G. Forgery, alteration, or other unauthorized use of AIID documents, applications, identification, records, or forms processed by the Institute.
- H. Unauthorized possession of software licenses or keys used for academic purposes or distribution of software licenses or keys.
- I. Misuse of AIID computer systems, digital storage, or other AIID managed technology.
- J. Use of AIID resources for the purpose of gaming, gambling, or participating in other activities for the purposes of wagering or betting funds.
- K. Soliciting or assisting another to perform an act that would violate the Student Conduct Policy and subject a student to disciplinary sanction.

- L. Violation of judicial and statutory standards or obscenity; engaging in lewd or indecent behavior while utilizing AIID learning platforms or while on AIID premises.
- M. Violations of AIID dress code and appropriate surroundings while participating in video conferences.
 - a. During online classes and video conferences, students are expected to follow the same dress code that is enforced in public.
 - i. No attire that may present a health or safety hazard, violate municipal or state law, or present a disruption
 - ii. No attire or accessories which could be considered offensive, or which could promote violence, sexual activity, disrespect and/or show bigotry towards any group.
 - iii. No bare chests or nudity
 - iv. No revealing sleepwear or undergarments worn as outerwear.
 - b. Video background must be appropriate for video conferencing
 - i. No background graphics, banners, or flags which could be considered offensive, or which could promote violence, sexual activity, disrespect and/or show bigotry towards any group.
 - ii. No visible or audible activities which could be considered obscene
- N. Violation of federal, state, or local law on AIID premises, or at AIID sponsored or supervised activities.
- O. Sexual harassment of a member of the AIID community including but not limited to unwelcome sexual advances; requests for sexual favors; other verbal, non-verbal, or physical conduct of a sexual nature in violation of AIID policies and administrative regulations on sexual harassment, and applicable State and Federal laws.
- P. Presence on distance education platforms while under the influence of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by AIID policies and law.
- Q. The use of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable accommodations for students with disabilities.
- R. Selling, preparing, or distributing recorded course materials for any purpose unless authorized by the instructor in writing.
- S. Theft or vandalization of AIID property or property of a member of the AIID community.
- T. Editing or altering any electronic file, form, or document used by the AIID community.
- U. Posting of slanderous and / or false information about AIID or any member of the AIID community to any social media platform.

Academic Misconduct

Students at American Institute of Interior Design are expected to be honest in every aspect of their academic work. All submissions presented as a student's own work must be the product

of their own efforts. Plagiarism or academic misconduct is unacceptable. Students working on group projects are each individually responsible for the academic integrity of the entire group project.

Academic misconduct includes, but is not limited to:

- A. Plagiarizing by purchasing, copying, down-loading, printing, or paraphrasing another's book, article, paper, speech, exam, portfolio, creative work, argument, CAD projects, or any other work and presenting it as one's own, either in whole or in part. Incorporating portions of another's work without proper acknowledgement and documentation.
- B. Using means other than academic achievement or merit to influence one's academic evaluation.
- C. Knowingly aiding in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation.
- D. Completing an assignment, quiz, test, project, or exam for another student
- E. Knowingly letting another student copy their work
- F. Receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation
- G. Presenting as one's own ideas or words of another for academic evaluation without proper acknowledgement or documentation
- H. Presenting the same, or substantially the same, papers or projects in two or more classes without the explicit permission of the instructor(s) involved.
- I. Obtaining and/or reporting research data in an unethical and intentionally misleading manner.

Digital and Cloud Platform Security: Students are assigned a username and temporary password. Students are required to change their password and shall not share their username and password with anybody else. Sharing access or passwords to any on-line school system is considered academic misconduct and could result in the student being removed from their class or program.

Cheating: Allowing others to complete assignments or take quizzes, tests, or exams is considered cheating and could result in a grade of "F" for the course. In addition, plagiarism and cheating could lead to formal disciplinary action.

Pirated Materials: Software and e-books required by AIID must be properly licensed. Students shall not attempt to obtain pirated software or free e-book access.

Complaint Policy

While AIID endeavors to maintain a congenial and responsive atmosphere for its students conducive with its educational purposes, it recognizes that from time to time, misunderstandings and disagreements may arise during a student's enrollment. In response to this situation, AIID has established procedures to resolve problems and ensure fair adjudication of student rights.

Informal Procedures

Initially, disagreements, complaints, misunderstandings, and grievances can be resolved by the school by using informal discussion, exchanges, persuasion, and other informal procedures. It is the intent of this policy to maximize these informal procedures so long as such measures prove effective.

The formal procedure provisions of this policy should be set in motion only when the informal procedures prove to be or manifestly will be ineffective. It is expected that the great majority of cases will continue to be handled in accordance with informal procedures.

Complaint

If a student feels that he or she has been treated unfairly or unjustly by an employee, online mentor, Learning Coach, or Instructor with regard to an academic process such as grading, testing, or assignments, the student must submit a written statement of the complaint, including the allegation; all relevant names and dates, a brief description of the actions forming the basis of the complaint; and copies of any available documents or materials that support the allegations, to the Admissions Office (admissions@aiid.edu), who is the final authority on all academic matters.

If a student has a grievance on the basis of race, color, gender, religion, age, marital status, national origin, physical disability, veteran's status, any other basis prohibited by applicable US federal, state, or local laws or any other matter, the student must submit a written statement, including the allegation; all relevant names and dates, a brief description of the actions forming the basis of the complaint; and copies of any available documents or materials that support the allegations, to the Admissions Office (admissions@aiid.edu). The student's complaint will be assessed within 30 days.

If the complaint cannot be resolved after exhausting the institution's complaint procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The Arizona State Board contact information is:

AZPPSE
1740 W. Adams, Ste. 3008
Phoenix, AZ 85007
Direct Line: (602) 542-5709
Fax: (602) 542-1253
Website: www.azppse.gov

In addition to filing a grievance with the State Board, the Student may also consider contacting the Accrediting Commission. All grievances reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the grievance to the school for a response. This can be accomplished by filing the ACCSC Complaint Form, which is available online at www.accsc.org. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

ACCSC
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Phone: (703) 247-4212
Website: www.accsc.org

Student Services

Student Services Center

The Student Services Center is committed to empowering students to achieve their own definition of success throughout their American Institute of Interior Design experience. This mission is accomplished by providing learning supports, distance learning information, advisement, career services, and other services. For more information, visit www.aiid.edu/student-services

The following services are available:

- Technology Support – Our technology staff is available to help the student prevent and resolve technical issues.
- Career Services – AIID experts will work with graduates to obtain internships and entry level positions with numerous local and national employers as well as assistance in resume and portfolio development, interview coaching, and job applications.
- Student Disability Services (SDS) - In accordance with the Institution's mission and vision, the goal of the Student Disability Services Office is to provide equal access to all AIID programs, systems, and facilities for students with disabilities. The ADA defines a person with a disability as a person who has a physical or mental impairment

that substantially limits one or more major life activities. Contact the SDS at Disability_Services@aiid.edu for more information.

- On-line Learning Readiness Assessment – AIID provides an assessment to evaluate the readiness of a student. Areas of readiness include, life factors, personal attributes, technical competency, technical knowledge, reading recall, and LMS competency. The assessment report highlights strengths and areas that need improvement. The report includes resources for self-improvement.
- Financial Aid – AIID financial aid experts will offer guidance on navigating the financial aid process.
- Veterans and VA Benefits – AIID is military friendly and will work with veterans to obtain all VA benefits available.

Orientation

Every student at AIID has access to the Orientation course for the length of their enrollment. The orientation provides basic information about understanding and using Student Information System, and instruction and practice in navigating the Course Management System. Students will be enrolled in the Orientation course automatically upon acceptance into the program. Orientation must be completed before registration is available to students.

Student Records

AIID maintains complete records for each student for a period of five years in an electronic student information system. These include grades, attendance, prior education, training, and transcripts while attending the school. Beyond 5 years the school only keeps record of transcripts for each student in perpetuity. Students can review their records at any time during their enrollment by logging into their student account at: aiid.populiweb.com

Transcripts

Transcripts are automatically provided to students upon graduation, and additional transcript copies will be provided upon request by contacting the school (additional fee may apply).

Disability Services

AIID complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. In compliance with federal and state regulations, AIID will provide reasonable accommodations or services to qualified students with disabilities.

AIID will deem a request for accommodation or services reasonable if the request:

- Is based on documented individual needs
- Does not compromise essential requirements of a course or program

- Does not impose a financial or administrative burden upon the school beyond that which is deemed reasonable and customary
- Is within the scope of the school's control

AIID defines a qualified student as one whom, with or without reasonable accommodations, can perform the essential functions of program or course requirements. The essential requirements of an academic course or program do not need modification to accommodate an individual with a disability.

Final responsibility for selection of the most appropriate accommodation rests with the Student Disability Services Office of AIID and is determined on a case-by-case basis, dependent upon the nature of the disability of a student. A student seeking accommodations or services is encouraged to e-mail disability_services@aiid.edu to discuss potential academic accommodations or services and begin the review process. The school, in consultation with the student, will determine the accommodation.

Student responsibility includes:

- Follow the accommodation procedure outlined above
- Identify the disability to the staff and/or faculty of the school
- Provide and incur expense for current appropriate documentation, from a qualified medical or other licensed professional, of the disability and the accommodation or service needed
- Provide a signed medical opinion stating that with the reasonably requested accommodation or service, the student would be physically and/or mentally able to perform the essential functions of program or course requirements
- Request specific accommodations or services

If a student identifies a disability that may prevent him/her from completing a degree program or seeking employment in a field for which the degree program is designed to prepare him/her, the school will take all information into consideration, including medical or professional documentation, when determining whether and what type of an accommodation will be made.