This is an addendum for the consolidated Catalog for the following campuses of Argosy University:

The Art Institute of California – Hollywood, a campus of Argosy University
The Art Institute of California – Inland Empire, a campus of Argosy University
The Art Institute of California – Los Angeles, a campus of Argosy University
The Art Institute of California – Orange County, a campus of Argosy University
The Art Institute of California – Sacramento, a campus of Argosy University
The Art Institute of California – San Diego, a campus of Argosy University
The Art Institute of California – San Francisco, a campus of Argosy University
The Art Institute of California – Silicon Valley, a campus of Argosy University

1. Addition of The Art Institutes Notifying The VA of Students No Longer Pursuing a Course Policy

ADDENDUM TO THE 2012-2013 CATALOG

See AiPrograms.info for program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info.
The following Art Institutes Notifying the VA of Students No Longer Pursuing a Course Policy is added to the current campus catalog:

**THE ART INSTITUTE OF CALIFORNIA**
**NOTIFYING THE VA OF STUDENTS NO LONGER PURSUING A COURSE POLICY**
**POLICY IS EFFECTIVE AS OF September 30, 2013**

**Purpose and Scope**

The Art Institute of California (collectively, “The Art Institute”) maintains and enforces an attendance policy for all its students. Participation in classroom activities is vital to a student’s successful completion of each course and is an important facet of each student’s professional development. All students including students who receive Veterans Administration educational benefits are expected to attend all classes as scheduled, to be on time, and to remain in the classes for their full duration. The VA requires the school to notify them when students receiving Veterans Affairs educational benefits cease to pursue any of their courses. Additionally, multiple absences in a course could result in loss of VA educational benefits.

I. **Definitions.**

**Attendance:** Attendance must be recorded by the instructor, facilitator, other designee, or by an automated system for all classes in which a student is registered.

**Absence:** Absence is defined as being not in attendance for the total number of class hours that are scheduled for the class during a particular day. This includes the final exam and/or the last scheduled session of the quarter. Absence for an online course is defined as a student not making at least one academically-related post in an approved learning management system during a particular week. Absences are recorded from the first day of the term regardless of the reason for absence. Holidays and official class cancellations are not considered as absences.

**Student:** For the purposes of this policy, a student is someone who is enrolled in the institution and is receiving VA educational benefits.

**VA Course Attendance, Campus:** Students who receive VA educational benefits are required to pursue each of their courses to be eligible for benefits. In order to receive the full benefit allowance the student must attend all classes in which the student is registered throughout the academic term at the campus.

- A student who is absent from a particular course for a period of 14 consecutive calendar days will be considered not pursuing the course.

**VA Course Attendance, Online:** Students who receive VA educational benefits are required to meet attendance requirements to be eligible for benefits. In order to receive the full benefit allowance the student must make at least one
academically-related post for each online course in an approved learning management system during a particular week.

- A student who does not make at least one academically-related post in an approved learning management system during a 2 week period will be considered not pursuing the course.

Pursuit (Title 38 law of the VA Certifying Official handbook): “The term ‘pursuit’ means to complete coursework, while enrolled, toward the objective of a program of education. This coursework must be in accordance with approved institutional policy and regulations, and applicable criteria of title 38, United States Code; must be necessary to reach the program's objective; and must be accomplished through resident courses (including teacher training courses and similar courses which the VA considers to be resident training), independent study courses, a graduate program of research in absentia, or medical/dental internships and residencies, nursing courses and other medical/dental specialty courses. The VA considers a person who qualifies for payment during an interval between terms or school closing, or who qualifies for payment during a holiday vacation to be in pursuit of a program of education during the interval, school closing, or holiday vacation.”

Reinstatement: Reinstatement is the process of returning the student to active pursuit status after the VA has been notified that the student is no longer pursuing a course. This may occur when a student is erroneously withdrawn from school due to the posting of erroneous attendance or when a student appeals the withdrawal with mitigating circumstances.

II. Policy Conditions and Guidelines.

COURSE ATTENDANCE

- The Art Institute maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each week. We will notify the VA if a student is no longer pursuing the course, as defined above.
- For students enrolled in campus-based courses – Students missing 14 consecutive calendar days of class in any course in which they are enrolled during an academic term could lose their VA educational benefits. If a class session during the course falls on a holiday or the class is cancelled by the faculty member, the student is not considered to be absent.
- For students enrolled in online courses – Students not making at least one academically-related post for each online course in an approved learning management system during a 2 week period will be considered absent.
- The VA will be notified about students who do not meet these pursuit criteria. The last date of attendance (LDA) will be...
determined and reported to the VA within 30 days of the change in enrollment. A notice of Change in Student Status with an “Adjust” action will be placed in the student file.

COURSE OFFICIAL WITHDRAWAL POLICY

A student can officially withdraw from any class through the ninth week of an 11-week course (or through the 4th week of a 5.5-week course or the 8th week of a 10-week course) and receive a grade of “W” (Withdrawal, with no grade penalty). Course withdrawal forms must be submitted to the Registrar’s Office by the close of business on Friday of week nine (week 4 of a 5.5-week course) in order to receive a “W” grade. Students receiving VA educational benefits who withdraw from a course(s) or interrupt their training will have their enrollment status for VA purposes changed and their last day of attendance reported to the VA, which will result in a loss or reduction of VA educational benefits.

A change in enrollment status will result in a loss or reduction of VA educational benefits. Benefits loss or reduction may include VA payments for tuition, fees, monthly housing allowance (MHA), and the books and supplies stipend. As of a result of these benefit losses, the student may have their future eligibility for VA educational benefits reduced or may be liable for a debt to the VA.

Please note that withdrawing from courses or ceasing to pursue a course will negatively impact a student’s Satisfactory Academic Progress as well as the Standards of Progress and ability to graduate. In most cases, the student will have to retake the course(s) and be charged again for the course(s). We strongly advise that the student meets with his or her academic advisor and Veterans Affairs School Certifying Official on campus before withdrawing or before the student stops attending a course(s).

Students will have their VA educational benefits reduced or terminated when they expressly request to be withdrawn from a course(s) or their training is interrupted. Please note that The Art Institute of California does withdraw both VA and non-VA students from school, if the student does not attend all of his or her registered courses for 14 consecutive days for on-ground campus classes. Online students, both VA and non-VA, who do not make at least one academically-related post in any of their online classes in a 2 week period will be withdrawn from school. In both cases, the VA will also be notified of a VA student’s last day of attendance when the student is administratively withdrawn, which will result in a loss or reduction of VA educational benefits.

If the student submits the final project and/or sits for the final examination does not pass a course(s) and receives an F (sometimes referred to as an earned F), the student will be deemed to have earned the F and to be in compliance with the pursuit requirements. If the student fails but did not submit the final project and/or sit for the final exam, the student will receive an F (sometimes referred to as an unearned F) and will be deemed not to be in pursuit of the course. In situations where the student is deemed not to be in
pursuit (has an unearned F), the VA will be notified of the student’s last date of attendance in that course(s), which will result in a loss or reduction of VA educational benefits.

If a student receives a W or WF, the VA will be notified that the student is no longer pursuing the course(s) and the Last Day of Attendance for each course will be provided to the VA, which will result in a loss or reduction of VA educational benefits.

**APPEAL PROCESS**

Students who receive VA educational benefits who are administratively determined to no longer be pursuing a course may submit an appeal to the Dean of Academic Affairs. Appeals may be submitted for a particular course only one time per quarter. Students who wish to appeal must do so in writing prior to the next class meeting. The written appeal must be signed and dated and must include mitigating circumstance documentation. The student must still have the potential of successfully completing the course(s) to earn a successful appeal.

When mitigating circumstances are the reason to reinstate a VA student, adequate evidence for reinstatement is necessary and must be reported to the VA or loss of VA educational benefits may occur (see the current VA School Certifying Official Handbook for description). Mitigating circumstances may include one of the following reasons on the day of the recorded absence(s).

Examples of Acceptable Documentation (EAD) include but are not limited to:

1. Death of an immediate family member  
   *EAD: Newspaper obituary, funeral card.*
2. Student illness requiring hospitalization (this includes mental health issues)  
   *EAD: Documentation from hospital, attending physician or psychologist showing dates of stay.*
3. Severe illness of an immediate family member where the student is a primary Caretaker  
   *EAD: Documentation from physician regarding ill relative’s situation.*
4. Illness of an immediate family member where that family member is the primary financial support  
   *EAD: Documentation from physical regarding ill relative’s situation.*
5. Abusive relationships  
   *EAD: Documentation from mental health professional or law enforcement agency.*
6. Divorce proceedings  
   *EAD: Legal documentation regarding proceedings.*
7. Change in work schedule prior to the evaluation point  
   *EAD: Documentation from employer regarding change in schedule.*
8. Natural disaster
   EAD: Proof of residence in affected area and proof of disaster.

9. Family emergency
   EAD: Documentation of specific incident.

10. Loss of transportation where there are no alternative means of transportation
    EAD: Artifacts that document how transportation was lost and why other transportation was not available.

11. A doctor documented illness of the student for a significant period of time.
    EAD: Letter from doctor on doctor’s letterhead or prescription pad indicating commencement of illness and release date.

12. Military deployment.
    EAD: Deployment orders (Per the VA requirements, a Leave of Absence for military duty will result in termination of VA educational benefits).

The school, at its discretion, may determine that additional circumstances constitute “mitigating circumstances.” Circumstances that do not constitute mitigating circumstances include, but are not limited to: disinterest in the course, dislike of the course instructor, and excessive course load.
VA STANDARD OF PROGRESS (SAP) POLICY ADDENDUM FOR AI LOCATIONS IN CALIFORNIA

REVISIONS FOR QUARTER BEGINNING SEPTEMBER 30, 2013

Name ____________________________  ID Number ______________________
Program __________________________ Date __________________________

The following requirements must be maintained for all students receiving veteran educational benefits. These requirements are in addition to Satisfactory Academic Progress found in the school catalog. Failure to maintain the following requirements will result in loss of VA educational benefits. Loss of educational benefits may be reinstated once standards have been met.

- Students enrolled in **diploma and degree programs** and receiving VA educational benefits in California have two additional evaluation points. These are not for purposes of determining academic standing but, rather, are for purposes of determining continued eligibility to receive VA educational benefits.

- At the end of the second quarter, and every quarter thereafter, students in **certificate and diploma programs** receiving VA benefits must attain a 2.0 and an ICR of 66.67%. Anything below this milestone will result in loss of VA educational benefits.

- At the end of the third quarter, and every quarter thereafter, students enrolled in **Associate Degree programs** receiving VA benefits must attain a 2.0 and an ICR of 66.67%. Anything below this milestone will result in loss of VA educational benefits.

- At the end of the sixth quarter, students in a **Bachelor Degree program** must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in loss of VA educational benefits.

This notice is being provided to all in-school students receiving VA educational benefits as well as any newly enrolled student receiving VA educational benefit.