

# DISTANCE LEARNING CATALOG

## About Distance Learning

In keeping with the ever-changing needs of students, I.A.U. offers two distance learning options: Correspondence and On-line programs and courses, however, since the On-line possibility through the virtual campus is considered as an On-Campus extension, we will refer to the Correspondence offering as our true distance learning program. This option provides students with the flexibility and convenience of continuing education, without the inconveniences associated with commuting to a specific geographic location.

Students are able to attend college courses from home or at places and times which are convenient to them.

On-line course enrolments are limited to fifteen students and may consist of learners from around the world. Students and faculty members interact with each other in a virtual campus environment.

Participants may connect to the on-line campus 24 hours a day, seven days a week to upload work completed off-line or download materials that others have been updated since the student's last connect time. Additionally, students and faculty may communicate in real-time.

On-line learning requires a high level of commitment and motivation from both faculty and students. Students must be committed to:

- read the textbook, manual and/or other materials
- participate three to five times per week with class members and the instructor, and
- prepare quizzes, tests, case studies and other written assignments

This commitment equates to approximately eight to twelve hours per week.

Individuals interested in participating in on-line courses must have access to an Internet connection via an ISP (Internet Service Provider), a computer, email software, word processing software and an Internet browser.

Individuals interested in learning more about the on-line courses and the Distance Education Program should visit InterAmerican University's web site at:  
<http://www.iauniversity.net>

Universarium  
 One Penn Plaza  
 36<sup>th</sup> Floor  
 New York, NY 10119  
 Tel. (212) 465-3434  
 Fax. (435) 921-0596

Web Site: <http://www.iauniversity.net>  
 E-Mail: [iauni@iauniversity.net](mailto:iauni@iauniversity.net)

Distance learning at InterAmerican University offers students the opportunity to study at one of the most innovative universities from anywhere in the world!. I.A.U. is distinguishing itself as one of the premiere distance learning programs today.

Distance learning gives students the flexibility to earn a quality education where and when it suits their schedules. IAU's distance learning courses have the same objectives, rigorous work load, tuition and academic credit as most on-campus courses. Delivery methods are driven by the needs of the learner, the learning situation, and objectives of the course. Today, thousands of students across the United States and overseas enroll each year in IAU's distance learning programs.

Most students can take classes and study anywhere, at times that are convenient and flexible for them. Educational programs currently offered by IAU through distance learning carry no residency requirements and are easily accessible for all.

## **INTERAMERICAN UNIVERSITY'S MISSION AND VALUES**

"Get me an institution where I am not called through my number and I will change the world." Steven Douglas, 1993.

InterAmerican University is a learning community that seeks to serve society by educating the leaders of tomorrow and extending the frontiers of knowledge and commitment.

In keeping with the founding vision of Steven Douglas, our community fosters personal discovery and growth, nurtures scholarship and creativity across a broad range of common knowledge, and engages men and women from every segment of society in this quest. We pursue understanding beyond the limitations of existing knowledge, ideology, and disciplinary structure. We affirm the value to individuals and society of the cultivation and enrichment of the human mind and spirit.

Our faculty, students, alumni, and staff strive toward these objectives in a context of freedom with responsibility. We foster initiative, integrity, and excellence, in an environment of collegiality, civility and responsible stewardship. As an international university, we apply the results of our endeavors in service to our alumni, the surrounding community, and the world.

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The aim of InterAmerican University is to facilitate higher education programs to non residential students, providing adult learners throughout the world with educational opportunities to acquire a wide body of knowledge in a recognized academic area or discipline.

Our priority is to provide the best possible experience for students in a friendly and caring environment. We offer an extensive range of degree and other higher level courses, supported by well qualified and helpful staff, and the most modern teaching/learning methodologies. Modular courses give opportunities for wide subject choice and interesting combinations. People returning to study are welcome, helped by our flexible approach to entry qualifications. It is what you are capable of achieving rather than what you have already done, which interests us.

## Mission

The university's mission is to seek advance interpersonal skills and self knowledge. InterAmerican University places a major emphasis upon quality in the education experience of each student. IAU's academic programs offer the breath and depth of knowledge necessary to assure the graduates with professional skills with productive carrier pursuits. IAU admits students of any race, religion, social and/or economical condition, sex or national origin to all rights privileges and programs. InterAmerican University recruits students from all over the world thus creating a true international atmosphere.

## Benefits of I.A.U.

The University enjoys high academic standards while offering a variety of programs, customize degree courses, full students support, commutative tuition fees, rolling admission policy divers student body, international recognition, highly qualified and competent faculty, excellence in research, ESL program and students welfare services.

## University Policy

InterAmerican University strives to promote equality of opportunity in all of its works. We try to create a welcoming environment for every one regardless of personal circumstances and/or conditions. We strongly encourage application from all sections of the community especially mature returning to study, women and a member of ethnic or other minority groups.

To encourage applications from disadvantage people, the university has limited resources to help students in limited circumstances like hardship, childcare needs, physical disability etc.

The university undertakes to take all reasonable steps to provide education services in the manner set out in the prospectus. It does not, how ever, guarantee the provision of such services. Should industrial actions or circumstances beyond the control of the university interfere with its ability to provide education services, the university undertakes to use all reasonable steps to minimize the resultant disruption to those services.

InterAmerican University's Distance Education and External Degree Programs were founded to meet the needs of both modern professionals and those seeking to enter the professional fields. The University offers distance education and external degree programs to men and women of all ages in many areas of the helping professions, social sciences, business, education and industry.

As we enter another Millennium, the reality of life in much of the world is that a university degree has become essential if a person wishes to succeed in almost any professional field. Unfortunately, in the economic climate of the world of today, more than simply hard work is required to gain the advantages one seeks in life. A university

degree has become the doorway to a higher standing in one's career and community. A prestigious InterAmerican University education and degree can assist students in attaining the standing they deserve. A Bachelor's, Master's, or Doctorate degree from InterAmerican University can help them with increased opportunity in both career advancement and personal achievement. In today's highly competitive vocational environments, where few advance without a university education, InterAmerican University can help its students in their vision to build a solid vocational base. Few other credentials can open the exciting doors to their future that a university degree will.

Students of InterAmerican University, Distance Education Division, value the ability to conduct independent study and are willing to accept the challenge of completing a highly respected university degree without the need to attend on-campus classes. The experienced adult who wishes to gain recognition for past educational, occupational and life achievements respects and appreciates the value placed on their previous accomplishments by InterAmerican University through the awarding of credit for work already completed.

InterAmerican University offers degree programs to students from all over the world. We are highly dedicated to helping our students meet their objectives of completing their degree programs and moving on to advanced standing and greater opportunity to achieve their goal of being successful in their careers.

Please note that is our policy that no degree may be granted in less than a one year minimum time period. Many programs may take 3 or 4 years, or significantly longer, to complete.

Please note that InterAmerican University is not fully accredited by any national accrediting agency of the U.S.A. nor association listed by the United States Commissioner of Education.

## Accreditation

InterAmerican University is accredited by the International Association of Universities and Schools (I.A.U.S.), and by the International Council on Education. Both of them are private accrediting associations, not affiliated with any government agency, which is designed to meet the needs of non-traditional education worldwide. Besides this, all IUNINS colleges and schools are duly accredited by their respective regional agencies.

## Educational Affiliations

Either directly or through its different colleges and schools, InterAmerican University is a member of the following educational associations and organizations:

- United States Distance Learning Association
- International Council for Innovation in Higher Education
- National Business Education Association
- North American Association for Environmental Education
- Student Environmental Action Coalition

Institute for Earth Education  
Accredited Institution, Environmental Assessment Association

## Professional Affiliations

Either directly or through its different schools and colleges, InterAmerican University is a member of the following professional associations and organizations:

American Society for Quality Control  
American Society of Law Enforcement Trainers  
National EMR Alliance  
National Groundwater Association  
National Health Federation  
National Society of Environmental Consultants  
Professional Business Leaders of America  
Society for Business Ethics  
Chamber of Commerce

## How Distance Education Works

Using the distance education learning system, InterAmerican University provides instruction and academic support to students who are not located in close proximity to a school. In fact, it is possible to complete all studies from virtually anywhere in the world. As we stated before there are absolutely no residency requirements. Although students do not attend classes, InterAmerican University is committed to maintaining the highest academic standards. The curriculum and course material used in distance education may be in many ways comparable to those used in campus-bound programs; most textbooks are standard college texts and authoritative guides to the subjects presented. Moreover, InterAmerican University provides students with access to faculty eight hours a day, something not often available in many traditional universities.

## Step by Step to a Degree

### [1. Getting Started](#)

Upon enrolling in InterAmerican University, the student will be sent all necessary materials to begin his/her program. This includes textbooks, course work, and assignments or examinations. As he/she progresses through the program he/she will receive additional books and course materials as needed. He/she will also receive a Student Handbook that contains detailed information on university policies and procedures, as well as practical advice that can be helpful to him/her in completing his/her academic program. Each course is carefully designed to lead him/her step-by-step through the course material until he/she is ready to take the final assignment or examination.

## **2. Phase By Phase**

Each Bachelor's program consists of four phases. Phases I and II include general education courses, such as history, ecology, and strategies for learning. Credit for Life and Work Experience and transfer credit can replace courses in Phases I and II.

Phases III and IV include the courses in your major -- Business Administration, Environmental Science, Education, Psychology, etc.

## **3. Course Work & Examinations**

With each course students are provided a standardized course outline which lists course objectives, learning outcomes, assignments, tests, and examinations. Each course is divided into several modules; each module covers several chapters in the textbook with a connecting theme to guide the student.

Most courses consist of a combination of course assignments, tests, and exams:

- Self tests, normally several for each module, are provided as learning tools.
- Self tests are not a part of the final grade. They are designed to help the student determine which chapters he/she needs to examine more closely, and they can be useful in preparing for the final exam.
- Progress tests, normally one for each module, are a part of the grade in the course and are taken at the end of each module. They are designed to show the faculty how the student is progressing in the course.

In some courses, special projects call for the student to write a short essay discussing a topic of his/her choice from the course material.

The final examination is designed to objectively measure the student's understanding of the course material.

With the exception of the self tests, these components are used by the faculty to evaluate the student's performance in the course. However, their function goes beyond being a means of determining the grade. Every aspect of the course work, including the final exam, has been designed to help the student learn effectively.

## **4. Guided Learning**

InterAmerican University provides academic support and guidance from the time the student enrolls until all degree requirements are completed. Students may contact faculty through the academic HELP-LINE eight hours a day, five days a week, to receive free tutorial assistance on any aspect of the course material. This one-to-one assistance is available by telephone, fax, mail, and e-mail. With Guided Learning, students can be assured that while they are working independently, they are not working without guidance.

## 5. Completing the Degree

Once all academic and financial requirements for a degree are met, a diploma and a copy of your InterAmerican transcript are sent. Transcript requests from employers, companies, etc. will be honored once the student has signed a transcript request form, which is included in the Student Handbook.

Transcripts will list all courses completed including those in specialization programs.

# Student Information

## **ACADEMIC STANDARDS AND GRADING SYSTEMS**

Students may submit written requests, if they prefer letter or numeric grades. Otherwise InterAmerican University expects all course work, applicable to meeting graduation requirements, to receive evaluations of either Satisfactory (S) or With Distinction (WD). Work which is Unsatisfactory (U) or which fails to meet expected standards is returned to the student with instructions for corrective action. InterAmerican University believes mature adults may lack awareness of current "form" and may correct such weakness, however, content which is considered below standard will not receive credit toward program completion and will, therefore, hinder a student from graduation or earning the anticipated degree.

## **DISCIPLINARY ACTION**

A student may be suspended for dishonesty, disrespect, abusive behavior, failure to submit course work in a timely manner, failing to keep contracts and commitments, and for not abiding by the standards established by the university for distance education students. After due process, suspended students forfeit all rights and entitlements as students.

## **REQUIREMENTS AND TRANSFER CREDITS**

Bachelor applicants are expected to complete 180 to 192 quarter credits, of which 147 or 75% may be accepted in transfer.

Master applicants are expected to possess the prior degree, or in some cases the equivalent, and complete from 48 to 64 quarter credits, depending upon the program. The number and acceptability of transfer credits are reflected in the Enrollment Agreement.

Doctoral students are required to possess a master degree or the equivalent, any implied license or clinical designations, and complete 81 to 96 quarter credits, including an acceptable dissertation based on an approved formal proposal. Of the required credits, not more than 45 quarter credits may be accepted in transfer.

Before an applicant for a Ph.D. degree is submitted to the Admissions Committee, he or she would have been found qualified to make such application by a Doctoral Committee, whose second function, if called upon, is to exam the candidate at the end

of his or her studies to confirm the quality of the matriculation and of the original research produced by such Ph.D. candidate.

## **PH D ORAL DISERTATION AND DEFENSE**

The 'oral defense' is typically required of Ph.D. candidates, as opposed to those who earn 'professional doctorates.' However, no doctoral candidate is automatically exempt from this requirement. InterAmerican University will award an associate-level degree but reserves this degree option for mature adults who do not quite qualify for a bachelor-level program and without the associate program, would have to be summarily turned away by the admissions requirements of the school.

Although InterAmerican University is a non-traditional university, it maintains the highest standards of academic excellence. The purpose of IAU's existence as a university is to allow the student to earn a degree on a much more flexible basis than traditional colleges and universities while still offering an outstanding education. IAU study centers abroad will utilize seminars, classes, and other traditional educational techniques as required by each nation or region.

The independence that InterAmerican University's students are given also brings with it a great deal of responsibility. As a student, much of the studying and learning is done on your own, independently, not in a classroom, lecture or study hall. The responsibility for your education is shared between you and the University.

Credits are earned by demonstrating your level of knowledge, not how many hours you have logged in a classroom. You start when you are ready, continue at your own pace and finish at your convenience, neither being pushed nor held back by other students or by conventional semester or quarter time frames. A main text as well as a list of references for each course is indicated in the course syllabus. Students may find these books in local libraries or bookstores or they may be ordered directly through the publisher(s). If you are decisive and motivated, you will have no trouble achieving your educational goals quickly. As long as you maintain the quality of your education, the time frame is up to you.

Along with the independence, that InterAmerican University's students enjoy, comes a great deal of guidance and support. Students are not arbitrarily assigned a course of study and then left to complete it by themselves. As a student of IAU, you will receive as much direction, guidance, and assistance from your professors as you and your unique program require.

## **HOW DOES INDEPENDENT STUDY WORK?**

Every course to be completed by Independent Directed Study will include a research outline and a list of resource materials. The University will supply these items to the student. The research outline will identify each concept or idea considered being significant to that particular course. In the research outline, the student will find performance based objectives that are identified by each question on the research outline. Students are granted credit when they have correctly and thoroughly completed



all of the performance based questions. Using the research outline and the resource materials, the student will complete the research and master the objectives of the course.

### **WHO CAN GET BENEFIT FROM IAU'S PROGRAMS?**

By offering a wide variety of off-campus courses, InterAmerican University accommodates the self-directed student with the means to satisfy the various kinds of educational needs that exist at different academic levels.

The students who benefit from such a program may fall into one or more of the following groups:

- Individuals who want to continue full-time employment while earning their degrees.
- Individuals who have interrupted their college education and find it impossible to return to campus to complete their degree requirements.
- Military personnel who are stationed in remote areas.
- Military personnel who are not stationed in one location long enough to attend traditional classes.
- Individuals already established in careers that do not require an academic credential but need to augment their knowledge to become more effective.
- Individuals who need academic credentials to earn promotions or increase their income.
- Professionals whose license renewal depends on specified extended courses of education.
- Employers who wish their employees trained in specific areas without losing the continuity of their service.

### **LENGTH OF THE DEGREE**

The time involved in achieving the student's degree goal will vary from individual to individual. The time frame will depend upon the transfer credits the student brings into the program, allowable credits for life experience, the number of courses assigned to the student and the effort the student puts into the program. Students are required to complete a minimum of three courses per year at the under-graduate level and two courses per year at the graduate level.

Students unable to maintain the minimum requirement of course completion per year may be allowed to have this requirement waived for a specific period upon petition to and approval by the Dean.

## **TRANSFER CREDIT**

InterAmerican University accepts transfer credit at all degree levels based on IAU transfer credit standards from:

Appropriate traditional or non-traditional institutions of higher learning all over the world.

CLEP (College Level Examination Program).  
USAFI (United States Armed Forces Institute).\*

Other parameters set forth by the University.

\*A limited number of credits for military services may also be allowed.

NOTE: No undergraduate credits from other institutions may be transferred to IAU for graduate credits.

## **LICENSES AND CREDENTIALS**

If professional licensing is the ultimate goal of the student, the University strongly advises the student to check with his or her respective state and professional associations for specific requirements prior to registration.

## **INTERNATIONAL STUDENTS**

InterAmerican University welcomes students from all over the world, either for its on campus or for distance learning programs.

## **APPLICATION DEADLINE**

The nature of the institution allows for open enrollment year-round.

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## **PRIMARY DEGREE PROGRAMS AND CONCENTRATIONS**

Bachelor of Science in Business Administration

Concentration in:

Finance

Management

Marketing

Bachelor of Science in Criminal Justice

Bachelor of Arts in Health Services Administration

Bachelor of Arts in Psychology

Master of Business Administration

Concentration in:

Finance

International Business Administration

Management

Marketing

Master of Arts in Counseling/Hypnotherapy

More Information on:

The American Guild of Hypnotherapists

Professional Training in Hypnotherapy

Master of Arts in Counseling Psychology

Master of Science in Criminal Justice

Master of Science in Education

Master of Arts in Health Services Administration

Master of Public Administration

Master of Social Work

Doctor of Philosophy in Administrative Studies

Doctor of Philosophy in Business Administration

Doctor of Philosophy in Counseling Psychology

Doctor of Philosophy in Criminal Justice

Doctor of Philosophy in Education

Doctor of Philosophy in Health Services Administration

Note: Additional Bachelors and Masters degree programs are available in: Computer Information Management, Computer Science, Environmental Studies and T.E.F.L. A list of study courses for any of these programs will be forwarded upon request.

**CORE CURRICULUM REQUIREMENTS**

<i>Credits</i>	<b>BACHELOR OF ARTS</b>	<i>Credits</i>	<b>BACHELOR OF SCIENCE</b>
15	Philosophy	12	Philosophy
12	English	12	English
6	Foreign Language	6	Foreign Language
6	Art and Music	6	Art and Music
3	Economics	3	Economics
12	Social Sciences	12	Social Sciences
9	Mathematics	15	Mathematics
3	Humanities	2	Physical Education
2	Physical Education		
68		68	

**MAJORS**

Concentration within a relatively limited area of inquiry assures that the student becomes knowledgeable in at least one specialized field of study. This area of concentrated study is known as the major. Undergraduate students are expected to complete no less than one quarter of their academic work in their major, or roughly 30 credit hours. The specific requirements for each major can be found under the individual program descriptions.

**SECOND MAJORS**

Students who wish to complete the degree requirements of two departments may do so with permission, as long as they are able to fulfill Core Curriculum requirements and the requirements of both majors.

## MINORS

Most departments in the InterAmerican University offer a series of courses that may constitute a Minor (15 - 25 credit hours). In consultation with a faculty advisor in that department, the student is able to pursue a Minor to complement the Major field of study.

## INDEPENDENT STUDY

InterAmerican University allows its students up to 60 credit hours of independent study. Permission is granted by the Office of the Dean, after students have duly consulted with their academic advisors about the different regulations governing independent study.

This is extremely practical for the graduating student, who eventually may validate subject areas of his or her own choice, and apply the towards the consecution of his or her degree.

## Graduate Programs

### **Master of Science in Criminal Justice**

Thirty-six (36) semester hours above the Bachelor's Degree. The student will be required to satisfy a minimum of twenty-seven (27) semester hours, including a Thesis.

### **Master of Science in Education**

Forty-two (42) semester hours above the Bachelor's Degree. The student will be required to satisfy a minimum of thirty (30) semester hours, including a Thesis.

### **Master of Arts in Health Services Administration**

Forty-two (42) semester hours above the Bachelor's Degree. The student will be required to satisfy a minimum of thirty (30) semester hours, including a Thesis.

### **Master of Public Administration**

Forty-two (42) semester hours above the Bachelor's Degree. The student will be required to satisfy a minimum of thirty-three (33) semester hours, including a Thesis.

### **Master of Business Administration**

Track I - Forty-two semester hours above the Bachelor's Degree. The student will be required to satisfy a minimum of thirty-three (33) semester hours, including a Thesis.

Track II - Forty-five semester hours above the Bachelor's Degree. The student will be required to satisfy a minimum of thirty-six (36) semester hours, including a Thesis.

### **Master of Arts in Counseling Psychology**

Master of Arts in Counseling/Hypnotherapy

Forty-eight (48) semester hours above the Bachelor's Degree. The student will be required to satisfy a minimum of thirty-six (36) semester hours, including a Practicum/Internship and Thesis.

In the Counseling Psychology program a practicum/internship of 600 hours is required.

In the Counseling/Hypnotherapy program, a practicum/internship of 600 hours is required, including 100 hours of counseling experience utilizing hypnosis. The University will provide the forms needed to log the experience hours.

**Master of Social Work**

Sixty (60) semester hours above the Bachelor's Degree. The student must satisfy a minimum of forty-eight (48) semester hours, including a 960-hour practicum. No Thesis is required.

**Concurrent Bachelor's/Master's Program:**

When the Bachelor's Degree requirements have been completed, the first Master's course accepted and that portion of the total tuition has been paid, the Bachelor's degree will be awarded.

**All Doctoral Degrees:**

Forty-two (42) semester hours above the Masters degree. The student will be required to satisfy a minimum of thirty (30) semester hours, including the Final written Project, i.e., Dissertation.

**CONCURRENT MASTERS/DOCTORAL PROGRAM**

When the Masters Degree requirements have been completed, the first Doctoral course accepted, and that portion of the tuition has been paid, the Masters Degree will be awarded.

## Policies and Procedures

To insure successful and timely completion of this course, the following instructions are important. Please read them carefully and observe them so that we may better assist in serving your educational needs.

Students in the General University Studies Program may apply 30 self-instructional credit hours toward a degree. All others are limited to 15 credit hours with the exception of students in the College of Arts and Sciences. Please contact your advisor before requesting an Individualized Learning course to determine whether the course applies to your program.

Students enrolling from another college or university should seek assistance from the advising services of that institution. The application of these credits toward the student's program is the sole responsibility of that college or university.

All Individualized Learning courses are undergraduate only.

# General Procedures

## Submitting Lessons

Before beginning a course, carefully read the introductory material in the course assignment booklet.

Be sure to use one of the 8.5 x 11 inch Assignment Sheets for the first page of each assignment. Use paper of good quality and of the same size for the remainder of your assignments. Lessons written in pencil are not acceptable.

Please write your name at the top right corner of each sheet. Be sure to leave margins at the top and left of each sheet. To protect against lost mail, we recommend that you keep a copy of all submitted lessons.

Submit assignments in the self-addressed envelopes enclosed in this packet to the Department of Distance Education as professors are unable to accept lessons directly. Complete the blanks on the front of the envelope and use sufficient postage.

A maximum of three lessons per week will be accepted unless otherwise stated in the introduction of the course. If more are submitted, they will be returned to the sender.

Every attempt will be made to process lessons as soon as possible. However, there may be delays when instructors leave for other assignments and for vacations. Please take into consideration mail and turnaround times.

Students must have all coursework submitted by the last day of the term if credit is to be granted in the term. You must notify our office if you intend to graduate.

The office will be closed between Christmas and New Years. No lessons will be processed and no exams will be sent during this time.

## Examinations and Grading Procedures

Exams will be sent after all lessons have been submitted and we receive a request form from you found in the back of course assignment booklets. This form should be received by DDE at least ten days before the examination is to be written.

IAU will proctor exams directly at InterAmerican University Regional Centers. In other areas, a librarian at a public or college library is recommended. If this is impossible, please contact IAU for the name of an approved proctor. Relatives are not permitted to proctor exams. Exams are sent directly to the exam location and in order to be valid, must be returned by the proctor. All students are required to present picture identification before taking exams.

The grading system is the 4.0 scale used in the undergraduate program at InterAmerican University. After all course work has been graded, the final course grade is reported directly to Academic Records. If you are taking on-campus courses at InterAmerican University, your Individualized Learning grade will not appear on your grade report.

You will receive a separate grade report for your Individualized Learning course. The grade earned is entered on your permanent record.

## Graduation

Graduating students must complete all coursework, including exams by the last day of the term. Those graduating must contact this office to inform us of their graduation date. If you have not received notification of your grade two weeks after your graduation date, contact this office immediately.

## Final Credit

Course credit is given upon satisfactory completion of all coursework including the final examination. For credit to be forwarded to another institution, please write directly to the Registrar, InterAmerican University, giving name of course and address to which transcript should be sent.

If the course is not completed by the end of the term of enrollment, an Incomplete (I) will appear on the semester grade report. This will automatically be replaced by a grade once the course is completed. The credit will be recorded in the semester enrolled. If the unfinished work is not completed and the "I" grade removed within one calendar year of the assignment of the "I", the grade shall be converted to an "E" (failure).

## Tuition Fees 2022-2023

### GENERAL

Application Fee (Non-Refundable) . . . . .	U.S. \$	50
Matriculation Fee . . . . .	U.S. \$	450
General Education Examination Fee . . . . .	U.S. \$	250
Transcript Fee . . . . .	U.S. \$	10
Executive Certificate . . . . .	U.S. \$	900
Associate's Degree . . . . .	U.S. \$	3.520
Advanced Diploma . . . . .	U.S. \$	4.168
Bachelor's Degree . . . . .	U.S. \$	6.400
Master's Degree . . . . .	U.S. \$	6.616
Doctoral Degree . . . . .	U.S. \$	7.480
On Campus Programs (each credit) . . . . .	U.S. \$	500/600

### SPECIAL PROGRAMS

Bachelor's + Master's Degree . . . . .	U.S. \$	10.360
Master's + Doctoral Degree . . . . .	U.S. \$	11.200

### OTHER

Graduation Fee . . . . .	U.S. \$	250
Commencement . . . . .	U.S. \$	150

### LEGALIZATION

Diplomatic Validation (Apostille of La Hague) . . . . .	U.S. \$	200
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**REFUND POLICY**

(From date of enrollment)

30 Days . . . . .	100 % Refund
31-90 Days . . . . .	75 % Refund
91-120 Days . . . . .	50 % Refund
Over 120 Days . . . . .	No Refund

All coursework, curriculum, tuition, and fees are subject to change without notice.

A check, money order, or authorization to charge fees against a credit card account must accompany the enrollment form. The cost of textbooks is not included.

Because of the complexity of monetary exchange, Canadian and foreign students should pay tuition and fees with a bank card or money order.

**Financial Aid**

It is the student's responsibility to contact the Student Financial Aid and Scholarships Office for rules governing their particular situation. Financial Aid students may enroll in an Individualized Learning course 30 days before the start of the term through the financial aid census date, they may do so by paying with their own funds. Enrollment after the financial aid census date will not be used for eligibility. Financial aid students must complete their course in the semester they enroll.

**Withdrawals and Refunds**

Students will have 13 days from the enrollment date to drop a course without a Withdrawal (W) appearing on the record. From enrollment day 14 through 129, students may withdraw from their course with a "W" on the record; however, after day 54, the student may not withdraw from the course with a refund. Refunds are as follows:

- Day 1 through 13 = 100%
- Day 14 through 23 = 90%
- Day 24 through 39 = 50%
- Day 40 through 54 = 25%

If a student withdraws from a class within the first 123 days of enrollment they shall be charged \$15.00 dollars for each completed lesson. This payment must be received before the withdrawal and refund are processed. Should a student decide to withdraw from a course, the academic record shall reflect a "W" for withdrawal. After day 129, withdrawals are not permitted. Students must complete their course after their withdrawal period has passed or they will receive a failing grade for the course.

**Extensions**

Enrollment remains active for 9 months following the date of registration. If a 3 month extension of time is needed, make written application to the Department of Distance Education (DDE), indicating the reasons for your request. In reasonable cases, one extension will be granted. A \$25.00 processing fee is charged for the extension.



## Textbooks

All textbooks for the courses in this catalog will be stocked by the IAU Bookstore, unless otherwise noted. Books can be purchased from other bookstores as long as they are by the same author and are the same edition and year as specified on the book list. Be sure you order textbooks within 30 days of enrollment to ensure availability.

## Videotapes

Some courses require the use of videotapes. The following policies apply:

1. A course fee will be assessed according to the number of videotapes required for the course: 1 tape \$5.00; 2-3 tapes \$10.00; 4 or more tapes \$20.00.
2. Order cards for tapes are located in your syllabus. Use one card per tape.
3. Students may check out a maximum of two tapes at a time.
4. Tapes will be mailed to the student. Return postage costs are the responsibility of the student. On-campus students may pick up and return tapes by prior arrangement with the office.
5. WMU's EduCABLE cablecasts many of the tapes used. Schedules are available through our office.
6. Tapes are to be returned by the date indicated.
7. Final grades are assigned after all materials are returned. The cost of unreturned tapes are charged to the student.
8. Tapes are for viewing purposes only and may not be copied.

## Computers

In some courses a computer is required. If you live near the I.A.U. campus you may use the computer labs on campus by presenting an identification card obtained from the nearest office.

IAU catalogs are available upon request should you be interested in an updated list of course offerings.

## THE VALUE OF OUR EDUCATION

The rewards of a higher education are numerous, and can affect a student's present goals and future life earnings. Students achieve a sense of accomplishment while earning degrees which serve as an evidence of their ability and dedication. Substantially enhanced educational qualifications assist the student to earn financial rewards well beyond that which can be anticipated by those lacking a higher academic achievement.

The cost of higher education involves investments in oneself. The first investment is the extensive time and effort required. Second is the expense of tuition, fees, supplies, and books. InterAmerican University's non-residential, flexible, self-paced programs of independent study decreases the stresses of time, effort and money. The time required to complete a degree concentration depends upon the incoming credits allowed, and the

student's individual schedule. The effort required is directly related to the motivation of the student.

The unique, totally non-residential nature of InterAmerican University's degree concentration and diploma programs have resulted in educational efficiencies few residential universities can match. In addition, the complex systems required for the supervision and evaluation of studies, the assessment of documents, and the general stewardship of the University's administrative needs are carefully managed. These factors have allowed InterAmerican University to maintain tuition expenses significantly lower than institution of comparable academic excellence.

Discussion and expression of all views relevant to the student's subject matter are permitted and indeed encouraged, when those views foster the student's academic integrity and learning. The student is responsible for learning and demonstrating knowledge of the content of any concentration for which he/she is enrolled. Academic evaluation of the student's performance shall be neither prejudicial nor capricious.

Information about the student views, beliefs and political associations acquired by the faculty or staff of the university in the course of their work for the University is confidential and shall not be disclosed to other parties. Questions related to academic or skills capacity are not subject to this requirement, except that disclosure must be accompanied by notice to the student.

InterAmerican University's distance learning programs are available to everyone and are as near as the telephone, fax, e-mail or mailbox. Distance learning is designed for adults who choose to complete their educational goals but cannot take time away from their home or business. Each degree concentration is tailor-made to the academic needs of the individual, so students are encouraged to create their own course of study and pursue their field of interest under the supervision of a qualified Mentor or instructor according to an approved customized curriculum.