



The Art Institute of Portland®

2017 - 2018 Catalog

1122 NW Davis Street
Portland, OR 97209

www.artinstitutes.edu/portland
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Note on Catalog Updates

At the time this catalog was produced, every effort was made to assure its accuracy. However, in keeping with the commitment of The Art Institute of Portland to its students, the school reserves the right to make changes in faculty, curriculum, courses, schedules, requirements, tuition, fees, and policies and procedures. Please contact the appropriate department for current information or any special requirements. The school also publishes additional policies and procedures in the Student Handbook.

An online version of this catalog is updated regularly on The Art Institute web site at www.artinstitutes.edu/portland

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See aiprograms.info for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info.

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ACCREDITATION

The Art Institute of Portland is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution.

Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
(425) 558-4224
www.nwccu.org

The Interior Design program leading to the Bachelor of Fine Arts Degree is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503.

STATE LICENSING

The Art Institute of Portland is a unit of a business corporation and is authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR chapter 583, division 30. Inquiries concerning the standards or school compliance may be directed to the Higher Education Coordinating Commission, (775 Court Street NE, Salem OR 97301-3827).

OWNERSHIP

The Art Institute of Portland is owned by The Art Institute of Portland, LLC, which through an intermediary company is a subsidiary of Dream Center Education Holdings, LLC. Dream Center Education Holdings, LLC is located at 1400 Penn Avenue, Pittsburgh, Pennsylvania 15222.

At The Art Institute of Portland we see our role as providing education that helps you develop your potential.

MISSION STATEMENT

The mission of The Art Institute of Portland is to prepare students for creative careers by providing a quality academic experience shaped by evolving technologies, the liberal arts and sciences and the needs of the global marketplace. As a learning-centered institution, we focus on providing academic and administrative support for student success while maintaining a strong relationship with the professional communities we serve.

CORE THEMES

1. Student Success
2. Academic Quality
3. Career Outcomes

PURPOSE

Education at The Art Institute of Portland is not a one-way process where teachers hand students skills and knowledge. You must take responsibility and get involved. Here, you have the opportunity to learn from artists and professionals in a hands-on environment. You have the opportunity to make both professional contacts and lifelong friends. On your part it means engaging fully, eyes and mind open and focused. There's a vibrant energy at The Art Institute of Portland, one that motivates you to do your best. You are supported by a close and caring community, bound by mutual respect for creativity and individuality. Education at The Art Institute of Portland also has a practical focus. We are here to make sure your educational experience is the best that it can be. Join us, seek us out, tell us how we can enrich your learning experience and help you achieve your career goals.

Year Founded:	1963, as Bassist College
Academic Year:	Four quarters per year
Fall Student Body 2016:	700
Degrees Awarded In FY'17:	183

FACILITY HIGHLIGHTS:

- Nearly 57,000 square feet of space on two floors of 1122 NW Davis St., Portland OR 97209
- 10,000 square-foot International Culinary School at The Art Institute of Portland is at 34 NW 8th, includes 2 kitchens, 2 classrooms, dining room, compost program
- 5,000 square-foot Industrial Design Shop is located at 722 NW Couch, includes metal and wood working equipment, spray booth, welding equipment, 3D printer
- Video production facilities: a television studio, video & audio editing labs and control rooms

ACADEMIC FREEDOM

The Art Institute of Portland strives to protect the academic freedom of its faculty. Within the constraints of The Art Institute of Portland mission and consistent with sound educational practice, faculty are encouraged to develop creative and individualized methods for the delivery of program content.

PRESIDENT'S WELCOME

Welcome to The Art Institute of Portland.

The Art Institute of Portland equips tomorrow's designers with the skills to be collaborative, innovative, and capable of the critical thinking necessary to create meaningful designs. Our facilities are designed to give students access to the tools that will help them get the most out of their education.

The mission of The Art Institute of Portland is to provide our students with the educational resources and services designed to help them succeed academically and realize their artistic and professional goals.

Many of our faculty are working professionals and experienced educators who share their knowledge and experience in order to help prepare students for the rigors of the workplace. We foster a stimulating environment where students are free to explore creatively and are actively encouraged to stretch their talent and skills.

The College is located in Portland's Pearl District, the art and design hub of the city. Our close proximity to outstanding design professionals provides our students with opportunities for networking with potential employers, internships, and interaction with practicing professionals. Additionally, we keep a close watch on emerging trends and technology to ensure our students have the opportunity to learn the knowledge and skills necessary to make them competitive in their respective fields.

We are committed to helping our students chart the right course and embark on an exciting journey of learning and exploration. By following your passion, you can't go wrong.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gregg Crowe', with a long horizontal line extending to the right.

Gregg Crowe
President
The Art Institute of Portland

PROGRAM OFFERINGS

Culinary

Culinary Arts – Associate of Arts*

Design

Advertising – Bachelor of Fine Arts *

Design Management – Bachelor of Science

Design Management – Sustainability Minor – Bachelor of Science

Graphic Design – Associate of Arts

Graphic & Web Design – Bachelor of Fine Arts

Industrial Design – Bachelor of Science

Industrial Design – Sustainability Minor – Bachelor of Science

Interior Design – Bachelor of Fine Arts

Interior Design – Sustainability Minor – Bachelor of Fine Arts

Fashion

Apparel Design – Associate of Arts

Apparel Design – Bachelor of Fine Arts

Apparel Design – Sustainability Minor – Bachelor of Fine Arts

Fashion Marketing – Bachelor of Fine Arts

Fashion Marketing – Sustainability Minor – Bachelor of Fine Arts

Media Arts

Digital Film & Video – Bachelor of Fine Arts

Game Art & Design – Bachelor of Fine Arts

Media Arts & Animation – Bachelor of Fine Arts

Photography & Design – Bachelor of Fine Arts

Visual Effects & Motion Graphics – Bachelor of Fine Arts

Visual & Game Programming – Bachelor of Science

For all programs, please visit our [Student Consumer Information](#) page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

*These programs are no longer enrolling new students.

Course Numbering System

Course numbers 100-299 are lower division level. Courses number 300-499 are upper division level. Please note, not all courses are offered during all quarters. Contact the appropriate academic department director for more information about course availability.

Academic Classification

A student has freshman standing until successful completion of 45 credits, sophomore standing for completion of 46-90 credits, junior standing for completion of 91-135 credits and senior standing when more than 135 credits have been completed.

Prerequisites

A prerequisite indicates an academic requirement that must be met prior to taking particular courses. Prerequisites are noted at the end of course descriptions. Students must earn a passing grade in prerequisite courses before enrolling in subsequent coursework. If relevant knowledge or experience is demonstrated and/or documented, the appropriate Academic Department Chair may waive the prerequisite requirement.

CULINARY ARTS

Associate of Arts: 90 Credits

(This program is no longer accepting new enrollments.)

Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

The Associate of Arts in Culinary Arts degree program is a six quarter program that is designed to develop students' skills through a variety of culinary courses designed to teach classical cuisine techniques and explore international cuisine. Students will be exposed to a variety of world cuisines and use ingredients and techniques from around the globe. Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with a business acumen. The program focuses on both production and individual skills necessary to seek entry-level positions in restaurants, hotels, resorts, and other catering or foodservice institutional settings such as banquet supervisor, bar manager, cafeteria manager, dairy bar manager, food service supervisor, head waiter, head waitress, kitchen supervisor, certified personal chef, personal chef, private chef, banquet cook, breakfast cook, chef de partie, line cook, saucier, specialty cook, griddle attendant, griddle cook, grill cook, short order fry cook, snack bar cook, falafel cart cook, and fraternity house cook.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Establish and maintain safety and sanitation procedures.
- Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
- Prepare a variety of international recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
- Describe and perform tasks related to common business practices in the culinary industry, including inventory, menu planning, cost control, and food purchasing.
- Describe the principles of food and beverage management
- Define and articulate the core values of the culinary professional.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
BP103	Introduction to Baking & Pastry Techniques	6
CUL101	Fundamentals of Classical Techniques	6
CUL110	Concepts & Theories of Culinary Techniques	3
CUL130	Sustainable Purchasing & Controlling Costs	3
CUL141	American Regional Cuisine	6
CUL152	Management by Menu	3
CUL221	Asian Cuisine	3
	Lower Division Program Electives, totaling 15 credits	15
	Lower Division Required Credits	45

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
CUL320	Food and Beverage Operations Management	3
CUL377	Foundation Capstone	3
	Upper Division Required Credits	6
	Program Field Credits	51

LIBERAL ARTS		
Code	Title	Credits
CUL105	Nutritional Science	3
HUM101	Design Foundations	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Humanities Elective(s), totaling 6 credits	6
	Liberal Arts Elective(s), totaling 6 credits	6
	Social Science Electives, totaling 9 credits	9
	Liberal Arts Requirements	39
	TOTAL REQUIRED CREDITS	90

ADVERTISING

Bachelor of Fine Arts: 180 Credits

(This program is no longer accepting new enrollments.)

Students will have the opportunity to develop skills in design, layout, typography and copywriting. They examine consumer behavior, marketing concepts, design principles, the history of advertising and trend analysis to ultimately integrate their skills, knowledge, creativity and marketing savvy to develop persuasive media messages.

Student Learning Objectives

Upon completion of this program, graduates should be able to:

- Theory: Apply industry knowledge and critical thinking skills to analyze, develop, and implement effective advertising solutions that meet professional standards.-
- Design: Develop concepts as well as analyze and incorporate aesthetics and layout in the design process for advertising campaigns and marketing communications.
- Critical Thinking: Demonstrate knowledge of the interdependence between advertising/marketing objectives and visual expression and be able to evaluate, and critique, their ideas.
- Technology and Production: Demonstrate proficiency with the tools and graphic techniques of the profession to plan and implement production of advertising media such as print collateral, audio and video spots, and Web-interactive materials.
- Critical Thinking: Articulate the vision behind their creative work and promote their solutions to design and marketing problems consistent with professional standards
- Professionalism: Demonstrate professional presentation skills, articulation of visual problem solving, and mastery of industry standards, business practices and ethics.

ADVERTISING

Bachelor of Fine Arts: 180 Credits

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ADV101	Fundamentals of Advertising	3
ADV201	Advertising Design	3
ADV202	Illustration and Rapid Visualization	3
ADV207	History of Advertising	3
ADV220	Creative & Strategic Planning	3
ADV227	Persuasive Techniques	3
ADV261	Copy Writing	3
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART131	Drawing	3
ART141	Basic Photographic Techniques	3
BA121	Introduction to Business	3
BA241	Principles of Marketing	3
GD121	Introduction to Computer Graphics	3
GD123	Typography I	3
GD127	Concept Development	3
GD131	Print Production	3

GD251	Digital Layout & Design	3
MA136	Image Manipulation	3
WDIM225	Web Design Fundamentals	3
WDIM241	User Interface Design	3
	Lower Division Program Elective	3
	Lower Division Required Credits	66

UPPER DIVISION REQUIRED COURSES

Code	Title	Credits
ADV301	Introductory Advertising Campaign	3
ADV310	Advertising Internship	3
ADV326	Guerilla Advertising	3
ADV351	Intermediate Advertising Campaign	3
ADV361	Copy and Scriptwriting	3
ADV377	Foundation Portfolio	3
ADV401	Advanced Advertising Campaign	3
ADV411	Media Buying & Planning	3
ADV417	Portfolio & Professional Development	3
ADV421	Account Planning	3
ADV427	Portfolio Presentation	3
ADV431	Public Relations & Promotion	3
ADV463	Consumer Behavior	3
ADV468	Interactive Advertising	3
BA347	Market Research	3
DMG311	Brand Strategy	3
GD354	Intermediate Layout Design	3
GD366	Advanced Image Manipulation	3
GD373	Digital Illustration	3
GD386	Art Direction	3
	Upper Division Program Electives, totaling 6 credits	6
	Upper Division Required Credits	66
	Program Field Credits	132

LIBERAL ARTS

Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
CS105	Internet Concepts	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Laboratory Science Elective	3
	Liberal Arts Elective	3
	Natural Science Elective(s), totaling 6 credits	6
	Social Science Elective(s), totaling 6 credits	6
	Liberal Arts Required Credits	48
	TOTAL REQUIRED CREDITS	180

DESIGN MANAGEMENT

Bachelor of Science: 180 Credits

Design management is the business program for the creative industries. This is the business of thinking creatively, managing that creative flow and maximizing creative capital. The design manager is a thinker, an artist, an entrepreneur and a bridge builder—someone who puts a project together and steers it to completion. They are multidisciplinary professionals who ‘get it’ on many different levels, left- and right-brain thinkers who thrive in a creative environment and are natural leaders of the creative process.

Students in our Design Management program have the opportunity to complete a core of creative and business courses and also choose studio concentrations, in order to face design challenges with varying constraints. Upper division Design Management students work on real-world projects and have the opportunity to gain experience in leading the creative process, helping businesses stay innovative and achieve their goals by integrating technology, sound management practices and principles of good design.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Identify, analyze, and solve design problems and implement design concepts
- Demonstrate competency in design business strategy from concept to completion
- Display a working knowledge of business practices including accounting, marketing, public relations, and promotion
- Demonstrate critical thinking regarding current trends and business practices
- Apply professional, leadership, and team standards related to the industry

DESIGN MANAGEMENT

Bachelor of Science: 180 Credits

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ADV202	Illustration and Rapid Visualization	3
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
BA121	Introduction to Business	3
BA224	Managing People in Organizations	3
BA226	Business Law	3
BA227	Business Communications	3
BA233	Communication Design	3
BA241	Principles of Marketing	3
BA250	Principles of Accounting	3
BA255	Intellectual Property Law	3
DMG101	Introduction to Design Management	3
DMG213	Business Finance	3
GD121	Introduction to Computer Graphics	3
GD123	Typography I	3
GD127	Concept Development	3
	Lower Division Program Electives, totaling 15 credits	15
	Lower Division Required Credits	63

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
ADV431	Public Relations & Promotion	3
ADV468	Interactive Advertising	3
BA330	Presentation Graphics	3
BA335	Emerging Markets	3
BA340	International Business	3
BA347	Market Research	3
BA430	Entrepreneurship	3
DMG301	Project Management	3
DMG310	Design Management Internship	3
DMG311	Brand Strategy	3
DMG373	Managing Creativity & Innovation	3
DMG377	Foundation Portfolio	3
DMG427	Senior Portfolio	3
DMG473	Seminar: Strategic Design	3
GD386	Art Direction	3
GD431	Student Studio	3
	Upper Division Program Electives, totaling 6 credits	6
	Upper Division Studio Electives, totaling 9 credits	9
	Upper Division Required Credits	63
	Program Field Credits	126

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART255	Art History: Art & Ideas	3
HST304	Design History I	3
HST305	Design History II	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Sciences Elective	3
	Laboratory Science Elective	3
	Natural Science Elective(s), totaling 6 credits	6
	Computer Science, Natural Science, Social Science or Mathematics Elective(s), totaling 6 credits	6
	Upper Division Computer Science, Natural Science, Social Science or Mathematics Elective	3
	Upper Division Humanities Elective	3
	Liberal Arts Required Credits	54
	TOTAL REQUIRED CREDITS	180

DESIGN MANAGEMENT – Sustainability Minor
Bachelor of Science: 180 Credits

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ADV202	Illustration and Rapid Visualization	3
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
BA121	Introduction to Business	3
BA224	Managing People in Organizations	3
BA226	Business Law	3
BA227	Business Communications	3
BA233	Communication Design	3
BA241	Principles of Marketing	3
BA250	Principles of Accounting	3
BA255	Intellectual Property Law	3
DMG101	Introduction to Design Management	3
DMG213	Business Finance	3
GD121	Introduction to Computer Graphics	3
GD123	Typography I	3
GD127	Concept Development	3
	Lower Division Elective Studio Courses, totaling 15 credits	15
	Lower Division Required Credits	63

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
ADV431	Public Relations & Promotion	3
ADV468	Interactive Advertising	3
BA330	Presentation Graphics	3
BA335	Emerging Markets	3
BA340	International Business	3
BA347	Market Research	3
BA430	Entrepreneurship	3
DMG301	Project Management	3
DMG310	Design Management Internship	3
DMG311	Brand Strategy	3
DMG373	Managing Creativity & Innovation	3
DMG377	Foundation Portfolio	3
DMG427	Senior Portfolio	3
DMG473	Seminar: Strategic Design	3
GD386	Art Direction	3
GD431	Student Studio	3
	Upper Division Program Elective(s)	6
	Upper Division Studio Electives, totaling 9 credits	9
	Upper Division Required Credits	63
	Program Field Credits	126

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART255	Art History: Art & Ideas	3
ECOL201	Ecology	3
ECON211	Environmental Economics	3
EVS111	Environmental Science	3
HST304	Design History I	3
HST305	Design History II	3
HST341	History of the Environmental Movement	3
HUM101	Design Foundations	3
HUM372	Environmental Ethics	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
SOC221	Introduction to Sustainability	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Science Elective	3
	Natural Science Elective	3
	Liberal Arts Required Credits	54
	TOTAL CREDITS	180

GRAPHIC DESIGN

Associate of Arts: 90 Credits

Graphic design is the universal visual language. It is an art that is present in everything we see and everywhere we go. Graphic designers are visual communicators who inform, educate, motivate, entertain and persuade by combining typography, color, composition and illustration in artful ways. Graphic design students have the opportunity to learn many visual languages—they study consumer behavior, trend analysis and persuasive techniques— and they integrate many kinds of values into the design process, including a research focus and an understanding of sustainability.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Technical: Apply skills in industry-specific computer software programs to produce concrete projects
- Design: Apply aesthetics and formal concepts of layout and design, including spatial relationships; communication effectiveness; interrelationships among imagery and text; balance; typography; and color theory.
- Communication: Articulate the vision behind their creative work and explain and defend their solutions.
- Concept: Apply design concepts to produce successful visual solutions to assigned problems.
- History / Concepts: Demonstrate design concepts and relate these to historical and contemporary trends and social context by producing successful visual solutions to assigned problems.
- Professionalism: Demonstrate an understanding of industry standards, professional practices and ethics in their work and self-presentation.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART131	Drawing	3
ART141	Basic Photographic Techniques	3
GD101	Principles of Graphic Design	3
GD121	Introduction to Computer Graphics	3
GD123	Typography I	3
GD127	Concept Development	3
GD131	Print Production	3
GD242	Typography II	3
GD243	Graphic Signs & Symbols	3
GD251	Digital Layout & Design	3
GD281	History of Graphic Design	3
MA136	Image Manipulation	3
GD253	Illustration	3
WDIM241	User Interface Design	3
	Lower Division Required Credits	48

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
GD343	Advanced Typography	3
GD371	Publication Design	3
GD373	Digital Illustration	3
GD377	Foundation Portfolio	3
	Upper Division Required Credits	12
	Program Field Credits	60

LIBERAL ARTS		
Code	Title	Credits
CS105	Internet Concepts	3
HUM101	Design Foundations	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Natural Science Elective	3
	Social Science Electives, totaling 9 credits	9
	Liberal Arts Required Credits	30
	TOTAL CREDITS	90

GRAPHIC & WEB DESIGN

Bachelor of Fine Arts: 180 Credits

The Bachelor of Fine Arts in Graphic & Web Design degree program is a twelve-quarter, 180 credit program. The Graphic & Web Design degree program is designed to teach students how to express themselves creatively while visually communicating a message and not losing sight of the end user. The Graphic & Web Design program emphasizes hands-on learning. Students in the Graphic & Web Design program use industry-related technology and software. Course topics in the Graphic & Web Design program include typography, illustration, interface design and web development. With a Bachelor of Fine Arts in Graphic & Web Design degree, graduates may pursue entry-level jobs such as art director, magazine designer, 3D animator, animator, multimedia artist, special effects artist, calligrapher, tattoo artist, catalogue illustrator, graphic artist, graphic designer, and visual designer.

The Graphic & Web Design program is the first step toward a career in creativity. The program is designed to give students an understanding of color and composition, design and technology. As they progress through the program, students have the opportunity to receive training in creative problem solving and to learn to offer solutions that are effective in the business world and applicable on various mediums.

Emphasis is placed on concept development and creative problem solving as it relates to technology, design, and development. Skills and techniques of advanced technologies are often taught by industry professionals. Tools include scanners, digital cameras, handheld devices and various hardware and software.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- ***Graphic & Web Design Outcomes***
 - Design: Demonstrate versatile aesthetic layout and design solutions, including effective usage of space, line, color, shape, texture, form, balance and value; typographic and photographic hierarchy structures.
 - Conceptual: Demonstrate conceptual thinking through work that reflects historical and contemporary trends, answering design problems with creative visual and writing elements.
 - Communication: Demonstrate the interdependence of content and visual expression; evaluate and critique their design concept; articulate the vision behind their creative work, and defend their creative solutions.
 - Professional Presentation: Articulate their design direction by communicating mastery of graphic and web design, problem solving, ethics and industry standards in visual presentations.

- ***Graphic Design Specific Outcomes***
 - Technical: Demonstrate and apply competencies in industry-specific computer software. These include preparation and presentation of work, technical aspects of prepress, output, and quality reproduction as well as web design.

- **Web Design Specific Outcomes**

- Technical: Demonstrate knowledge of interactive design and development using industry software, authoring systems and/or web scripting.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART131	Drawing	3
GD123	Typography I	3
GD127	Concept Development	3
GD243	Graphic Signs & Symbols	3
MA136	Image Manipulation	3
WDIM161	Web Scripting: CSS	3
WDIM225	Web Design Fundamentals	3
WDIM230	Web Timeline Animation	3
WDIM241	User Interface Design	3
	Lower Division Required Credits	33

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
GD310	Graphic Design Internship	3
GD373	Digital Illustration	3
	Upper Division Program Elective(s), totaling 6 credits	6
	Upper Division Required Credits	12

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
CS105	Internet Concepts	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Laboratory Science Elective	3
	Liberal Arts Electives	3
	Natural Science Elective(s), totaling 6 credits	6
	Social Sciences Elective(s), totaling 6 credits	6
	Liberal Arts Required Credits	48

Students choose one concentration within the Graphic & Web Design program. A concentration should be selected no later than the 4th quarter. Course requirements for each concentration are as follows:

GRAPHIC DESIGN CONCENTRATION**Lower Division Studio Courses**

Code	Title	Credits
ADV202	Illustration and Rapid Visualization	3
ART141	Basic Photographic Techniques	3
BA121	Introduction to Business	3
GD101	Principles of Graphic Design	3
GD121	Introduction to Computer Graphics	3
GD131	Print Production	3
GD242	Typography II	3
GD251	Digital Layout & Design	3
GD253	Illustration	3
GD281	History of Graphic Design	3
	Lower Division Program Elective(s), totaling 6 credits	6
	Lower Division Studio Course Credits	36

Upper Division Studio Courses

Code	Title	Credits
ADV463	Consumer Behavior	3
GD341	Corporate Identity	3
GD343	Advanced Typography	3
GD354	Intermediate Layout Design	3
GD357	Environmental Graphic Design	3
GD366	Advanced Image Manipulation	3
GD368	Information Design	3
GD371	Publication Design	3
GD377	Foundation Portfolio	3
GD381	Collateral Advertising	3
GD386	Art Direction	3
GD405	Package Design	3
GD407	Advanced Design	3
GD417	Portfolio & Professional Development	3
GD427	Portfolio Presentation	3
GD431	Student Studio	3
GD454	Advanced Layout Design	3
	Upper Division Studio Course Credits	51
	Total Studio Course Credits	87

WEB DESIGN CONCENTRATION**Lower Division Studio Courses**

Code	Title	Credits
BA241	Principles of Marketing	3
CS114	Logical Thought & Programming	3
WDIM101	Introduction to Interactive Media	3
WDIM141	Web Graphics	3
WDIM245	Information Architecture	3
WDIM252	Interactive Media Pre-Prod	3
WDIM253	Web Design and Layout	3
WDIM261	Interactive Authoring	3
WDIM262	Web Scripting: JavaScript	3
WDIM268	Web Standards	3
	Lower Division Program Elective(s), totaling 6	6
	Lower Division Studio Course Credits	36

Upper Division Studio Courses

Code	Title	Credits
DMG301	Project Management	3
GD341	Corporate Identity	3
GWD402	Web Typography	3
GWD304	UX/UI Prototyping	3
WDIM325	Studio I: Pre-Production	3
WDIM331	Database Management Concepts	3
WDIM332	Managing Interactive Teams	3
WDIM351	Rapid Web Development	3
WDIM370	Content Management Systems	3
WDIM377	Foundation Portfolio	3
WDIM380	Website Development	3
WDIM409	Emerging Technologies	3
WDIM411	Production Team	3
WDIM417	Portfolio & Professional Development	3
WDIM425	Studio II: Development	3
WDIM427	Digital Portfolio	3
WDIM430	E-Marketing	3
	Upper Division Studio Course Credits	51
	Total Studio Course Credits	87

WEB DEVELOPMENT CONCENTRATION**Lower Division Studio Courses**

Code	Title	Credits
BA241	Principles of Marketing	3
CS114	Logical Thought & Programming	3
WDIM101	Introduction to Interactive Media	3
WDIM141	Web Graphics	3
WDIM245	Information Architecture	3
WDIM252	Interactive Media Pre-Production	3
WDIM261	Interactive Authoring	3
WDIM262	Web Scripting: JavaScript	3
WDIM268	Web Standards	3
	Lower Division Program Elective(s), totaling 6	6
	Lower Division Studio Course Credits	33

Upper Division Studio Courses

Code	Title	Credits
DMG301	Project Management	3
GWD402	Web Typography	3
WDIM325	Studio I: Pre-Production	3
WDIM331	Database Management Concepts	3
WDIM332	Managing Interactive Teams	3
WDIM351	Rapid Web Development	3
WDIM355	Client-Side Scripting	3
WDIM361	Server-Side Scripting I	3
WDIM366	Server-Side Scripting II	3
WDIM370	Content Management Systems	3
WDIM377	Foundation Portfolio	3
WDIM380	Website Development	3
WDIM387	Advanced Scripting	3
WDIM411	Production Team	3
WDIM417	Portfolio & Professional Development	3
WDIM425	Studio II: Development	3
WDIM427	Digital Portfolio	3
WDIM430	E-Marketing	3
	Upper Division Studio Course Credits	54
	Total Studio Course Credits	84

INDUSTRIAL DESIGN

Bachelor of Science: 180 Credits

Industrial design shapes the world around us. From the watches we wear to the cars we drive, from medical technology to movie monsters, industrial designers imagine, design, engineer and create the built environment. The industrial designer learns to think in three dimensions and to combine creative ideation, technical know-how and design savvy to cater to the ever-changing needs of the global marketplace. The industrial designer is an inquisitive person and someone who likes to tinker.

The Industrial Design studio is outfitted with devices and machinery such as 3D printers, laser cutters, casting and mold making devices as well as heavy equipment and is upgraded as needed to address new trends in product development. The program keeps in close touch with the professional community and draws many of its instructors from the ranks of practicing professionals. Sustainability has been a focus of the program since its inception—not as an extra, but as a key element of good design. Industrial designers envision and make things that enrich everyday life.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Basic Skills: Demonstrate the ability to implement design principles that can be practically applied to current industry standards.
- Process Skills: Demonstrate how to conduct design research, how products work, and how they are manufactured. Design products that accommodate the capabilities and the needs of the intended user population.
- Technology and Production: Select and use appropriate industrial design tools, software, materials and techniques.
- Communication: Demonstrate the ability to articulate the vision behind their creative work and explain and promote their solutions. Model the interdependence of content and visual expression and evaluate and critique their ideas.
- Professional Practice: Exhibit professionalism through their comprehension and application of ergonomic research, social responsibility, project management and the team dynamic.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART104	Three Dimensional Design	3
ART131	Drawing	3
ART134	Intermediate Drawing	3
ART141	Basic Photographic Techniques	3
BA255	Intellectual Property Law	3
GD121	Introduction to Computer Graphics	3
IND101	Introduction to Industrial Design	3
IND111	Fabrication Techniques I	3
IND121	Human Factors	3
IND211	Fabrication Techniques II	3
IND221	Computer Aided Industrial Design I	3
IND223	Computer Aided Industrial Design II	3
IND228	Design Sketching I	3
IND230	Design Thinking	3
IND232	Form Development	3
IND234	Mechanical Drawing	3
IND238	Presentation Drawing	3
IND242	Materials & Processes	3
IND251	Graphics for Industrial Design	3
IND254	Product Design	3
IND256	Intermediate Product Design	3
IND281	History of Industrial Design	3
	Lower Division Program Elective	3
	Lower Division Required Credits	75

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
IND310	Industrial Design Internship	3
IND320	Soft Goods	3
IND330	Digital Presentation Techniques I	3
IND340	Digital Presentation Techniques II	3
IND342	Human Factors Studio	3
IND348	Sustainable Product Design	3
IND351	Design Studio I	3
IND353	Design Studio II	3
IND377	Foundation Portfolio	3
IND417	Portfolio & Career Development	3
IND460	Professional Practices	3
IND461	Senior Project: Research	3
IND462	Senior Project: Concept & Design Development	3
	Upper Division Program Electives, totaling 9 credits	9
	Upper Division Required Credits	48
	Program Field Credits	123

LIBERAL ARTS		
Code	Title	Credits
	Computer Science Elective	3
HST304	Design History I	3
HST305	Design History II	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Science, Natural Science, Social Science or Mathematics Electives, totaling 9 credits	9
	Laboratory Science Elective	3
	Humanities Elective(s), totaling 6 credits	6
	Natural Science Elective(s), totaling 6 credits	6
	Upper Division Computer Science, Natural Science, Social Science or Mathematics Elective	3
	Upper Division Humanities Elective	3
	Liberal Arts Required Credits	57
	TOTAL REQUIRED CREDITS	180

BACHELOR OF SCIENCE in INDUSTRIAL DESIGN - SUSTAINABILITY MINOR

LOWER DIVISION REQUIRED COURSES

Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART104	Three Dimensional Design	3
ART131	Drawing	3
ART134	Intermediate Drawing	3
ART141	Basic Photographic Techniques	3
BA255	Intellectual Property Law	3
GD121	Introduction to Computer Graphics	3
IND101	Introduction to Industrial Design	3
IND111	Fabrication Techniques I	3
IND121	Human Factors	3
IND211	Fabrication Techniques II	3
IND221	Computer Aided Industrial Design I	3
IND223	Computer Aided Industrial Design II	3
IND228	Design Sketching I	3
IND230	Design Thinking	3
IND232	Form Development	3
IND234	Mechanical Drawing	3
IND238	Presentation Drawing	3
IND242	Materials & Processes	3
IND251	Graphics for Industrial Design	3
IND254	Product Design	3
IND256	Intermediate Product Design	3
IND281	History of Industrial Design	3
	Lower Division Program Elective	3
	Lower Division Required Credits	75

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
IND310	Industrial Design Internship	3
IND320	Soft Goods	3
IND330	Digital Presentation Techniques I	3
IND340	Digital Presentation Techniques II	3
IND342	Human Factors Studio	3
IND348	Sustainable Product Design	3
IND351	Design Studio I	3
IND353	Design Studio II	3
IND377	Foundation Portfolio	3
IND417	Portfolio & Career Development	3
IND460	Professional Practices	3
IND461	Senior Project: Research	3
IND462	Senior Project: Concept & Design Development	3
	Upper Division Program Electives, totaling 9 credits	9
	Upper Division Required Credits	48
	Program Field Credits	123

LIBERAL ARTS		
Code	Title	Credits
	Computer Science Elective	3
ECOL201	Ecology	3
ECON211	Environmental Economics	3
EVS111	Environmental Science	3
HST304	Design History I	3
HST305	Design History II	3
HST341	History of the Environmental Movement	3
HUM101	Design Foundations	3
HUM372	Environmental Ethics	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
SOC221	Introduction to Sustainability	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Humanities Elective	3
	Natural Sciences Elective	3
	Upper Division Computer Science, Natural Science, Social Science or Mathematics Elective	3
	Upper Division Humanities Elective	3
	Liberal Arts Required Credits	57
	TOTAL REQUIRED CREDITS	180

INTERIOR DESIGN

Bachelor of Fine Arts: 180 Credits

The Art Institute of Portland's Bachelor of Fine Arts in Interior Design degree program is designed to prepare students to seek entry-level opportunities as interior designers. Students have the opportunity to gain experience in many different project types that exist in the profession—including residential, commercial, educational and medical projects—as they investigate technical, functional and aesthetic aspects of space planning and design. The program offers a global understanding of the role of the interior designer. Students focus on the issues of sustainability, diversity, client and user needs, public health, safety and human welfare. Students also are expected to develop skill-sets in areas such as research and analysis, problem-solving, organization, communication and time-management.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Problem Solving: Solve complex interior design problems using the design process and their knowledge of interior design principles, theories, and applications to analyze the client profile and project program, both individually and collaboratively.
- Communication: Provide interior design services using effective oral, written, and visual communication employing a variety of means, methods, and technologies, in both 2- and 3-dimensions.
- Building Systems: Produce interior design solutions that constructively integrate with available building, environmental, and property management systems, as well as prevailing standards of use, maintenance and sustainability.
- Interior Finish Materials: Specify and apply to their interior design solutions finish materials that meet prevailing standards of use, maintenance, sustainability, regulatory compliance, and aesthetics.
- Professionalism: Provide professional services based on their body of knowledge with a standard of care that meets both client needs and protects the health, safety, and welfare of the public in an ethical and legal manner.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART131	Drawing	3
ID107	Materials & Sources	3
ID122	Fundamentals of Interior Design	3
ID210	Computer Aided Drafting I	3
ID211	Computer Aided Drafting II	3
ID212	Digital Construction Documents	3
ID222	Drafting	3
ID229	Digital Rendering for Interior Design	3
ID230	Commercial Design I	3
ID232	Graphic Communication & Presentation Skills	3
ID233	Rapid Sketching & Ideation	3
ID241	Perspective & Rendering	3
ID245	Codes, Regulations & Standards	3
ID250	Residential Design I	3
ID266	Textiles for Interior Design	3
ID271	Spatial Composition	3
ID275	Space Planning	3
ID276	Lighting Techniques	3
ID278	Human Factors & Universal Design	3
	Lower Division Program Elective	3
	Lower Division Required Credits	66

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
ID310	Interior Design Internship	3
ID317	Medical Design	3
ID318	Retail Design	3
ID319	Hospitality Design	3
ID320	Institutional Design	3
ID323	Advanced Lighting Techniques	3
ID335	Interior Detailing	3
ID339	Building Information Modeling	3
ID349	Green Design for the Interiors	3
ID350	Residential Design II	3
ID353	Commercial Design II	3
ID366	Building and Mechanical Systems	3
ID377	Foundation Portfolio	3
ID380	Global/Multicultural Design	3
ID429	Portfolio & Career Development	3
ID430	Professional Practices	3
ID435	Advanced Construction Documents	3
ID485	Senior Studio I	3
ID486	Senior Studio II	3
	Upper Division Program Electives, totaling 9 credits	9
	Upper Division Required Credits	66
	Program Field Credits	132

LIBERAL ARTS		
Code	Title	Credits
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
	Computer Science Elective	3
HST301	History of Architecture & Interiors I	3
HST302	History of Architecture & Interiors II	3
HST303	History of Furniture & the Decorative Arts	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Laboratory Science Elective	3
	Liberal Arts Elective	3
	Natural Science Elective(s), totaling 6 credits	6
	Liberal Arts Required Credits	48
	TOTAL REQUIRED CREDITS	180

BACHELOR OF SCIENCE in INTERIOR DESIGN - SUSTAINABILITY MINOR		
LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART131	Drawing	3
ID107	Materials & Sources	3
ID122	Fundamentals of Interior Design	3
ID210	Computer Aided Drafting I	3
ID211	Computer Aided Drafting II	3
ID212	Digital Construction Documents	3
ID222	Drafting	3
ID229	Digital Rendering for Interior Design	3
ID230	Commercial Design I	3
ID232	Graphic Communication & Presentation Skills	3
ID233	Rapid Sketching & Ideation	3
ID241	Perspective & Rendering	3
ID245	Codes, Regulations & Standards	3
ID250	Residential Design I	3
ID266	Textiles for Interior Design	3
ID271	Spatial Composition	3
ID275	Space Planning	3
ID276	Lighting Techniques	3
ID278	Human Factors & Universal Design	3
	Lower Division Required Credits	63

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
ID310	Interior Design Internship	3
ID317	Medical Design	3
ID318	Retail Design	3
ID319	Hospitality Design	3
ID320	Institutional Design	3
ID323	Advanced Lighting Techniques	3
ID335	Interior Detailing	3
ID339	Building Information Modeling	3
ID349	Green Design for Interiors	3
ID350	Residential Design II	3
ID353	Commercial Design II	3
ID366	Building and Mechanical Systems	3
ID377	Foundation Portfolio	3
ID380	Global/Multicultural Design	3
ID429	Portfolio & Career Development	3
ID430	Professional Practices	3
ID435	Advanced Construction Documents	3
ID485	Senior Studio I	3
ID486	Senior Studio II	3
	Upper Division Program Elective	3
	Upper Division Required Credits	60
	Program Field Credits	123

LIBERAL ARTS		
Code	Title	Credits
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
	Computer Science Elective	3
ECOL201	Ecology	3
ECON211	Environmental Economics	3
EVS111	Environmental Science	3
HST301	History of Architecture & Interiors I	3
HST302	History of Architecture & Interiors II	3
HST303	History of Furniture & the Decorative Arts	3
HST341	History of the Environmental Movement	3
HUM101	Design Foundations	3
HUM372	Environmental Ethics	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
SOC221	Introduction to Sustainability	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Natural Science Elective	3
	Liberal Arts Required Credits	57
	TOTAL REQUIRED CREDITS	180

APPAREL DESIGN

Associate of Arts: 90 Credits

Apparel design is about the marriage of fabulous style and precise construction; about communication, technology and entrepreneurship; about beauty and function. Students will have the opportunity to learn under the tutelage of instructors with vast experience in the fashion industry. Classmates motivate each other to innovate through originality and adaptability, both essential characteristics of successful professionals in the industry. In the classroom, Apparel Design students are expected to develop skills in clothing design, sketching and illustration, patternmaking and draping, garment construction, textiles, critical analysis and computer aided design.

The curriculum exposes students to business practices, marketing and presentation that are critical to the success of apparel lines and brands. Students create a senior capstone collection with the opportunity to showcase at The Art Institute of Portland's annual fashion show.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Basic Skills: Demonstrate knowledge of apparel production processes from concept development through finished product.
- Process Skills: Demonstrate advanced skills in construction, draping and pattern making as well as product and concept development.
- Technology and Production: Demonstrate the ability to use industry software to develop technical sketches and computer design.
- Communication: Explain connections between world events and design, color, and forecasting trends in the apparel industry, and apply current events to business trends.
- Professional Practice: Demonstrate ability to apply professional standards and business concepts related to apparel design, including the ability to work collaboratively and to present and articulate concepts.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
AD103	Fundamentals of Construction	3
AD105	Survey of the Fashion Industry	3
AD203	Intermediate Construction	3
AD225	Digital Presentation for Apparel	3
AD229	Concept & Development I	3
AD230	Concept & Development II	3
AD233	Patternmaking I	3
AD234	Patternmaking II	3
AD235	Fashion Illustration	3
AD237	Advanced Fashion Illustration	3
AD243	Textile Fundamentals	3
AD320	Apparel Production Manufacturing	3
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART131	Drawing	3
ART231	Figure Construction I	3
	Lower Division Required Credits	48

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
AD303	Advanced Techniques for Construction	3
AD318	Specialized Patternmaking	3
AD353	Computer Technical Sketching	3
AD370	Foundation Portfolio	3
FM365	Fashion Forecasting	3
	Upper Division Required Credits	15
	Program Field Credits	63

LIBERAL ARTS		
Code	Title	Credits
HST316	Dress & Society I	3
HST317	Dress & Society II	3
HUM101	Design Foundations	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Science Elective	3
	Natural Science Elective	3
	Liberal Arts Required Credits	27
	TOTAL REQUIRED CREDITS	90

APPAREL DESIGN

Bachelor of Fine Arts: 180 Credits

The Apparel Design program explores industry practices from concept to consumer. Coursework incorporates technical sketching and fashion illustration, flat patternmaking and draping, computer-aided design, garment construction and fit, industry software knowledge, and conceptual and critical thinking. The curriculum offers exposure to global fashion business practices, product development, entrepreneurship and professional presentations.

The Bachelor of Fine Arts in Apparel Design degree program prepares graduates to seek entry-level positions within the apparel design industry by attaining a fundamental grounding in apparel design, technical illustration, design research and forecasting. The program includes an introduction to the theory and practice of creative design, draping, pattern drafting, construction and sewing. The student has the opportunity to enhance these skills through industry-standard computerized hardware and software systems. Advanced courses provide students with the opportunity to focus on specific design areas.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Design: Integrate the art of fashion design with the knowledge of materials and apparel production.
- Production Skills: Integrate textile knowledge and process skills in the production of garments from concept development to finished product
- Technology: Effectively employ industry software and equipment to design and produce garments and produce garment technical packages.
- Context and Critical Thinking: Evaluate interconnections of historical perspectives, global events, forecasting, design, and color to create products relevant to fashion industry business trends.
- Professionalism: Exemplify professional standards, ethics, and business concepts.
- Communication: Display the ability to professionally communicate their ideas visually and verbally.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
AD103	Fundamentals of Construction	3
AD105	Survey of the Fashion Industry	3
AD203	Intermediate Construction	3
AD225	Digital Presentation for Apparel	3
AD229	Concept & Development I	3
AD230	Concept & Development II	3
AD233	Patternmaking I	3
AD234	Patternmaking II	3
AD235	Fashion Illustration	3
AD237	Advanced Fashion Illustration	3
AD243	Textile Fundamentals	3
AD244	Draping	3
AD250	Computer Patternmaking I	3
AD272	Studio: Activewear	3
AD279	Digital Surface Design	3
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART131	Drawing	3

ART231	Figure Construction I	3
	Lower Division Required Credits	57

UPPER DIVISION REQUIRED COURSES

Code	Title	Credits
AD301	Surface Design	3
AD303	Advanced Techniques for Construction	3
AD310	Apparel Design Internship	3
AD313	Couture Sewing Techniques	3
AD318	Specialized Patternmaking	3
AD330	Concept & Development III	3
AD340	Knitwear	3
AD341	Principles of Fit	3
AD348	Apparel Development Practices	3
AD350	Computer Patternmaking II	3
AD353	Computer Technical Sketching	3
AD358	Sustainable Design	3
AD370	Foundation Portfolio	3
AD371	Tailoring	3
AD430	Portfolio/Career Development	3
AD471	Senior Collection I	6
AD473	Senior Collection II	6
FM321	Contemporary Designers	3
FM365	Fashion Forecasting	3
	Upper Division Program Electives, totaling 9 credits	9
	Upper Division Required Credits	72
	Program Field Credits	129

LIBERAL ARTS

Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
HST316	Dress & Society I	3
HST317	Dress & Society II	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Sciences Elective	3
	Laboratory Science Elective	3
	Liberal Arts Elective(s), totaling 6 credits	6
	Natural Science Elective(s), totaling 6 credits	6
	Liberal Arts Required Credits	51
	TOTAL REQUIRED CREDITS	180

BACHELOR OF FINE ARTS in APPAREL DESIGN - SUSTAINABILITY MINOR**LOWER DIVISION REQUIRED COURSES**

Code	Title	Credits
AD103	Fundamentals of Construction	3
AD105	Survey of the Fashion Industry	3
AD203	Intermediate Construction	3
AD225	Digital Presentation for Apparel	3
AD229	Concept & Development I	3
AD230	Concept & Development II	3
AD233	Patternmaking I	3
AD234	Patternmaking II	3
AD235	Fashion Illustration	3
AD237	Advanced Fashion Illustration	3
AD243	Textile Fundamentals	3
AD244	Draping	3
AD250	Computer Patternmaking I	3
AD272	Studio: Activewear	3
AD279	Digital Surface Design	3
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART131	Drawing	3
ART231	Figure Construction I	3
	Lower Division Required Credits	57

UPPER DIVISION REQUIRED COURSES

Code	Title	Credits
AD301	Surface Design	3
AD303	Advanced Techniques for Construction	3
AD310	Apparel Design Internship	3
AD313	Couture Sewing Techniques	3
AD318	Specialized Patternmaking	3
AD330	Concept & Development III	3
AD340	Knitwear	3
AD341	Principles of Fit	3
AD348	Apparel Development Practices	3
AD350	Computer Patternmaking II	3
AD353	Computer Technical Sketching	3
AD358	Sustainable Design	3
AD370	Foundation Portfolio	3
AD371	Tailoring	3
AD430	Portfolio/Career Development	3
AD471	Senior Collection I	6
AD473	Senior Collection II	6
FM321	Contemporary Designers	3
FM365	Fashion Forecasting	3
	Upper Division Program Elective	3
	Upper Division Required Credits	66
	Program Field Credits	123

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
ECOL201	Ecology	3
ECON211	Environmental Economics	3
EVS111	Environmental Science	3
HST316	Dress & Society I	3
HST317	Dress & Society II	3
HST341	History of the Environmental Movement	3
HUM101	Design Foundations	3
HUM372	Environmental Ethics	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
SOC221	Introduction to Sustainability	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Science Elective	3
	Natural Science Elective	3
	Liberal Arts Required	57
	TOTAL REQUIRED CREDITS	180

FASHION MARKETING

Bachelor of Fine Arts: 180 Credits

A fashion marketer may forecast trends, produce fashion shows, own a boutique or work in media to define and shape the fashion world. Fashion marketers emphasize innovation and creativity, ethical considerations and the influences of the global market when researching and developing marketable products.

The Fashion Marketing program at The Art Institute of Portland exposes students to the apparel industry from a business standpoint, offering them the knowledge and skills needed to effectively market companies, create advertising campaigns and identify appropriate messaging to target demographics. Courses in retail buying, direct marketing development and merchandising are designed to prepare students for product development projects that are completed in collaboration with students studying in The Art Institute of Portland's other fashion programs. The annual fashion show is just one of the many opportunities for the fashion marketing students to get involved in the many facets of the fashion world.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- **Technology:** Utilize advanced business and design software for marketing, management, publications, social media, communication and visual merchandising.
- **Marketing:** Analyze consumer behavior utilizing target markets, demographics, product development, psychographics, and cultural, social and individual variables to influence the buyer decision process.
- **Management:** Apply the elements of management processes including personnel, operations, finance, and supply chain distribution.
- **Visual Merchandising:** Design and critique visual merchandising as a communication tool to target-market merchandise to the consumer.
- **Professionalism:** Demonstrate professional presentation skills through integrating and articulating appropriate communication skills, knowledge of fashion marketing and management and industry standards, professional practices, and ethics.
- **Branding:** Evaluate and assess fashion branding, utilizing product trends, brand identity, and forecasting as related to creating a brand image.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
AD105	Survey of the Fashion Industry	3
AD209	Apparel Evaluation & Construction	3
AD225	Digital Presentation for Apparel	3
AD229	Concept & Development I	3
AD243	Textile Fundamentals	3
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART141	Basic Photographic Techniques	3
BA121	Introduction to Business	3
BA227	Business Communications	3
BA233	Communication Design	3
BA241	Principles of Marketing	3
BA250	Principles of Accounting	3
BA255	Intellectual Property Law	3
FM204	Retail Math	3
FM224	Retailing	3
FM234	Selling Techniques	3
FM240	Retail Buying	3
FM280	Visual Merchandising & Display	3
PHD270	Digital Image Illustration	3
	Lower Division Program Elective	3
	Lower Division Required Credits	63

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
FM480	Advanced Merchandising & Display	3
AD325	Fashion Event Production	3
AD348	Apparel Development Practices	3
AD358	Sustainable Design	3
AD370	Foundation Portfolio	3
AD430	Portfolio/Career Development	3
ADV468	Interactive Advertising	3
BA330	Presentation Graphics	3
BA347	Market Research	3
DMG301	Project Management	3
DMG311	Brand Strategy	3
FM340	Advanced Retail Buying	3
FM310	Fashion Marketing Internship	3
FM321	Contemporary Designers	3
FM365	Fashion Forecasting	3
FM425	Writing for Fashion	3
FM440	Fashion Entrepreneurship	3
FM451	Catalog Development & Non-Store Retailing	3
	Upper Division Program Electives, totaling 12 credits	12
	Upper Division Required Credits	66
	Program Field Credits	129

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
HST316	Dress & Society I	3
HST317	Dress & Society II	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Science Elective	3
	Laboratory Science Elective	3
	Liberal Arts Elective(s), totaling 6 credits	6
	Natural Science Elective(s), totaling 6 credits	6
	Liberal Arts Required Credits	51
	TOTAL REQUIRED CREDITS	180

BACHELOR OF FINE ARTS in FASHION MARKETING - SUSTAINABILITY MINOR		
LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
AD105	Survey of the Fashion Industry	3
AD209	Apparel Evaluation & Construction	3
AD225	Digital Presentation for Apparel	3
AD229	Concept & Development I	3
AD243	Textile Fundamentals	3
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART141	Basic Photographic Techniques	3
BA121	Introduction to Business	3
BA227	Business Communications	3
BA233	Communication Design	3
BA241	Principles of Marketing	3
BA250	Principles of Accounting	3
BA255	Intellectual Property Law	3
FM204	Retail Math	3
FM224	Retailing	3
FM234	Selling Techniques	3
FM240	Retail Buying	3
FM280	Visual Merchandising & Display	3
PHD270	Digital Image Illustration	3
	Lower Division Program Elective	3
	Lower Division Required Credits	63

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
AD325	Fashion Event Production	3
AD348	Apparel Development Practices	3
FM340	Advanced Retail Buying	3
AD358	Sustainable Design	3
AD370	Foundation Portfolio	3
AD430	Portfolio/Career Development	3
ADV468	Interactive Advertising	3
BA330	Presentation Graphics	3
BA347	Market Research	3
DMG301	Project Management	3
DMG311	Brand Strategy	3
FM480	Advanced Visual Merchandising Display	3
FM310	Fashion Marketing Internship	3
FM321	Contemporary Designers	3
FM365	Fashion Forecasting	3
FM425	Writing for Fashion	3
FM440	Fashion Entrepreneurship	3
FM451	Catalog Development & Non-Store Retailing	3
	Upper Division Program Elective(s), totaling 6 credits	6
	Upper Division Required Credits	60
	Program Field Credits	123

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
ECOL201	Ecology	3
ECON211	Environmental Economics	3
EVS111	Environmental Science	3
HST316	Dress & Society I	3
HST317	Dress & Society II	3
HST341	History of the Environmental Movement	3
HUM101	Design Foundations	3
HUM372	Environmental Ethics	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
SOC221	Introduction to Sustainability	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Science Elective	3
	Natural Science Elective	3
	Liberal Arts Required Credits	57
	TOTAL REQUIRED CREDITS	180

DIGITAL FILM & VIDEO

Bachelor of Fine Arts: 180 Credits

The Digital Film & Video department is designed to offer students the tools they need to find their individual strengths. Our goal is to provide a comprehensive aesthetic and technical foundation in all aspects of narrative and documentary digital filmmaking by balancing theory with hands-on production courses taught by established professionals.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- **Communication:** Integrate the elements of storytelling and collaborate with and direct participants in a project to communicate ideas to an intended audience.
- **Context:** Evaluate aesthetics and a wide range of stories in various genres and film history and develop research skills to support creative vision and outcome.
- **Pre-Production:** Conceptualize and create scripts, story boards, and production development plans.
- **Production:** Direct and execute successful production plans; identify, anticipate and find solutions to technical, logistical, storytelling, and personnel problems; integrate theory, techniques, and terminology of the field; and apply cinematography, lighting, and audio as components of the storytelling process.
- **Post-Production:** Integrate technical aptitude, aesthetic decision-making, and an awareness of intended audience through technical proficiency in editing and assembling audio and video elements of a film.
- **Professionalism:** Present and conduct themselves professionally; demonstrate knowledge of the film industry and industry expectations; and apply business principles and practices while maintaining legal and ethical standards.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART122	Visual Thinking	3
ART141	Basic Photographic Techniques	3
DFV101	Principles of Digital Film & Video	3
DFV131	Introduction to Audio	3
DFV141	Introduction to Video Production	3
DFV211	Digital Video Production	3
DFV212	Introduction to Editing	3
DFV223	Intermediate Camera & Lighting Techniques	3
DFV252	Fundamentals of Scriptwriting	3
DFV253	Scriptwriting	3
DFV255	Story Development & Ideation	3
DFV281	Digital Documentary Production	3
GD121	Introduction to Computer Graphics	3
HUM134	Fundamentals of Acting	3
MA136	Image Manipulation	3
VEMG121	Introduction to Visual Effects	3
WDIM225	Web Design Fundamentals	3
	Lower Division Program Elective(s), totaling 6 credits	6
	Lower Division Required Credits	63

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
DFV301	Digital Short	3
DFV304	Production Design & Art Direction	3
DFV310	Digital Film & Video Internship	3
DFV313	Non-linear Editing	3
DFV330	Production Planning	3
DFV331	Motion & Broadcast Graphics I	3
DFV333	Sound Design	3
DFV334	Studio Sound Recording	3
DFV341	Production Sound Recording	3
DFV344	Finishing Strategies	3
DFV351	Directing	3
DFV377	Foundation Portfolio	3
DFV413	Advanced Non-linear Editing	3
DFV417	Digital Portfolio & Professional Development	3
DFV490	Senior Project/Studio I: Pre-Production	3
DFV491	Senior Project/Studio II: Production	3
DFV492	Senior Project/Studio III: Post-Production	3
	Upper Division Program Electives, totaling 9 credits	9
	Upper Division Required Credits	60
	Program Field Credits	123

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
HST306	History of Media & Technology I	3
HST307	History of Media & Technology II	3
HUM101	Design Foundations	3
HUM340	American Film Genres	3
HUM356	History of Film	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Sciences Elective	3
	Laboratory Science Elective	3
	Liberal Arts Elective(s), totaling 6 credits	6
	Natural Science Elective(s), totaling 6 credits	6
	Liberal Arts Required Credits	57
	TOTAL REQUIRED CREDITS	180

GAME ART & DESIGN

Bachelor of Fine Arts: 180 Credits

Game art and design is a discipline in playful creativity. To entertain an idea is to allow it to play in one's mind. The product is the creation of a virtual environment that engages our senses and entertains us in innovative ways. Game artists use traditional forms of media, as well as radically new kinds of tools, to communicate their ideas and realize their visions. Game artists work individually and as part of a creative team to weave together many different aspects of the look, feel and sound of a virtual environment.

Game designers create the game story, the game logic, the game space, history and timeline, fashioning together color, composition, texture, sound, 3D modeling and motion techniques. The program is designed to provide the nuts and bolts of how games and imaginary worlds of animation are created – they draw, sculpt, write, think, speak, work together and become adept at many kinds of software – driven by a passion for play.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Core Skills: Demonstrate the ability to apply design and art skills, both traditional and digital, towards game related projects. Graduates should employ the principles of gaming, balance and usability to plan and create game rules, mechanics, environments, aesthetics and experiences.
- Principles of Gaming: Employ the principles of gaming, to plan, design, and create environments, level play, background stories, and characters.
- Industry Readiness : Demonstrate the requisite skills in presentation, interviewing, networking, resume-building and game business knowledge critical to seeking an entry-level artist and/or designer position in the industry.
- Technology and Production: Demonstrate the ability to apply the skills necessary to create quality game-ready assets using industry standard techniques and tools.
- Professional Practice: Demonstrate knowledge of the managerial and developmental aspects of the game production pipeline and demonstrate knowledge of planning, budgeting, specifications, constraints, scope, teamwork, problem solving, and deadlines that go into making a market-ready game.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART104	Three Dimensional Design	3
ART131	Drawing	3
ART134	Intermediate Drawing	3
ART231	Figure Construction I	3
ART232	Figure Modeling	3
DFV255	Story Development & Ideation	3
GA101	Introduction to Game Development	3
GA131	3D Modeling & Animation I	3
GA132	3D Modeling & Animation II	3
GA205	Game Design & Play	3
GA211	Game Production Pipeline	3
GA250	Lighting & Texture for Games I	3
GA262	Lighting & Texture I	3
MA125	Introduction to 3D Animation	3
MA136	Image Manipulation	3
MA251	Background Design & Layout	3
MA266	Intermediate 3D Modeling	3
	Lower Division Program Elective(s) totaling 6 credits	6
	Lower Division Required Credits	63

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
GA306	Scripting for 3D Tools	3
GA311	Level Design	3
GA312	Advanced Level Design	3
GA325	Game Narrative	3
GA331	Interactive Game Prototyping	3
GA334	Comparative 3D Software	3
GA350	Lighting & Texture for Games II	3
GA361	Hard Surface Modeling	3
GA377	Foundation Portfolio	3
GA415	Low Polygon Modeling & Animation	3
GA421	Game Pre-Production	3
GA422	Game Production Team	3
GA423	Game Post-Production Team	3
GA427	Portfolio Presentation	3
GA431	Advanced Game Prototyping	3
MA391	Character Setup	3
	Upper Division Program Elective(s), totaling 15 credits	15
	Upper Division Required Credits	63
	Program Field Credits	126

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
BI131	Anatomy & Movement	3
CS114	Logical Thought & Programming	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Science Elective	3
	Laboratory Science Elective	3
	Liberal Arts Elective(s), totaling 6 credits	6
	Natural Science Elective	3
	Upper Division Cultural History Elective(s), totaling 6 credits	6
	Liberal Arts Required Credits	54
	TOTAL REQUIRED CREDITS	180

MEDIA ARTS & ANIMATION

Bachelor of Fine Arts: 180 Credits

Media arts and animation is a time-based art form. Animators are skilled and specialized visual communicators who combine individual artistic talent with technical expertise to create designs, and develop story elements and character environments. Animators create impressions in a moving image format. Animation has the power to mesmerize, educate, entertain and influence.

The Media Arts & Animation program is designed to help students develop skills in 2D and 3D animation, drawing, color, composition, storyboarding and design, enabling students to produce a digital portfolio that demonstrates their practical and technical skills. Animators are skilled visual communicators who may seek employment with advertising, entertainment, education, legal, governmental, technical and entrepreneurial clients, studios, agencies and organizations.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Demonstrate application of learned concepts from foundation level art courses. These would include: drawing, color, form, design, composition and foundation level digital art skills.
- Demonstrate an applied technical knowledge of animation tools and software according to current industry standards.
- Demonstrate a practical understanding and application in the principles of animation, acting and movement and cinematic storytelling as it relates to 2D and 3D animation (as applicable).
- Demonstrate professionalism, through the creation and presentation of a demo-reel and self-promotion package, according to current industry standards.
- Demonstrate the ability to conceptualize, plan, execute, and deliver quality animation projects.
- Demonstrate the ability to work on team-based projects.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART131	Drawing	3
ART134	Intermediate Drawing	3
ART231	Figure Construction I	3
ART241	Figure Construction II	3
DFV134	Acting Fundamentals	3
DFV212	Introduction to Editing	3
DFV252	Fundamentals of Scriptwriting	3
GA131	3D Modeling & Animation I	3
GA132	3D Modeling & Animation II	3
GA262	Lighting & Texture I	3
MA101	Language of Animation & Film	3
MA121	2D Animation	3
MA125	Intro to 3D Animation	3
MA136	Image Manipulation	3
MA221	Intermediate 2D Animation	3
MA251	Background Design & Layout	3
MA252	Storyboard	3
MA254	Character & Object Design	3
MA265	Intermediate 3D Animation Techniques	3
MA266	Intermediate 3D Modeling	3
MA271	Digital Ink & Paint	3
	Lower Division Program Electives, totaling 6 credits	6
	Lower Division Required Credits	75

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
DFV331	Motion & Broadcast Graphics I	3
GA304	Digital Sculpting	3
GA334	Comparative 3D Software	3
MA321	Advanced 2D Animation	3
MA361	Advanced 3D Modeling	3
MA362	Advanced 3D Texturing	3
MA363	Advance 3D Animation	3
MA377	Foundation Portfolio	3
MA385	Pre-Production Team	3
MA387	Web Animation	3
MA391	Character Setup	3
MA427	Digital Portfolio	3
MA435	Animation Post-Production	3
MA485	Production Team	3
MA491	Senior Studio I	3
MA492	Senior Studio II	3
VEMG361	3D Effects I	3
	Upper Division Program Electives, totaling 6 credits	6
	Upper Division Required Credits	57
	Program Field Credits	132

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	The Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
BI131	Anatomy & Movement	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Sciences Elective	3
	Laboratory Science Elective	3
	Liberal Arts Elective	3
	Natural Science Elective	3
	Social Science Elective(s), totaling 6 credits	6
	Liberal Arts Required Credits	48
	TOTAL REQUIRED CREDITS	180

PHOTOGRAPHY & DESIGN

Bachelor of Fine Arts: 180 Credits

Photography is fundamental to visual expression in our culture and The Art Institute of Portland's Photography & Design program integrates personal artistic development with an intensive focus on technical skills. Students have the opportunity to explore contemporary photographic applications of digital technology, including black and white processing, color and alternative processes; digital imaging and finishing techniques; studio and location lighting; branding and commercial work; studio management; fashion photography; portraiture; and experimental work.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Professional Presentation: Produce a portfolio of original work for current media and multiple platforms, demonstrating industry standards, personal interest and career specialization.
- Critical Thinking: Articulate how they place themselves and their work within a historical and cultural context.
- Visual Communication: Use problem-solving processes to produce visually compelling imagery reflective of their personal styles and visions.
- Business Skills: Demonstrate the ability to conceptualize, plan and implement marketing strategies and a business model reflective of industry standards, while demonstrating personal motivation and ethical practices.
- Knowledge: Demonstrate a comprehensive knowledge of the theory of applied photography and demonstrate practical technical excellence gained in their various areas of photographic studies.
- Digital Skills: Demonstrate the ability to use photographic equipment and software correctly, including proper usage of image manipulation and digital illustration.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART122	Visual Thinking	3
DFV212	Introduction to Editing	3
DFV255	Story Development & Ideation	3
GD121	Introduction to Computer Graphics	3
GD123	Typography I	3
GD251	Digital Layout & Design	3
MA136	Image Manipulation	3
PHD101	Introduction to Photography & Design	3
PHD102	Lighting	3
PHD141	Digital Photo Techniques	3
PHD210	Photojournalism	3
PHD214	Advanced Lighting	3
PHD216	Studio Photography	3
PHD220	Business of Photography	3
PHD225	Digital Printing	3
PHD270	Digital Image Illustration	3
WDIM225	Web Design Fundamentals	3
	Lower Division Program Elective	3
	Lower Division Required Credits	60

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART310 OR ART320	Guerilla Darkroom OR Pinhole Camera Meets Digital World	3
DMG311	Brand Strategy	3
GD386	Art Direction	3
PHD304	The Law & Ethics of Photography	3
PHD310	Photography & Design Internship	3
PHD312	Location Photography	3
PHD313	Editorial Photography	3
PHD314	Video for Photographers	3
PHD320	Advanced Photo Illustration	3
PHD330	Photo Essay I	3
PHD377	Foundation Portfolio	3
PHD410	Photo Essay II	3
PHD416	Advanced Studio Photography	3
PHD425	Advanced Printing Techniques	3
PHD426	Web Portfolio	3
PHD427	Portfolio/Thesis Exhibition	3
	Upper Division Program Electives, totaling 12 credits	12
	Upper Division Required Credits	60
	Program Field Credits	120

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
HST306	History of Media & Technology I	3
HST307	History of Media & Technology II	3
HUM101	Design Foundations	3
HUM351	History of Photography I	3
HUM352	History of Photography II	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Science Elective	3
	Laboratory Science Elective	3
	Liberal Art Electives, totaling 9 credits	9
	Natural Science Elective(s), totaling 6 credits	6
	Liberal Arts Required Credits	60
	TOTAL REQUIRED CREDITS	180

VISUAL EFFECTS & MOTION GRAPHICS
Bachelor of Fine Arts: 180 Credits

The Visual Effects & Motion Graphics program is designed to provide students with the unique opportunity to work individually and collaboratively within a framework of production-based classes that reflect real-world experience. Our goal is to teach students the art of technology by teaching concepts, critical thinking and content.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Demonstrate the ability to use traditional design skills in the production of digital art projects.
- Demonstrate an applied technical knowledge of compositing, effects, animation tools and software according to current industry standards.
- Demonstrate professionalism through the creation and presentation of a demo-reel and self-promotion package, according to current industry standards.
- Apply visual effects and motion graphics skills to meet the needs of corporate communication, television, motion picture, video production, and other media outlets.
- Demonstrate the ability to conceptualize, plan, execute, and deliver quality visual effects and motion graphic projects.
- Demonstrate the ability to work on team-based projects.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART122	Visual Thinking	3
ART141	Basic Photographic Techniques	3
CS114	Logical Thought & Programming	3
DFV131	Introduction to Audio	3
DFV141	Introduction to Video Production	3
DFV212	Introduction to Editing	3
DFV223	Intermediate Camera & Lighting Techniques	3
DFV255	Story Development & Ideation	3
GA131	3D Modeling & Animation I	3
GA132	3D Modeling & Animation II	3
GA262	Lighting & Texture I	3
GD121	Introduction to Computer Graphics	3
GD123	Typography I	3
MA136	Image Manipulation	3
MA252	Storyboard	3
MA266	Intermediate 3D Modeling	3
VEMG121	Introduction to Visual Effects	3
VEMG221	Intermediate Visual Effects	3
WDIM225	Web Design Fundamentals	3
	Lower Division Program Elective(s), totaling 6 credits	6
	Lower Division Required Credits	69

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
DFV331	Motion & Broadcast Graphics I	3
GA306	Scripting for 3D Tools	3
GA411	Digital Matte Painting	3
MA336	Image Manipulation & Compositing	3
MA391	Character Setup	3
VEMG310	Visual Effects & Motion Graphics Internship	3
VEMG321	Advanced Visual Effects I	3
VEMG361	3D Effects I	3
VEMG365	3D Motion Graphics	3
VEMG377	Foundation Portfolio	3
VEMG381	Production Studio I	3
VEMG421	Advanced Visual Effects II	3
VEMG427	Digital Portfolio	3
VEMG431	Motion & Broadcast Graphics II	3
VEMG461	3D Effects II	3
VEMG481	Production Studio II	3
	Upper Division Program Elective(s), totaling 9 credits	9
	Upper Division Required Credits	57
	Program Field Credits	126

LIBERAL ARTS		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
	Computer Science Elective	3
HST306	History of Media & Technology I	3
HST307	History of Media & Technology II	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Laboratory Science Elective	3
	Liberal Arts Electives, totaling 9 credits	9
	Natural Science Elective(s), totaling 6 credits	6
	Liberal Arts Required Credits	54
	TOTAL REQUIRED CREDITS	180

VISUAL & GAME PROGRAMMING

Bachelor of Science: 180 Credits

Visual and game programming is the combination of artistic and technical skill—the eye of the artist and the mind of the programmer—required to create a virtual environment. Like a traditional computer science program, the program is designed to teach coding, but students also have the opportunity to learn how to envision and realize a project as an architect in virtual space. Students can choose between two tracks, technical directing or visual programming and work in concert with Game Art & Design (BFA) students to create prototype games.

The student in this field is likely to be an avid gamer but also possess a logical mind—a left and right brain thinker—someone who can envision a virtual environment as well as devise programming code to make that environment a reality. Visual & Game Programming program graduates are prepared to seek entry-level positions in this demanding, exciting and dynamic field.

Student Learning Outcomes

Upon completion of this program, graduates should be able to:

- Communication: Demonstrate written and oral communication skills needed to present their work professionally, interactive communication skills essential to work as a team member, the skills to produce game design documents, and the ability to market themselves effectively.
- Critical Thinking and Problem Solving: Demonstrate essential skills to solve technical and conceptual problems. They can evaluate games critically and analyze computer code for correctness.
- Technical Production: Demonstrate the ability to use technical programming concepts, and digital art methods in the production of gaming projects; an understanding of concepts and terminology in object-oriented programming; an ability to choose appropriate data structures and algorithms.
- Quantitative Reasoning: Demonstrate knowledge of industry-specific quantitative methods required for gaming projects. They can apply algorithmic reasoning and computational theory to game design.
- Context: Demonstrate the ability to analyze games based on game theory, strategy, and historical context. They are familiar with the physics of motion, light, and sound, applying the laws of physics to game design. They can apply the mathematical representations of position, motion, interaction, and shape to the representation of motion, curves and surfaces.
- Professional Practice: Demonstrate knowledge of the game production pipeline. They demonstrate knowledge of planning, scope, soft skills, deadlines and economics necessary to produce a market-ready interactive game from concept to final product.

LOWER DIVISION REQUIRED COURSES		
Code	Title	Credits
ART101	Principles of Visual Communication	3
ART102	Color Theory	3
ART131	Drawing	3
ART231	Figure Construction I	3
CS114	Logical Thought & Programming	3
CS212	C++ Programming	3
GA101	Introduction to Game Development	3
GA131	3D Modeling & Animation I	3
GA132	3D Modeling & Animation II	3
GA205	Game Design & Play	3
MA265	Intermediate Animation Techniques	3
GA262	Lighting & Texture I	3
MA136	Image Manipulation	3
MA266	Intermediate 3D Modeling	3
MTH261	Discrete Math	3
WDIM161	Web Scripting: CSS	3
WDIM262	Web Scripting: JavaScript	3
	Lower Division Program Elective	3
	Lower Division Required Credits	54

UPPER DIVISION REQUIRED COURSES		
Code	Title	Credits
CS302	Intermediate Object-Oriented Programming	3
CS312	Advanced Programming	3
CS341	Introduction to Computer Architecture	3
GA306	Scripting for 3D Tools	3
GA311	Level Design	3
GA312	Advanced Level Design	3
GA331	Interactive Game Prototyping	3
GA421	Game Pre-Production	3
GA422	Game Production Team	3
GA423	Game Post-Production Team	3
GA427	Portfolio Presentation	3
GA431	Advanced Game Prototyping	3
MA391	Character Setup	3
VGP351	Computer Graphics Programming I	3
VGP352	Computer Graphics Programming II	3
VGP353	Computer Graphics Programming III	3
VGP363	Computer Graphics Programming: Modeling	3
VGP401	Artificial Intelligence	3
VGP463	Computer Graphics Programming: Advanced Topics	3
WDIM331	Database Management Concepts	3
	Two (2) Upper Division Program Electives	6
	Upper Division Required Credits	66
	Program Field Credits	120

LIBERAL ARTS		
Code	Title	Credits
ART255	Art History: Art & Ideas	3
HST306	History of Media & Technology I	3
HST307	History of Media & Technology II	3
HUM101	Design Foundations	3
ICOR490	Senior Seminar	3
MTH104	College Mathematics	3
MTH116	Algebra & Trigonometry	3
MTH251	Calculus I	3
MTH252	Calculus II	3
MTH330	Linear Algebra & Geometry	3
PHY325	Physics & Dynamic Simulations	3
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3
	Computer Science Elective	3
	Computer Science, Natural Science, Social Science or Mathematics Electives, totaling 9 credits	9
	HST306 History of Media and Technology OR HST307 History of Media and Technology II	3
	Upper Division Humanities Elective	3
	Liberal Arts Required Credits	60
	TOTAL REQUIRED CREDITS	180

Liberal Arts Electives

The Art Institute of Portland liberal arts course work is designed to foster students' intellectual and creative endeavors by offering courses in the humanities, the social sciences, the natural sciences, computer science, written communication, and mathematics.

COMPUTER SCIENCES		
Code	Title	Credits
CS105	Internet Concepts	3
CS114	Logical Thought & Programming	3
CS211	Intermediate Computer Science	3
CS212	C++ Programming	3
CS302	Intermediate Object-Oriented Programming	3
CS312	Advanced Programming	3

HUMANITIES		
Code	Title	Credits
ART204	Ancient to Gothic History: Objects, Art & Artifacts	3
ART205	Rise of Artistic Individuality	3
ART206	Revolution: The Roots of 19th & 20th Century Art	3
ART255	Art History: Art & Ideas	3
HUM101	Design Foundations	3
HUM113	History of Popular Culture	3
HUM134	Fundamentals of Acting	3
HUM201	Visual Culture	3
HUM234	Painting: Theory & Practice	3
HUM236	Sculpture: Theory & Practice	3
HUM238	Printmaking: Theory & Practice	3
HUM325	Creative Writing	3
HUM340	American Film Genres	3
HUM351	History of Photography I	3
HUM352	History of Photography II	3
HUM354	Film Criticism	3
HUM356	History of Film	3
HUM358	Architecture of the Late 20th Century	3
HUM363	Archetypes in Literature	3
HUM372	Environmental Ethics	3
HUM440	Ethnographic Art	3
PHL101	Introduction to Philosophy	3
PHL102	Introduction to Ethics	3
PHL311	Aesthetics	3
PHL490	Seminar in Philosophy	3

MATHEMATICS		
Code	Title	Credits
MTH104	College Mathematics	3
MTH251	Calculus I	3
MTH252	Calculus II	3
MTH261	Discrete Math	3
MTH330	Linear Algebra & Geometry	3

NATURAL SCIENCES		
Code	Title	Credits
BI131	Anatomy & Movement	3
BI231	Biomechanics	3
ECOL201	Ecology	3
EVS111	Environmental Science	3
GEOG102	Cultural Geography	3
GEOL111	Introduction to Earth Science	3
PHY111	Applied Physics	3
PHY131	Astronomy	3
PHY325	Physics & Dynamic Simulations	3

SOCIAL SCIENCES		
Code	Title	Credits
ANTH103	Introduction to Cultural Anthropology	3
ANTH368	Folklore in American Pop Culture	3
ANTH342	Anthropology of Food	3
ECON105	Introduction to Economics	3
ECON211	Environmental Economics	3
HST174	Topics in Eastern Civilization	3
HST301	History of Architecture & Interiors I	3
HST302	History of Architecture & Interiors II	3
HST303	History of Furniture & the Decorative Arts	3
HST304	Design History I	3
HST305	Design History II	3
HST306	History of Media & Technology I	3
HST307	History of Media & Technology II	3
HST316	Dress & Society I	3
HST317	Dress & Society II	3
HST331	Theories of Design in the Early 20th Century	3
HST333	Late 20th Century Theories of Design	3
HST335	Portland: History and Architecture	3
HST337	History & Theory of Urban Design	3
HST341	History of the Environmental Movement	3
HST345	American Social & Cultural History	3
HST352	Chinese Cultural History	3
HST355	Japanese Cultural History	3
HST373	Topics in Cultural History	3
HST493	Special Topics	3
ICOR490	Senior Seminar	3
PS101	Political Science: Modern World Governments	3
PS105	American Politics & Power Structures	3
PS273	Area Studies	3
PS368	War and Society	3
PSY204	General Psychology	3
PSY335	Psychology of Creativity	3
PSY443	Psychosocial Aspects of Dress	3
SOC204	General Sociology	3
SOC221	Introduction to Sustainability	3

WRITTEN ELECTIVE		
Code	Title	Credits
WR121	English Composition I	3
WR125	Argumentation & Research	3
WR126	Writing & the Literary Arts	3

COURSE DESCRIPTIONS

Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student's responsibility to participate in the activities that will lead to successfully meeting the learning outcomes.

Course prerequisites are to be observed to assure appropriate student skill development. Information may be subject to change. Changes to this information will be available in a subsequent catalog version or catalog addendums.

ACD189 Independent Study (3)

Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA

Student-driven study under instructor supervision. Further development of a special interest within the major field.

ACD289 Independent Study (3)

Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA

Student-driven study under instructor supervision. Further development of a special interest within the major field.

ACD389 Independent Study (3)

Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA

Student-driven study under instructor supervision. Further development of a special interest within the major field.

ACD489 Independent Study (3)

Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA

Student-driven study under instructor supervision. Further development of a special interest within the major field.

AD103 Fundamentals of Construction (3)

Prerequisite: none

Introduction to apparel industry sewing standards and techniques. Fundamental skills as applied to the construction of a basic garment utilizing industrial equipment.

AD105 Survey of the Fashion Industry (3)

Prerequisite: none

Overview of the fashion industry examining how products are designed, created, produced and marketed

AD203 Intermediate Construction (3)

Prerequisite: AD103

Application of intermediate and industrial construction techniques to further refine construction skills.

AD209 Apparel Evaluation & Construction (3)

Prerequisite: AD243

Evaluation of the equation between quality and cost in garments. Identification and analysis of trims, fabrics, and construction in relationship to price point.

AD225 Digital Presentation for Apparel (3)

Prerequisite: AD105

Development of presentation boards and technical illustrations manually and by computer aided design technology.

AD229 Concept & Development I (3)**Prerequisite:** FM365 and AD235 or BA241

Design principles applied to the creation of marketable concepts and designs derived from research and practices within the fashion industry.

AD230 Concept & Development II (3)**Prerequisite:** AD229

Advanced design processes and presentation skills utilizing computer aided design technology.

AD233 Patternmaking I (3)**Prerequisite:** AD103

Introduction to the principles of patternmaking. Development from flat pattern through drafting of basic blocks.

AD234 Patternmaking II (3)**Prerequisite:** AD203 and AD233

Flat pattern techniques in accordance with garment trade practices. Emphasis on the manipulation of patterns for more complex designs.

AD235 Fashion Illustration (3)**Prerequisite:** ART231

Rendering the fashion figure, garments, details and fabric types.

AD237 Advanced Fashion Illustration (3)**Prerequisite:** AD235

Advanced drawing techniques for rendering the fashion figure. Render garment and fabric types in a variety of media.

AD243 Textile Fundamentals (3)**Prerequisite:** none

Study of textiles exploring natural and manufactured fibers, structure, production, end use and characteristics.

AD244 Draping (3)**Prerequisite:** AD203 and AD234

Introduction to the principles and techniques of draping. Proportion, line, grain and fit are analyzed.

AD250 Computer Patternmaking I (3)**Prerequisite:** AD233

Patternmaking utilizing industry standard software.

AD272 Studio: Activewear (3)**Prerequisite:** AD318

Technical knowledge applied to the development of original activewear designs utilizing knits and technical fabrics. Research, design, pattern and prototype development.

AD279 Digital Surface Design (3)**Prerequisite:** AD229

Introduction to the applications of print design. Digital development of repeats, pattern layout and texture mapping.

AD301 Surface Design (3)**Prerequisite:** AD229 and AD243

Manual design applications of colors, prints and motifs on a variety of fabrications.

AD302 Leather Apparel Design (3)

Prerequisite: AD234 and AD244

An introduction to designing a leather or faux leather apparel collection. Course material will cover industry history, practices, processes, testing and design.

AD303 Advanced Techniques for Construction (3)

Prerequisite: AD203

Advanced construction techniques applied to a structured garment.

AD310 Apparel Design Internship (3)

Prerequisite: Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded. Grading: Pass-No Pass only.

AD313 Couture Sewing Techniques (3)

Prerequisite: AD303

Couture sewing and patternmaking techniques involving fitting, fabric selection, proper cutting techniques and inner construction methods.

AD316 Advanced Couture (3)

Prerequisite: AD313

Building on the skills learned in Couture Sewing Techniques, students concentrate on underlining, marking, inner construction, hand sewing and finishing techniques. They will use fine fabrics to produce a garment project.

AD318 Specialized Patternmaking (3)

Prerequisite: AD234

Patternmaking and construction techniques for stretch fabrics.

AD320 Apparel Production Manufacturing (3)

Prerequisite: AD353

Overview of the product line management system and its processes in the global apparel market. Analyze and execute all components of a technical package; garment construction, materials, costing, detailed technical sketches, applied branding, garment fit and grading.

AD325 Fashion Event Production (3)

Prerequisite: Sophomore Standing

The process of planning, managing, promoting and staging a fashion show. This course may be repeated for a maximum of six credits.

AD326 New Concepts in Patternmaking (3)

Prerequisite: AD234 and AD244

New and advanced concepts in patternmaking including Transformational and Zero-waste.

AD330 Concept & Development III (3)

Prerequisite: AD230 and AD370

Market research, development of concepts, technical drawings and the sourcing of materials for Senior Collection.

AD332 Apparel Pattern Grading (3)

Prerequisite: AD234 and AD250

The principles of grading production-ready patterns to achieve size variations for men's and women's clothing.

AD340 Knitwear (3)**Prerequisite: AD230 and AD318**

Introduction to the history, design and production of knitwear. Basics of yarn selection, stitch patterns, and the creation of a sample garment on a knitting machine will be included.

AD341 Principles of Fit (3)**Prerequisite: AD244 and AD303**

Principles and techniques for fitting garments on a body and translating changes back to a flat pattern.

AD348 Apparel Development Practices (3)**Prerequisite: AD370**

Simulation within a group setting of product development processes from concept to consumer.

AD350 Computer Patternmaking II (3)**Prerequisite: AD250**

Industrial application of patternmaking, including revising style lines, grading and creating production ready patterns and marker making.

AD353 Computer Technical Sketching (3)**Prerequisite: AD225**

Computer generated production package consisting of costing analysis, size specification, construction standards, materials and production methods and front and back flats.

AD355 Experimental Design in Clothing (3)**Prerequisite: AD370**

Exploration of alternatives to traditional methods, silhouettes and materials in the production of garments.

AD358 Sustainable Design (3)**Prerequisite: WR125 and AD243**

Analysis of all aspects of environmental apparel and apparel accessory design, including its past, present and future.

AD370 Foundation Portfolio (3)**Prerequisite: Academic Department Chair Approval**

Development of portfolio, resume and cover letter. Job search techniques, interviewing skills, internship opportunities and approaches to networking.

AD371 Tailoring (3)**Prerequisite: AD303**

Trend research, design, technical development and construction techniques as applied to tailored woolen apparel.

AD373 Studio: Men's Wear (3)**Prerequisite: AD370**

Design, research and construction considerations for menswear. Development of slopers for men.

AD376 Studio: Outerwear (3)**Prerequisite: AD272**

Research, design and apparel development of outerwear. Focus on technical fabrics and handling techniques.

AD378 Lingerie (3)**Prerequisite: AD272**

History, current market trends and the specific construction techniques for lingerie.

AD416 Advanced Draping (3)**Prerequisite: AD244**

Development of original designs through advanced research and pattern development through draping. Emphasis on fabric challenges, including bias, knits and stripes.

AD430 Portfolio/Career Development (3)**Prerequisite: Senior Standing or Academic Department Chair Approval**

Completion of final portfolio and appropriate supporting materials.

AD432 Computer Pattern Grading (3)**Prerequisite: AD244 and AD370**

Computer-aided pattern drafting with applications of patternmaking, including revising style lines, grading production ready patterns and making markers.

AD455 Wardrobe: Film & TV (3)**Prerequisite: AD370**

Design concepts related to film, video and commercial wardrobe and costume. Script analysis, production management and crew organization.

AD471 Senior Collection I (6)**Prerequisite: AD330**

Completion of technical drawings, specifications, patternmaking and fit. Focus on first prototypes and construction samples.

AD473 Senior Collection II (6)**Prerequisite: AD471**

Final development phase of the collection with an emphasis on finished construction and professional presentation.

AD289 Independent Study (3)**Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA**

Student-driven study under instructor supervision. Further development of a special interest within the major field.

AD494 Special Topics (3)**Prerequisite: none**

Topics vary to include current trends in technology, art and design.

ADV101 Fundamentals of Advertising (3)**Prerequisite: none**

Exploration of the advertising profession and its role in various consumer markets (local, regional, national and global). Includes an overview of ad agencies, campaigns, research, branding, audience, sales, marketing, management and the ethical and legal considerations of the industry.

ADV201 Advertising Design (3)**Prerequisite: ADV101 and GD121**

Research, planning and generation of advertising concepts and designs that are both visually and mentally stimulating. Emphasis is on problem-solving methods and graphic design elements for professional advertising concepts.

ADV202 Illustration and Rapid Visualization (3)**Prerequisite: None**

Techniques of basic illustration, conceptual visual problem-solving and quick sketching methods to portray ideas.

ADV207 History of Advertising (3)

Prerequisite: ADV101

History of advertising tracked from three vistas: Time-based (major advertising movements), personality-based (major players in the advertising profession) and campaign-based (the most effective and memorable campaigns throughout years). Advertising and the effect on the American culture and the media which transports it.

ADV220 Creative & Strategic Planning (3)

Prerequisite: BA241

Translate defined marketing objectives into effective advertising strategies with specific deliverables across various media.

ADV227 Persuasive Techniques

Prerequisite: none

Introduction to the principles that determine beliefs, create attitudes and move people to agreement and action.

ADV261 Copy Writing (3)

Prerequisite: WR125

Introduction to the unique characteristics, style and techniques of writing basic advertising copy. Emphasis on print media.

ADV301 Introductory Advertising Campaign (3)

Prerequisite: ADV201

Fundamentals of conceiving and executing an integrated local/ regional advertising campaign. Emphasis on print campaigns.

ADV310 Advertising Internship (3)

Prerequisite: Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded. Grading: Pass-No Pass only.

ADV326 Guerilla Advertising (3)

Prerequisite: ADV201

Research and development of guerilla and viral advertising campaigns. Documentation of rationale and effectiveness of this tactic as it applies to a larger, integrated marketing plan.

ADV351 Intermediate Advertising Campaign (3)

Prerequisite: ADV301

Advertising campaigns with an emphasis on print and broadcasting.

ADV361 Copy and Scriptwriting (3)

Prerequisite: ADV261

Copywriting for broadcast media: internet, radio, television.

ADV377 Foundation Portfolio (3)

Prerequisite: Academic Department Chair Approval

A collection (portfolio) of the student's most successful work is compiled and presented. Emphasis is on the identification of individual strengths and directions. Production qualities and professional presentation of supporting documents (résumés, business cards and promotional pieces) are also stressed. Grading: Pass-No pass only.

ADV401 Advanced Advertising Campaign (3)**Prerequisite: ADV351**

Comprehensive advertising campaigns incorporating creative, strategic and technical skills.

ADV411 Media Buying & Planning (3)**Prerequisite: MTH104 and WR125**

Organization and implementation of media research and planning strategies in the service of effective advertising campaigns.

ADV417 Portfolio & Professional Development (3)**Prerequisite: Academic Department Chair Approval**

Representative pieces that showcase a unique style and demonstrate overall conceptual abilities and technical competencies are selected and refined for inclusion in a unified portfolio that meets the requirements of the Bachelor of Fine Art in Advertising.

ADV421 Account Planning (3)**Prerequisite: ADV377**

The role of account planning in the successful deployment of an integrated marketing campaign. Emphasis on branding, research methodologies and development of the creative brief.

ADV427 Portfolio Presentation (3)**Prerequisite: ADV417 or GD417**

Final resume, cover letters and other self-promotional pieces are created for inclusion in the final portfolio. Focus is on the business portion of self-promotion including negotiation, contracts, networking and other guidelines for advertising designers.

ADV431 Public Relations & Promotion (3)**Prerequisite: none**

Examination of the historical development and current practice of public relations, concentrating on the principles, methods and means of influencing public opinion.

ADV463 Consumer Behavior (3)**Prerequisite: WR125**

Exploration of purchasing behaviors as basic considerations in the development of a marketing strategy. Economic, social, psychological and cultural factors as they relate to the development of marketing and advertising campaigns.

ADV468 Interactive Advertising (3)**Prerequisite: FM425 or Academic Department Chair Approval**

Traditional and interactive advertising and marketing outlets. Emphasis on the differences and similarities between businesses in this emerging environment. Examination of marketing, advertising, sales and information distribution on the Web.

ANTH103 Introduction to Cultural Anthropology (3)**Prerequisite: none**

Analysis of a variety of ethnographic examples from various world cultures to understand the diverse aspects of language, technology, social structure, governance and artistic and design expression.

ANTH368 Folklore in American Pop Culture (3)**Prerequisite: WR126**

Folk narratives and traditions and their use in contemporary American popular culture. Theories on folktales' function in a diverse nation dominated by mass media.

ANTH342 Anthropology of Food (3)**Prerequisite: none**

An exploration of food in culture and society. Topics include the cultural, political, and economic aspects of past and present human food systems.

ART101 Principles of Visual Communication (3)**Prerequisite: none**

Introduction to universal elements and principles common to all visual forms. Focuses on strategies for controlling visual space and achieving successful communication in 2D forms.

ART102 Color Theory (3)**Prerequisite: ART101**

Explore the interaction and application of color in fine and applied art contexts. Exercises emphasize organizational control of color systems, value keys, pigment mixing and expressive properties of hue, value and intensity.

ART104 Three Dimensional Design (3)**Prerequisite: ART101**

Introduction to 3 dimensional design concepts. Focus on elements and principles of form and space relationships.

ART122 Visual Thinking (3)**Prerequisite: none**

Basics of observational drawing. Focus on multiple ways to use drawing as a communication and idea generation tool.

ART131 Drawing (3)**Prerequisite: none**

Perceptual and conceptual drawing skills through exercises, critiques, slide lectures and drawing practice. Course may be challenged. Students may earn Proficiency Credit by Challenge as documented in the Proficiency Credit by Challenge catalog guidelines.

ART134 Intermediate Drawing (3)**Prerequisite: ART131**

Expand on drawing skills introduced in ART131. Emphasis on drawing from observation, one, two and three point perspective, ideation and use of colored media.

ART141 Basic Photographic Techniques (3)**Prerequisite: none**

Introduction to basic functions of digital cameras, techniques and lighting.

ART204 Ancient to Gothic History: Objects, Art & Artifacts (3)**Prerequisite: WR125**

Ancient Near East through Romanesque periods; Early concepts that have shaped Western thought, art and design.

ART205 Rise of Artistic Individuality (3)**Prerequisite: ART204 or HST201 or Academic Department Chair Approval**

Romanesque period (1000 C. E.) to the Rococo period (mid-18th Century).

ART206 Revolution: The Roots of 19th & 20th Century Art (3)**Prerequisite: ART205**

Pre-French Revolution (latter part of the 18th century) through the 20th century.

ART231 Figure Construction I (3)**Prerequisite:** ART131

Emphasis on drawing proportionate, accurate renderings of the live nude figure in space. Value distribution, line control, positive/negative shape relationship and compositional emphasis are explored.

ART232 Figure Modeling (3)**Prerequisite:** ART231

Create physical three-dimensional models of the human figure in clay.

ART241 Figure Construction II (3)**Prerequisite:** ART231

Develop advanced life drawing skills including artistic anatomy. Emphasis on producing well composed, finished drawings.

ART255 Art History: Art & Ideas (3)**Prerequisite:** WR125

Examination of the roots and influences of contemporary concepts in 20th century art.

ART310 Guerilla Darkroom (3)**Prerequisite:** ART141 or PHD141

Transform a room into a darkroom to print traditional and nontraditional photographs from negatives. Research the work of notable fine art photographers.

ART320 Pinhole Camera Meets Digital World (3)**Prerequisite:** ART141 or PHD141

Introduction to pinhole cameras, their construction and use. Process different kinds of negatives through conventional and digital means. Critical analysis of process, composition and content is emphasized.

ART325 Mold Making & Casting (3)**Prerequisite:** ART102

Fundamental principles and materials of mold making and casting. Emphasis is placed on how molds are used in the design process to solve production and design problems.

ART331 Advanced Drawing (3)**Prerequisite:** ART231

Advanced drawing abilities using colored mediums. Study master artist's work in contemporary, historic and cultural contexts. Develop creative and conceptual abilities through discussion and critiques.

ART489 Independent Study (3)**Prerequisite:** Academic Department Chair Approval, minimum of 3.0 CGPA

Student-driven study under instructor supervision. Further development of a special interest within the major field.

BA121 Introduction to Business (3)**Prerequisite:** none

Principles of business including economic systems, global markets, technology, marketing, operations management, human resources and finance.

BA224 Managing People in Organizations (3)**Prerequisite:** BA121 or CUL151 or Academic Department Chair Approval

Comprehensive analysis of human resource functions and performance. Examination and solution of problems in human resource management.

BA226 Business Law (3)**Prerequisite:** WR125

Legal principles that govern the conduct of business. Contracts, employment and agency relationships, business organizations, real and intellectual property, insurance and consumer protection. Emphasis on impact of law on design professionals.

BA227 Business Communications (3)**Prerequisite:** WR125

Oral and written communication skills used in business. Emphasis on communication in design.

BA233 Communication Design (3)**Prerequisite:** GD121 or AD225

Application of graphic solutions combining design practices and information gathering to communicate effectively with target audiences.

BA241 Principles of Marketing (3)**Prerequisite:** WR125

Introduction to marketing. Identification of business opportunities and objectives utilizing marketing practices.

BA250 Principles of Accounting (3)**Prerequisite:** MTH104

Introduction to accounting cycle, general and special journals, subsidiary ledgers, end-of-period operations, worksheets, entries, financial terminology and statements.

BA255 Intellectual Property Law (3)**Prerequisite:** WR125

Intellectual property law provides an in-depth exploration of competitive business practices with an emphasis on the protection of intellectual property, including copyright, trademark, business and service marks.

BA330 Presentation Graphics (3)**Prerequisite:** BA233 or GD121

Creation of graphic solutions to support, enhance and communicate effectively with target audiences.

BA335 Emerging Markets (3)**Prerequisite:** BA121

Challenges and opportunities of conducting business in emerging marketplaces.

BA340 International Business (3)**Prerequisite:** BA121

International business practices as related to the economics of trade, culture, government policies, corporate responsibility and global political environments. Management of business strategies in multiple countries and markets.

BA347 Market Research (3)**Prerequisite:** BA241

Research techniques and methods to collect market information. Emphasis on interpretation of data to make business decisions.

BA430 Entrepreneurship (3)**Prerequisite:** DMG377

Comprehensive entrepreneurial plan development. Elements include: startup costs, operating costs and critical risk. Focus on small business entrepreneurship.

BI131 Anatomy & Movement (3)

Prerequisite: ART131

Human skeleton, including bone structure and variation, joint structures and functions and gender/ age variations. Skeletal muscular systems of each body region. Emphasis on musculature involved in structural changes.

BI231 Biomechanics (3)

Prerequisite: MTH104 and WR125

Physical design of animals, including how the diverse forms of vertebrates function in the physical world and in the context of evolutionary development.

BP103 Introduction to Baking & Pastry Techniques (6)

Prerequisite: CUL101

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Combination of theory, lecture, demonstration and hands-on production to provide an introduction to baking and pastry techniques. Special focus is placed on the study of ingredient functions, product identification and weights and measures.

CS105 Internet Concepts (3)

Prerequisite: none

History, development, ethical and legal issues and the inter-workings of the Internet. Emphasis on the use of HTML for creating basic web sites complete with graphics, text and links. Students may earn Proficiency Credit by Challenge as documented in the Proficiency Credit by Challenge catalog guidelines.

CS112 Introduction to Programming (3)

Prerequisite: none

Fundamental concepts, functions and structures of compilers, basic program optimization techniques, interaction of theory and practice and tools in building software.

CS114 Logical Thought & Programming (3)

Prerequisite: none

History, development and principles of logical thought. Manifestation and utilization in computer programming languages.

CS211 Intermediate Computer Science (3)

Prerequisite: MTH104

Arithmetic for computers, interfacing peripherals and enhancing performance.

CS212 C++ Programming (3)

Prerequisite: CS114

Introduction to C++ programming language and object-oriented programming.

CS302 Intermediate Object-Oriented Programming (3)

Prerequisite: CS212

Intermediate skills in object-oriented programming and C++ programming language.

CS312 Advanced Programming (3)

Prerequisite: CS212

Advanced study, application and concepts in C++ programming language with emphasis on object-oriented programming.

CS341 Introduction to Computer Architecture (3)

Prerequisite: none

Computer architecture and factors that influence design of hardware and software elements of computer systems.

CS342 Computer Engineering I (3)

Prerequisite: CS341

Systems engineering and application to design and development of various types of engineered systems.

CUL101 Fundamentals of Classical Techniques (6)

Prerequisite: none

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

The fundamental concepts, skills and techniques involved in basic cookery are introduced and explored. Special emphasis is given to the study of ingredients and cooking theories.

CUL105 Nutritional Science (3)

Prerequisite: none

Basic scientific principles of nutrition and their relationship to health.

CUL110 Concepts & Theories of Culinary Techniques (3)

Prerequisite: none

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Discussion and exploration of fundamental concepts, skills and techniques involved in basic cookery.

CUL130 Sustainable Purchasing & Controlling Costs (3)

Prerequisite: none

Methodologies and tools used to control costs and purchase supplies. Purchasing, planning, and control processes in the food and beverage industry. Supplier selection, planning, and controlling costs, with an introduction to the study of sustainable products and approaches. Planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, and food, beverage, and labor cost controls.

CUL141 American Regional Cuisine (6)

Prerequisite: CUL101

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Explores the use of indigenous ingredients, techniques and equipment in the preparation of traditional and contemporary American specialties.

CUL152 Management by Menu (3)

Prerequisite: none

The role menu planning plays in food service operations. Topics include menu development, pricing, and the evaluation of facilities design and layout.

CUL221 Asian Cuisine (3)

Prerequisite: CUL101

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

This course emphasizes both the influences and ingredients that create the unique character of selected Asian cuisines.

CUL320 Food and Beverage Operations Management (3)

Prerequisite: CUL130

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Examination of front-of-the-house operations from a managerial perspective. Emphasis on providing exceptional service to increasingly sophisticated and demanding guests.

CUL348 Legal Issues & Ethics for Culinaricians (3)

Prerequisite: CUL320

Overview of legal issues arising in the foodservice environment. Examination of laws pertinent to the hospitality/food service industry and the relationship of these laws to the administration of a service organization.

CUL377 Foundation Capstone (3)

Prerequisite: Academic Department Chair Approval

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Develop a business plan for a minimum one hundred-seat restaurant. Market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardized recipes and costing, menu and facilities design are covered.

DFV101 Principles of Digital Film & Video (3)

Prerequisite: none

Introduction to theory, strategies, career paths and technology of film and video.

DFV131 Introduction to Audio (3)

Prerequisite: completion of one course in Computer Science Elective

Principles of sound recording and sound editing. Sound characteristics, acoustics and industry practices will be included.

DFV134 Acting Fundamentals (3)

Prerequisite: none

Introduction to actor's craft as it applies to film, video, and animation. This course is an approved Lower Division Humanities course.

DFV141 Introduction to Video Production (3)

Prerequisite: ART141 and DFV212

Introduction to single camera video production through lecture, class exercises and assignments.

DFV211 Digital Video Production (3)

Prerequisite: DFV223

Intermediate study of video production techniques. Students conceive and produce several team-based projects.

DFV212 Introduction to Editing (3)

Prerequisite: none

Introduction to the techniques, theory, aesthetics and trends of the post-production process.

DFV223 Intermediate Camera & Lighting Techniques (3)

Prerequisite: DFV141

Intermediate study of digital camera, lighting tools and techniques used in visual storytelling. Topics include exposure, formats, compositions, lenses and filtration.

DFV252 Fundamentals of Scriptwriting (3)

Prerequisite: DFV255 or MA101

Introduction to the theory and craft of screenwriting.

DFV253 Scriptwriting (3)

Prerequisite: DFV252

Advancement of screenwriting tools and techniques. Completion of original short screenplay.

DFV255 Story Development & Ideation (3)

Prerequisite: WR125

Creative storytelling process and fundamentals of narrative structure.

DFV281 Digital Documentary Production (3)

Prerequisite: DFV141

Production techniques necessary for documentary short subject.

DFV301 Digital Short (3)

Prerequisite: DFV211

Production of non-fiction short segments. Topics include commercial, news segment, interview techniques and new media delivery methods.

DFV304 Production Design & Art Direction (3)

Prerequisite: DFV141

Students explore art and design as it relates to professional practice in film and television production.

DFV305 Location Shooting (3)

Prerequisite: DFV211

Camera, lighting and sound techniques as applied to locations.

DFV310 Digital Film & Video Internship (3)

Prerequisite: Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded. Grading: Pass-No Pass only.

DFV313 Non-linear Editing (3)

Prerequisite: DFV212

Artistic and technical process of nonlinear editing.

DFV323 Advanced Camera & Lighting Techniques (3)

Prerequisite: DFV223

Digital cinematography with emphasis on lighting, exposure, formats and composition.

DFV330 Production Planning (3)

Prerequisite: DFV141

Producing strategies, contract negotiations, schedules and budgets for digital film production.

DFV331 Motion & Broadcast Graphics I (3)

Prerequisite: MA136

Tools and design techniques of motion graphics.

DFV332 Aesthetics: Critical Thinking in the Digital Realm (3)

Prerequisite: HUM356

Historical and contemporary film study: genre, aesthetic, directors, social and formal movements.

DFV333 Sound Design (3)**Prerequisite: DFV334 or DFV341**

Post-production techniques for digital sound composition, mixing and design.

DFV334 Studio Sound Recording (3)**Prerequisite: DFV131**

Electronic sound recording methods with emphasis on multi-track systems, effects creation, dialogue replacement techniques and final mixing processes.

DFV341 Production Sound Recording (3)**Prerequisite: DFV131**

Electronic sound recording methods with emphasis on field equipment, production environments, mic techniques and set procedures.

DFV344 Finishing Strategies (3)**Prerequisite: DFV211**

Application of methods and tools industry professionals use to add the final polish to a media project.

DFV351 Directing (3)**Prerequisite: DFV211**

Directing actors on-camera for digital film.

DFV363 Film Studies (3)**Prerequisite: WR121**

Contemporary film genres and cultural movements. Topics include: experimental, documentary, science fiction, horror and comedy. May be repeated for a total of 9 credit hours.

DFV364 Production Workshop (3)**Prerequisite: DFV211**

Completion of original short film in team environment. May be repeated for a total of 9 credit hours.

DFV377 Foundation Portfolio (3)**Prerequisite: Academic Department Chair Approval**

Production of digital portfolio reflecting current level of work. Emphasis on professional development, including job search skills.

DFV413 Advanced Non-linear Editing (3)**Prerequisite: DFV313**

Advanced artistic and technical process of nonlinear editing.

DFV417 Digital Portfolio & Professional Development (3)**Prerequisite: Academic Department Chair Approval**

Completion of final portfolio. Emphasis on resume, copyright issues and job search.

DFV489 Independent Study (3)**Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA**

Student-driven study under instructor supervision. Further development of a special interest within the major field.

DFV490 Senior Project/Studio I: Pre-Production (3)**Prerequisite: Academic Department Chair Approval**

Pre-production and scheduling of final senior project.

DFV491 Senior Project/Studio II: Production (3)

Prerequisite: DFV490

Production of final senior project.

DFV492 Senior Project/Studio III: Post-Production (3)

Prerequisite: DFV491

Post-production of final senior project culminating in a theatrical screening.

DFV494 Special Topics (3)

Prerequisite: none

Topics vary to include current trends in technology, art and design.

DMG101 Introduction to Design Management (3)

Prerequisite: none

Overview of design management within organizations to further business objectives. Topics include managing creativity, the value of branding and the strategic use of design.

DMG213 Business Finance (3)

Prerequisite: MTH104

Survey of financial issues faced by design managers. Financial issues that affect the business environment.

DMG301 Project Management (3)

Prerequisite: AD370 or Academic Department Chair Approval

Strategies and software to aid in managing projects of varying sizes and scopes. Emphasis on planning, budgeting, tracking and executing a design project.

DMG310 Design Management Internship (3)

Prerequisite: Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded. Grading: Pass-No Pass only.

DMG311 Brand Strategy (3)

Prerequisite: AD370 or Academic Department Chair Approval

Brand values, brand framework and design extensions of a brand.

DMG373 Managing Creativity & Innovation (3)

Prerequisite: WR125

Creativity and innovation in creating business value. Emphasis on managerial impact.

DMG377 Foundation Portfolio (3)

Prerequisite: Academic Department Chair Approval

Production of foundation portfolio including planning, scheduling and financial documents, brand strategy, business plans and a personal resume for use in a job search.

DMG427 Senior Portfolio (3)

Prerequisite: Senior Standing

Completion of final portfolio and appropriate supporting materials.

DMG473 Seminar: Strategic Design (3)

Prerequisite: DMG377

Current strategic practices in business. Emphasis on case analysis and development of scenarios.

DMG489 Independent Study (3)**Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA**

Student-driven study under instructor supervision. Further development of a special interest within the major field.

DMG494 Special Topics (3)**Prerequisite: none**

Topics vary to include current trends in technology, art and design.

ECOL201 Ecology (3)**Prerequisite: MTH104 and WR125**

A study of the natural interactions of organisms with one another and with their environment. Approved Lower Division Laboratory Science.

ECON105 Introduction to Economics (3)**Prerequisite: none**

Study of the market system, involving the essentials of demand and supply analysis; competition and monopoly; labor markets; public policy towards business. Approved Lower Division Social Science Course

ECON211 Environmental Economics (3)**Prerequisite: EVS111**

Fundamental economic concepts and policy responses to environmental issues. Approved Lower Division Social Science Course

EVS111 Environmental Science (3)**Prerequisite: MTH104 and WR125**

Examination of the contributions of natural science in the analysis of environmental problems. Topics include biological processes, ecological principles, chemical cycling, ecosystem characteristics and natural system vulnerability and recovery. Approved Lower Division Laboratory Science Course

FM204 Retail Math (3)**Prerequisite: MTH104**

Introduction to retail math formulas and applications.

FM224 Retailing (3)**Prerequisite: BA121**

Overview of the fashion retail environment including basic technology and concepts, operations and planning.

FM234 Selling Techniques (3)**Prerequisite: FM224**

Sales presentations, communication styles, prospecting and evaluation of selling techniques and ethical practices.

FM240 Retail Buying (3)**Prerequisite: FM224**

Foundations in retail buying. Theories analyzed through the study of merchandise classifications and calculations of open-to-buy.

FM280 Visual Merchandising & Display (3)**Prerequisite: AD229, FM224, and ART141**

Introduction to display and visual impact in fashion retailing.

FM305 Fashion Styling (3)**Prerequisite: AD370**

An overview of the Fashion Styling business including Personal Styling, Print Styling and TV/Film Wardrobe Styling.

FM310 Fashion Marketing Internship (3)

Prerequisite: Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded.

FM321 Contemporary Designers (3)

Prerequisite: WR125 and AD105

Survey of the most important contemporary apparel and accessory designers and design companies. Overview of the key features and movements that influence contemporary design.

FM340 Advanced Retail Buying

Prerequisite: FM240

Case study analysis of real problems of importing faced by retail executives.

FM365 Fashion Forecasting (3)

Prerequisite: AD105 and AD243 and WR125

Trend forecasting, demographics and social issues that affect fashion.

FM425 Writing for Fashion (3)

Prerequisite: WR126

Creation, design and production of media content for targeted audiences. Emphasis on intended delivery systems.

FM440 Fashion Entrepreneurship (3)

Prerequisite: Senior Standing

The development and operations of a small fashion business. Business implementation including sourcing, costing, production and marketing concepts.

FM451 Catalog Development & Non-Store Retailing (3)

Prerequisite: FM425 and AD370

Tools and techniques of catalog and other direct marketing development as applied within the apparel retail environment.

FM480 Advanced Visual Merchandising

Prerequisite: FM280

Advanced principles of visual merchandising with emphasis on the consumer and psychological motivation.

FM489 Independent Study (3)

Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA

Student-driven study under instructor supervision. Further development of a special interest within the major field.

GA101 Introduction to Game Development (3)

Prerequisite: none

Introduction to basic game theory (including game play and strategy) as well as the development of games (sports, board games, video games, etc.) under historical and market conditions.

GA131 3D Modeling & Animation I (3)

Prerequisite: MA136

Foundation concepts and skills related to 3D modeling and animation using a computer. Emphasis on concepts and procedures related to modeling, material and texture editing and beginning animation principles.

GA132 3D Modeling & Animation II (3)

Prerequisite: GA131

Further exploration of techniques in modeling, rigging, texturing, lighting and animation, culminating in a short animation.

GA205 Game Design & Play (3)

Prerequisite: GA101

Exploration of the fundamentals of game play through practical examples and applications.

GA211 Game Production Pipeline (3)

Prerequisite: MA266

Processes and methods necessary for developing game specific content for contemporary game engines with a concentration on efficient production management.

GA233 Quick Sketch (3)

Prerequisite: ART231

Conceptual ideas communicated rapidly through quick sketch drawings.

GA250 Lighting & Texture for Games I (3)

Prerequisite: GA262

Lighting and texturing techniques in a runtime 3D environment.

GA252 Game Art Pre-Production (3)

Prerequisite: GA132 and GA233

Fundamentals of pre-production for game, film and animation. Development of a game proposal including cinematic, color studies, character model sheets, environment sketches, 2D animation and 3D pre-visualization of the game story.

GA262 Lighting & Texture I (3)

Prerequisite: GA132 and MA136

Essential skills and concepts of texture creation and application, as well as fundamentals of lighting and rendering. Emphasis on mesh topology and UV wrapping within a production pipeline.

GA304 Digital Sculpting (3)

Prerequisite: ART231 and MA136

Principles and applications in digital 3D sculpting and texturing.

GA306 Scripting for 3D Tools (3)

Prerequisite: MA391 or GA311

Production of script programming using the embedded language of 3D software. Emphasis on application and development of advanced tools through programming.

GA310 Game Art & Design Internship (3)

Prerequisite: Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded.

GA311 Level Design (3)

Prerequisite: GA205

Analysis of game play for development of 2D maps, level elements, structures and objects. Emphasis on game play balance.

GA312 Advanced Level Design (3)

Prerequisite: GA311

Further development of designs for levels, characters and objects. Emphasis on game play and production of an early prototype.

GA313 Camera & Lighting Techniques (3)

Prerequisite: GA132

An exploration of lighting and camera techniques as applied to 3D computer animation. Concepts and principles of camera moves and lighting techniques in both traditional and computer-generated environments.

GA322 Interface Design (3)

Prerequisite: CS114

The nature and principles of interface design. The functions of flowcharting, linking, branching and the basic principles of interactivities between action and response will be covered. Students will develop a concept, produce a flowchart and complete the design of an interface using principles of design aesthetics and usability.

GA325 Game Narrative (3)

Prerequisite: DFV255 and WR125

Introduction to and exploration of story, narrative design and dialog for video games.

GA327 Conceptual Design (3)

Prerequisite: GA233

Development and realization of conceptual design for games, animation and film. Project based assignments include character and object design, world-design and story/concept analysis and design.

GA331 Interactive Game Prototyping (3)

Prerequisite: CS114 and GA211

Design and production of stand-alone game prototype.

GA334 Comparative 3D Software (3)

Prerequisite: MA266

Comparison of modeling and animation techniques and capabilities across software platforms. Emphasis on advanced application toward 3D content development for games and film.

GA341 Advanced Character Animation (3)

Prerequisite: MA363

Advanced skills in character animation for game and theatrical applications.

GA350 Lighting & Texture for Games II (3)

Prerequisite: GA250

Advanced runtime 3D lighting and texturing techniques.

GA361 Hard Surface Modeling (3)

Prerequisite: MA266

Design and production of advanced models using 3D software. Emphasis on application of modeling concepts for creating hard surface models.

GA362 Advanced 3D Texture II (3)

Prerequisite: MA362

Advanced skills and concepts in texture and lighting. Emphasis on realistic environments.

GA377 Foundation Portfolio (3)

Prerequisite: Academic Department Chair Approval

Production of digital portfolio reflecting current level of work. Emphasis on professional development, including job search skills.

GA411 Digital Matte Painting (3)

Prerequisite: GA377 or MA377 or VEMG377

Creation of photo-real digital backgrounds and matte paintings for use in games, animation and film.

GA415 Low Polygon Modeling & Animation (3)

Prerequisite: GA334 and MA391

Low polygon modeling and animation techniques using industry standard 3D software.

GA417 Portfolio & Professional Development (3)

Prerequisite: Senior Standing

Creation of a web portfolio and brand identity. Emphasis on organization and design.

GA421 Game Pre-Production (3)

Prerequisite: Academic Department Chair Approval

In this course, students will work collaboratively to finish an original interactive application. Students will focus on a specific area of expertise but will be exposed to all facets of the production process.

GA422 Game Production Team (3)

Prerequisite: GA421

In this course, students will work collaboratively to finish an original interactive application that they began in GA421. Students will focus on a specific area of expertise but will be exposed to all facets of the production process.

GA423 Game Post-Production Team (3)

Prerequisite: GA422

In this course, students will work collaboratively to refine and iterate an original interactive application from GA422. Students will focus on a specific area of expertise, but will be exposed to all facets of the production process including user testing, peer & instructor evaluations, and quality assurance.

GA427 Portfolio Presentation (3)

Prerequisite: Academic Department Chair Approval

Completion of a digital portfolio showing the student's best work. Emphasis on professional development.

GA431 Advanced Game Prototyping (3)

Prerequisite: GA331

Advanced problem-solving and conceptual skills to produce game prototypes. Emphasis on concept development, storytelling, interactivity and game development.

GA441 Advanced Character Rigging (3)

Prerequisite: GA306 and MA391

Advanced rigging techniques to address specialized animation and deformation needs. Emphasis on techniques for advanced biped rigs and a full range of facial expressions.

GA489 Independent Study (3)

Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA

Student-driven study under instructor supervision. Further development of a special interest within the major field.

GA493 Special Topics (3)

Prerequisite: none

Topics vary to include current trends in technology, art and design.

GD101 Principles of Graphic Design (3)

Prerequisite: none

Introduction to the history, principles, elements and vocabulary of graphic design. Methods are explored to help identify design objectives and improve communication skills.

GD121 Introduction to Computer Graphics (3)

Prerequisite: none

Introduction to the digital tools employed by the graphic design profession. The three areas of concentration are page layout, digital illustration and image/photo manipulation. *Students may earn Proficiency Credit by Challenge as documented in the Proficiency Credit by Challenge catalog guidelines.*

GD123 Typography I (3)

Prerequisite: GD121 or WDIM225

Fundamentals of typographic history, vocabulary, style, form and application. Readability, legibility and hierarchy are explored with attention to both display and text applications.

GD127 Concept Development (3)

Prerequisite: ART101

Introduction to creative problem-solving methods and techniques. Emphasis on familiarization with and application of, various individualized and team-based methods used in graphic design.

GD131 Print Production (3)

Prerequisite: GD251

Terminology and process of preparing designs for reproduction. Emphasis on the preparation of mechanical art for print reproduction utilizing various computer programs as an extension of basic principles and procedures in the industry.

GD242 Typography II (3)

Prerequisite: GD123

Type design and expression are expanded upon and the broad issues of typographical “voice” and the communicative “personality” of letterforms are stressed.

GD243 Graphic Signs & Symbols (3)

Prerequisite: GD123

Fundamentals of mark making in order to recognize, interpret, research and create graphic signs, symbols, logos and icons. Emphasis on rapid visualization and brainstorming techniques leading to the refinement and development of graphic symbol sets and logo variations.

GD251 Digital Layout & Design (3)

Prerequisite: GD123 or AD225

Design and production of single and multiple page documents for print, utilizing appropriate graphic techniques and technologies.

GD 253 Illustration

Prerequisite: ART131

The role of illustration in the creative process and how it is applied in the context of graphic design layout. Emphasis on a variety of painting and drawing styles used in contemporary illustration are examined and practiced.

GD281 History of Graphic Design (3)

Prerequisite: none

Developments in the history and evolution of graphic design. Major designers and design movements are identified with emphasis on the 20th Century.

GD310 Graphic Design Internship (3)

Prerequisite: Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded.

GD331 Advanced Print Production (3)

Prerequisite: GD131 and GD343

Concept, design and critical thinking as applied to an array of graphic production challenges. Focus on current print technology, proper file preparation, report reading, color management and color correction.

GD341 Corporate Identity (3)

Prerequisite: GD377 or Academic Department Chair Approval

Development and refinement of a variety of logos and trademarks. Emphasis on visual identities and brands created for businesses and how identities relate to corporate marketing strategies.

GD343 Advanced Typography (3)

Prerequisite: GD242

Further exploration into the principles, techniques and visual form of typography. Typographic originality is stressed through exploration of the traditions, essential elements and craft of typographic design.

GD351 Web Scripting (3)

Prerequisite: WDIM230

Integrate graphic design skills with basic computer language skills to produce web pages/sites.

GD354 Intermediate Layout Design (3)

Prerequisite: GD251

Expands upon skills developed in fundamental design courses. Critical analysis and the use of type and layout to create clear, communicative design.

GD357 Environmental Graphic Design (3)

Prerequisite: GD377

Role of the designer to impart information, create atmosphere and elevate viewer awareness within the “built” environment (wayfinding). Design and production of information and navigation systems in the exhibit and tradeshow industries are stressed.

GD366 Advanced Image Manipulation (3)

Prerequisite: MA136

Advanced imaging techniques in a raster based environment with emphasis on image manipulation, compositing, color correction, file management, production and end-usage concerns.

GD368 Information Design (3)

Prerequisite: GD377

Translate data and statistics into visual graphic form. Emphasis is on research, production and presentation of advanced-level projects that encompass the use of information design in graphic visual communication.

GD371 Publication Design (3)

Prerequisite: GD251

Systems and structures of fundamental publication design including the accurate preparation of files for output by service bureaus and printers.

GD373 Digital Illustration (3)

Prerequisite: GD121 or CS105

Application of concept, design and drawing skills utilizing the computer as an illustration tool. Emphasis on artistic skill and vector based drawing techniques.

GD377 Foundation Portfolio (3)

Prerequisite: Academic Department Chair Approval

A collection (portfolio) of the student's most successful work is compiled and presented. Emphasis is on the identification of individual strengths and directions. Production qualities and professional presentation of supporting documents: résumés, business cards and promotional pieces. Grading: Pass-No Pass only.

GD381 Collateral Advertising (3)

Prerequisite: GD131 and GD242

Examination of the role collateral materials play in communications campaigns. Research, design and preparation of various advertising and promotional vehicles for print-ready production.

GD386 Art Direction (3)

Prerequisite: GD377 or Academic Department Chair Approval

Role of an Art Director in the design, execution and distribution of graphic design and advertising campaigns.

GD405 Package Design (3)

Prerequisite: GD343 and GD377

Packaging in product identification, presentation and production. Adapting typography, illustration, design and materials to a three-dimensional form. Research includes marketing objectives, structural integrity and display aesthetics.

GD407 Advanced Design (3)

Prerequisite: GD377

In-depth study of the principles and concepts that govern graphic design. Emphasis on publications, corporate identity programs, 3D design and packaging.

GD417 Portfolio & Professional Development (3)

Prerequisite: Senior Standing

Representative pieces that showcase a unique style and demonstrate overall conceptual abilities and technical competencies. Emphasis on a unified portfolio that meets the requirements of the Bachelor of Fine Art in Graphic Design program.

GD427 Portfolio Presentation (3)

Prerequisite: GD417

Final resume, cover letters and other self-promotional pieces. Focus on the business of self-promotion including negotiation, contracts, networking and other guidelines for graphic designers.

GD431 Student Studio (3)

Prerequisite: Junior Standing

Design and development of design solutions for real-world clients. Interdisciplinary team environment.

GD454 Advanced Layout Design (3)

Prerequisite: GD354

Exploration of various means of indicating, placing and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photography, illustration and typography, both display and text, will be developed using page composition software.

GD483 Advanced Digital Illustration (3)

Prerequisite: GD373

Illustrations as practical solutions to a variety of complex print and media communications problems. Emphasis on creativity, experimentation and quality.

GD489 Independent Study (3)

Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA

Student-driven study under instructor supervision. Further development of a special interest within the major field.

GD493 Special Topics (3)

Prerequisite: none

Topics vary to include current trends in technology, art and design.

GEOG102 Cultural Geography (3)

Prerequisite: none

Study of the geography, economics, politics and artistic and social culture of a specific geographic region. Exploration of the interconnectedness of a global society by focusing on cultural practices. Can be taken up to two times for a total of 6 credits.

GEOL111 Introduction to Earth Science (3)

Prerequisite: none

Systems that have shaped the physical features of the earth and the disciplines of geology, biogeography and ecology. Major principles of earth science and how they relate to the environment of the Pacific Northwest. This is a laboratory science course.

GWD304 UX/UI Prototyping (3)

Prerequisite: none

Examine methods and techniques for developing multi-platform interactive experiences with an emphasis on the prototyping stage of the design process.

GWD402 Web Typography (3)

Prerequisite: none

The technology and methods of employing typography coded specifically for web and mobile use and how this differs from static type used in print.

GWD409 Emerging Technologies (3)

Prerequisite: none

The use and integration of emerging information technologies (e.g., programming languages, operating systems, navigation methodology and hardware/devices) among individuals and within organizations.

HST174 Topics in Eastern Civilization (3)

Prerequisite: none

Highlights in the development of Eastern culture, including the Near East, India, Southeast Asia, China, Korea and Japan. Approved Lower Division Social Science Course.

HST301 History of Architecture & Interiors I (3)

Prerequisite: WR125

An introduction to the history of architecture and interiors and its connection to the political, economic, technological and social structure of each historical period from Mesopotamia to the 1830s.

HST302 History of Architecture & Interiors II (3)

Prerequisite: WR125

A History of Architecture and Interiors and its connection to the political, economic, technological and social structure of each historical period from 1830s to present day.

HST303 History of Furniture & the Decorative Arts (3)

Prerequisite: WR125

History of Furniture & the Decorative Arts and its connection to the political, economic, technological and social structure of each period studied from Mesopotamia to Post-modern.

HST304 Design History I (3)

Prerequisite: WR125

Man-made objects from the Renaissance through the 19th century. Investigations into the interaction of technology, politics, religion and the object produced.

HST305 Design History II (3)

Prerequisite: WR125

Man-made objects in the 20th century with a focus on "The Machine."

HST306 History of Media & Technology I (3)

Prerequisite: WR125

A history of communications and information technologies and their interplay with culture from cuneiform to computers.

HST307 History of Media & Technology II (3)

Prerequisite: WR125

An investigation of new media, with an emphasis on its history and theory.

HST316 Dress & Society I (3)

Prerequisite: WR125

Ancient Near East and Egypt up to the French Revolution.

HST317 Dress & Society II (3)

Prerequisite: WR125

The French Revolution to the present .

HST329 Revolutions in Society & Design (3)

Prerequisite: WR125

Theory and culture: French philosophers; science: classification of plants and animals; Neoclassicism; revolutions; the Industrial Revolution; trade and exploration; cultural activities for the middle class; the Crystal Palace and other world's fairs; the discovery of Japan; and reform.

HST331 Theories of Design in the Early 20th Century (3)

Prerequisite: WR125

Romantic Nationalism, including varieties of Art Nouveau; American Arts and Crafts; European theorists: constructivists, futurists, functionalists, de stijl, Bauhaus, Le Corbusier; Art Deco; and early International style. Period: 1892-WWII.

HST333 Late 20th Century Theories of Design (3)

Prerequisite: WR125

International style, Frank Lloyd Wright, Cranbrook Academy, Saarinen, Eames, Bertoia, organic style, Noguchi, op/pop, universal design, modernism, green design/sustainability, post-modernism, deconstructivism. Period: WWII-present.

HST335 Portland: History and Architecture (3)

Prerequisite: WR125

The city as laboratory for the development of architecture which reflects history and technology.

HST337 History & Theory of Urban Design (3)**Prerequisite:** ART206

Overview of prominent urban design and planning movements since the 19th century.

HST341 History of the Environmental Movement (3)**Prerequisite:** WR125

History of the environmental movement from 1870 to the present.

HST345 American Social & Cultural History (3)**Prerequisite:** WR125

Labor, religion and politics, leading thinkers and reforms, the arts and popular culture. Emergence of diversity as a driving force behind social and cultural change.

HST352 Chinese Cultural History (3)**Prerequisite:** WR125

An examination of the interrelationship of power, politics, resources and the arts in China with a focus on 20th and 21st century developments.

HST355 Japanese Cultural History (3)**Prerequisite:** WR125

An examination of the interrelationship of power politics, resources and arts in Japan with a focus on 20th and 21st century developments.

HST373 Topics in Cultural History (3)**Prerequisite:** WR125

The cultural, social and technological aspects of a focused period of history. Topics will vary. Students may enroll in up to three different Cultural History classes for a total of 9 credit hours.

HST493 Special Topics (3)**Prerequisite:** none

Topics vary to include current trends in technology, art and design.

HUM101 Design Foundations (3)**Prerequisite:** none

Enhance the college experience and maximize scholastic success by providing academic, personal and life management tools, while orienting students to campus resources, policies and procedures.

HUM113 History of Popular Culture (3)**Prerequisite:** none

The history of American popular art forms through examination of popular novels, films, radio programs, songs and television. Late 19th century to the present.

HUM114 Professional Communication (3)**Prerequisite:** none

Introduction to the relationship between design/media disciplines and culture through effective verbal communication.

HUM134 Fundamentals of Acting (3)**Prerequisite:** none

Introduction to actor's craft as it applies to film, video and animation.

HUM201 Visual Culture (3)

Prerequisite: none

Visual culture including design, print, television, film and interactive media. Emphasis on themes integrated from design studies, communication theory, cultural studies and philosophy.

HUM234 Painting: Theory & Practice (3)

Prerequisite: ART102 and ART206

Application of basic elements and principles of design and color theory to painting. Emphasis on conceptual and formal aspects of painting through the study of historically important work.

HUM236 Sculpture: Theory & Practice (3)

Prerequisite: ART131 and WR121 and ART102

Application of basic elements and principles of color theory and design to sculpture. Emphasis on conceptual and formal aspects of the sculptural form through the study of historically important work.

HUM238 Printmaking: Theory & Practice (3)

Prerequisite: ART131 and ART102 and WR121

Application of basic elements and principles of color theory and design to printmaking. Emphasis on conceptual and formal aspects of printmaking through the study of historically important work.

HUM325 Creative Writing (3)

Prerequisite: WR126

Extended creative writing projects. Emphasizes forms of poetry and prose, revision skills, analysis of contemporary writers and the creative process.

HUM340 American Film Genres (3)

Prerequisite: WR125

Film genre conventions, genre theory and cultural movements. Topics include: formalist and realist cinema, musicals, comedy, horror, film noir and crime films, science fiction, alternative cinemas, etc.

HUM351 History of Photography I (3)

Prerequisite: WR125

Survey of fine arts photography from the 1830's through 1990's: aesthetic movements, compositional and narrative qualities and the language of photographic criticism.

HUM352 History of Photography II (3)

Prerequisite: HUM351

Survey of emerging photographic styles and perspectives of photographers reacting to the cultural and technical revolutions of the late 20th Century.

HUM354 Film Criticism (3)

Prerequisite: WR125

Major theoretical approaches to cinema and to film criticism. Rotating topics.

HUM356 History of Film (3)

Prerequisite: WR125

Survey of cinematic history from around the world. Emphasis on factors that impact the evolution of narrative film.

HUM358 Architecture of the Late 20th Century (3)

Prerequisite: ART206 and ART255

Movements in late 20th century architecture. The impact of societal changes and the work of prominent architects of the period.

HUM363 Archetypes in Literature (3)**Prerequisite: WR126**

Archetype in religion, mythology, literature and film, examining its sociological, mythological, literary and artistic function. Topics will vary and will include the femme fatale, the quest, the flawed hero, the villain, etc. Students may enroll in up to three different archetypes in literature classes for a total of 9 credit hours.

HUM372 Environmental Ethics (3)**Prerequisite: WR126 and EVS111**

Principles and controversies shaping the relationship between humans and the environment.

HUM440 Ethnographic Art (3)**Prerequisite: WR125**

Survey of the architecture, painting, sculpture and decorative arts of non-western cultures. Topics will vary. Students may enroll in up to three different Ethnographic Art classes for a total of 9 credit hours.

ICOR490 Senior Seminar (3)**Prerequisite: Senior standing**

The interrelationship of culture and values and the effect of changing technology on values. Exploration of the relationship of students' own work to current values.

ID107 Materials & Sources (3)**Prerequisite: none**

Physical properties and appropriate application of materials. Emphasis on supply side of the industry and sourcing products.

ID122 Fundamentals of Interior Design (3)**Prerequisite: none**

Fundamental principles and processes of the Interior Design profession.

ID210 Computer Aided Drafting I (3)**Prerequisite: ID222**

Introduction to the principles and application of computer aided drafting.

ID211 Computer Aided Drafting II (3)**Prerequisite: ID210**

Continuation of skill development in computer aided drafting. 3D modeling and visualization.

ID212 Digital Construction Documents (3)**Prerequisite: ID211**

Digital production of a construction document set.

ID222 Drafting (3)**Prerequisite: none**

Introduction to drafting terminology, professional drafting instruments and architectural graphic standards.

ID229 Digital Rendering for Interior Design (3)**Prerequisite: ID210**

Digital rendering of plans, sections, elevations and perspectives. Utilization of vector and raster-based software.

ID230 Commercial Design I (3)**Prerequisite: ID275**

Design and presentation of a commercial project. Emphasis on corporate planning and systems furniture.

ID232 Graphic Communication & Presentation Skills (3)**Prerequisite:** ID222

Methods and techniques for graphic communication. Emphasis on visual and verbal presentation skills.

ID233 Rapid Sketching & Ideation (3)**Prerequisite:** ID241

Visually conceptualize design solutions through rapid sketching.

ID241 Perspective & Rendering (3)**Prerequisite:** ID222

Freehand and constructed perspectives. Introduction to rendering.

ID245 Codes, Regulations, & Standards (3)**Prerequisite:** ID275

History, intent and application of codes, regulations and standards related to interior design.

ID250 Residential Design I (3)**Prerequisite:** ID275

Design and presentation of a residential project. Emphasis on kitchen and bath design.

ID266 Textiles for Interior Design (3)**Prerequisite:** none

Natural and man-made fibers and structures. Emphasis on appropriate selection and use of textiles in interior design.

ID271 Spatial Composition (3)**Prerequisite:** ID222

Examination and application of the elements and principles of design. Emphasis on design theory and concepts for development of interior space.

ID275 Space Planning (3)**Prerequisite:** ID271

Strategies for space planning and programming. Emphasis on problem identification, identification of client and user needs, functional requirements and the interface of furniture systems with building systems.

ID276 Lighting Techniques (3)**Prerequisite:** ID275

Introduction to lighting systems and sources, the effects of lighting on health, productivity, behavior, energy conservation and the environment. Exploration of lighting strategies, calculations and product applications.

ID278 Human Factors & Universal Design (3)**Prerequisite:** ID275

Introduction to human factors, universal design and the relationship between human behavior and the built environment. Application of barrier-free concepts and the ADA to interior design projects.

ID310 Interior Design Internship (3)**Prerequisite:** Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded. Grading: Pass-No Pass only.

ID317 Medical Design (3)**Prerequisite: ID353**

Design and presentation of a Medical Project. Emphasis on design research, universal design and sustainable design principles.

ID318 Retail Design (3)**Prerequisite: ID230**

Design and presentation of a Retail Project. Emphasis on branding, visual merchandising, display and lighting.

ID319 Hospitality Design (3)**Prerequisite: ID230**

Design and presentation of a Team-based Hospitality Project.

ID320 Institutional Design (3)**Prerequisite: ID230**

Design and presentation of an Institutional Project. Emphasis on human factors, anthropometrics and human behavior.

ID323 Advanced Lighting Techniques (3)**Prerequisite: ID276**

Advanced study and application of lighting techniques.

ID335 Interior Detailing (3)**Prerequisite: ID212**

Materials and fabrication techniques involved in the design and construction of interior details. Includes cabinetry, ceiling, walls, millwork and custom elements.

ID339 Building Information Modeling (3)**Prerequisite: ID212**

Three-dimensional computer modeling for interior spaces.

ID345 Furniture Design (3)**Prerequisite: ID335**

Design of an original furniture piece.

ID349 Green Design for the Interiors (3)**Prerequisite: ID211**

Environmentally sound product selection and construction methods in the building industry. Overview of United States Green Building Council LEED certification process.

ID350 Residential Design II (3)**Prerequisite: ID275**

Design and presentation of an advanced residential project.

ID353 Commercial Design II (3)**Prerequisite: ID230**

Design and Presentation of a Commercial Project. Emphasis on innovation and creativity.

ID366 Building and Mechanical Systems (3)**Prerequisite: ID212**

Building construction and mechanical systems and their relationship to interior design.

ID377 Foundation Portfolio (3)**Prerequisite: Senior Standing**

Digital layouts and development of a digital portfolio. Assessment of individual strength and weakness in skill sets. Improvement of skills to level of competency.

ID380 Global/Multicultural Design (3)**Prerequisite: ID211 and ID275**

Survey and research application of multicultural design.

ID429 Portfolio & Career Development (3)**Prerequisite: ID377**

Design and presentation of a professional portfolio. Creation of a resume, brochure and business card.

ID430 Professional Practices (3)**Prerequisite: Senior Standing**

Examination of professional interior design practice. Emphasis on project management practices and business processes.

ID435 Advanced Construction Documents (3)**Prerequisite: ID485**

Development of advanced construction documents for the Senior Studio Project.

ID485 Senior Studio I (3)**Prerequisite: Academic Department Chair Approval**

First of a two-term individual design project. Project idea is conceived, researched and programmed. A building is selected and documented.

ID486 Senior Studio II (3)**Prerequisite: ID485**

Second term of a two-term individual design project. Schematic design and design development of the design project. Presentation of the finalized design project.

ID489 Independent Study (3)**Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA**

Student-driven study under instructor supervision. Further development of a special interest within the major field.

ID494 Special Topics (3)**Prerequisite: none**

Topics vary to include current trends in technology, art and design.

IND101 Introduction to Industrial Design (3)**Prerequisite: none**

Survey of the industrial design field. Introduction to industrial design history, product development and business practices. Emphasis on tools and materials used in the industry.

IND111 Fabrication Techniques I (3)**Prerequisite: none**

Fundamentals of hand and power tool operation and applications.

IND121 Human Factors (3)**Prerequisite:** IND101

Psychological and physical factors affecting humans as they interact with product, facilities and environment. Concepts of universal design and designing for diverse populations will be addressed.

IND211 Fabrication Techniques II (3)**Prerequisite:** IND111

Hand and power tool operations and applications. Projects encompass metal working tools, prototyping equipment and various casting techniques.

IND221 Computer Aided Industrial Design I (3)**Prerequisite:** IND234 or GD373

Computer aided drafting and design techniques, with emphasis on layout, orthographic views and solid modeling.

IND223 Computer Aided Industrial Design II (3)**Prerequisite:** IND221

Computer aided drafting and design techniques focusing on the development of accurate 3D surface and solid modeling.

IND228 Design Sketching I (3)**Prerequisite:** ART131

Rapidly visualize concepts and ideas through 2D sketches. Emphasis on persuasive and explanatory sketching, visual representation of concepts and effective decision making through drawing.

IND230 Design Thinking (3)**Prerequisite:** IND101

Creative design thinking and communication methods for concept development.

IND232 Form Development (3)**Prerequisite:** IND101

Introduction to organic and geometric surface forms that express meaning and accommodate use.

IND234 Mechanical Drawing (3)**Prerequisite:** none

Introduction to drafting skills, utilizing mechanical drafting conventions specific to the field of industrial design. Projects stress isometric and oblique representations, sections and auxiliary views.

IND238 Presentation Drawing (3)**Prerequisite:** IND228

Graphic communication skills to produce effective industrial design presentations. One and two-point perspectives for the application of a variety of media techniques.

IND242 Materials & Processes (3)**Prerequisite:** none

Plastics, metals and processes: casting, forming and machining.

IND251 Graphics for Industrial Design (3)**Prerequisite:** GD121

Graphic principles of design and digital image manipulation for industrial design presentation.

IND254 Product Design (3)**Prerequisite:** IND221

Design development for simple consumer products. Concept sketches, mechanical drawing and product models to refine form, color and design detail. Emphasis on manufacturing and user interface issues.

IND256 Intermediate Product Design (3)**Prerequisite:** IND254

Development of specific branding strategies relating products to lifestyle and marketing concepts. Focus on development of moderately complex products and systems.

IND281 History of Industrial Design (3)**Prerequisite:** none

Overview of the industrial design profession within a historical context. Research and study of various trends, schools of thought and celebrated industrial designers and their works. Industrial Revolution through modern age.

IND310 Industrial Design Internship (3)**Prerequisite:** Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded.

IND315 Athletic Footwear (3)**Prerequisite:** IND238

Methods of athletic footwear construction through hands-on learning. Traditional and innovative techniques and materials are incorporated into the process. Terminology and methods are defined and placed in a historical context.

IND320 Soft Goods (3)**Prerequisite:** IND256

Textiles, technical fabrics and sewing techniques utilized in the development of consumer soft goods.

IND330 Digital Presentation Techniques I (3)**Prerequisite:** IND238

Integration of manual and digital presentation techniques. Emphasis on composition and communication of design intent.

IND340 Digital Presentation Techniques II (3)**Prerequisite:** IND330

Further development of 2D digital design, rendering and presentation techniques.

IND342 Human Factors Studio (3)**Prerequisite:** IND121 and IND256

Psychological and physical ergonomics in product design.

IND348 Sustainable Product Design (3)**Prerequisite:** IND256

Design and presentation of a sustainable product. Emphasis on the reduction of environmental impact of products through design, production processes and material specification.

IND351 Design Studio I (3)**Prerequisite:** IND256

Design methods, problem identification, research, setting objectives and extensive problem solving. Emphasis on conceptual ideation, design analysis, functional development, renderings and finished scale models.

IND353 Design Studio II (3)**Prerequisite:** IND351

Team development of client presentations including renderings and finished scale models. Emphasis on product development and teamwork processes.

IND373 Game & Toy Design (3)**Prerequisite: IND256**

Design and development of action toys and games for education and entertainment. Emphasis on research, design concepts and construction of scale models.

IND377 Foundation Portfolio (3)**Prerequisite: Senior Standing**

Compilation of student's best work to date. Emphasis on identification of individual strengths and directions. Production qualities and professional presentation of supporting documents.

IND417 Portfolio & Career Development (3)**Prerequisite: IND377**

Completion of portfolio and resume. Emphasis on the refinement of work for the portfolio and creation of additional pieces as necessary.

IND460 Professional Practices (3)**Prerequisite: Senior Standing**

Examination of professional Industrial Design practices. Emphasis on business ethics and processes.

IND461 Senior Project: Research (3)**Prerequisite: Senior Standing**

Research and development for senior projects. Emphasis on quantitative and qualitative research, scheduling of the project, methods of presentations and qualitative results.

IND462 Senior Project: Concept & Design Development (3)**Prerequisite: IND461**

Concept and design development relating to the research completed in IND461. Emphasis on application of skills and technical knowledge required in the profession.

IND489 Independent Study (3)**Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA**

Student-driven study under instructor supervision. Further development of a special interest within the major field.

IND494 Special Topics (3)**Prerequisite: none**

Topics vary to include current trends in technology, art and design.

MA101 Language of Animation & Film (3)**Prerequisite: none**

Historical survey of animated cinematography. Trends and genres of animated film in a variety of media.

MA121 2D Animation (3)**Prerequisite: Academic Department Chair Approval**

Fundamentals of 2D animation techniques. Emphasis on sequencing, timing and character development using traditional animation materials and techniques.

MA125 Introduction to 3D Animation (3)**Prerequisite: GA101 or MA101**

Exploration of techniques and principles of 3D animation.

MA136 Image Manipulation (3)**Prerequisite: none**

Fundamentals of image manipulation in a raster-based environment. Emphasis on tools, color management, scanning, filters, layering, masking and channels for design, animation, textures and compositing.

MA204 Character Sculpting (3)

Prerequisite: MA254

A continuation of character design and development, including a brief history and drawing skills. Emphasis will be placed on translating 2D designs into 3D sculptures utilizing a variety of tools and techniques.

MA212 Craft Skills for Stop Motion (3)

Prerequisite: MA225

A practical, hands-on overview and exploration of stop-motion materials, process and theory. Will focus on building physical techniques and problem-solving skills for fabrication and shooting of stop-motion animation.

MA221 Intermediate 2D Animation (3)

Prerequisite: MA121

Production of animated sequences through the application of traditional 2D principles. Emphasis on timing and performance. Exploration of capture devices, pencil tests, inking and other 2D animation tools.

MA225 Introduction to Stop-Motion Animation (3)

Prerequisite: MA121

Fundamentals of stop-motion animation. Emphasis on animation principles.

MA234 Drawing for Animation (3)

Prerequisite: ART231

Drawing and animation principles for creation of characters in their environments. Emphasis on force, action, gesture and simplicity.

MA251 Background Design & Layout (3)

Prerequisite: ART134

Design of background layouts. Emphasis on perspective, composition, staging, mood, texture and lighting.

MA252 Storyboard (3)

Prerequisite: ART131

Construction and visual development of the storyboard. Emphasis on storyboards for film and television productions.

MA254 Character & Object Design (3)

Prerequisite: ART231

Design and development of original characters and objects for animated productions. Exploration of multiple styles and media.

MA265 Intermediate 3D Animation Techniques (3)

Prerequisite: MA125

Creation of 3D computer animation. Emphasis on animation techniques, principles and character development.

MA266 Intermediate 3D Modeling (3)

Prerequisite: GA262

3D modeling through complex procedures. Efficient techniques for hard surface and organic models. Emphasis on topology for deformation, character setup, lighting and texturing.

MA271 Digital Ink & Paint (3)

Prerequisite: MA121

Introduction to a vector-based program. Emphasis on basics of scanning, clean-up, ink and paint, camera and timeline.

MA310 Media Arts Internship (3)**Prerequisite: Academic Department Chair Approval**

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded.

MA315 Pre-Production Team (6)**Prerequisite: MA355**

Animation pre-production process in a team environment. Emphasis on production roles and project management.

MA321 Advanced 2D Animation (3)**Prerequisite: MA221**

Complex characterizations of people, animals and objects. Emphasis on production values and presentation techniques.

MA322 Animated Short Film Project (3)**Prerequisite: Junior Standing**

Creation and development of a short film project using a choice of animation techniques.

MA325 Animation Concept Team (3)**Prerequisite: Academic Department Chair Approval**

Students will create all design and preproduction elements for an animated short.

MA335 Intermediate Stop-Motion Animation (3)**Prerequisite: MA225**

Practical overview of basic stop-motion materials, process and theory.

MA336 Image Manipulation & Compositing (3)**Prerequisite: MA136**

Image manipulation and compositing in a raster-based environment. Emphasis on texturing, color management, scanning, filters, layering, masking and channels.

MA342 Advanced Color Theory (3)**Prerequisite: ART102**

Further exploration of color theory and principles and their application in various media.

MA354 Advanced Character Design (3)**Prerequisite: MA221**

Design and development of characters for animation. Completion of sophisticated character development packages.

MA355 Advanced Storyboard (3)**Prerequisite: MA251 and MA252**

Production of industry-standard storyboards for both 2D and 3D projects.

MA361 Advanced 3D Modeling (3)**Prerequisite: MA266**

Design and production of advanced organic 3D models. Emphasis on sophisticated modeling concepts and techniques for the creation of characters.

MA362 Advanced 3D Texturing (3)**Prerequisite: GA262**

Photorealistic texturing and lighting in a 3D environment. Emphasis on creation, application and rendering of textures for 3D models.

MA363 Advanced 3D Animation (3)

Prerequisite: MA265

Personality, acting, realistic timing, movement, dialogue and character development in a 3D environment.

MA377 Foundation Portfolio (3)

Prerequisite: Academic Department Chair Approval

Production of digital portfolio reflecting current level of work. Emphasis on professional development, including job search skills.

MA385 Pre-Production Team (3)

Prerequisite: MA252

Animation pre-production processes are developed in a team environment. Course content emphasizes production roles and project management.

MA387 Web Animation (3)

Prerequisite: MA271

Creation of 2D vector animations for Web delivery. Emphasis on application of traditional animation principles and design skills. Additional focus on library-based hierarchies.

MA391 Character Setup (3)

Prerequisite: MA266

3D character model rigs for animation. Exploration of techniques, tools and elements of simple embedded programming. Emphasis on hierarchies, structure, weight painting, graphic user interface (GUI) elements and functionality.

MA401 Technical Direction (3)

Prerequisite: MA377 and MA391

Development of computer graphic toolsets, pipeline workflow, topology, character rigs, particle and dynamic effects, render passes, shot tracking and troubleshooting for a 3D animated production.

MA415 Animation Production Team (6)

Prerequisite: MA315 or Academic Department Chair Approval

Production of animation in an industry-simulated team environment.

MA417 Portfolio & Professional Development (3)

Prerequisite: Senior Standing

Creation of web portfolio and brand identity. Emphasis on organization and design.

MA425 Advanced Stop-Motion Animation (3)

Prerequisite: MA335

Practical overview of advanced stop-motion materials, process and theory. Focus on problem-solving skills, design, fabrication and stop-motion animation performance

MA427 Digital Portfolio (3)

Prerequisite: Academic Department Chair Approval

Completion of a digital portfolio showing the student's best work. Emphasis on professional development.

MA435 Animation Post-Production (3)

Prerequisite: Academic Department Chair Approval

Completion of an original animated short film aimed at festival distribution. Exposure to all facets of the post-production process for animation.

MA436 Image Manipulation & Digital Painting (3)**Prerequisite: MA336**

Image manipulation and digital painting in a raster-based environment. Emphasis on design, illustration, animation and texture creation for motion productions.

MA485 Production Team (3)**Prerequisite: MA385**

Production of animation in an industry simulated team.

MA487 Advanced Web Animation (3)**Prerequisite: MA387**

Creation of Web-based short films. Topics include library-based and timeline-based animation, digital standards, implementation and use of web scripting.

MA489 Independent Study (3)**Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA**

Student-driven study under instructor supervision. Further development of a special interest within the major field.

MA491 Senior Studio I (3)**Prerequisite: none**

Refinement and completion of portfolio projects related to major area of focus.

MA492 Senior Studio II (3)**Prerequisite: none**

Continued refinement and completion of portfolio projects related to major area of focus.

MA493 Special Topics (3)**Prerequisite: none**

Topics vary to include current trends in technology, art and design.

MTH104 College Mathematics (3)**Prerequisite: none**

Study of the basic concepts of mathematics. Algebraic equations and story problems, quadratic equations and systems of equations, graphs, basic geometry, ratios and proportions. This course may be challenged. Students may earn Proficiency Credit by Challenge as documented in the Proficiency Credit by Challenge catalog guidelines.

MTH116 Algebra & Trigonometry (3)**Prerequisite: MTH104**

Foundation in algebra and trigonometry.

MTH251 Calculus I (3)**Prerequisite: MTH116**

Introduction to differentiation: techniques and applications. Emphasis on algebraic equations and their relationship to basic geometric planar primitives.

MTH252 Calculus II (3)**Prerequisite: MTH251**

Multi-variable calculus and the theory of differentiation and integration of functions. Theory and application of partial differentiation, multiple integrals and line and surface integrals.

MTH261 Discrete Math (3)**Prerequisite: MTH116**

Discrete mathematics applied to modern applications. Course will include algorithmic design, complexity, computation, languages and computational logic.

MTH330 Linear Algebra & Geometry (3)

Prerequisite: MTH116

Matrix theory and linear algebra.

PHD101 Introduction to Photography & Design (3)

Prerequisite: none

Overview of the field of photography, including specialty areas and practices of professional photographers.

PHD102 Lighting (3)

Prerequisite: ART141 or PHD141

Concepts and principles of lighting for photography. Emphasis on recognizing and controlling both natural and studio lighting to result in expected outcomes for a given photograph.

PHD141 Digital Photo Techniques (3)

Prerequisite: PHD101

Introduction to processes and practices of digital capture, imaging and printing. Emphasis on digital camera techniques, studio lighting and image management.

PHD210 Photojournalism (3)

Prerequisite: ART141 or PHD141

Introduction to photojournalism with emphasis on creativity, content, news gathering, industry ethics, asset management, layout and design.

PHD214 Advanced Lighting (3)

Prerequisite: PHD102

Advanced lighting solutions. Emphasis on products and people in both the studio and on location. Utilization of electronic flash and lighting tools in the studio and on location.

PHD216 Studio Photography (3)

Prerequisite: PHD102

Introduction to professional studio photography; emphasis on the creative vision and technical skills needed for successful commercial assignments.

PHD220 Business of Photography (3)

Prerequisite: ART141 or PHD141

An overview of current trends and an assessment of the skills and materials necessary for a student to comprehend small business operations and self-promotions.

PHD225 Digital Printing (3)

Prerequisite: PHD141 and PHD270 or AD225

An introduction to digital input and output techniques for photographic production with emphasis on color management.

PHD270 Digital Image Illustration (3)

Prerequisite: None

In this course, students work with image editing software to expand their skills as photographers and illustrators. Working primarily with the student's own photographs, skills in non-destructive retouching and composite image creation will be demonstrated and practiced to achieve commercial quality digital image illustrations.

PHD293C Digital Imaging Illustration (3)

Prerequisite: PHD141

Students will apply post-processing to their work and demonstrate strong research, concept and execution through the use of advanced raster-imaging software.

PHD304 The Law & Ethics of Photography (3)

Prerequisite: PHD141 or ART141

Explores historical and contemporary cases of legal and ethical violations in the field of photography. Addresses issues related to operating a legally and ethically solid photography organization. Examines the role of the photojournalist and looks at famous copyright and invasion of privacy cases that decided the course of the law.

PHD310 Photography & Design Internship (3)

Prerequisite: Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6 or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded. Grading: Pass-No Pass only.

PHD312 Location Photography (3)

Prerequisite: PHD102, PHD141

Planning and logistics of shooting on location. Transportation, scouting, permits and billing, in addition to lighting, metering and other photographic controls. Subjects include fashion, portraiture, still life, product, stock and architectural photography.

PHD313 Editorial Photography (3)

Prerequisite: PHD210

Photography for advertising and editorial layouts. Specific subjects covered include fashion, advertising design and marketing. Emphasis on editorial portraits through studio and location projects.

PHD314 Video for Photographers (3)

Prerequisite: DFV212 and PHD141

Introduction to video storytelling and lighting techniques using digital single-lens reflex (DSLR) cameras. Multi-media applications will be explored.

PHD320 Advanced Photo Illustration (3)

Prerequisite: PHD270

Research, development and execution of advanced photographic digital imaging techniques with an emphasis on innovative concepts and solutions.

PHD330 Photo Essay I (3)

Prerequisite: PHD210 and PHD214

Extended photographic narratives. Process of producing sets of imagery that convey a story with little written narrative support. Emphasis on stand-alone creative content, ability to transition and conclude a picture story with maximum visual effect.

PHD377 Foundation Portfolio (3)

Prerequisite: Academic Department Chair Approval

Production of foundation portfolio. Emphasis on identification of individual strengths and directions. Production qualities and professional presentation of supporting documents (resumes, business cards, and promotional pieces).

PHD410 Photo Essay II (3)

Prerequisite: PHD330

Advanced visual production to communicate current opinions, trends and newsworthy events. Single and multiple narratives, editorial portraiture and illustration. Production of prototype publication.

PHD416 Advanced Studio Photography (3)

Prerequisite: PHD216

Use of studio environment to develop a body of portfolio ready work. Pitch and completion of projects based on assignment templates.

PHD425 Advanced Printing Techniques (3)

Prerequisite: PHD377

Production of portfolio prints and final exhibition prints of gallery quality. Emphasis on quality control as demonstrated in effective dust and artifact-aberration control, tonal and color control, archival preparation and gallery-quality presentation.

PHD426 Web Portfolio (3)

Prerequisite: Academic Department Chair Approval

Assembly of portfolio on a web site. Also resumes, marketing and cohesive branding materials presented. Emphasis on professional practices and web presence.

PHD427 Portfolio/Thesis Exhibition (3)

Prerequisite: Academic Department Chair Approval

Assembly of portfolio, web sites, resumes, marketing and self-promotion materials. Emphasis on professional practices and interviewing skills.

PHD489 Independent Study (3)

Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA

Student-driven study under instructor supervision. Further development of a special interest within the major field.

PHD493 Special Topics (3)

Prerequisite: PHD141

Topics vary to include current trends in technology, art and design.

PHL101 Introduction Philosophy (3)

Prerequisite: none

Nature and methods of philosophical inquiry; philosophical systems and movements.

PHL102 Introduction to Ethics (3)

Prerequisite: none

Introduction to ethical theories. Application of logic and reason to ethical arguments and real-life situations.

PHL311 Aesthetics (3)

Prerequisite: WR125

The philosophy of art. Topics include perception, imagination, beauty, high art, mass art and art's role in society.

PHL490 Seminar in Philosophy (3)

Prerequisite: WR126

Religion, values and morals in a global context. Topics will vary.

PHY111 Applied Physics (3)

Prerequisite: MTH104

Survey of physics supplemented with laboratory/field experiences based on creative problem solving. Analysis of static forces, collisions, flight, celestial bodies, perception, light, optical paths and falling water.

PHY131 Astronomy (3)

Prerequisite: MTH104

Overview of the cosmos, from the sun and our planetary system to the more distant galaxies. Physical principles that govern life on earth seen in operation throughout the universe. Theories on the origins and evolution of the Universe.

PHY325 Physics & Dynamic Simulations (3)

Prerequisite: MTH252

Elementary mechanics as they relate to natural phenomena. This is a laboratory science course.

PS101 Political Science: Modern World Governments (3)

Prerequisite: none

Political systems, practices and institutions of major modern governments, including Britain, Russia, France, China, Africa and Latin America.

PS105 American Politics & Power Structures (3)

Prerequisite: none

Local, state and federal political structures and their interrelationships, as well as the election cycle, methods of proposing legislation and the role of the judiciary.

PS273 Area Studies (3)

Prerequisite: none

A series surveying the political, historic and cultural aspects of specific geographic areas. Topics will vary. Students may enroll in up to three different Area Studies classes for a total of 9 credit hours.

PS368 War and Society (3)

Prerequisite: WR125

Exploration of the effects of war on societies: different concepts of war, the Laws of Warfare and judgments of war crimes trials. A multidisciplinary approach, including history, political science, theology, economics and psychology.

PSY204 General Psychology (3)

Prerequisite: none

Scientific study of behavior and experience, reviewing biological, social and dynamic bases for behavior; motivation and emotion; learning theory and perception.

PSY335 Psychology of Creativity (3)

Prerequisite: WR125

The creative process, the dynamics of motivation, the challenges of creative expression and the creative personality.

PSY443 Psychosocial Aspects of Dress (3)

Prerequisite: WR125

Psychological and sociological theory as it applies to dress. Use of dress to express culture, social structure and place in an economy. Review of the psychological aspects and aesthetic approaches to dress.

SOC204 General Sociology (3)

Prerequisite: none

Introduction to the field of sociology: fundamental concepts, theories and methods of research.

SOC221 Introduction to Sustainability (3)

Prerequisite: WR125 and EVS111

Introduction to concepts of sustainability, including behaviors of individuals, consumers and corporations. Emphasis on sustainable solutions to environmental issues.

SOC403 Design & Propaganda (3)

Prerequisite: WR125

Design and its role in shaping thought: political, social and religious. Design arts and their influence on elections, government, religious practices, gender roles and family structure. Study of theoretical works as a basis for analysis of the built, constructed, printed and/or video graphed environment.

VEMG121 Introduction to Visual Effects (3)

Prerequisite: none

Introduction to digital effects principles, vocabulary and industry practices with emphasis on 2D and 3D compositing techniques.

VEMG221 Intermediate Visual Effects (3)

Prerequisite: VEMG121

Explore basic color theory and introduce the various techniques used in digital compositing. Students will be required to design and complete a series of projects applying basic rotoscoping and keeping techniques, using various rendering formats.

VEMG310 Visual Effects & Motion Graphics Internship (3)

Prerequisite: Academic Department Chair Approval

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded.

VEMG321 Advanced Visual Effects I (3)

Prerequisite: VEMG221

Integration of visual effects concepts and techniques. Emphasis on green screen techniques, advanced rotoscoping and painting methods.

VEMG361 3D Effects I (3)

Prerequisite: MA266 and DFV331

Dynamic effects in a 3D environment; integrating live-action footage, dynamic simulation, particle systems and rigid bodies.

VEMG365 3D Motion Graphics (3)

Prerequisite: DFV331

Advanced motion graphics utilizing specialized 3D software to explore design techniques used to create graphics capable of moving through virtual three-dimensional space.

VEMG377 Foundation Portfolio (3)

Prerequisite: Academic Department Chair Approval

Completion of portfolio reflecting current level of work. Emphasis on professional development, including job search skills.

VEMG381 Production Studio I (3)

Prerequisite: Academic Department Chair Approval

Completion of a single team project. Emphasis on professional methods, resource management and scheduling.

VEMG401 Advanced Compositing (3)

Prerequisite: VEMG221 and DFV141

Production methods, resource management and scheduling.

VEMG421 Advanced Visual Effects II (3)

Prerequisite: VEMG321

Integration of visual effects concepts and techniques. Emphasis on motion tracking, 3D lighting systems and color correcting techniques.

VEMG427 Digital Portfolio (3)

Prerequisite: Academic Department Chair Approval

Completion of final portfolio reflecting student's best work. Emphasis on professional development.

VEMG431 Motion & Broadcast Graphics II (3)

Prerequisite: DVF331

Advanced techniques and tools in motion graphics and compositing.

VEMG461 3D Effects II (3)**Prerequisite: VEMG361**

Advanced effects tools and techniques with emphasis on complex interaction between 3D elements and live-action footage.

VEMG481 Production Studio II (3)**Prerequisite: VEMG381**

Completion of a team project. Professional methods and techniques.

VEMG489 Independent Study (3)**Prerequisite: Academic Department Chair Approval, minimum of 3.0 CGPA**

Student-driven study under instructor supervision. Further development of a special interest within the major field.

VGP310 Visual & Game Programming Internship (3)**Prerequisite: Academic Department Chair Approval**

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 clock hours is required for each 3 credits awarded.

VGP351 Computer Graphics Programming I (3)**Prerequisite: MTH330 and CS312**

Programming 2D and 3D computer graphics using the Open Graphics Library application programming interface.

VGP352 Computer Graphics Programming II (3)**Prerequisite: VGP351**

Advanced shading language concepts using the OpenGL Shading Language. Emphasis on advanced lighting models and procedural texturing techniques.

VGP353 Computer Graphics Programming III (3)**Prerequisite: VGP352**

Real-time shadow algorithms using Open Graphics Library and Open Graphics Library Shading Language. Focus on shadow maps and shadow volumes with variations and optimizations of each.

VGP363 Computer Graphics Programming: Modeling (3)**Prerequisite: CS312**

Mathematical tools needed for the geometrical aspects of computer graphics.

VGP401 Artificial Intelligence (3)**Prerequisite: CS212**

Programming computer artificial intelligence with a focus on game applications.

VGP427 Portfolio Presentation (3)**Prerequisite: none**

Completion of a digital portfolio showing the student's best work. Skills in professional development.

VGP463 Computer Graphics Programming: Advanced Topics (3)**Prerequisite: CS312**

Advanced topics in computer graphics programming, including modeling, rendering, shading and real-time interactivity.

VG493 Special Topics (3)**Prerequisite: none**

Topics vary to include current trends in technology, art and design.

WDIM101 Introduction to Interactive Media (3)**Prerequisite: none**

History and evolution of interactive media and its relation to other media fields.

WDIM141 Web Graphics (3)**Prerequisite: MA136**

Introduction to graphic software with emphasis on creating and optimizing images for the Web.

WDIM161 Web Scripting: CSS (3)**Prerequisite: Completion of one course in Computer Science Elective**

Web site design using Cascading Style Sheets and strategies for effective web design.

WDIM225 Web Design Fundamentals (3)**Prerequisite: CS105**

Introduction to web authoring tools. Emphasis on the website development process, building designs from digital mock-ups and efficient workflow.

WDIM230 Web Timeline Animation (3)**Prerequisite: WDIM241**

Use timeline animation in the development of interactive and non-interactive digital mediums. Emphasis on the mechanics of 2D animation including audio and interactive components.

WDIM241 User Interface Design (3)**Prerequisite: CS105 and MA136 or AD225**

Development of web interfaces that address and solve user needs. Emphasis on design concepts and processes.

WDIM245 Information Architecture (3)**Prerequisite: WDIM141**

Examine and demonstrate interactive content structures, navigation paths and asset organization.

WDIM252 Interactive Media Pre-Production**Prerequisite: None**

Pre-production phase of the interactive development process. Emphasis on briefs, storyboards, flowcharts, and wireframe layouts.

WDIM253 Web Design & Layout (3)**Prerequisite: WDIM161**

Layout concepts and design styles for web sites. Emphasis on element placement, site goals and usability.

WDIM261 Interactive Authoring (3)**Prerequisite: WDIM230**

Use of interactive authoring tools with functional coding skills to create dynamic interactive experiences. Emphasis on combining design and concept skills with technical applications and scripting.

WDIM262 Web Scripting: JavaScript (3)**Prerequisite: WDIM161**

Introduction to JavaScript and its use in a variety of tasks utilizing the Document Object Model built into web browsers.

WDIM268 Web Standards (3)**Prerequisite: WDIM161**

Use of Web Standards and Web Accessibility for coding standards and separation of content from design. Emphasis on identifying cross-browser compatibility issues with Web Standards.

WDIM325 Studio I: Pre-Production (3)**Prerequisite: WDIM377**

Students plan and begin the execution of a personal senior project.

WDIM331 Database Management Concepts (3)**Prerequisite: WDIM262**

Database design for dynamic web content management. Emphasis on database concepts, the relational database model and translating a client's requirements into a working database design.

WDIM332 Managing Interactive Teams (3)**Prerequisite: WDIM377**

Software and techniques to aid in the management of web and multimedia projects. Emphasis on planning and tracking a web project and team communication

WDIM351 Rapid Web Development (3)**Prerequisite: WDIM377**

Development of project estimation skills. Employment of techniques to improve speed, efficiency, file management and accuracy when creating web sites.

WDIM355 Client-Side Scripting (3)**Prerequisite: WDIM262**

Client-side scripting as a method to develop advanced web applications.

WDIM361 Server-Side Scripting I (3)**Prerequisite: WDIM262**

Dynamic web pages through server-side scripting language. Emphasis on forms and content management.

WDIM366 Server-Side Scripting II (3)**Prerequisite: WDIM361**

Advanced server-side scripting skills. Emphasis on alternate server-side scripting languages.

WDIM370 Content Management Systems (3)**Prerequisite: WDIM377**

Database design for dynamic web content management. Emphasis on database concepts, the relational database model, and translating client requirements into working designs.

WDIM377 Foundation Portfolio (3)**Prerequisite: Academic Department Chair Approval**

Production of interactive portfolio reflecting current level of work. Emphasis on professional development, including job search skills.

WDIM380 Website Development (3)**Prerequisite: Academic Department Chair Approval**

Real-world web production through small teams. Emphasis on assessing client needs, pre-production assets, project management and communication.

WDIM387 Advanced Scripting (3)**Prerequisite: WDIM366**

Exploration and practice of advanced scripting languages.

WDIM409 Emerging Technologies (3)**Prerequisite: WDIM230**

An examination of concepts and methodologies used in emerging technology. Students will research technical requirements for implementing the emerging technology and also discuss the potential impact on technological, social, and cultural change. A prototype and/or interactive marketing campaign will be produced to demonstrate understanding of the emerging technology.

WDIM411 Production Team (3)**Prerequisite: none**

Interdisciplinary team collaboration. Design and development of a solution that fulfills a need for a real client.

WDIM417 Portfolio & Professional Development (3)**Prerequisite: Academic Department Chair Approval**

Development of personal identity and professional skills. Emphasis on resume, copyright issues and job search.

WDIM425 Studio II: Development (3)**Prerequisite: WDIM325**

Students execute the design of their senior project.

WDIM427 Digital Portfolio (3)**Prerequisite or Corequisite: WDIM417**

Completion of final portfolio and appropriate supporting materials.

WDIM430 E-Marketing (3)**Prerequisite: BA241 and WDIM377**

Online business marketing to create traffic, acquire prospects and generate income.

WR121 English Composition I (3)**Prerequisite: none**

Critical reading, critical thinking and organizational skills as applied to writing. Analysis and discussion of texts related to fundamental social, cultural and/or artistic topics. Students may earn Proficiency Credit by Challenge as documented in the Proficiency Credit by Challenge catalog guidelines.

WR125 Argumentation & Research (3)**Prerequisite: WR121**

Research process and methods. Relationships among claim, support, assumptions and logic problems emphasized as integral to the composition of an effective research paper.

WR126 Writing & the Literary Arts (3)**Prerequisite: WR125**

Topical studies in literature. Emphasis on: literature as an art form; techniques of reading and literary analysis. Topics for each section of the course will vary.

GENERAL INFORMATION

Admissions Policies & Procedures

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Education Administration & Services

Academic Policies & Procedures

Student Rights & Responsibilities

Student Services

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Directions to The Art Institute of Portland

ADMISSIONS POLICIES & PROCEDURES

Admissions Requirements

A student seeking admission to The Art Institute of Portland's Bachelor of Science or Bachelor of Fine Arts degree programs must:

1. be a high school graduate with
 - a. a minimum cumulative grade point average of 2.0, or
 - b. a minimum SAT composite score of 880, or
 - c. a minimum ACT composite score of 18, or
2. hold a General Educational Development (GED®)* Certificate
 - a. with a minimum score of 401, or
3. be a student who holds an associate's or higher degree from a recognized accredited institution. In this case, the student must submit proof of the associate's or higher degree to satisfy the high school or GED requirement.

* GED® is a registered mark of American Council on Education.

A student seeking admission to The Art Institute of Portland's Visual Game Programming & Game Art and Design Bachelor of Fine Arts degree program must:

1. be a high school graduate with
 - a. a minimum cumulative grade point average of 2.5, and
 - b. a minimum SAT Math score of 450, or
 - c. a minimum ACT Math score of 18
2. hold a General Educational Development (GED) Certificate
 - a. with a minimum score of 451, or
3. be a student who holds an associate's or higher degree from a recognized accredited institution. In this case, the student must submit proof of the associate's or higher degree to satisfy the high school or GED requirement.

A student seeking admission to The Art Institute of Portland's Associate of Science degree or Diploma programs must:

1. be a high school graduate with
 - a. a minimum cumulative grade point average of 1.8, or
 - b. a minimum SAT Composite score of 800, or
 - c. a minimum ACT Composite score of 17, or
2. hold a General Educational Development (GED) Certificate
 - a. with a minimum score of 301.

All home-schooled students entering The Art Institute of Portland shall provide proof of graduation through a state or accreditation-issued credential or a GED. Proof of accreditation is the responsibility of the student and may take the form of certification documents from accrediting bodies such as high school districts or other recognized agencies. If no such documentation is available, the student may show graduate status through successful completion of the GED. The Art Institute of Portland recognizes state approved home schooling.

Each individual who seeks admission to The Art Institute of Portland will be interviewed either in person or by telephone by an Assistant Director of Admissions. The purpose of these interviews is to:

1. explore the prospective new student's background interests as they relate to the programs offered at The Art Institute of Portland.
2. assist prospective students in identifying the appropriate area of study consistent with their background and interest, and
3. provide information concerning curriculum offerings and support services available at The Art Institute of Portland.

Each applicant, after completing the appropriate application materials, is then evaluated by the Admissions Committee. The Admissions Committee is comprised of faculty who are committed to student success, and who have been trained in evaluating writing samples and transcripts. The Committee will review the following for each applicant:

1. The applicant's high school cumulative grade point average or GED scores, and diploma,
2. The applicant's written essay of approximately 150 words or more, and
3. Letters of reference when available.

The goals of the Committee are to:

1. determine that the applicant has a reasonable chance to be successful based on past academic records, and
2. determine that the program of study chosen by the applicant is appropriate based on the applicant's stated career goals. The Committee may request additional information or require that the applicant meet with the Academic Chair in the chosen program of study in order to make an accurate assessment of the applicant.

Every applicant must provide high school transcripts or GED scores and a diploma and must complete the writing sample in order to be evaluated for admission by the Admissions Committee.

Applicants who have not submitted a transcript or GED scores and a diploma no later than two weeks prior to their quarter start date may be required to submit a college transcript. In those cases, the Admissions Committee will use the results of the testing and/or college transcript in order to evaluate the applicants. The Committee may then grant conditional acceptance although the applicant will still be required to submit proof of high school or college graduation or GED by a date established by the Director of Admissions in order to achieve full acceptance.

The Art Institute of Portland does not recognize a certificate of completion or a diploma from special education programs or certificates based on less than standard academic requirements as fulfillment of the requirements for admission.

If applicant is looking to receive transfer credits from another institution of higher education, they must submit official transcripts from all colleges and universities attended prior to beginning classes.

By exception, applicants who have not yet submitted all transcripts may be allowed to begin class on a conditional acceptance basis, but must provide all required transcripts by a date established by the Director of Admissions.

Enrollees requiring additional educational or tuition assistance will be referred to appropriate government agencies or other educational institutions equipped to handle such situations. For information, please contact the Director of Admissions. The Art Institute of Portland reserves the right to request any additional information to evaluate an applicant's potential for academic success.

The Art Institute High School Graduation Validation Policy

An applicant must be a high school graduate, possess a recognized high school equivalency (GED - General Education Diploma) or have an associate's degree (of at least two full academic years) that fully transfers to a bachelor's or higher degree from a recognized accredited institution. Students can meet the High School graduation requirement by submitting an official academic transcript that shows at a minimum a completed two-year program that is acceptable for full credit toward a bachelor's degree at the school from which the two-year degree was earned.

Applicants to a graduate program may present a bachelor's degree as a form of proof of graduation from high school. Accreditation requirements must adhere to DCEH's list of acceptable accreditation. A student who is home-schooled must be able to present a high school credential evidencing that he or she completed secondary education or complies with applicable State requirements for home-schooling in the State in which the student resided during home-schooling.

The military document DD214 is NOT an acceptable means of proving high school/GED completion. There are specific types of diplomas that are not acceptable at The Art Institute locations (See Definitions):

- Certificate of Performance
- Certificate of Completion
- Certificate of Attendance
- Certificate of Achievement
- Modified Diploma
- Fast Track Online Degree
- Special Education Diploma.

A stand alone "Certificate of Completion" does not suffice for admission to The Art Institutes.

Should you receive a transcript with one of these types of diplomas, you must:

1. Immediately notify the ADA and S/DOA regarding this issue. The ADA/S/DOA will notify the applicant.
2. The application paperwork may NOT be submitted to Admissions Committee for review. Either the applicant must receive a regular (Traditional) diploma or take the GED with passing test scores. If this is not an option, the application will need to be academically rejected after notification.

Students who have conflicting documentation in their file regarding completion of a high school diploma must have this situation resolved before the conclusion of the student's first quarter (No Later than COB Week 9 or prior to final exams) with consultation of the Art Institute Chief Academic Officer or his/her designee as needed.

Admissions Procedures

An Assistant Director of Admissions will interview each individual who seeks admission to The Art Institute of Portland. The purpose of this interview is to: 1) explore the applicant's background and interests as they relate to the programs offered; 2) assist the applicant in identifying the appropriate

area of study consistent with his or her background and interests and; 3) provide information regarding curriculum offerings and support services available at The Art Institute of Portland once an appropriate match is determined. Each applicant, after submitting the appropriate application materials, is evaluated by the Admissions Committee. The Admissions Committee is charged with applying The Art Institute of Portland's admissions criteria. The committee will review the following for each applicant:

1. The applicant's high school transcripts from an accredited institution or GED transcript.
2. The written (essay) of 150 words minimum.
3. Portfolio work for students pursuing the Game Art & Design program.
4. In some cases, additional information such as letters of recommendation, additional essay, portfolio work, placement exam scored, etc.

The goals of the committee are to: 1) determine that the applicant has a reasonable chance to be successful based on past academic records and 2) determine that the program of study chosen by the applicant is appropriate based on the applicant's stated career goals. The committee may request additional information or require that the applicant meet with the Academic Department Director in the chosen program of study in order to make an accurate assessment of the applicant.

Applicants who have not submitted a transcript or GED score two weeks prior to their quarter start date may be required to take additional testing. The committee may then grant conditional acceptance, although the applicant will still be required to submit official proof of high school graduation, GED score, associate's and/or bachelor's degree by a date established by the Director of Admissions in order to achieve full acceptance. An official associate's or bachelor's degree waives the requirement for an official high school or GED score. Applicants who have not yet submitted all transcripts may be allowed to begin classes, but must provide all required transcripts by a date established by the Director of Admissions, not to exceed thirty (30) days after the date applicant begins classes. No applicant may be fully accepted to The Art Institute of Portland unless all official transcripts have been submitted. The Art Institute of Portland reserves the right to request any additional information necessary and to require testing to evaluate an applicant's potential for academic success. Applicants requesting an evaluation of transfer credit must submit all official college transcripts before an evaluation will be compiled.

An application for admission and an Enrollment Agreement must be completed and signed by the applicant and parent and/or guardian (if applicable) and submitted to The Art Institute of Portland. Prospective students are encouraged to visit The Art Institute of Portland, although a visit is not a condition for enrollment. Arrangements for an interview and tour of The Art Institute of Portland may be made by telephone, or by letter to: Director of Admissions, The Art Institute of Portland, 1122 NW Davis Street, Portland, Oregon 97209. Call toll-free 1-888-228-6528 or 503-228-6528.

Additional Requirements

ADMISSIONS REQUIREMENTS FOR GAME ART & DESIGN

Overview:

The Art Institute of Portland has an admission requirement that a student who is accepted into Game Art & Design must have earned a high-school grade-point-average of at least 2.5 in order to enter the program. However, for students who do not meet the 2.5 HSGPA requirement, an additional level of consideration is needed to address whether they may, in fact, be qualified for entry into the Audio program. Note that the following procedures apply only to those who do not meet the normal 2.5 HSGPA requirement.

Addition to Game Art & Design Requirement:

For GAD, the strong feeling among the directors was that drawing ability was a key component needed by an applicant, along with ability in math. For that reason, the following steps can be taken when the applicant does not meet the HSGPA requirement:

1. Look more closely at the portfolio to ascertain drawing ability. The feeling among the directors is that, while the portfolio is a requirement, it is often not scrutinized carefully enough. A good portfolio could result in a decision to admit a student whose high-school academic performance was substandard.
2. An assessment of the applicant's math ability through:
 - a. A review of the student's transcripts to see the quality of math courses taken, and the student's performance; or
 - b. A review of placement test results in the math area; or
 - c. A review of standardized test math scores, e.g. SAT or ACT
3. As needed, an interview with the applicant by the Academic Director or his/her designee(s) to ascertain the applicant's ability to be successful.

Note that this will be a holistic process using the results of the interview and math assessment so that the Academic Director can make a final decision regarding the student's suitability for the program.

Visual & Game Programming

- a. A minimum cumulative GPA of 2.5 from high school or a minimum 2.5 cumulative GPA in at least 24 semester or 36 quarter credits at an accredited college or university or;
- b. A minimum GED score of 550 and;
- c. A minimum cumulative GPA of 3.0 from high school and college math classes

If the student does not meet the requirements for the Game Art & Design program they may be accepted into the Media Arts & Animation program. Students will have an opportunity to develop a portfolio for consideration of transfer to the

Admissions Requirements for Returning Students

The Re-Admissions Office provides assistance to those students wishing to return to school following a leave of absence, withdrawal, or suspension. For a smooth transition back into The Art Institute of Portland, students must contact this office located within the Admissions Department for all information regarding reentry.

Admission Committee Literacy Review Essay Policy

A student must demonstrate literacy, defined as the ability to read and write at a level that allows him or her to be successful in a college level course, with reasonable remediation allowed, in order to be accepted into The Art Institutes. The admission essay will be assessed by a faculty/academic committee (ADCOM) and scored at one of two levels: Meets standard or Does not meet standard. No student may be admitted to an Art Institute without an essay that Meets Standard. An essay may only be rewritten one time for each start, and any appeal decision by the Dean or his or her designee is final. The evaluation of writing ability is useful in determining the applicant's compatibility with the program's course of study and in determining the applicant's ability to write and develop ideas according to the rules of Standard English.

I. Essay Requirements

- a. Applicants must write an essay of at least 250 words, answering the following prompts:

What are your career goals and how do you expect your education at The Art Institute of Portland to help you attain them? In what ways will you participate and commit to your education in order to be successful?

- b. The documents/directions to be provided to the student are in Procedures for ADCOM Literacy Review Student Handout.
- c. All prospective students must be assessed for college readiness in literacy except applicants who have attended another Art Institute and who have documentation of an accepted essay to that school in the student file.
- d. If an applicant was accepted by another Art Institute and did not attend, or if the applicant attended and failed or withdrew from all classes, the student must apply through the normal admissions process.
- e. All members of ADCOM and admissions staff will be trained on the essay and the rubric.
- f. Scoring on the rubric is as follows:
- i. Meets Standard: Student is considered literate and may be accepted as long as all other admission requirements are met.
 - ii. Does not meet standard: Student does not meet the literacy standard and may not be accepted even if all other admission requirements are met.
 - iii. Students will be notified of their essay results in writing by the admissions office.

II. Appeals Process (Rewrite).

- a. The student may request to rewrite the essay only one time for each start and is advised to first meet with the appropriate academic official (Dean of the Campus or his or her designee) to discuss his or her score. That official may not be a member of the Admissions Committee (ADCOM.)
- b. The applicant must submit the appeal (rewrite) essay to the Admissions representative (Enrollment Processor/Admissions Office Manager) for processing prior to the start date.
- c. The Essay rewrite must follow the same requirements and guidelines as indicated in section I.
- d. Any decision on the results of the rewrite is to be considered final.
- e. The applicant must meet ALL admissions requirements for full acceptance to the school.

Culinary Standards

To participate in any program in The International Culinary Schools at The Art Institute, each student, with or without reasonable accommodations, must be able to safely and effectively:

- Attend and participate in both day and night shift (including first and fourth shifts) classes
- Communicate in person with co-workers, students and guests and process written and verbal instructions
 - Attend and participate in laboratory and production classes of up to 6 hours in length
 - Regularly lift and transport food and other culinary product, equipment, small wares and utensils weighing up to 40 pounds.
 - Regularly lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables where guests are seated.

- Pour and serve liquids and beverages, including hot liquids up to temperatures of 180-185 degrees Fahrenheit (82.2 – 85 degrees Celsius)
- Use knives and other commercial cooking utensils
- Perform repetitive motion skills required in the kitchen and the food industry, such as whisking, dicing, or piping
- Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetables, and fruit products
- Handle and bake/cook using different flours – including all grains – as well as chocolate, fruits, and nuts
- Operate commercial cooking and food service equipment
- Stand or maneuver in professional or commercial kitchens, dining rooms and related facilities for up to 2 hours
- Sit on a kitchen stool or at a classroom desk for up to 50 minutes
- Visually assess, and evaluate the taste, appearance, texture and aroma of food and beverage products
- Use commercial cleaning and sanitizing equipment and materials
- Produce food products within the time parameters designated by a course objective within a class or for a hands-on or baking practical

The foregoing technical standards are essential to the programs of instructions in The International Culinary Schools at The Art Institute and also reflect industry requirements and standards.

Veterans Admissions Policy

Veterans receiving GI Bill benefits while attending The Art Institute of Portland are required to submit transcripts for any previous education or training for evaluation, granting of prior credit, and shortening of the length of the program.

Minimum Academic Achievement Standards for Student Receiving Department of Defense Tuition Assistance:

In addition to the school's Standards of Satisfactory Academic Progress Policy, in order for a Service member student to continue to receive Tuition Assistance (TA) military education benefits for TA-funded courses, the following minimum academic standards must be achieved.

The Department of Defense requires reimbursement from the Service member if a successful course completion is not obtained. For the purpose of reimbursement, a successful course completion is defined as a grade of "C" or higher for undergraduate courses, a "B" or higher for graduate courses and a "Pass" for "Pass/Fail" grades. Reimbursement will also be required from the Service member if he or she fails to make up a grade of "I" for incomplete within the time limits stipulated by the educational institution or 6 months after the completion of the class, whichever comes first.

Students using TA must maintain a cumulative grade point average (GPA) of 2.0 or higher after completing 15 semester hours/23 quarter hours, or equivalent, in undergraduate studies, or a GPA of 3.0 or higher after completing 6 semester hours/9 quarter hours, or equivalent, in graduate studies, on a 4.0 grading scale. If the GPA for TA funded courses falls below these minimum GPA limits, TA will not be authorized and Service members will use alternative funding (such as financial aid or personal funds) to enroll in courses to raise the cumulative GPA to 2.0 for undergraduate studies or 3.0 for graduate studies.

The Secretary of the Military Department will establish recoupment processes with the Service member directly for unsuccessful completion of courses.

International Student Admissions Policy

All international students must meet the same admissions standards as all other students when seeking to enroll in The Art Institute of Portland. Please refer to *Admissions Requirements*. Those international students applying to SEVP-certified schools and requiring the school's sponsorship for international student visa status (Form I-20) must meet the additional requirements listed below. The Art Institute of Portland requires nonimmigrant students present in Visa Waiver, B-1, and B-2 status to change visa to F-1 or other qualifying status prior to enrolling in programs of study (other than avocational or recreational courses). Students in F-2 or M-2 status may enroll on a part-time basis where available. Please note that some programs may not be eligible for international students requiring Form I-20 sponsorship. Please ask to speak with The Art Institute of Portland's International Admissions Representative for more detail.

ADMISSIONS REQUIREMENTS FOR STUDENTS REQUIRING FORM I-20 SPONSORSHIP

International students requiring The Art Institute of Portland's Form I-20 must submit the following items in addition to the standard documents required for admission:

- Original or official copies of all educational transcripts and diplomas (secondary and post-secondary if applicable)
- English language translation(s) of education transcripts and diplomas, if applicable
- If used to meet admissions requirements above, official credential evaluation of post-secondary, non-U.S. transcripts and diplomas required for admission. NOTE: evaluations must be prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member organization
- Proof of English Language Proficiency (see English Language Proficiency Policy)
- Proof of financial responsibility to cover costs of tuition and fees and living expenses (and dependent costs if applicable) for at least one academic year (official bank statements, Sponsor's Statement of Support, if required)
- Photocopy of student's "bio-info" page of passport to provide proof of birth date and citizenship
- For all non-immigrant applicants residing in the United States, provide a copy of passport visa page and Entry Record or Form I-94 card
- For all non-immigrant applicants currently in F, M, or J status, provide a copy of all Forms I-20 or Forms DS-2019
- Transfer Clearance Form for students currently in F, M, or J status at another institution

Important International Student Disclosure – International students attending Art Institute locations under F-1 visas (Form I-20) are required to maintain a "full course of study" during each academic term of their programs of study. For undergraduate (non-degree, Diploma, Associates, and Bachelors-level programs) students, this is defined as a minimum of 12 credits per academic term. Graduate programs will vary by program of study. Not more than 1 online course or 3 online credits per academic term may be counted toward meeting the "full course of study" requirement. Please note that not all Art Institute locations offer online courses. Speak with an admissions representative for more information. Program and course offerings are subject to change and international students may be required to take additional courses to meet the full course of study requirement. International students should work

closely with the International Student Advisor to ensure all requirements of their visa statuses are met.
THIS SCHOOL IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NONIMMIGRANT ALIEN STUDENTS.

English Language Proficiency Policy

As the lectures, seminars, materials, and discourse which comprise programs of study at The Art Institute of Portland are presented in English, The Art Institute of Portland requires that all students possess and demonstrate a minimum level of English language proficiency required to substantially benefit from the programs offered.

A student is deemed proficient in the English language if he or she:

- Holds a U.S. high school diploma or U.S. General Equivalency Diploma (GED) or international high school diploma, e.g., U.S. military base, business/diplomat expat community, etc., in which instruction is delivered primarily in English
- Holds the equivalent (evidenced by credential evaluation) of a U.S. high school diploma from overseas institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) a minimum of two (2) academic terms at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) English 101 and 102 at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Presents acceptable English Language Proficiency test scores meeting the minimum required levels set forth below.

Minimum Acceptable Proof of English Language Proficiency Standard			
ELP TEST	DIPLOMA	AS/BS	GRAD.
TOEFL PAPER	480	500	550
TOEFL i-BT	54-55	61	79-80
IELTS	Level 5.5	Level 6.0	Level 6.5
American College Testing (ACT) English	17	19	21
EF International Language Schools	C1	C1	C2
ELS Language Schools	Level 108	Level 109	Level 112
iTEP	4.0	4.5	5.0
Pearson	42	44	53
Michigan English Language Assessment Battery (MELAB or "Michigan Test")	73	80	85
Scholastic Aptitude Test (SAT)-English Section**	420	526	572
Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Section	453*	526	572
TOEIC (Academic Test)	600	650	700

*The scale for the Prueba Aptitud Academica has changed and now closely reflects the SAT.

**As of April 2005, the SAT verbal test is replaced with the SAT critical reading test.

Undergraduate (diploma, associate and bachelor level) applicants may also satisfy the minimum standard of English language proficiency by submitting official documentation of one of the following:

- Successful completion of a minimum of two semesters or quarters of post-secondary course work at a regionally accredited college or university or a college or university accredited by an approved national accrediting body in which English is the language of instruction Successful

completion is defined as passing all courses for which the student was registered during the two semesters;

- U.S. High School Diploma or GED administered in English;
- Equivalent of a U.S. High School Diploma from a country in which English is the official language (equivalency must be verified by a recognized evaluator of international credits);
- Satisfactory completion of English 101 or 102 at an English speaking college or university within the U.S., achieving a grade of “C” or higher.

Please contact an International Student Admissions Representative for questions about acceptable alternative measures of English Language Proficiency.

Late Start Policy

The Art Institute does not allow new students to start late. A late start is defined as someone who would enter on or after the first day of the scheduled start, including the drop/add or schedule adjustment period.

In order to start at the next scheduled start, a student must be:

1. Completed and submitted an application by 5 p.m. one week before the start day (Monday – Main Start, Friday – Mid-Session Start)
2. Accepted, as defined in the ADCOM policy, planned at a 4 or 5 financial status, registered, by the Wednesday preceding the start date. (Main Start) and Monday for a mid-session start.
3. Must meet attendance and confirmation policies for the first week of class.

All placement tests must also be completed if the student is to be entered into a class that requires it; for instance, English or online. If a student is transferring credits in lieu of a placement test, transcripts (either official or unofficial) must be in the admission packet in order to place a student into the appropriate classes.

Orientation

Every incoming undergraduate student, both new and re-entering, who has not earned 24 prior credits at the post-secondary level must complete the institution’s web-based orientation, consisting of 23 modules, before beginning classes. Students also are strongly encouraged to attend the campus on-ground orientation program, designed to introduce them to their learning community, campus facilities, resources, and personnel provided to support them throughout their educational journey.

Students need only complete the new orientation requirements one time, regardless of whether they defer start dates or withdraw and return. Students transferring from one campus to another, without a break in enrollment, are not required to complete orientation. Students not continuously enrolled, prior to transferring, will be treated as new students and must complete the new orientation requirements, unless they have 24 earned credits or have already completed orientation requirements at their prior campus.

The Student Body

Students come to The Art Institute of Portland from across the United States and abroad. The student body is comprised of men and women who have enrolled directly upon completing high school, transferred from other colleges and universities and who have left employment situations to prepare for a new career. The Art Institute of Portland is dedicated to bringing out the professional in each of our students. We’re proud that so many graduates have become successful in their fields.

We encourage you to visit the school in person. Talk to our students and our teachers. Tour our facilities.. If you would like to schedule a personal visit, or if you have questions, simply call us. We'll be happy to help you.

Non-Degree Students Seeking Admissions

Students enrolling for personal or professional development purposes are not required to enter as degree-seeking students. The Art Institute of Portland provides no guarantee to students of a favorable degree-seeking admission decision when enrolled in courses under the non-degree-seeking status.

Non-degree-seeking students may not be entitled to all services provided to degree-seeking students (e.g., employment assistance, housing assistance). Comprehensive instructions for applicants wishing to enter as non-degree-seeking students may be obtained through the Registrar's Office. Students enrolled as non-degree seeking status are not eligible for Title IV Financial Aid.

FINANCIAL SERVICES

The Financial Services Department works with students and their families to develop a financial plan to support the completion of the student's program of study. We will help you in the completion of the federal applications for grants and loans applicable to your circumstances. Once your eligibility for financial aid has been determined, a student financial aid officer will help you and/or your family develop a financial plan for meeting direct and indirect educational expenses.

Program of Study	Credit Hours	Program Length (Quarters)	Instruction Weeks	Tuition per Credit Hour	Lab Fee ¹	Digital Textbook ²	Starting Kit Fee ³	Approx. Tuition Per Program ⁴
Associate of Arts (AA)								
Apparel Design	90	6	66	\$481	\$0	\$1,500	\$575	\$45,365
Culinary Arts*	90	6	66	\$481	\$1,680	\$1,500	\$716	\$47,186
Graphic Design	90	6	66	\$481	\$0	\$1,500	\$420	\$45,210
Bachelor of Fine Arts (BFA)								
Advertising*	180	12	132	\$481	\$0	\$3,000	\$402	\$89,982
Apparel Design	180	12	132	\$481	\$0	\$3,000	\$575	\$90,155
Digital Film & Video	180	12	132	\$481	\$0	\$3,000	\$420	\$90,000
Fashion Marketing	180	12	132	\$481	\$0	\$3,000	\$254	\$89,834
Game Art & Design	180	12	132	\$481	\$0	\$3,000	\$420	\$90,000
Graphic & Web Design	180	12	132	\$481	\$0	\$3,000	\$420	\$90,000
Interior Design	180	12	132	\$481	\$0	\$3,000	\$602	\$90,182
Media Arts & Animation	180	12	132	\$481	\$0	\$3,000	\$420	\$90,000
Photography & Design	180	12	132	\$481	\$0	\$3,000	\$420	\$90,000
Visual Effects & Motion Graphics	180	12	132	\$481	\$0	\$3,000	\$420	\$90,000
Bachelor of Science (BS)								
Culinary Management*	180	12	132	\$481	\$1,680	\$3,000	\$716	\$91,976
Design Management	180	12	132	\$481	\$0	\$3,000	\$420	\$90,000
Industrial Design	180	12	132	\$481	\$0	\$3,000	\$625	\$90,205
Visual & Game Programming	180	12	132	\$481	\$0	\$3,000	\$420	\$90,000
Diploma (D)								
Baking & Pastry*	42	4	44	\$481	\$1,365	\$700	\$716	\$22,983

* This program is no longer enrolling new students.

The table above is calculated at full load, which is an average of 15 credit hours per quarter. The calculation would be based on 12 credit hours per quarter if a student were to take the minimum allowable credits required to still be considered a full time student.

Please visit our [Student Consumer Information](#) page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, fulltime or at full load. Changing programs, beginning programs at the midterm start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

¹ Lab fees above represent the total for the program and are charged per course or quarter. Lab fees are treated as tuition for refund purposes.

² Not all courses include a Digital Textbook. Courses that include a Digital Textbook will be noted in the registration material and the Digital Textbook will be charged in addition to tuition unless the student chooses

to opt out. Students who do not opt out will not need to purchase textbooks for courses using a Digital Textbook. The purchase of the Digital Textbook is not refundable. Students who do opt out will be responsible for purchasing the required textbook. If a course does not use a Digital Textbook, the student is responsible for purchasing the required textbook. The Digital Textbook charge is \$50 per course for most courses; however, some courses may have more than one Digital Textbook and carry a Digital Textbook charge of \$75 per course.

³ The starting kit is optional and consists of basic equipment and materials needed for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at the school or at most supply stores. Kit prices include tax and are subject to change.

⁴ Approximate tuition and fees is based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.

Student Responsibilities

A student who receives financial assistance is cautioned to remember his or her various responsibilities. They are:

- Maintain satisfactory academic progress
- Inform staff of any address changes, schedule/ program changes, contact information changes, or any other status changes that might affect the student's eligibility for financial aid
- Renew financial aid and loan applications in advance of financial aid and academic years, as applicable

Some students may not have applied for financial assistance initially or do apply and are determined to be ineligible for assistance. Be aware that the federal eligibility criteria is periodically reviewed and modified; therefore, any student whose financial circumstances change, or for whom a financial need arises, should contact the Financial Services Department.

Provision for Books and Supplies

Students who are Title IV eligible and are expected to receive excess Title IV funding will receive a stipend for the lesser amount of either their presumed excess Title IV funding or their book and supply budget to provide students the ability to purchase books (for courses that do not use Digital Textbooks) and supplies by the seventh (7th) day of the course start date within the payment period.

As described below, by the seventh (7th) day of each course start date within the payment period, The Art Institute will provide a method for students to obtain their books and supplies required for their courses.

- For newly enrolled students, a starting kit provided by The Art Institute consisting of basic equipment and materials needed for beginning each program and charged to the student account.

- For courses using a Digital Textbook and/or digital resources, a Digital Textbook provided by The Art Institute to be automatically redeemed with The Art Institute's contracted third-party vendor and charged to the student account.

Title IV funding, if the student is eligible, will be used to pay for these charges. Any books and supplies charged in excess of Title IV and other financial aid funding on the student account are the responsibility of the student. A detailed listing of charges is disclosed on The Art Institute's Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of The Art Institute's method, the student account will not be charged and the student is responsible for purchasing the required books and supplies for her/his courses. For courses using a Digital Textbook, the charge will be reversed on the student account after the Add/Drop Period.

Starting kit and Digital Textbook (for courses using Digital Textbooks) charge information is disclosed on The Art Institute's Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of The Art Institute's method, s/he will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, the student is not due to receive one, s/he is responsible for purchasing the required books and supplies for her or his courses.

The student may request a modification at any time for a subsequent payment period, regarding her or his choice to use The Art Institute's method to obtain books and supplies, but not retroactively, by contacting the Financial Services Department.

Financial Aid Programs

Eligible students may apply for financial assistance under the following federal, state and institutional programs:

- Federal Pell Grant
- Federal Direct Loan
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Art Grant (ARTG)
- Federal Work-Study (FWS)
- Alaska State Student Loans
- Direct PLUS (Parent) Loan Program
- Vocational Rehabilitation Assistance
- Veterans Administration Benefits

Awards under these programs are based on individual need as determined through the results of the Free Application for Federal Student Aid (FAFSA) and the availability of funds. The FAFSA can be filed online at www.fafsa.ed.gov.

SCHOLARSHIPS

For detailed information on all financial aid awards, processes, requirements, and deadlines, please refer to the school's current Financial Aid Guide or contact the Financial Services Office directly.

The Art Institute of Portland Creative Arts Scholarships

The Art Institute of Portland Creative Arts Scholarship was established in 2000 to offer scholarship support to students pursuing degree programs at The Art Institute of Portland (donations are tax deductible through The Education Foundation). Awards typically range from \$1,000-\$3,000. Awards are made in the Spring quarter; contact a financial aid officer in Financial Services for applications.

The Art Grant

The Art Grant is an institutional aid award toward your tuition charges up to 20% for Bachelor's degree programs and up to 15% for Associate's degree programs. For every 12 credits earned, while maintaining continuous enrollment, an Art Grant will be earned to be applied to tuition in the form of a tuition credit applied during the next successive academic quarter.

New and current students are eligible and there are no GPA requirements beyond Satisfactory Academic Progress requirement. The grant award may vary by amount of credits to be completed in a program at an Art Institutes' school after October 1, 2014, violations of school policies, or breaks in enrollment. Total tuition charges may be impacted by course drops, course withdrawals, or failing grades. Students must read and acknowledge a Memorandum of Understanding regarding The Art Grant, which sets forth eligibility requirements and other conditions, before any grant is awarded.

See your Student Financial Aid Office for details.

Early Acceptance Grant

The Early Acceptance Grant is designed to provide a \$1,000 tuition award to incoming Art Institutes students with unmet financial need. To qualify, you must be accepted into The Art Institutes, complete all steps in the financial aid process, and accept this grant no later than Tuesday, May 1, 2018.

Academic Achievement Scholarship

Deadline: Students need to begin classes by August 16, 2018

The Academic Achievement Scholarship allows qualifying new students to earn up to a 20% tuition scholarship, up to \$17,316, by maintaining an honors level Grade Point Average (GPA) and completing community service related projects in their field of study while attending as a full-time student.

ENTRY REQUIREMENTS & CRITERIA

Student must be registered for full time as defined in the catalog.

ACT and SAT scores recommended but not required.

Must have a cumulative GPA of 3.5 to 4.0 from high school or prior college; transcripts must be provided for verification.

Must maintain a cumulative GPA of 3.5 to 4.0 while attending.

Three letters of recommendation; combination of high school guidance counselor and teachers or three teachers or community leaders.

Must show portfolio of work

- 1st and 2nd year recipients must complete two community service projects in their field of study and submit the projects to be reviewed by a committee.
- 3rd year recipients must complete one community service project in their field of student and submit the project to be reviewed by a committee.

Must remain continuously enrolled, with no breaks in enrollment.

Must maintain Satisfactory Academic Progress (SAP), as defined in the catalog.

Must be enrolled in a Certificate, Diploma, Associate degree, or Bachelor degree academic program at one of The Art Institute locations.

Must have the Memorandum of Understanding completed, signed, dated, and on file with the institution in order for the Scholarship to be disbursed.

Employees or eligible immediate family members participating in the DCEH Tuition Voucher Program are not eligible to participate in the Scholarship program.

Maintain a GPA of 3.8 to 4.0 on a cumulative basis each quarter to receive up to a 20% tuition scholarship value, up to \$17,316. *

Maintain a GPA of 3.5 to 3.79 on a cumulative basis each quarter to receive up to a 15% tuition scholarship value, up to \$12,987.*

*The Scholarship amount is based on the initial award. In the event the student earns a higher or lower cumulative GPA in a subsequent quarter, if applicable, the student must maintain the cumulative GPA identified from the initial award in order to continue receiving the Scholarship. Your actual total grant award may vary by program, degree, amount of credits to be completed in a program after the effective date of Academic Achievement Scholarship availability, violations of school policies, or breaks in enrollment. Your total tuition charges may be impacted by course drops, course withdrawals, or failing grades. Check with the school for exceptions and details.

Other Scholarships

The Art Institute of Portland offers a number of scholarships specifically designed for high school seniors.

The Art Institutes system of schools is a member of various local and national organizations that offer scholarships. Winners are selected by committees of artists and professionals compiled for the sole purpose of judging these competitions.

Various businesses, state agencies and interested parties often provide scholarship opportunities for students. We list only a few here, but there are many more resources for information about scholarships. Contact a financial aid officer in Financial Services for more scholarship resources. The

Internet has many websites for scholarship and financial aid information. We strongly suggest that you meet with a financial aid officer for assistance on using these sites.

DECA Scholarship

Open to high school seniors graduating in 2017 who are DECA members. There are varying numbers of DECA scholarships available nationwide and in various categories.

DECA scholarship: up to \$1,000

DECA state scholarship: up to \$1,500

DECA international scholarship: up to \$5,000

Future Business Leaders Of America National Scholarship Program

Three \$10,000 nationwide tuition scholarships will be awarded to high school seniors graduating in 2017 who are FBLA members; students with a first-year GPA of 3.0 may earn an additional \$5,000 tuition scholarship.

FCCLA Competitions

Family, Career and Community Leaders of America)

Open to high school seniors graduating in 2017 who are members of FCCLA and participate in competitions in the categories of Culinary (3 nationwide scholarships available), Interior Design (2 nationwide scholarships available), Fashion Design and Fashion Construction (1 nationwide scholarship available in each category), and Hospitality (3 nationwide scholarships available). Tuition scholarships are renewable for up to 4 years.

1ST PLACE: \$3,000 tuition scholarship (\$12,000 maximum)

2ND PLACE: \$2,000 tuition scholarship (\$8,000 maximum)

3RD PLACE: \$1,000 tuition scholarship (\$4,000 maximum)

SKILLS USA Championship

Open to high school and post-secondary students who are members of SkillsUSA and participate in competitions in the categories of Advertising Design, Culinary, and Photography (6 nationwide scholarships available in each category), as well as 3-D Visualization & Animation, Web Design, and Television Production (12 nationwide scholarships available in each category). Scholarships are awarded on first-come, first-served basis.

1ST PLACE: \$10,000-\$20,000 tuition scholarship*

*amount varies depending on the program in which the student enrolls

2ND PLACE: \$5,000 tuition scholarship

3RD PLACE: \$2,500 tuition scholarship

Vocational Rehabilitation Programs

Every state has programs to help people with physical and mental disabilities. Some states offer retraining programs for people who have been out of the job market for a length of time, for example. Eligibility criteria and amounts vary according to federal, state and private agency regulations. Students must apply directly to and be approved for benefits through the appropriate federal, state, or private agency. For more information, contact your local vocational rehabilitation office, unemployment office, or your state department of human resources.

Veterans Education Act

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. If you are a veteran or the dependent of a veteran, contact the local Veterans Affairs office in your region, visit www.gibill.va.gov.

U.S. Departments of Veterans Affairs and Defense Education Benefits

The Art Institute of Portland has been approved by the Oregon Higher Education Coordinating Commission for the training of veterans and eligible veterans' dependents. Where applicable, students utilizing the Department of Veterans Affairs (VA) education benefits may receive assistance from the School Certifying Official in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (refer to the Academic Policies & Procedures section of the catalog for more information). Students receiving veterans' benefits must report prior education and training. The Art Institute of Portland will evaluate prior credit and accept that which is appropriate. Students with questions should contact the Oregon Higher Education Coordinating Commission, 255 Capital Street NE, Salem, OR 97310; phone 503-947-5727; fax 503-378-8395; <http://www.oregon.gov/highered/institutions-programs/private/Pages/state-approving-agency-veterans.aspx>

For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following website: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

As a Department of Defense Memorandum of Understanding education institution participant and signatory, The Art Institute of Portland is approved for Tuition Assistance. Eligibility for Tuition Assistance varies by military branch. Military spouses may also be eligible to use Department of Defense educational benefits under the Military Spouse Career Advancement Scholarship (MyCAA) program. Service members or military spouses wishing to use Department of Defense education benefits must obtain approval from their respective military branch or the Department of Defense prior to starting the course.

While benefit and eligibility information is provided by The Art Institute of Portland, the ultimate approval of a student's ability to use a particular benefit is determined by the respective government agency offering the benefit. Eligible service members, veterans and dependents may contact the Student Financial Services department at The Art Institute of Portland to learn more about these programs and participation. For additional information, visit <https://www.artinstitutes.edu/admissions/details/military-benefits>.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [http://www.benefits.va.gov/GIBILL/Trademark Terms of Use.asp](http://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp).

Web sites to look at:

www.cappex.com

www.finaid.org

www.collegeboard.org

www.fastweb.com

www.oregonstudentaid.gov

www.scholarships.com

Payment Plans

The Art Institute of Portland's Payment Plan is designed to help students and their families if they are not able to meet their educational costs completely with other financial assistance. In the event there remains a balance of costs following the financial aid process, the Payment Plan allows students/families to spread the balance of costs over the length of a term, program or beyond graduation, if eligible. In order to be eligible for the Payment Plan, students should first apply for and accept all other forms of financial aid for which they may be eligible. To remain under the Payment Plan, students must adhere to their agreed upon payment schedule. Full details on the Payment Plan will be provided by the student's financial aid officer at The Art Institute of Portland.

Financial Services

At the time of enrollment, a financial plan is developed for each student. The Financial Services Department works with students to maintain the integrity of their accounts. They are available to provide information about student accounts, payments, and refund eligibility. The Financial Services Department welcomes communication from students, and if at any time a student has questions, the accounting staff is available to provide clarification and answers. They are sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments.

The Financial Services staff provides the following services: maintenance of permanent student financial records, billing of student accounts, processing student refunds, and receipt of payments.

Refund Policy

Examples of the calculations for these policies are available in the Student Accounting Office. As allowed under Federal, state, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes. Students dropping all courses in a term are considered withdrawn for refund purposes. All students will be subject to the institutional refund policy. In addition, students who receive Federal student aid are also subject to the Return of Title IV Funds Policy.

Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled On-Ground

For purposes of this Initial Period of Enrollment Policy, a first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended, please see the Refund Policy Prior to Class Start section of the enrollment agreement and catalog.

The school provides all new applicants seeking a first-time enrollment in any on-ground undergraduate program of study, including hybrid programs, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to the start of the term or within seven (7) calendar days following the first day of the student's first scheduled class, whichever is later (referred to as the "Initial Period").

The chart below illustrates the days in the Initial Period for a non-regular student:

Class Days	Initial Period Days	Number of Calendar Days in Initial Period
April 28 th = 1 st Scheduled Class		1
April 29 th	1 st Day of Initial Period	2
April 30 th	2	3
May 1 st	3	4
May 2 nd	4	5
May 3 rd	5	6
May 4 th	6	7
May 5 th	7 th = Last Day of Initial Period	8
May 6 th	Initial period over – student is eligible to be reviewed for full admission	9

A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student’s first day of the term or first scheduled class, whichever is later, will be considered a cancellation. The school will refund any monies paid on the student’s behalf and will remove any charges from the student’s account. All refunds will be made within thirty (30) calendar days of the date of the cancellation.

During a first-time student’s Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the seventh (7th) calendar day following the student’s first scheduled class or does not meet the requirements for admission to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the ninth (9th) respective calendar day (the day after the first calendar day plus seven (7) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student’s program of study.

Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student’s first term or first scheduled class day, whichever is later, including the withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

In order to qualify for aid, students must be a regular student and meet all federal, state, or other types of aid eligibility requirements.

Cancellation Refund Policy Student Examples for On-Ground Students:

Example 1:

- 1 Student's first scheduled class is January 5th.
- 2 Student ceases to attend and his or her last date of attendance is January 9th (the 4th day).
- 3 Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.
- 4 Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

- 1 Student's first scheduled class is January 5th.
- 2 Student remains enrolled and attends class through January 14 (the 9th day), then ceases enrollment and attendance.
- 3 Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day ten (10) of the class.
- 4 Student would be eligible for Title IV, veteran's benefits, state aid, and other aid programs, if all other conditions are met for admission and aid eligibility, since he or she became a regular student after January 11th (the 7th day).
- 5 Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Starting kits purchased from The Art Institute will only be subject to the refund provisions, found above, if returned to the school in condition for resale within twenty-one (21) calendar days from the first scheduled class.

Refund Policy Prior to Class Start

Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on his or her Enrollment Agreement will be considered a student.

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. The applicant may cancel the contract and receive a full refund of all monies paid if cancellation is requested by the applicant prior to the beginning of class or within five (5) business days after the Enrollment Agreement is signed, whichever is later, and making an initial payment.
3. If the student has not visited the school prior to enrollment, all tuition and fees paid by applicants will be refunded if requested within three (3) business days after their first tour of the school and inspection of equipment or if requested within three (3) business days of the student's attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.
4. Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within thirty (30) calendar days after his/her first scheduled class day, whichever is earlier.

Refund Policy after Class Start

In the event of withdrawal by the student or suspension by the school from all courses registered during any quarter of study:

1. Prepaid tuition for any period beyond the student's current quarter will be refunded in full.
2. The student may officially withdraw from school by notifying the Office of the Registrar in person or in writing. The termination date will be the student's last date of attendance. If the student stops attending without notifying the Office of the Registrar, the school shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within thirty (30) calendar days of the notification date, unless the student is withdrawing at the end of the quarter.
3. Refunds for a student notifying the school prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within thirty (30) calendar days of the last day of that quarter.
4. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) calendar days of the first scheduled day of class in the quarter in which the student was expected to return.
5. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
6. A student who must withdraw due to documentable mitigating circumstances, such as extreme illness or personal emergency, that make it impractical for the student to complete the quarter, may file an appeal requesting an adjustment to his/her account balance for the term in which the student withdrew. A written appeal must be submitted to the Dean of Academic Affairs or the Appeals Committee for review. The written appeal must be supported with appropriate documentation of the mitigating circumstance(s). If the student's appeal is approved, the student may be eligible to receive a financial credit, to be determined by the school, to the student account balance at the time of return.
7. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by the school. The school reserves the right to apply any student payment, or any refund due a student, to any student financial liability.
8. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for refund purposes.
9. Session II academic terms are approximately five and one-half (5 ½) weeks in duration. The calculation of refunds is based upon the last day of attendance within the term. Any portion of a week's attendance is considered a full week of attendance for refund purposes. Information in the catalog or student handbook will apply except for the following changes specific to Session II classes: For students only scheduled to attend Session II, the add/drop period is two (2) days from the start of Session II classes. If you drop or add one or more classes, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

10. If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student's last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student's last date of attendance within the academic term will be reversed for the Institutional Refund Policy, or State Refund Policy, where applicable. The reversal of applicable charges will be completed after the Return of Title IV Policy. For the Return of Title IV, the evaluation period and term charges include the entire period in which the student registered.

11. If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student's last date of attendance in the academic term using the academic term charges, aid disbursed during the academic term, and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

Adjustment of Charges

In accordance with Oregon State policy, when the student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws:

Quarter Start or Single Course:

Week One	20%
Week Two	40%
Week Three-Four	60%
Week Five-Six	80%
After Week Six	100%

Mid-Quarter Start or Single Course:

Week One	20%
Week Two	40%
Week Three	60%
After Week Three	100%

Refund Policy for Online Course Withdrawal

Students who withdraw from a Session I or Session II online class after the add/drop period are treated the same as if they withdrew from an on-ground class. Session II classes begin approximately the day after Session I classes end and run approximately five and one-half (5 ½) weeks. The ending date of Session II classes may not coincide with the ending date of on-ground classes.

Official and Unofficial Withdrawal

To officially withdraw, the student will need to notify the Office of the Registrar in person or in writing. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records. The refund policies shall apply in the event that a student withdraws, is suspended, or is terminated from school.

The Art Institutes are dedicated to serving and assisting our students. A student who encounters issues that require him/her to discontinue attendance in his/her course(s) within or following a quarter, but intends to continue taking courses in a subsequent quarter, may request to reenter and register for the appropriate term. The student must complete a Withdrawal Form obtained by contacting his/her Academic Counselor or the Office of the Registrar. Students who provide a return start date may be scheduled into new or retake courses. Students may also request a re-entry appointment with Financial Aid during the official withdrawal process. The date of determination would be the date the student provides notice. All students will be subject to the necessary refund policies as outlined.

A student who withdraws from a program before the end of week nine (9) of an eleven (11) week term (before the end of week four (4) of a five and one-half (5 ½) week term) will be assigned a "W" code for each course within that quarter. Every course for which a student receives an "F", a "UF", or a "W" grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade will be computed in the grade point average. Tuition is charged for repeated courses.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Academic Director or Chair and the Dean of Academic Affairs. Withdrawals and failed courses can affect the student's Incremental Completion Rate and ability to succeed.

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies the school of withdrawal or of the date of withdrawal.
2. The school terminates the student's enrollment in accordance with institutional policies.
3. The student exceeds the number of absences allowed in accordance with institutional policies, and must be withdrawn from school. The date of withdrawal shall be deemed the last date of recorded attendance.
4. All refunds and return of funds will be made within thirty (30) calendar days of the date of determination.

Kits, Components of the Kits, Books, or Supplies Return Policy

If kits, components of the kit, books, or supplies, are returned to the bookstore in re-salable, unused condition within seven (7) calendar days of the student's last date of attendance, a credit will be given.

All refunds and return of funds will be made within thirty (30) calendar days of the date the student notifies the school of the withdrawal.

Return of Federal Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term or session if the student is only attending a session. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (100) percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five (five) or more days, it will reduce the term length. If the scheduled break is before the student's last date of attendance, it will also reduce the calendar days completed. If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered to the student.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

If students are only scheduled to attend Session I or Session II, the Return of Title IV calculation as described in the Enrollment Agreement will be applied to the applicable session attended using the session start and end dates.

Financial Aid Refund Distribution Policy

All students receiving financial aid who withdraw from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal PLUS
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other federal, state, private, or institutional aid programs, if required by the program
8. Students

EDUCATION ADMINISTRATION & SERVICES

The Academic Affairs Department is the heart of The Art Institute of Portland. Faculty members not only have appropriate academic credentials, but in many cases, professional experience and backgrounds in the career-related areas they teach. Further, they have been selected because they enjoy communicating and working with students. Overall, the faculty is selected on the basis of their academic and professional credentials and must demonstrate that they are capable communicators and conscientious professionals. Students come to The Art Institute of Portland to prepare to seek entry-level employment in the career field of their choice. They do not come only for the purpose of earning credits or degrees. The entire focus of the educational process is devoted to the development of employable skills and professional attitudes so that graduates are prepared to seek entry into the career field. Students should use every resource at their disposal and get the maximum benefit from every course undertaken and should consult with instructors and department administrators when additional support services are needed.

Academic Advising

Academic advising is provided by the Academic Directors, Academic Advisors and select faculty members. Students are encouraged to seek academic advising quarterly to ensure that they are taking appropriate courses. Students with questions are encouraged to seek advice from their Academic Director at any time during their tenure with the college.

Tutoring Center

The Tutoring Center provides tutoring assistance for many courses offered at The Art Institute of Portland. Tutors are students who have successfully completed the courses they tutor and have an overall record of academic success. Tutoring is available at no additional charge for up to 2 hours/week for each Art Institute of Portland course in which a student is currently enrolled.

Registration Procedures

Registration for continuing students takes place during the seventh week of each academic quarter. Appropriate notices regarding the time and place are posted in advance. Before registering, students should consult the schedule of classes on www.myaicampus.com. To register, continuing students should select a course load based on their financial plan with the assistance of their Academic Advisor and register for these classes via MyAiCampus. (Students electing to delay degree completion and take less than the recommended full course load must contact their Academic Advisor or Academic Director.) A great amount of course, instructor and classroom scheduling takes place in the short period between registration and the start of classes. Therefore, it is very important that every student register on time. Students who register late will be subject to schedule delays and course selection on a space-available basis.

Academic Overload

Registration for more than 18 credits per quarter is considered academic overload. Students must justify their need for an overload schedule and obtain approval from their advisor and the Dean of Academic Affairs for the overload. Students who are in their first quarter of coursework will not be permitted to carry an overload.

Responsibility for Maintaining Accurate Registration

It is the students' obligation to add, drop, or withdraw from classes before the published deadlines. This applies even if the students have never attended class. Applicable dates are published on myaicampus.com, sent via email and posted around The Art Institute of Portland campus.

Schedule Adjustment

During the Schedule Adjustment Period students may add or drop courses, or change sections. The Schedule Adjustment Period begins on Monday of the first week of the quarter and concludes at the end of the first class day of the second week. Tuition is charged based on registered credits at the end of this period. Students are responsible for all charges regardless of attendance. Students who fail to attend any classes or notify the Academic Affairs Department during the Schedule Adjustment Period will be withdrawn from school. If a continuing student attends a class and withdraws from school during the Schedule Adjustment Period, the student may be financially responsible for all registered courses based on the school's Refund Policy, as published in the *College's Catalog*.

Both full-time and part-time students receiving financial aid who plan to drop courses must contact Financial Services because a reduced course load may affect financial aid status and it may change payment arrangements. International students who plan to drop courses must contact the International Student Advisor prior to making any schedule changes because a reduced course load may affect legal status with the Department of Homeland Security.

Withdrawing from School

Students withdrawing from school will receive a "W" for a grade ("WF" for students withdrawing in Weeks 10-11). Students must notify their Academic Department Director, in person, of intent to withdraw from school. Students should consult their Enrollment Agreement or the Refund Policy section of the catalog for refund calculation information.

Course Changes

The Art Institute of Portland reserves the right to alter or change course titles, course content, or the sequencing of courses at any time necessary for the purpose of enhancing the education program.

Program and Attendance Status Change

Students who alter their academic progression in any manner are considered to be making a "status change." Basic status changes include:

- Enrollment change from one program of study to another.
- Withdrawal, suspension, or termination of studies.
- Transferring from one Art Institutes school to another.

Students wishing to request an academic status change must receive approval first. Status Change forms and procedural details are available at the Registrar's Office.

Starting Classes

Students must clear any financial or academic holds by the first week of the quarter or they may not be allowed to attend classes.

Class Scheduling

Students may view their schedules via [MyAiCampus](#) immediately after registering for classes. The Art Institute of Portland reserves the right to make any schedule changes dealing with courses, room assignments, instructors, session assignments and student reassignment, as deemed appropriate by the Dean of Academic Affairs.

Grade Reports

Final grade reports are available at the end of each academic quarter on www.myaicampus.com; grades are not released by telephone. Students who have failed to make payment of tuition, library fines, or other required fees may have transcripts withheld until total payment is made. If students have questions about a grade that has been issued, they should contact the instructor of the course in question immediately. At the latest, questions regarding grade issues should be made in writing to the instructor of the course by the end of the first week of the succeeding quarter (the quarter following the quarter in which the grade was assigned). When writing the request, students should also submit a copy to the Academic Department Director supervising that course. Please see the section entitled "Academic Grievance Procedure" for further information.

MyAiCampus

MyAiCampus.com is a dynamic website for current students, that provides secure, password-protected, Internet based services. Students can view grades, their schedule and administrative holds from any location. Students are issued a MyAiCampus.com account with access to the student and faculty email directories; an email address; and a personal Web site that they can design, present and maintain. Student email is the official and sole means for general communication, distribution and notification of the quarterly Schedule of Classes, textbook lists, important dates and information and weekly news bulletins. Students' MyAiCampus email, in turn, can be forwarded to other email addresses.

Digital Bookshelf and Digital Textbooks

The school is enhancing the learning experience by converting traditional textbooks to electronic media. A majority of courses will have a Digital Textbook associated with the course. Courses that include a Digital Textbook will be noted in the registration material. Students enrolling in a course that includes a Digital Textbook will incur an additional Digital Textbook charge, in addition to the course tuition. Students that opt out of using digital textbooks for that course will not incur the additional Digital Textbook charge. Students that do not opt out will not need to purchase textbooks for courses using a Digital Textbook. Students that do opt out will be responsible for purchasing the required textbook. The Digital Textbook Charge allows student access to the Electronic Library and HTML versions of the textbook(s), and in some cases, other electronic media, which is integrated into the course.

If a student was charged for a Digital Textbook in a previous course and the student is required to use the same Digital Textbook for another course, the student will not incur the Digital Textbook charge again since students have access to the Digital Textbook for up to ten years. On average the price of the Digital Textbook charge is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges, immediate access to the materials, and interactive features that accompany the Digital Bookshelf.

eCollege and VitalSource System and Hardware Specifications

The Art Institute of Portland uses eCollege and Vital Source to deliver its digital textbooks. As with any software, the faster the processor, the more RAM and the larger hard drive space you provide, the better the performance. Users wanting to move their material to their hard drive may need additional space. It is also important that users understand the process and benefits of maintaining their machines in top operating condition by keeping them current with the latest operating system updates, correctly configuring virus control and other beneficial habits.

Preferred Requirements:

Preferred Software Specifications:

Mac OSX 10.5 or 10.6

OR

Windows 7 or Vista with Microsoft .Net 3.5 SP1

Latest version of Safari Browser, Mozilla Firefox, or Internet Explorer

Preferred Hardware Specifications:

2.0 GHz INTEL processor

1 GB of RAM

Graphics card capable of 1024x768 resolution or larger

Sound card & speakers

High speed internet access

Minimum Requirements:

Minimum Software Specifications:

Apple Mac OSX 10.4

- OR

Microsoft Windows XP SP2 or higher with Microsoft .Net 3.5 SP1

Safari browser 3.0.4 or higher, Mozilla Firefox 2.0 or higher, Internet Explorer 6 or higher

Minimum Hardware Specifications:

1.0 GHz processor

512 MB of RAM

Graphics card capable of 1024x768 screen resolution

Dial-up Internet access is the minimum standard, however, a higher speed is recommended.

Recommended Plug-ins or Downloads:

Course instructors may employ technology in the eCollege classroom that requires one of these recommended plug-ins or downloads in order to function properly. If your instructor uses the ClassLive technology, Java will be required. If your instructor provides PDF files, Adobe Reader may be required to open and view those files. You can download these items at the time that they are deemed necessary.

Java

If Mac, Mac OS Classic Java (MRJ 2.2.5) (<http://developer.apple.com/java/index.html>)

If Windows, Sun's Java 2 SDK (Java 1.5 or Java 1.6) (<http://www.java.com>)

Adobe Reader (<http://get.adobe.com/reader/>)

Recommendation Regarding "Netbooks"

Students often see "Netbooks" (small laptop computers primarily designed for web browsing and emailing) as an affordable option when looking to purchase a computer for class work. However, it is strongly recommend that students do not purchase a Netbook.

Purchasing a low-price laptop or desktop computer that meets the system requirements outlined above is a much better solution for class work. While newer Netbooks may meet resolution and screen-size requirements for reading your eBooks, much like some older laptops, some older Netbooks may not be able to graphically handle these sites. This means that reading e-texts and participating in the classroom

could become difficult. It may be challenging to scroll through your readings and effectively and efficiently work through the material.

Field Trips

Field trips are one of many important elements of the educational experience at The Art Institute of Portland. Onsite visits allow for first-hand observation of principles and concepts introduced in the academic environment. Information may be conveyed only in a field experience as opposed to a lecture or reading assignment. At all times students are representing The Art Institute of Portland as well as potentially making important future business contacts for themselves. Since manufacturers, retailers, designers, advertisers and others willingly give their time for the benefit of our students; it is common courtesy to be prompt and attentive. Students are required to provide transportation to local field trip locations (car, car pool or public transportation). Those students who provide car pool assistance to fellow students should be certain they have adequate insurance coverage.

The Art Institute of Portland is not responsible in the event of an accident. Field trips outside the local area (more than 75 miles) generally involve prearranged public or private transportation and, in some instances, overnight accommodations. Students who participate in field trips are required to complete a travel release form to assure their understanding of the conditions established for such a trip.

Inclement Weather Announcements

In the event of inclement weather, please listen to radio and television announcements to determine whether The Art Institute of Portland will be open. Most TV station home pages have a "School Closure" link. The Art Institute of Portland offers both day and evening classes. Even if day classes are cancelled, weather conditions may improve enough to permit evening classes. Classes are canceled when The Art Institute of Portland is closed; during Finals Week, exams are postponed.

Ultimately, individuals should make their own determination about the safety of commuting to The Art Institute of Portland in hazardous conditions. Students that choose not to attend should take the initiative to make arrangements with instructors to make up missed class or studio hours.

Guests/Visitors

Guests, including family members, are not allowed in the classrooms, labs, library or other work places. Classrooms and labs are professional environments and guests can be a distraction from the educational goals at hand. Classroom space and equipment are for student use only. All guests must sign-in and be issued a visitor's badge while on The Art Institute of Portland property and be escorted by staff or faculty at all times while on The Art Institute of Portland property.

ADMINISTRATIVE INFORMATION

Identification (ID) Cards

All students are issued an ID card, which must be worn at all times while on Art Institute of Portland property. The card is needed for various purposes including checking out books and resource materials from the Learning Resource Center, use of laboratories, facilities access and checking out training equipment (see information under “Property of The Art Institute of Portland”). There is no additional charge for the student’s first ID card. There is a \$10 replacement charge for each additional ID card.

Change of Address or Phone Number

Students must notify The Art Institute of Portland of any permanent or mailing address changes. To do this, a student should complete a change of address form available from the Registrar’s Office.

Name Change

Misspelled names on official college documents may be corrected by presenting a current driver’s license or passport to the Registrar’s Office. Currently enrolled students wishing to change their names must present a new social security card to the Registrar’s Office where a copy will be made for the student’s file.

Transcript Requests

Official copies of transcripts are available through the Registrar’s Office. Requests must be in writing and include the student’s name, years attended, ID number, signature and return address. Transcript request forms are also available in the Registrar’s Office. Transcript cost is \$3 each. This cost applies to official and unofficial transcripts. Transcripts will only be issued to students who are in good financial standing with the Administrative and/or Financial Services Offices and who do not have an academic hold on their records. (The Art Institute of Portland maintains custody of Bassist College academic records.) Please allow 10 business days for processing.

Beginning May 2, 2018, The Art Institute of Portland will begin charging a \$7 fee for all transcript requests.

Veterans’ Information

Programs are approved for the training of veterans and the children of deceased or disabled veterans. Veterans considering entering The Art Institute of Portland are expected to meet admission requirements appropriate for their educational backgrounds and follow the instructions under “Admissions Procedures.” Students with questions concerning their eligibility should contact Financial Services or their nearest Veterans Administration Office.

ACADEMIC POLICIES & PROCEDURES

The Art Institute of Portland maintains academic policies to provide meaningful measurements of student academic progress.

Cancellation of Classes

Prior to opening the registration period, The Art Institute of Portland makes every effort to provide sufficient course sections for students. The campus makes available the course schedule to students along with registration instructions and deadlines. Course offerings, instructors, days, times and class locations are not guaranteed and are subject to change at the discretion of the campus. If the campus determines that a course offering will be cancelled due to lack of enrollment or other reason, they will remove all students from the course and notify students of the change of schedule via email. Students are allowed to add or remove a course until the end of the add/drop period.

TRANSFER OF CREDIT POLICY

The sections below describe the various conditions under which credits might be transferred into or out of The Art Institutes. Please contact the office of The Dean of Academic Affairs for all matters related to Transfer Credit and Program Change.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. For this reason this institution does not imply, promise, or guarantee that credits earned will be accepted by another college or university. If the credits or degree, diploma, or certificate that you earn at this institution are 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. Students considering transferring to another college or university are responsible for determining whether that school will accept this institution's credits. Students are encouraged to initiate discussions with the potential transfer school as early as possible.

TRANSFERRING FROM ONE ART INSTITUTE TO ANOTHER ART INSTITUTE

Students wishing to transfer from one Art Institutes school to another may do so only if they are in good standing at the sending school. Any student dismissed for academic progress cannot transfer to another affiliated Art Institute school until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress. (See the Student Academic Progress Policy-Transfer from another Art Institute). An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

TRANSFER OF CREDIT BETWEEN ART INSTITUTES SCHOOLS

Associate's Degree Graduates to Bachelor's Degree Programs: Every reasonable effort will be made to ensure that all credits earned by associate's degree graduates of an Art Institutes school will transfer to the corresponding bachelor's degree program within the system. However, differing state and accrediting regulations may require additional courses at the associate's degree level. If the associate's degree completed by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the associate's degree level.

Such graduates of the related associate degree program will attain upper division status in the bachelor's degree.

Associate's degree credits earned by graduates of an Art Institutes school for which there is no corresponding bachelor's degree program will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted. Under some conditions, all general education courses in the associate degree may be brought forward into the Bachelors degree program; because this may vary by state, the student attempting to transfer credits is advised to consult with the receiving institution on the policies regarding general education coursework. All conditions in the following associate's degree credits to associate's/bachelor's degree program procedure apply.

Diploma Graduates to Associate's/Bachelor's Programs: Every reasonable effort will be made to ensure that all credits earned by diploma program graduates of an Art Institutes school will transfer to the corresponding Associate/Bachelor's degree program within the system. If the diploma program completed by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to require retaking the course(s) at the associate's degree level.

Such graduates of the related diploma program will attain lower division status in the associate's degree program.

Diploma program credits earned by graduates of an Art Institutes school for which there is no corresponding Associate/Bachelor's degree program will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted. All the following conditions in the following diploma program credits to associate's/bachelor's degree program procedure apply.

Allowable Total Transfer of Credit

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the new location. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, or from proficiency examinations, or from alternative sources of credit. Due to regulatory considerations, at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above. See the campus registrar for the minimum percentages for your campus.

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institutes School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at The Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

Diploma Program Credits to Associate's/Bachelor's Degree Program:

Diploma program credits, with a grade of "C" or better from an Art Institutes school, earned by students not awarded an diploma, will be considered for transfer to the same program at the associate's degree or bachelor's degree level. Differing state and accrediting regulations may require additional courses at the associate's degree level.

Associate's Degree Credits to Associate's/Bachelor's Degree Program:

Associate's degree credits, with a grade of "C" or better from an Art Institutes school, earned by students not awarded an associate's degree, will be considered for transfer to the same program at the associate's degree or bachelor's degree level. Differing state and accrediting regulations may require additional courses at the associate's degree level.

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

Course Descriptions

The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalog will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent and above) taken at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer. If the student has passed only the transitional classes at an Ai school but not earned the respective college-level credit, then the receiving institution should re-test the student for placement purposes.

Grades of Transfer Credits

Only courses with an earned grade of "C" (2.0 on a 4.0 scale) or higher will be considered for transfer credit. Transfers between schools from within the same OPEID code (Office of Postsecondary Education Identifier), will transfer all comparable courses (including all attempts) to the new school.

Course Prerequisites and Sequence of Courses

Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

Internal Proficiency Testing for Credit

Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

Portfolio Review for Credit

Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

Total Allowable Transfer of Credit

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

LIMITATION TO ONLINE EDUCATION QUOTIENT: Based on government and accreditation standards related to consortium agreements, students are limited in the total number of credits that can be earned in an online delivery mode. Students are required to complete more than 50% of their program credits in residence at the Art Institute School into which they have enrolled and from which they hope to graduate. Once the threshold of program credits have been exceeded, the student must be transferred to The Art Institute of Pittsburgh – Online Division for the completion of the program. Transfer between Art Institute campuses does not guarantee that all credits earned will transfer to the same program at the receiving campus, including The Art Institute of Pittsburgh – Online Division.

TRANSFER OF CREDIT FROM OUTSIDE COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTES SCHOOL

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

Course Descriptions

The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalog will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent and above) taken at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer.

Grades of Transfer Credits

Only courses with an earned grade of "C" (2.0 on a 4.0 scale) or higher will be considered for transfer credit.

Course Prerequisites and Sequence of Courses

Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

Proficiency Credit from External Sources

Official documents related to CLEP or AP scores or similar means to demonstrate proficiency for credit must be received by an Art Institutes school prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

- *Advanced Placement.* Some foundation courses can be obtained through College Board's AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and evaluated prior to the end of the schedule adjustment period (add/drop) of the student's first quarter of attendance.
- *College Level Examination Program (CLEP).* Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to University courses prior to the end of the scheduled adjustment period (add/drop) of the student's first quarter of attendance.
- *Articulation Agreement Credit.* Successfully complete programs included in articulation agreements that have been established between the University and their high schools.
- *Military Experience Credits.* Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on the Joint Service Transcript, the Community College of the Air Force Transcript or as recommended by the American Council on Education (ACE).
- *Internal Proficiency Testing for Credit.* Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start.
- *Experiential Learning.* Students may request advanced standing for experiential learning. Students will present relevant work or life experiences for review by the Dean of Academic Affairs or designee. The Dean of Academic Affairs or designee will have the necessary forms for the student to complete. Documentation such as portfolios, writing samples, publications, verification of employment, and references represents a sampling of what may be requested by the Department Chair from the student in order for the advanced standing review to be completed.
- *Portfolio Review for Credit.* Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

Class Proficiency Test

Requests for testing out of specific classes approved by the Institute must be made through the department Director prior to the class start.

No more than 25 percent credits will be considered for any type of proficiency credit.

University Transcripts with Credit/No Credit Course Grades

Accredited colleges and universities where courses are offered for credit/no credit and no allowable grade is earned in major courses according to existing regulations will be converted to a grade by the registrar's office. Credit grades will be converted to a "C" and no credit grades will be converted to an "F".

Total Allowable Transfer of Credit

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

TRANSFER OF CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT OR RE-ENTRY TO THE INSTITUTION) AT AN ART INSTITUTES SCHOOL

NOTE: Transfer credit after matriculation must be completed prior to the student's final term of study.

Concurrent Enrollment: Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institutes school student's full-time schedule (at the student's own expense), and after a student's matriculation at an Art Institutes school, may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met, and if the secondary institution permits concurrent enrollment.

Approval Needed

Requests for concurrent enrollment in a course at another college or university while the student is at full-time status at an Art Institutes school (according to the US Department of Education's definition of the term) must be approved by the General Education Director, the Department Director, or the Dean of Academic Affairs prior to enrollment in the course.

Full-time Status

The student must be enrolled full-time at an Art Institutes school at all times during the concurrent enrollment at another college or university.

One Course Limit

Only one course per quarter in concurrent enrollment is permitted.

Grading

The concurrent enrollment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at The Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

Completion Deadline

Credit will be awarded for the course when official documentation is provided by the secondary institution that the course was successfully completed, as defined above. Official Transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrollment course.

Total Allowable Transfer of Credit

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and

regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

Transcripts

Official Transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrollment course.

Transfer Credit Upon Re-Entry to the Institution: Requests for transfer of credit from accredited institutions of higher education for a course taken while a student was not in attendance at an Art Institutes school, but after a student's initial matriculation at the school, may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

Grading

The concurrent enrollment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at The Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

CHANGE OF PROGRAM WITHIN AN ART INSTITUTES SCHOOL

A student petitioning to change from one program to another within The Art Institute must obtain approval from the Department Director of the department from which the student is changing. The student's coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation. Only one change of program is allowed per student.

Course Substitution Policy

Students are expected to complete the program requirements outlined in The Art Institutes Catalog in effect at the time they enroll. However, programs are subject to change at the discretion of The Art Institutes. In these situations or due to other mitigating circumstances (e.g., change in program of study), courses previously completed at the Art Institutes or other accredited higher education institution will be reviewed by the campus academic staff to determine its acceptance or substitution. Students who wish to appeal a course substitution should submit a Course Substitution Form to the Program Director for consideration at their Campus; online students should submit the Form to their Academic Counselor. The Academic Counselor will forward the form to the Program Director for consideration. The Program Director will then forward the request and recommendation to the Campus Dean for approval. Substitutions for General Education courses will be reviewed by the appropriate General Education Program Director. To be considered for a substitution, the course must be successfully completed at The Art Institute, and satisfy the program student learning outcomes as listed in the Academic Catalog. Students should submit all requests within the timeline indicated in the Transfer of Credit section of the catalog.

Course substitutions not recommended by the Program Director, may be appealed to the Dean or designee. The decision of the Campus Dean is final.

Non-Regionally Accredited Institutions

Transfer of credits from non-regionally accredited colleges or universities are subject to approval by the Oregon Office of Degree Authorization. Once approved, the Art Institute of Portland is authorized to evaluate credits completed at non-regionally accredited colleges or universities only after the student

has completed 15 quarter credits of coursework when enrolled in a bachelor's or associate's degree program or 9 quarter credit hours when enrolled in a diploma program at The Art Institute of Portland. Any coursework taken prior to accreditation cannot be evaluated. Credits from non-regionally accredited institutions are evaluated in accordance with the policies and procedures listed in "Transfer Credit Practices," published by the American Association of Collegiate Registrars and Admissions Officers. Credit will not be given for courses from business colleges or other schools not officially recognized as institutions of higher learning. Credits earned in trade or technical schools are not transferable to The Art Institute of Portland.

Graduation Requirements

The Art Institute of Portland awards Diplomas, Associate of Arts, Bachelor of Science or Bachelor of Fine Arts degrees to graduates of its degree programs. To graduate, students must have a cumulative grade point average of no less than a 2.0. Students are required to complete the degree requirements listed for their specific degree and program in the Programs of Study section in his/her entering year catalog. In addition, the candidate for graduation must have fulfilled all financial obligations. To be qualified to graduate, the student must:

1. Submit an Application for Graduation to the Registrar's Office by the first Friday of the term in which s/he plans to graduate
2. Be enrolled as a current student during the term of intended graduation
3. Earn the required credits in each general education program
4. Earn the required credits in each of the disciplines for their program
5. Achieve a minimum CGPA of 2.0
6. Satisfy all financial obligations to The Art Institute of Portland
7. Satisfy the residency requirement of 45 credits at The Art Institute of Portland (12 credits in the diploma programs).
8. All students must compile a portfolio of their work and exhibit their portfolio in the college portfolio review. Participation in the portfolio review at the end of their final quarter of study is a requirement for graduation from the undergraduate academic programs. Students who do not participate will not receive a final official transcript, nor will a diploma be issued until such time as the student participates in portfolio review.

Portfolio Requirements

Students must meet all individual portfolio class requirements and earn a grade of "C" or better in order to pass these classes.

ATTENDANCE POLICIES AND PROCEDURES

Attendance Policy

COURSE ATTENDANCE (GROUND)

The Art Institutes maintain an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, or examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in class. Although some absences are unavoidable because of illness or emergency, due to the nature of the program, there are no excused absences.

Students will not be penalized for pregnancy or related conditions, including recovery from childbirth. Students who are absent due to pregnancy or related conditions may receive an exception to the attendance policy and/or be permitted to make up missed work for as long as the student's absence is medically necessary. To avoid being administratively withdrawn, students must contact their academic advisor or registrar about the need for a pregnancy-related exception. As with other students seeking exceptions for medical-related reasons, students seeking a pregnancy-related exception to the attendance policy must provide a doctor's note indicating that the absences were medically necessary. Failure to provide evidence of medical necessity for any absence may result in the student being administratively withdrawn from school, and the student may not be allowed to make up any missed assignments. *Please note that a pregnancy exception to the attendance policy is only applicable to the current course and cannot be carried over into any subsequent courses.*

A student who is absent for *three cumulative weeks (three classes for those that meet once a week or six classes for those that meet twice a week)_in an 11-week term* * will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid quarter ground term**) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. **A student is allowed only one appeal per class.** In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the registrar office.

Appeal Process – Withdrawn from Course (Ground)

Students who are administratively withdrawn from a single course for violating the attendance policy may submit a one-time appeal per course per term to the Dean of Academic Affairs for reinstatement into their course(s) in the active term. Students who appeal must do so in writing prior to the next class meeting for each course being requested for reinstatement. The instructor must determine that the student still has the potential of successfully completing the course(s) to earn a successful appeal. A copy of this appeal must be put into the student's file.

CONSECUTIVE DAYS ABSENCE GRADING POLICY (GROUND)

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid quarter ground term), will be withdrawn from the Institute and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid quarter ground term) students will be withdrawn from the Institute and will receive WF's (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

APPEAL PROCESS – CONSECUTIVE DAYS ABSENT (GROUND)

Students who are administratively withdrawn from school for violating the consecutive days absence attendance policy may submit an appeal to the Dean of Academic Affairs for reinstatement into their course(s) in the active term based on mitigating circumstances. Students, who appeal, must do so in writing **and must include documentation of mitigating circumstances.**

Mitigating circumstances may include one of the following reasons: on the day of the recorded absence. The following is a comprehensive list of events that may indicate a mitigating circumstance:

1. Death of an immediate family member
2. Student illness requiring hospitalization (this includes mental health issues)
3. Illness of an immediate family member where the student is the primary caretaker
4. Illness of an immediate family member where the family member is the primary financial support
5. Abusive relationships
6. Divorce proceedings
7. Previously undocumented disability
8. Natural disaster
9. Family emergency
10. Financial hardship such as foreclosure or eviction
11. Documentation from a Professional Counselor
12. A doctor documented illness of the student for a significant period of time
13. Military deployment
14. Military Permanent Change of Station (PCS)
15. Special Circumstances

New students at on-ground campuses who attend the first week of a course and fail to attend the second week of classes will be cancelled for the term start.

Continuing students at on-ground campuses who do not attend any of their classes through close of business Wednesday of the second week of classes may be withdrawn from the Institute. They must contact the campus registrar to indicate their intent to return. Additionally, the cumulative week policy (above) will still apply to any classes not attended in week 1 and beyond.

Students who receive Veteran Affairs (VA) educational benefits must understand VA benefits, including tuition and fees, the monthly housing allowance, book stipend, and Yellow Ribbon benefits are based in whole or in part on the number of credit hours certified. The school is required to monitor and report enrollment status to the VA. Accordingly, any violation of the school attendance policy will result in the adjustment or termination of VA benefits. Adjustments in enrollment will likely affect payment of VA benefits, and reductions in enrollment may result in a debt to the VA for any education benefits already received. The school will report enrollment as follows:

- VA Students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- VA students who are administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- VA students who complete the term with all non-punitive “F” and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

*Reports will be available in SIS for this information; please see Course Attendance Process.

**Students in Mid quarter ground courses that meet for 5.5 weeks who miss two cumulative weeks will be withdrawn from the course and will receive a Withdrawal (W) grade before week 4 or Withdrawal/Fail (W/F) grade after week 4.

**There may be additional conditions placed on veterans for pursuing their education. VA students should see their VA Student Certification Officer (VASCO).

ATTENDANCE VERIFICATION

Students may verify their attendance at any time during the term by speaking with their instructor. In addition, they may go to the campus academic advisors. Students who need information regarding their attendance will need to request it in person. Any discrepancies should be discussed with the individual instructors.

QUALIFYING MILITARY SERVICE, DISASTERS, NATIONAL EMERGENCIES

To assist individuals who are performing qualifying military service and individuals who are affected by disaster, war or other military operation or national emergency, an attendance exception may be granted. A student is declared as military deployed upon receipt of official activation orders documentation by the school. Similarly, appropriate documentation for students residing in an area declared as a disaster area must be submitted to the school. The school's registrar office will record the student's actual last date of attendance and then provide an attendance exception. If the documentation shows that the student knew she/he was going to be deployed prior to the term or course start date and still decided to start, the school will not provide this military attendance exception. For these reasons, it is required that the school personnel request deployment paperwork/orders to verify deployment status or to document evidence of a disaster area declaration prior to applying the attendance exception. The school must record the student's actual last date of attendance regardless of the exception granted.

If the student is administratively withdrawn due to attendance on or before the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a W grade for the course. If the student is administratively withdrawn due to attendance after the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a grade of WF for the course. The last date of attendance will be the last day where the student met the attendance requirements.

In the specific case where a student has a current course grade of F but did not complete the final assignment of the course and failed the course, the final course grade of F will be considered an unearned F as it pertains to Title IV financial aid purposes.

Status Definitions

Full-time: enrolled in 12 credit hours or more in an academic quarter

Three-quarter time: enrolled in 9-11 credit hours in an academic quarter

Half time: enrolled in 6-8 credit hours in an academic quarter

Less than half time: enrolled in 1-5 credit hours in an academic quarter

Academic year: three full quarters and 36-quarter credit hours

COURSE INFORMATION

Quarter Credit Hour Definition

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

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

Credit by Challenge

Students who feel they have the requisite experience and skills may seek to challenge certain Art Institute of Portland courses by examination. Under this provision, students are awarded credit by successfully passing an examination composed and administered by a faculty member who is or has been directly involved in teaching the course. Courses that may be challenged are so indicated in the course description. Credit by examination is not offered for internships. Students interested in challenging a course should contact the Academic Department Director of that course to discuss the general content of the exam. It is the student's responsibility to file the appropriate paperwork and follow the procedures below to challenge a course. In order to pass the challenge examination, the student must receive a grade of "B" or better on the examination. Upon successful challenge of a course, a "P" code is assigned. Such credit is applied to the total credits required for graduation, but has no letter point value and is not computed in the cumulative grade point average. A maximum of nine credits may be earned by challenge exam and applied toward graduation. A student may only attempt a challenge examination one time per course and all challenge examinations must be attempted within a year of matriculation. A student may not attempt a challenge examination for a course that he/she has previously attempted unsuccessfully (i.e. withdrawn or failed). Challenge forms are available in the Advising Office.

AP, IB and CLEP Programs

Students who have successfully completed Advanced Placement or International Baccalaureate courses in high school, or have earned credits in the College Level Examination Program, may be able to use those courses and/or examination scores toward graduation requirements for their program. For further information on the evaluation of such credits, contact the Registrar's Office.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicates academic progress. Receiving D or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Aid Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the Dean of Academic Affairs or Registrar's Office.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Dean of Academic Affairs or Campus Registrar within four (4) business days of determination.

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic/Financial Aid Dismissal, a student may appeal the Academic/Financial Aid Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend or receive Title IV aid at the Institute.

The Satisfactory Academic Progress Policy contains the following information:

- Criteria for Honors Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
- Academic/Financial Aid Warning
- Procedure for Appealing Academic/Financial Aid Dismissal
- Procedure to Apply for Re-Entry after Academic/Financial Aid Dismissal
- Academic/Financial Aid Probation and an Academic Plan
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student's Satisfactory Academic Progress (SAP) and are considered to be punitive grades. Failing courses, being suspended or terminated from courses, or withdrawing from courses could result in the loss of financial aid and/or veterans education benefits and academic dismissal. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program without attempting more than 150% of the credits in the program. Refer to the Metrics of SAP section below for additional information regarding the calculation of CGPA, ICR and MTF.

While the terms Academic/Financial Aid Warning, Academic/Financial Aid Dismissal, and Academic/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

Criteria for Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarter basis and upon graduation.

Quarter Honors Designations (at the completion of a quarter)

Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

Quarter GPA	Honors Designation
4.0	President's Honor List
3.7-3.99	Dean's Honor List
3.5-3.69	Honor Roll

Honors Designation at Graduation

Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates. *Transitional studies courses are not considered when evaluating honors designations.*

Milestones and Evaluation Points for Satisfactory Academic Progress

Compliance with Standards of Academic Progress is reviewed every quarter for all Certificate and Diploma programs.

Certificate and Diploma Programs:

1. At the end of the first quarter, students must attain a minimum CGPA of 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).
2. At the end of the second quarter, students must attain a minimum CGPA of 1.50 and an ICR of 50.00%. Anything below these milestones will result in Academic/Financial Aid Warning for one

quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal**. Students who are only participating in Transitional studies courses are considered to be maintaining SAP.

3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal**.
4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Aid Dismissal**. Dismissal for violating the maximum timeframe (MTF) can happen at any time.
5. *Reentries*: To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they **will** need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**
6. Students should note that if they are on Academic/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their **academic advisor** concerning their exact requirements.
7. Transitional Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the maximum time frame allowable to earn the certificate or diploma or in the incremental completion rate as attempted credits and, if successful, earned credits.
8. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student

who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the termination.

9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.
10. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation, or on academic/Financial Aid Dismissal.
11. Compliance with SAP is reviewed every quarter for Certificate and Diploma programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

CERTIFICATE/DIPLOMA		
Evaluation Point	Milestones (CGPA and ICR)	Required Action
End of First Quarter	< 1.0 and/or 33.33%	Academic/Financial Aid Warning
End of Second Quarter	< 1.5 and/or 50.00%	Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
End of Third Quarter and every quarter thereafter	< 2.0 and/or 66.67%	Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Warning)
At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic / Financial Aid Dismissal with no right to appeal the dismissal.

Unless otherwise noted, **Academic/Financial Aid Dismissals** can be appealed. Please see the Appeal Process below.

Degree Programs:

Degree programs are evaluated after a student has attempted three quarters and sixth quarters including portions of a quarter) during the first six quarters. After the sixth quarter, the student is evaluated at the end of each quarter. While grades, GPAs, and Incremental Completion Rates are made available at the end of a student’s quarter, they are informational only except at evaluation points. Please note students may be alerted of their progress at any time and may be required to take specific action.

1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Dismissal.
2. At the end of the second academic year, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

3. Starting the quarter after the sixth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Failure to meet these standards will result in Academic/Financial Aid Warning unless the student was on Financial Aid Warning the previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal.
4. **Students may not attempt** more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic/Financial Aid Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time.
5. *Placement into Transitional Studies* courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the transitional study course(s) do not count in determining the maximum time frame allowable to earn the degree and do not count in the incremental completion rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same Transitional Study upon a third attempt.
6. **Transitional** Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the dismissal.
7. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation or on **Academic/Financial Aid Dismissal**.
8. For Degree programs, compliance with SAP is reviewed every academic year during a student's first two years and then quarterly thereafter. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.
9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.
10. **Reentries:** To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the Winter 2016 quarter and returned in the spring 2017 quarter of the

following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) and requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**

DEGREE PROGRAMS

Evaluation Point	Both Milestones (CGPA and ICR) Must be Met	Required Action
End of First Academic Year	< 1.00 and/or 33.33%	Academic/Financial Aid Dismissal
End of Second Academic Year	< 2.00 and/or 66.67%	Academic/Financial Aid Dismissal
End of Seventh Quarter and Thereafter	< 2.0 and/or 66.67%	Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic / Financial Aid Dismissal with no right to appeal the dismissal.

Unless otherwise noted, Academic/Financial Aid Dismissals may be appealed. Please see the Appeal Process below.

A student enrolled in Transitional Studies courses must be able to pass the same Transitional Studies course after three attempts or that student will be placed on Academic/Financial Aid Dismissal.

If the review of a student's Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next mandatory check point, the student will result in Academic/Financial Aid Dismissal from the Institution.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirements at the next applicable measuring point.

Procedure for Appealing Academic/Financial Aid Dismissal

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Dean of Academic Affairs for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.

The Dean of Academic Affairs or an Appeals Committee will review the student's appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Dean of Academic Affairs or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final. Following is

a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

Students should understand that by having a mitigating circumstance it does not automatically mean the appeal will be approved. The Appeal Committee will review that the student sufficiently providing documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

A student who is successful in his or her appeal is able to apply for re-entry and if otherwise eligible, receive financial aid for one quarter; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. A student on Academic/Financial Aid Probation may receive financial aid (if otherwise eligible) for one quarter. If the appeal is denied, aid cannot be paid and the student is dismissed.

Students who have an appeal denied can reapply however the passage of time by itself does not impact the Appeal Committee's decision.

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating Circumstance in regards to severity, timing and duration of the mitigating circumstance, and for determining whether the student's situation has changed that would allow the student to demonstrate satisfactory academic progress at the end of the Academic/Financial Aid Probation or the end of the period of the Academic Plan. Any consideration of the conditions outside of the list provided should be discussed with the Art Institute Vice President of Academic Affairs. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student's circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

If a student's appeal is successful, the student will be placed on Academic/Financial Aid Probation for one quarter (or two if eligible) following re-admittance. The student will be eligible for financial aid

during the Academic/Financial Aid Probation period. Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must develop, document and maintain as part of the appeals process a concrete Academic Plan for how a student will complete his remaining coursework and meet the minimum requirements of Satisfactory Academic Progress by end of either the Academic/Financial Aid Probation period or by the end of the quarter included in the Academic Plan. The Academic Plan must detail specific time frames and student success measures and cannot be greater than one (1) quarter for certificate or diploma programs but for degree programs may be up to two (2) quarters if necessary for the student to meet the minimum requirements of Satisfactory Academic Progress. The Academic Plan must be reviewed with the student so that designated Academic Plan is being met and the student will remain on track to achieve the success measures within the approved timeframe. For students in degree programs that may have an Academic Plan for more than one quarter, the student must meet the academic targets of the Academic Plan at the end the first quarter when the student is on Academic/Financial Aid Probation and by the end of the Academic Plan, the student must meet the minimum requirements of Satisfactory Academic Progress. If the student meets the academic goals and requirements under the Academic Plan for the first quarter while on Academic/Financial Aid Probation, he or she may complete the second quarter under the Academic Plan and be eligible to receive financial aid. Failure to meet the established goals included in the Academic Plan will result in Academic/Financial Aid Dismissal

Registrars will ensure that Academic Advisors or Academic Department Directors have notified students in writing that they are in Academic Warning/Financial Aid Warning, Academic Probation/Financial Aid Probation, or Academic/Financial Aid Dismissal with a student signed Satisfactory Academic Progress Prediction Calculation Form.

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last quarter of attendance. Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted. The appeal procedure described in the preceding section applies.

Upon the Appeals Committee decision, the student is notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final.

Any student who is on Academic/Financial Aid Dismissal can no longer attend school nor get Title IV at the Institution.

Academic/Financial Aid Dismissal Appeals not Allowed

A student who attempts but does not pass the same Transitional Studies course three times is **Dismissed** and there is not a right to appeal the dismissal.

Additional Appeal Procedures:

While an appeal can be made for Maximum Time Frame, the Institution and the Art Institute Vice President of Academic Affairs must review the appeal.

If a student who has successfully appealed an Academic/Financial Aid Dismissal is later again dismissed, the student can file one additional appeal as long as the appeal is based on different mitigating circumstances from any previous appeal, the new mitigating circumstance occurred after the previous successful appeal, the student is showing significant Satisfactory Academic Progress and mathematically the student can meet the next SAP evaluation points requirements.

In addition to the Institution's Review of the Appeal, it must also be reviewed by the Art Institute Vice President of Academic Affairs.

Explanations of Related Issues

Calculation of CGPA

A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Institute uses a 4.0 scale in assigning grade points. Note: that if there is a change of programs, only courses applicable to the new program will be considered in the CGPA.

Transitional Studies Courses

Many Art Institutes require academic assessments. Depending on assessment scores, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, they do not count in determining the maximum timeframe and the incremental completion rate.

While Transitional Studies course(s) are not included in the CGPA, each individual Transitional Studies course may be attempted no more than three times. Failure to pass the courses within the attempts permitted will result in dismissal from the Institution and there is no right to appeal the dismissal.

Repeated Courses and Grades

As courses are retaken, only the highest grade will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the incremental completion rate (ICR). Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate as credit hours attempted but not earned. The grade *Incomplete (I)* is calculated as if it is an *F* for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade.

Remediation of Academic Deficiencies

It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent quarter to improve academic performance.

Transfer Credits from another Postsecondary Institution

Credits from transfer courses are calculated in the maximum allowable credits and incremental completion rate requirements as credits attempted and credits earned. Grades for credits transferred from any other postsecondary institution will be recorded as *Transfer Credit (TR)* and will not be calculated in the student's CGPA

Change of Program

Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate's program to a bachelor's program in the same major is not considered a change of major. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in the Institution then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Incremental Completion Rate as credits attempted and credits earned.

Transfers from another Art Institute

A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another affiliated Art Institute must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer. An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

Please note that course credits and applicability of those credits at each Art Institute for a program can vary from location to location. Please carefully discuss any possible transfer with the Art Institute you wish to attend.

Grading System

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total point basis):

The Metrics of SAP

Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<u>Letter Grade</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0 *

*F does compute in GPA and CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

CR = Credit through examination

Credits Earned/TR grade. This does not affect CGPA. They do impact ICR and MTF.

I = Incomplete

Affects ICR/MTF/CGPA(Computes as an F)

This grade is assigned only when some portion of a course has not been completed for good and sufficient reason. Courses in which "IPA" grades are assigned must be completed no later than the end of the next regular term in which the student is enrolled or the grade will be recorded as "F" on the permanent record in the term in which the grade is granted to replace the IPA. IPA does not affect CGPA/ICR/MTF.

IPA = Incomplete Pass

IP = In Progress

This identifier is used when a student is actively registered and attending a course. This does not affect the CGPA/ICR/MTF.

S = Suspension

Affects ICR/MTF/CGPA(Computes as an F)

NC = No Credit	This grade is reserved for zero-credit courses only. Non-credit courses are not computed in the CGPA/ ICR/ MTF.
NP = Not passing/Fail	Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course
P or PR= Proficiency Credit by Exam or Portfolio	This does not affect CGPA. They do impact ICR and MTF.
PA = Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.
SP or SA = Satisfactory/Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.
T = Termination from course	Affects ICR/MTF/CGPA (Computes as an F)
TR = External Transfer Credit	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.
U = Unsatisfactory	Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.
F= Earned F	<p>Students who met the course requirements by completing the final assignment in the course. Final assignment includes a final exam, final project, final paper, portfolio presentation, or capstone project. If a student completed all assignments including the final assignment of the course, but did not pass the course, the F grade will be considered earned. The course's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.</p> <p>Students who failed the course AND did not complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.</p>
UF = Unearned F	
W = Withdrawal	When a student withdraws from the total program of study by the end of the ninth week of the quarter or from individual classes after drop/add but before the end of the ninth week of the quarter. The "W" is not used in the calculation of the GPA or CGPA but is considered attempted credits but not earned credits.

WF = Withdrawal Fail

When a student withdraws from individual classes or a total academic program of study after the ninth week of classes. The “WF” is calculated as an “F” in the GPA and CGPA. The “WF” also counts as attempted credits and not earned credits.

WV = Waiver

Commonly used when waiving a Transitional courses and does not affect ICR/MTF/CGPA

WX = Course was registered for but never attended

Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses

Grades earned in repeated courses will replace grades of ‘F’, “UF”, ‘W’, or ‘WF’. Course credits with grades of ‘F’, ‘UF’, ‘W’, or ‘WF’ are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an ‘F’ if a grade change is not submitted by the end of the second week of the following term. The grade ‘I’ indicates Incomplete and is calculated as if it is an ‘F’ until it is changed to another grade and the course will be included as course credits attempted, but not earned. Only if it is part of an Academic Plan may students retake courses in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted. The highest grade earned will be used in the CGPA calculations.

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

Appealing a Final Course Grade:

A student who is concerned with a final grade in a course should initially speak with the course instructor in order to understand how the grade was derived based on the course grading criteria. If, after meeting with the instructor, the student is not satisfied with the explanation of the final grade and does not feel that the grade is justified or appropriate, the student should meet with the Program Chair or Program Coordinator to discuss the situation. If a resolution is not met at this level, the student may file an official grade appeal by submitting an Appeal Grade Change form, which includes a written account explaining their perspective as to why the grade is not appropriate based on the course grading criteria and the steps taken to remedy the situation. In addition, the student should include his or her name, phone number, and ID number. This written account should be provided to the Dean of Academic Affairs before the end of Week One of the quarter immediately following the finalized grade being appealed.

The Dean of Academic Affairs will convene a committee of qualified academic staff or faculty to review the appeal and reach a final decision. The student may be required to meet with the committee and to provide requested assignments and/or projects from the course. All decisions made by the appeal committee are final and will be communicated to the student within one business day and prior to the end of the schedule adjustment period.

Calculations

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute. Transitional study courses do not count in this calculation. Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

A = 4 grade points x 4 credit hours = 16 grade points earned

B = 3 grade points x 3 credit hours = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

16 grade points + 9 grade points = 25 total grade points

25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.571 which is rounded to 3.57. Rounding occurs after the 4 digit of a CGPA is calculated and if the fourth digit is 5 or over, it is rounded up. If the fourth digit is 4 or lower it is rounded down.

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute.

Incremental completion rate is determined as follows (transitional study credits do not count in this calculation):

(EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)

(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)

The 150% MTF: Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.

The 150% MTF is determined as follows:

TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM x 1.5 =
TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.

STUDENT STATUS CHANGES AND SAP

Transfer Students

Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completed rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be $180 \times 1.5 = 270$ credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as "TR" in the Student Information System and will not affect the student's CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education as a campus that does not share the same leading six-digit OPE-ID number), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another affiliated Art Institute until he or she has been granted an appeal at the original school and is deemed to be making satisfactory academic progress.

Changes in Program

Unless a second change is specifically approved for the specific student by the Dean, students are allowed only one change of program and must be making satisfactory academic progress at the time a request is made to change programs.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the SAP CGPA (SGPA). For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.

In the formulas below, the "CHANGE OF MAJOR" adjustment factor would be those credits from the previous major that we will NOT count in the student's current major.

Incremental completion rate is determined as follows (Transitional credits do not count in this calculation):

(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS

(ATTEMPTED CREDITS in the New Program + TRANSFER CREDITS Accepted) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS

The 150% MTF Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining.

The 150% MTF is determined as follows:

TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.

Second Degree

When a student has graduated from The Art Institute in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will be applied to the student's new program CGPA calculation.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds

Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, it may require a higher cumulative grade point average and/or a higher incremental completion rate. Examples of these education benefits are State Grants, Veterans' Benefits,

Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Service Office for details.

Academic Changes

Students must complete an Academic Change Form when they want to file a change of program or a change of degree level. In all of these cases, students are advised as follows: 1. A re-evaluation of transfer credits and credits taken at The Art Institute of Portland will be done in order to fit the new program, degree. It is possible that all previous credits may not apply to the student's new degree requirements. 2. The student's financial plan may be affected; the student should contact the Student Financial Planner as part of the inquiry process. 3. The student will have to sign a new Enrollment Agreement 4. The student may only change her/his program once. An Academic Change form may only be completed for programs and degrees in effect at the time the form is completed and signed by the student. A student may not change to a program or a degree that is no longer offered.

The Art Institutes Grading Policy

Repeating Courses.

1. Students who must retake a **passed course** may only do so in accordance with the following [DCEH Retaking Coursework Policy](#) guidelines.
 - o Retake coursework: If otherwise eligible, students may retake coursework for one of the following reasons:
 - **Failed the course:** Students who have failed the course and earned no credit hours.
 - **Withdrawn course:** Students who withdraw from a course will receive either a Withdrawal without penalty (W), Withdrawal with penalty (WF), or Unearned F (UF), Failing grade (F). Please refer to the Satisfactory Academic Progress policy for information when a W, WF, UF, F grade will be granted.
 - **Stale course:** By State or Accreditation requirements a student must pass a course within a specific window of time. *For example*, the course must be passed within the last 5 years and the course was taken 7 years ago so it must be repeated.
 - **Meet Progress or Professional Requirements:** Students who have successfully completed the course and earned credit hours but are required to improve their grade point average (G.P.A.). For standard term-based programs, DECH's policy, as required by Department of Education regulation, will allow financial aid to cover a single repetition of a previously successfully passed course if the course is required as part of an academic plan to appeal a Satisfactory Academic Progress (SAP) termination or to help students who need a specific grade or G.P.A. to practice upon graduation or progress in the program, per the academic catalog or course requirements published and provided to students. For example, the student passed the course but the grade received is not sufficient

for progression. The student receives a C but, in order to graduate, a B or better is required.

Retaking Coursework Policy

Note: Requirements below refer to enrollment for Title IV eligibility purposes. NSLDS Enrollment Reporting/Clearinghouse enrollment status is based on all enrolled courses regardless if it is funded by Title IV aid and/or VA benefits. VA recipients will need to follow the VA requirements. VA will only cover repeated courses if the student failed or does not meet the minimum grade requirement as established by the institution.

Standard Term-based Programs

Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, some DCEH Educational Systems have limitations on how many times students can retake failed courses before they are dismissed from the institution. Please refer to the school's SAP Policy.

For standard term-based programs, DCEH policy will allow financial aid to cover a single repetition of a previously successfully passed course subject to certain conditions. Students who earned credit(s) may receive Title IV funds and count the course in enrollment status for one retake of any previously passed course only if they meet one of the following conditions:

- Specific State or Accreditation regulations require a student to retake a course which was previously successfully passed, as defined under State Course.
- Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination, as defined under Progress or Professional Requirements.
- For students who need a specific grade or G.P.A. to practice upon graduation or progress in a program, as defined under Progress or Professional Requirements.

The student must have completed the course for it to be considered a repetition under this policy. Because only one repetition of a previously passed course may be included in the a student's enrollment status for purposes of Title IV aid, if the student failed the repeated course, the student is not eligible for an additional retake because the student is considered to have completed the course.

Non-term Based Programs

Student's coursework is divided into payment periods based the credit hours and weeks of instructional time in the program or the academic year, whichever is less. A student must successfully complete the credit hours and instructional weeks in a payment period, or withdrawal, in order to advance to the next payment period and academic year. Students who fail or withdrawal from a course will not earn credits for the payment period and academic year. Students who successfully completed a course (earned credits) and wish to repeat the course to earn a better grade or G.P.A., the course attempted and earned credits will not be included in the payment period and academic year credits requirement. Students may only use FSA funds to cover such repeated courses to the extent excess funds are available in the academic year.

ACADEMIC RESOURCES

Advising Office

The Advising Office supports continuing students by providing additional advising services during the advising and registration periods each quarter. The Academic Advisor assists students and registers

them for classes. The Advising Office is located on the third floor in the Academic Affairs Department and faculty advisors are available during the advising period each term. It is very important that students register on time; students who register late will be subject to schedule delays and course selection on a space available basis.

Committee Structure

General academic affairs and course content in particular are continually reviewed by faculty for relevancy to educational objectives. To serve these ends and to ensure a constituent voice in the affairs surrounding education, The Art Institute of Portland has a committee structure in which academic freedom, inquiry and communication are encouraged and promoted. Four committees - Academic Affairs Committee, Learning Resource Committee, Curriculum Committee and Technology Committee are designed to speak to the multiplicity of issues that are a part of a dynamic and changing institution. Other committees and task forces are formed and employed as circumstances require.

Computer Labs

The Art Institute of Portland has computer labs to facilitate instruction in computer applications. Platforms are optimized for memory, storage, AV capability and processor speed to run computer animation, graphics, design, multimedia and imaging software. Computer labs are open during day, evening and weekend hours to facilitate student progress.

Learning Resource Center (Library)

The Learning Resource Center is designed to support The Art Institute of Portland's educational mission of preparing students for entry level careers. As the academic information and research facility for the faculty and student body, it is committed to responding to the innovative nature of The Art Institute of Portland's diverse and specialized technical and creative educational career programs.

The goals of the Learning Resource Center are:

- 1) To provide a research and informational environment that fosters creativity, encourages the pursuit of academic and professional excellence and promotes personal development.
- 2) To house materials in both print and non-print formats and to make available a variety of services to the community supporting and facilitating The Art Institute of Portland's educational objectives.
- 3) To provide high-quality reference service and easy access to the appropriate materials.

The Learning Resource Center's mission is based upon a philosophy endorsing the principles expressed in the American Library Association Bill of Rights and the American Library Association Freedom to Read Statement: to provide an environment that encourages the free exchange of ideas and access to a broad range of viewpoints and expressions. Resources include a book collection of more than 30,000 volumes, a broad selection of program related periodicals, an audio/ video collection and Internet access. Significant among the Center's resources is an excellent historic costume collection that includes extensive holdings of nineteenth-century publications such as *Godey's Lady Book* and *Peterson's Magazine*. Cooperative arrangements with other Ai libraries augment the Center's resources. While resources are available to alumni and the broader professional community of the Northwest, only current students and faculty may borrow resources. A current student identification card serves as a library card.

STUDENT RIGHTS AND RESPONSIBILITIES

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Portland may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Registrar. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

The Art Institute of Portland generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To The Art Institute of Portland officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a) a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
 - b) a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of Portland has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or nonforcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator not the name of any other student, including a victim or witness without the prior written consent of the other student(s)).
 - a. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Portland will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Portland officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Portland will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's

education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

The Art Institute of Portland designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at The Art Institute of Portland to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Portland, 1122 Northwest Davis Street, Portland, OR 97209. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The Art Institute of Portland may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, The Art Institute of Portland will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institute of Portland. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

4. The Art Institute of Portland will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, The Art Institute of Portland decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, The Art Institute of Portland decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Portland will: (a) maintain the statement with the contested part of the record for as long as the record is maintained; and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Portland to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Academic Grievance Procedure

Students with academic grievances (faculty, plagiarism or other grading issues) have a right to be heard. The Art Institute of Portland abides by the following adjudication process to resolve student academic issues.

Student/Instructor Conference/Academic Department Director Mediation

Grievance procedures regarding a grade should begin with the instructor. Students should discuss the grievance with the instructor. If the issue cannot be resolved, the Academic Department Director will mediate a grade review with both parties.

Written Appeal to the Dean of Academic Affairs

If the grievance still remains unresolved, students may petition in writing to have the grievance heard by the Academic Grievance Committee. Students wishing to file a grievance should appeal directly to the Dean of Academic Affairs in writing with accompanying documentation. Prior to filing a written petition to the Dean, the student must meet with his or her instructor and/or participate in mediation with the Academic Department Director. If the step is not completed, the Academic Grievance Committee will not review the student's appeal. The Academic Grievance Committee will review student's appeal upon receipt of the formal petition and documentation, the Dean of Academic Affairs will follow the process outlined below:

- Forward appeal to the standing Academic Grievance Committee comprising of staff and faculty.
- The Academic Grievance Committee is charged with examining the matter further and recommending a course of action to the Dean of Academic Affairs.

- Student will receive written notification of the Dean’s decision. A student is allowed one and only one petition per academic grievance.

External Resources for Adjudication

If students feel that a concern or a complaint has not been adequately resolved using the procedure described above, students may direct complaints or concerns in writing to the Higher Education Coordinating Commission, Oregon Office of Degree Authorization, 775 Court Street, NE, Salem, OR 97301, or to the Northwest Commission on Colleges and Universities, 8060 175th Ave. NE, Suite 100, Redmond, WA 98052-3981.

Non-Discrimination Policy

The Art Institute of Portland does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The Art Institute of Portland provides reasonable accommodations to qualified individuals with disabilities. The Art Institute of Portland will not retaliate against persons bringing forward allegations of harassment or discrimination. Director of Student Services, 1122 NW Davis Street, Portland, OR 97209, 503-382-4812 has been designated to handle inquiries and coordinate the institution’s compliance efforts regarding the Non-Discrimination policy.

Campus Security

The Art Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Services office during regular business hours. Copies of the Crime Report are available on The Art Institute’s website at

<https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-portland.pdf>.

The Art Institute reports to the campus community concerning the occurrence of any crime includable in the annual security report is reported to campus security or local police and that is considered to be a threat to students or employees.

The Art Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

No Harassment Policy

The Art Institute of Portland is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

General Student Complaint Procedure

If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.

If you feel that the complaint has not been fully addressed, a written account should be submitted to the Director of Student Services if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.

The appropriate The Art Institute of Portland staff member or department will be notified of the complaint. A follow-up meeting with you and the Director of Student Services and/or the Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

info.pps@state.or.us

Higher Education Coordinating Commission
ATTN: Complaints-ODA
255 Capitol St NE
Salem OR 97310

or you may contact :

Northwest Commission on Colleges and Universities
8060 175th Ave. NE, Suite 100
Redmond, WA 98052-3981

Please refer to the school's Jury Waiver and Agreement to Binding, Individual Arbitration Policy for additional information regarding disputes or claims.

Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints

The Art Institute of Portland values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at The Art Institute of Portland and are expressly prohibited. Similarly, retaliation for having brought forward a

concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how The Art Institute of Portland will proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

I. Preliminary Issues & Important Definitions

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one’s biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity or in student housing; or (iii) off-campus, including at internship/externship/practicum sites, if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

A. What is “Sexual Misconduct”?

Sexual Misconduct includes:

- Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- Non-Consensual Sexual Contact: Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- Sexual Exploitation: An act attempted or committed through the abuse or exploitation of another person’s sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person’s knowledge.
- Indecent Exposure: the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

B. What is “Relationship Violence”?

Relationship Violence includes:

- Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.
- Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.
- Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property.

The following also constitute violations of this Policy:

- Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.
- Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

C. Who are “Complainants” and “Respondents”?

The Art Institute of Portland is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a “Complainant” and to anyone who reportedly has engaged in Sexual Misconduct as a “Respondent.”

D. Defining Consent

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating

sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent or negate one's intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

E. Title IX Coordinator & Deputy Coordinators

The Title IX Coordinator for The Art Institutes schools is: Diane Rouda, Associate Vice President of Student Regulatory Affairs. The Title IX Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, the School has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

II. Reporting & Confidentiality

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately.

Different employees on campus have different abilities to maintain confidentiality:

- **CONFIDENTIAL REPORTING:** Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by Talk One2One counselling services. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.
- **NON-CONFIDENTIAL REPORTING.** Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Director of Student Services, other Student Services staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The School will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The School will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the School's review and investigation of any complaint covered by this Policy. The School will honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the School will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

The School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School's ability to take certain actions.

Other Code of Conduct Violations: The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in School housing. Therefore, the School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

III. Response Procedure

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Director of Student Services, or the Campus President. If a report is made verbally, the School will request a written statement by the student.

Upon receipt of a report, the School will generally proceed as described below.

A. Investigation Commencement

The School will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

B. Initial Response

Once the School is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

C. Interim Intervention

Pending a final determination, the Title IX Coordinator and/or Student Services staff will take appropriate interim measures. The University will take steps to prevent the recurrence of harassment and to correct its discriminatory effects on the Complainant and others, if appropriate. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications, and/or transfer or removal from an internship/externship/practicum site. Student Services staff may limit a student or organization's access

to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

D. Decision to Proceed to Investigation

If the Complainant is willing to participate in the review and investigation process, the School will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If a confidential investigation is requested and agreed to, the School will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The School, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

In the event that a campus-wide alert related to the incident is deemed necessary, the campus shall generally attempt to notify the Complainant of the alert and its content before it is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the message may be sent without his/her review.

E. Investigation Procedure

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Director of Student Services for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student or third party. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

F. Determinations

1. For cases where the Respondent is a student.

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. .

The School reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.

The investigator will present all evidence to the Ethics Committee of DCEH. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

3. For cases where the Respondent is a Third Party

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

If the Title IX Coordinator determines that this Policy has been violated by a third party at an associated off-campus location, such as an internship or practicum site, the Title IX Coordinator will review the terms of any contract or Affiliation Agreement and determine what appropriate action should be taken pursuant to the written agreement.

G. Standard of Proof

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

H. Potential Sanctions

If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees, and termination of any relationship/contract/Affiliation Agreement in the case of a third party.

I. Outcome Notifications

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

If the Respondent is a third party, the notice of outcome will include a finding of fact and a justification for the decision based on appropriate legal standards.

J. Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 business days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.
3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five business days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The Campus President will endeavor to make a determination of the appeal within 15 business days of receipt. The President's decision is final.

Responsibility

All employees and students are responsible for implementing this policy and helping create an environment free of harassment. We trust that all employees and students will act responsibly to maintain a respectful working environment, free of discrimination, allowing each employee and student to perform to his or her maximum potential. The Art Institute of Portland encourages any employee or student to bring questions she or he may have regarding any type of discrimination to the Director of Human Resources.

The Art Institute of Portland's Anti-Hazing Policy

Hazing involving The Art Institute of Portland students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at The Art Institute of Portland. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Director of Student Services. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the college community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct & Relationship Violence Policy.) This complaint

procedure is intended to provide a fair, prompt and reliable determination about whether The Art Institute of Portland Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with Director of Student Services, *1122 NW Davis Street, Portland, OR 97209, 503-382-4812*, or with Dean of Academic Affairs, *1122 NW Davis Street, Portland, OR 97209, 503-382-4728*, Online students should file complaints with studentcomplaints@aii.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. The Art Institute of Portland will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute of Portland's final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Investigator may be appealed by petitioning the Campus Director's Office of The Art Institute of Portland. The written appeal must be made within 20 calendar days of receipt of the determination letter. The Campus Director, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
5. The Art Institute of Portland will not retaliate against persons bringing forward allegations of harassment or discrimination.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.
7. For more information about your rights under the federal laws prohibiting discrimination, please contact the [Office for Civil Rights at the U.S. Department of Education](#).

Student Conduct Policy

Section I – Guiding Principles

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute’s mission.

Section II - Scope

This Student Conduct Policy applies to all students and student organizations at the College.

Section III - Reach

The Student Conduct Policy shall apply to student conduct that occurs on college premises including online platforms, at college-sponsored activities, student organization sponsored events or in Campus Sponsored Housing. At the discretion of the Chief Conduct Officer (Director of Student Services, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President of the College), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Section IV - Responsibilities of Dual Membership

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

Section V - Disciplinary Offenses

The offenses listed below are given as examples only. The College may sanction other conduct not specifically included on this list.

Scholastic Dishonesty

- Plagiarism
- Cheating on assignments or examinations
- Engaging in unauthorized collaboration on academic work

- Taking, acquiring or using test materials without faculty permission
- Submitting false or incomplete records of academic achievement
- Altering, forging or misusing a college academic record
- Fabricating or falsifying data, research procedures, or data analysis
- Deceiving the College and/or its officials

Misuse or abuse of school assigned email address and log-in information Sharing your username or password for any school assigned system with any student or non-student individual

- Logging-in to a school assigned system with the intention to display classroom environment to other student or non-student individuals
- Allowing an individual access to post information in the on line environment on your behalf or with the intention of impersonation.
 - Note: on ground students cannot share or give access to other students or non-student individuals to access the student portal (unless designated for training purposes at the direction of a campus official)

Illegal or Unauthorized Possession or Use of Weapons

- Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on college property, Campus Sponsored Housing or at college sponsored functions, except where possession is required by law.

Sexual Assault or Nonconsensual Contact

- Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

Threatening, Violent or Aggressive Conduct

- Assault, battery, or any other form of physical abuse of a student or college employee.
- Fighting or physical altercation.
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees.
- Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student.

Theft, Property Damage and Vandalism

- Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guest.
- Extortion.
- Setting fires, tampering with fire safety and/or fire fighting equipment.

Disruptive or Disorderly Conduct

- Disruptive Behavior, such as, Interference with the normal operations of the College (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other college activities)

Disruptive Classroom Conduct, such as:

- Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
- Written or verbal acts or uses of technology, which have the effect of disrupting the online classroom learning environment.
- Use of cell phones and pagers during scheduled classroom times.

Disorderly Conduct, such as:

- Disorderly, lewd, indecent, or obscene conduct.
- This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;
- Breach of peace on college property or at any college-sponsored or supervised program; or
- Any in-school, online classroom, or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol

- Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the College.
- Being under the influence of illegal or controlled substances on college property, or at any college function.
- Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the College.

- Being under the influence of alcohol on college property or at any college function is also prohibited.

Verbal Assault, Defamation and Harassment, Verbal Abuse of a Student or College Employee.

- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Hazing

- Any form of “hazing” and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. “Hazing” includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the College.

Falsification

- Willfully providing college officials with false, misleading or incomplete information.
- Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

Abuse of the College’s Disciplinary System, including but not limited to:

- Failure to obey the summons of a disciplinary body or college official.
- Falsification, distortion, or misrepresentation of information before a disciplinary body or college official.
- Disruption or interference with the orderly conduct of a disciplinary proceeding.
- Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
- Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/ or after the disciplinary proceeding.
- Failure to comply with the sanction(s) imposed under the student conduct policy.
- Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Unauthorized Use or Misuse of College Facilities

- Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

Violation of Federal or State Laws

- Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Director of Student Services within 5 days of the conviction.

Insubordination

- Persistent or gross acts of willful disobedience or defiance toward college personnel.
- Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties.
- Failure to exit during fire drill.
- Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties.

Violations of College Rules

- Violations by guest of a student on college property. Students are responsible for the actions of their guests.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.
- Smoking in classrooms or other college buildings or areas unless designated as a smoking area.
- Any violation of the student housing license agreement, rules and regulations and/or the College-sponsored housing student handbook.
- Any violation of the institution's policies on the responsible use of technology including but not limited to:
 - The theft or abuse of computer, email, Internet or Intranet resources
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of law

- Unauthorized use of another individual's identification and/or password
- Use of computing facilities to interfere with the work of another student, faculty member, or school official
- Use of computing facilities to send obscene or abusive messages
- Use of computing facilities to interfere with normal operation of the school's computing system
- Failure to satisfy school financial obligations.

The above list is illustrative only, and the College may sanction other conduct not specifically included on this list.

Section VI - Sanctions

The College may impose sanctions for violations of the Student Conduct Policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The College reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the Student Conduct Policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. **Removal from Sponsored housing:** The student will be immediately dismissed from Campus Sponsored Housing. The student will be required to vacate the premises according to the terms of the sanction.
5. **Suspension:** Separation of the student from the campus for a pre-determined period of time. The student may be able to return to campus once specified conditions for readmission are met. The student may not attend classes, visit campus-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. **Expulsion:** The student will be expelled from the College immediately. The student will not be permitted to continue his or her studies at the College and may not return to the College or to Campus Sponsored Housing or activities at any time or for any reason.
7. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Section VII – Disciplinary Procedures

Complaint

Any member of the College community may file a complaint against any student for misconduct or for otherwise being in violation of the College policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or his/her delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless the College determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

Students have no expectation of privacy in their personal property while on campus. The College reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in Campus Sponsored Housing, student e-mail and/or computers.

Notification and Determination of Violations that Warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting.
2. After the meeting the Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to

appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.

- If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of Violations that Warrant Disciplinary Hearing or Panel

In some cases, involving serious violations, the Chief Conduct Officer or his/her delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a Disciplinary Panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel.
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc.) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them. a) Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion. b) The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

Disciplinary Panel

A Disciplinary Panel may consist of members of the College Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the Panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the Panel. Failure to sign the permission constitutes an agreement to have no student on the Panel.

Administrative Interim Suspension

Students may be administratively suspended on an Interim basis when:

1. Serious allegations are being investigated;
2. Serious allegations are pending before a disciplinary panel;
3. In advance of a disciplinary panel hearing; or
4. When a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community.

During the Interim Suspension, students are denied access to Campus Sponsored Housing and/or to the school (including classes, labs, Library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or his/her designee may determine to be appropriate.

This Interim Suspension period should last no longer than three business days, and the Chief Conduct Officer or his/her delegate may make reasonable provisions to provide for accommodations of a student in Campus Sponsored Housing.

The Interim Suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

Section VIII – Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe themselves to have been treated in an arbitrary or biased fashion or without adherence to the College policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from Campus Sponsored Housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of the College or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to the College's policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.

- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

INTELLECTUAL PROPERTY POLICY

I. Purpose or Scope

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational university, however, and whether the use of copyrighted material without permission falls with "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law. A violation of The Art Institute of Portland's policy for use of its information technology system can result in termination of network access for the

student and/or other disciplinary action including removal of the student from The Art Institute of Portland.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

The Art Institute of Portland’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using The Art Institute of Portland’ information technology system. The Art Institute of Portland’s policies prohibit use of The Art Institute of Portland’s computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission.

As a creative community of teachers, artists and scholars, The Art Institute of Portland is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of The Art Institute of Portland itself, which supports this creative and scholarly work.

This document expresses The Art Institute of Portland’s policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of The Art Institute of Portland – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with The Art Institute of Portland, and this Policy governs in all circumstances, unless The Art Institute of Portland has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between The Art Institute of Portland and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit “fair use” as defined by U.S. laws.

II. Definitions (if applicable)

The following terms are used throughout the Policy and are defined as follows:

- A. *Copyright* - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based

on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).

- B. *Commissioned Work* - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.
- C. *Independent Academic Effort or Creative Activity* - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.
- D. *Institutional Employee* - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.
- E. *Intellectual Property* - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.
- F. *Patent* - A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.
- G. *Sponsored Work* - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which

provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.

- H. *Student* - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as “special status students”: e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.
- I. *Substantial Institutional Resources* - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not “commonly provided”, is considered a use of “Substantial Institutional Resources.” This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of “Substantial Institutional Resources.” Resources not considered “commonly provided” include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.
- J. *Trademark and Service Mark* - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party’s goods or services from those of others.
- K. *Work* - The term “Work” as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.
- L. *Work Made for Hire* - A “Work Made for Hire” is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.
- M. Consistent with the Copyright Act of 1976, as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.
- N. Examples of works made for hire include software programs created within the scope of an employee’s duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

III. Policy Provisions

A. Faculty, Staff and Student Works

1. General Rule.

Subject to the exceptions noted in this Policy, as a general rule, The Art Institute of Portland does not claim ownership of Intellectual Property developed through

Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and Students.

2. Exceptions to the General Rule. Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:
 - a) The Intellectual Property is developed as a Sponsored Work.
 - b) The Intellectual Property is developed as a Commissioned Work.
 - c) The Intellectual Property is developed using Substantial Institutional Resources.
 - d) The Intellectual Property is developed by the creator within the scope of his or her employment with The Art Institute of Portland and constitutes a Work Made for Hire.
 - e) The Intellectual Property is developed by a creator who is assigned, directed or funded by The Art Institute of Portland to create the Intellectual Property.
 - f) The Intellectual Property is developed under a grant, program or agreement which provides The Art Institute of Portland with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2(a) through (f) above, the Intellectual Property shall be owned by The Art Institute of Portland (or by The Art Institute of Portland and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by The Art Institute of Portland under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by The Art Institute of Portland's President, and to execute any document deemed necessary by The Art Institute of Portland to perfect legal rights in The Art Institute of Portland and enable The Art Institute of Portland to file applications for registration when desired.

3. Ownership Rights in Specific Types of Works.

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

 - a) Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by The Art Institute of Portland. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to The Art Institute of Portland.
 - b) Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles

and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by The Art Institute of Portland as Works Made for Hire or otherwise.

- c) If any Intellectual Property to be owned by The Art Institute of Portland under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, the parties respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.
- d) Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of The Art Institute of Portland will develop a written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to The Art Institute of Portland.
- e) Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.
- f) Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her own, or developed in the context of a course, is owned by the Student and The Art Institute of Portland will not use the Student's Work without the Student's permission to do so.
- g) Students working on a project governed by an existing written agreement to which The Art Institute of Portland is a party are bound by all terms of that agreement.
- h) Students hired to carry out specific tasks that contribute to Intellectual Property of The Art Institute of Portland retain no rights of ownership in whole or in part to that Intellectual Property or to the Student's contribution to that work.
- i) Students who wish to work collaboratively with Institutional Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to The Art Institute of Portland outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.
- j) The rights of The Art Institute of Portland to a perpetual, worldwide license (exclusive or non-exclusive, as The Art Institute of Portland deems necessary), to use and reproduce copyrighted materials for educational,

research, and promotional purposes must be included in any agreement with a non- Institution sponsor.

B. Independent Contractor Works.

As a general rule, The Art Institute of Portland will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or The Art Institute of Portland has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If The Art Institute of Portland does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor in the course of performance of the contract, in accordance with the parties' agreement.

IV. Institution's Usage Rights

To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, The Art Institute of Portland shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of The Art Institute of Portland. Where practicable, The Art Institute of Portland will use best efforts to cite the creator of the Work if The Art Institute of Portland exercises such usage rights.

V. Institution's Marks

Intellectual Property comprised of or associated with The Art Institute of Portland's Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the "Marks") belongs exclusively to The Art Institute of Portland and/or its affiliates. This Policy is designed to protect the reputation of The Art Institute of Portland and its affiliates, and to prevent the illegal or unapproved use of The Art Institute of Portland's Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of The Art Institute of Portland. However, faculty, staff, and Students may identify their status or professional affiliation with The Art Institute of Portland as appropriate, but any use of The Art Institute of Portland's Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, The Art Institute of Portland. No products or services may be marked, offered, sold, promoted or distributed with or under The Art Institute of Portland's Marks without The Art Institute of Portland's prior written permission and compliance with the licensing policies of The Art Institute of Portland. All requests for use of Institution Marks must be submitted in writing to an officer designated by the President. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise The Art Institute of Portland's Marks.

VI. Substantial Use of Institution Resources

Although "Substantial Institutional Resources" is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in

technology, physical infrastructure of The Art Institute of Portland, modes of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of “substantial use” from time to time and implement any changes or clarification to the definitions which The Art Institute of Portland deems necessary in order to establish an appropriate standard.

VII. Review Scheme

Questions concerning this Intellectual Property Policy should be addressed to the Dean of Academic Affairs.

VIII. Reservation of Rights

The Art Institute of Portland reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. The Art Institute of Portland agrees, however, that it will endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

IX. Effective Date

This Policy supersedes any preexisting Intellectual Property policy of The Art Institute of Portland and will remain in effect until modified or revoked by The Art Institute of Portland. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with The Art Institute of Portland changes or terminates.

X. Governing Law

This Policy shall be governed by and interpreted under applicable federal laws pertaining to intellectual property and applicable state law, without regard to choice of law provisions.

STUDENT SERVICES

The Art Institute of Portland places a high value on the student life experience both in and out of the classroom setting. We provide an environment that encourages a wide variety of activities of an academic and social nature, including clubs and organizations, community service activities, an advising point of contact for military and veteran students as well as eligible family members, and various committees designed to enhance the quality of life on campus.

Housing

The Art Institute of Portland offers housing assistance to all enrolled students. Student Housing is available on a first-come-first-serve basis. Living in student housing is an excellent way to become acquainted with other Art Institute of Portland students and become involved in campus life. Resident Assistants (RAs) are students who live in Student Housing, have demonstrated maturity and responsibility and have been trained by the housing staff. RAs assist residents in becoming acquainted with each other through social and academic activities and can assist in conflict resolution and problem-solving. Student housing can be applied for by new as well as current Art Institute students throughout the quarter. For more information on student housing options in the Portland area, please visit the Housing Department in the Student Services Office, or call Melissa Carter, Director of Housing and Residence Life, at (503) 382-4750.

STUDENT SUPPORT AND DISABILITY SERVICES

Student Support Services

The Student Assistance Program is a service available at no additional charge to students and provides confidential counseling via telephone 24 hours per day, 7 days a week. The program counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. Through the program, students can receive assistance with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse and any other relevant concerns. Our Student Support Counselor is available to provide confidential short-term counseling and crisis intervention to all students in need of immediate, on campus support. For more information, please contact the Student Services office at 503-382-4739.

Disability Services

The Art Institutes provide accommodations to qualified students with disabilities. The Office of Disability Support Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institutes.

Students who seek reasonable accommodations should notify the Office of Disability Support Services at 1-855-855-0567 or via email at TheCenterDSS@dcedh.org of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with The Office of Disability Support Services to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Office of Student Conduct and Resolution at studentresolution@dcedh.org. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

GENERAL SERVICES

Student Health Insurance

Health insurance is available through the Student Accident and Sickness Insurance Program. This plan is available to both domestic and international students and their dependents. Premium payments and medical claims are handled directly by the insurance company. Interested students may obtain information from the Student Services Office. International students must provide proof of insurance coverage prior to starting school. If no proof of insurance is given, the international student must purchase the health insurance plan made available through The Art Institute of Portland.

International Student Advising

Students come from all over the world to attend The Art Institute of Portland. The International Student Advisor is the key contact for all international students. The advisor provides assistance and guidance regarding procedures and policies regarding immigration law and serves as the Designated School Official. The International Student Advisor will consult with and advise students in order to help the student maintain compliance with federal regulations and to assist in making this educational and life experience a positive one.

Emergencies

It is important that you are prepared in the unlikely event of an emergency situation at The Art Institute of Portland. Awareness of your surroundings and some forethought can prepare you and save critical time in the event of a fire or other emergency. Students who live in school sponsored residential facilities should check with their Resident Advisor or other Residence Life staff members for more specific information.

Reporting an Emergency

Dial 911 from any phone to reach local police, fire or emergency services (to dial from a school telephone you must dial 9 first). On campus, you can report emergencies to the Reception/Security desk on the 1st Floor (503-382-4748) or the Student Services Office on the 2nd Floor (503-382-4710).

Illness or Injury

In the event of illness or injury on college premises or at a college-sponsored function, a student may request transportation to a doctor's office or local hospital for examination and treatment. College personnel will not transport students in their personal vehicles. The student should review personal and/or family insurance policies to determine whether appropriate coverage exists. First Aid kits are available in several locations on campus.

Parking

Parking for students is available in the underground garage, on city streets and in nearby structures. The Student Services Office can provide information on parking options in the area.

Transportation

Since parking is expensive, students are encouraged to use public transportation. The Art Institute of Portland is well served by Tri-Met, with the Max light rail five blocks away and the Portland Streetcar directly next door. The Student Services Office can provide further information on transportation.

Telephone and Fax Usage

The Art Institute of Portland does not operate a telephone message service for students. Only in case of an emergency will a message be taken for a student. A public phone is located in Student Services on the second floor. Administration and faculty phones and fax machines are for office use only.

Smoking

The Art Institute of Portland is a non-smoking environment. There is no smoking in classrooms, hallways or offices. Smoking is allowed in designated areas outside buildings in accordance with Oregon State Law.

Lost and Found

Lost and Found is located in Student Services on the second floor. Items in lost and found will be disposed of at the end of each term.

Property of The Art Institute of Portland

The student is responsible for any college books or equipment used or checked out and is responsible for the cost of repair or replacement of such items in the event they are damaged.

JURY WAIVER AND AGREEMENT TO BINDING, INDIVIDUAL ARBITRATION

Student and The Art Institute of Portland irrevocably waive our rights to a trial by jury and agree instead that any and all disputes, no matter how described, pleaded or styled, between me and The Art Institute of Portland (including its parent and past and present affiliates, employees, agents, and lenders) or related to any aspect of my relationship with or any act or omission by The Art Institute of Portland ("Claim") shall be resolved by individual binding arbitration, conducted by the American Arbitration Association ("AAA") under its Commercial Arbitration Rules and applicable Supplementary Procedures for Consumer-Related Disputes ("AAA Rules") and in accordance with the terms of this Jury Waiver and Agreement to Binding, Individual Arbitration ("Arbitration Agreement"). Student can obtain a copy of the AAA Rules at www.adr.org or by calling 1-800-778-7879. This Arbitration Agreement, however, does not modify Student's right, if any, to file a grievance with any state educational licensing agency or accrediting body.

1. Student is strongly encouraged to first attempt to resolve the Claim by using the General Student Complaint Procedure outlined in the Catalog.
2. Neither party shall file or maintain any lawsuit in court against the other, and any suit filed in violation of this Arbitration Agreement shall be dismissed by the court in favor of arbitration conducted pursuant to this Arbitration Agreement. The parties agree that the moving party shall be entitled to an award of costs and fees of compelling arbitration.
3. The arbitration shall take place before a single, neutral arbitrator in the federal judicial district in which Student resides, unless the parties agree otherwise.
4. Student will be responsible for paying a portion of the AAA filing fee at the time his/her Claim is filed in an amount equal to \$200 or the applicable filing fee of the court of general jurisdiction in the district/circuit near me, whichever fee is less. The parties shall bear the expense of their own attorneys, experts and witnesses, unless the applicable law provides, and the arbitrator determines, otherwise.

5. Student agrees not to combine or consolidate any Claims with those of other students, such as in a class or mass action, or to have any Claims be arbitrated or litigated jointly or consolidated with any other person's claims. Further, the parties agree that the arbitrator shall have no authority to join or consolidate claims by more than one person. **I understand that I may opt out of this single-case provision by delivering via certified mail return receipt a written statement to that effect to the Vice President and Senior Counsel of The Art Institute of Portland / DCEH, 1400 Penn Avenue, Pittsburgh, PA 15222 within 30 days of my first execution of an Enrollment Agreement.**
6. The Federal Arbitration Act (FAA), including all its substantive and procedural provisions, and related federal decisional law shall govern this Arbitration Agreement to the fullest extent possible. All determinations as to the scope, enforceability, validity and effect of this Arbitration Agreement shall be made by the arbitrator, and not by a court. However, any issue concerning the validity of paragraph 5 above must be decided by a court, and an arbitrator does not have authority to consider the validity of paragraph 5. If for any reason, paragraph 5 is found to be unenforceable, any putative class or mass action may only be heard in court on a non-jury basis and may not be arbitrated under this Agreement.
7. The arbitrator shall have the power to award any remedy that directly benefits the parties to this Arbitration Agreement (provided the remedy would be available from a court under the law where the Arbitration Agreement was executed) but not the power to award relief for the benefit of anyone not a party to this Arbitration Agreement.
8. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.
9. Notwithstanding any provision in the Catalog or Enrollment Agreement, this Arbitration Agreement shall not be modified except by written agreement signed by both parties. Any or all of the provisions set forth in this Arbitration Agreement may also be waived by the party against whom the Claim is asserted, but such waiver shall be in writing, physically signed (not merely electronically signed) by the party waiving, and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Arbitration Agreement.
10. This Arbitration Agreement shall survive the termination of Student's relationship with The Art Institute of Portland.
11. If any part(s) of this Arbitration Agreement are found to be invalid or unenforceable, then such specific part(s) shall be of no force and effect and shall be severed, but the remainder of the Arbitration Agreement shall continue in full force and effect.

STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE IS WAIVING HIS/HER RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY (EXCEPT AS PROVIDED IN THE AAA RULES), AND TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT. FURTHER, STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS ACTION AGAINST THE ART INSTITUTE OF PORTLAND.

The Art Institute of Portland Policies to Comply with the Higher Education Opportunity Act of 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

The Art Institute of Portland's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. The Art Institute of Portland's policies prohibit use of The Art Institute of Portland computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission).

ACADEMIC CALENDAR

CALENDAR YEAR 2017		
START DATE	END DATE	
January 9, 2017	March 25, 2017	
February 16, 2011	March 25, 2017	Mid-Term Start
April 3, 2017	June 17, 2017	
May 11, 2017	June 17, 2017	Mid-Term Start
July 10, 2017	September 23, 2017	
August 17, 2017	September 23, 2017	Mid-Term Start
October 2, 2017	December 16, 2017	
November 9, 2017	December 16, 2017	Mid-Term Start

CALENDAR YEAR 2018		
START DATE	END DATE	
January 8, 2018	March 24, 2018	
February 15, 2018	March 24, 2018	Mid-Term Start
April 2, 2018	June 16, 2018	
May 10, 2018	June 16, 2018	Mid-Term Start
July 9, 2018	September 22, 2018	
August 16, 2018	September 22, 2018	Mid-Term Start
October 21 2018	December 15, 2018	
November 8, 2018	December 15, 2018	Mid-Term Start

STUDENT SERVICES AND RESOURCES

GENERAL INFORMATION

The mission of the Student Services Department is to supplement The Art Institute's educational processes and to support its stated purpose by providing assistance and services to the student body in the areas of advocacy, disability, student development, counseling, international advising, housing, student employment and Career Services. The department actively encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, social interaction, and professional development. To fulfill its mission, the Student Services Department has established the following objectives:

1. Provide college-sponsored housing that is convenient and suitable to the students' needs and conducive to their educational goals.
2. Provide student support services.
3. Provide resources and assist international students with their transition into this country.
4. Provide Student Engagement and networking activities to complement your academic experience
5. Serve as the point of contact for military and veteran students.

Career Services

As you near the completion of your program of study, you will have the opportunity to meet individually with a student services advisor to review career goals, job-search strategies, interview techniques, and résumé development.

The Student Services Department coordinates the quarterly Portfolio Show and career focused activities. These events bring together prospective employers and soon-to-be graduates. Graduate employment information is available on the College website under student consumer information.

Alumni Services

The Student Services Department offers a variety of online services and resources to Art Institute graduates. The self-directed alumni website (www.alumni.artinstitutes.edu) is available to graduates and to students in their last quarter.

The website exists to support the creative endeavors of our graduates and to provide a forum for networking with fellow classmates. Art Institutes graduates can connect from anywhere around the world. Alumni can share their challenges and victories, access services to elevate their career, showcase artwork, and demonstrate their impact in their personal and professional communities. Information about career services, campus events, Art Institute news is also available.

The website is exclusive to Art Institute graduates and there are no costs, fees or dues to access these services. The Art Institutes values our talented alumni community and we strive to build and maintain the alumni relationship through e-communications, virtual events, and campus activities. Alumni are invited to share their personal and professional updates with The Art Institutes community!

For more information, visit www.alumni.artinstitutes.edu or email [AiAlumniSupport@aii.edu](mailto: AiAlumniSupport@aii.edu)

Full-time Employment Services

Efforts are made in developing and maintaining employer contacts through research, client visits, promotional materials and recruiting events. Portfolio shows are held quarterly to enhance employment opportunities for graduates. These services are available as students approach graduation. While The Art Institute of Portland provides career services, it does not guarantee employment or any particular level of compensation following graduation. The Art Institute of Portland does, however, offer resources in finding entry-level employment to all graduates at no additional charge.

Additional Career Services Resources

Other resources such as local career events, information on Internet resources, and professional associations and directories are also available. Individual appointments are available during regular business hours.

Graduate Employment Information

The Art Institute of Portland maintains graduate employment information. For specific employment data, contact the Student Services Office.

ADMINISTRATION PERSONNEL

EXECUTIVE COMMITTEE

Gregg Crowe

President

M.B.A, University of Phoenix

B.S. Health Policy and Administration, Penn State University

Robert Ridel

Dean of Academic Affairs

Ph.D., Sociology, University of California (Santa Barbara)

Jonathan Scrimenti

Director of Student Services

M.Ed., Seattle University, Seattle

B.S., University of Ohio

Lauren Patterson

Director of Financial Services

M.B.A., Florida Gulf Coast University

B.A., Willamette University

Tami Bellenghi

Senior Director of Admissions

Bachelor of Social Science, Portland State University

BOARD OF TRUSTEES

William Defusco

Private Consultant in the non-profit sector for compliance and Accreditation

Steve Homer

Assistant Vice President, Admissions Operations & Analysis, DCEH

Jerry Ketel

President, Creative Director, Leopold Ketel & Partners

Marylouise Fennell, Ed.D., RSM

Chair

Senior Counsel, The Council of Independent Colleges

Terri Nelson

Finance, Head of Ed System, DCEH

ACADEMIC DEPARTMENT DIRECTORS

Eugene Fritz

Culinary Arts

A.S Culinary Arts, The Culinary Institute of America

B.A, Hospitality Business Management, Washington State University

M.S. Educational Leadership, Washington State University

Norton Young

Design

M.F.A., Vermont College of Fine Art

B.A., University of California, Riverside

Anthony Pires

Media

M.B.A., Spring Arbor University

B.S., Digital Art & Animation, The Art Institute of Philadelphia

PROGRAM COORDINATORS

William A Siebold

Liberal Arts

M.S., B.S., Oregon State University

DEPARTMENT DIRECTORS

Jennifer Cox

Librarian MLIS, Dominican University

B.A., Aquinas College

Ivonne Petersen

Registrar

B.A. Liberal Arts, Argosy

FULL-TIME FACULTY

James Arnold

Instructor, Industrial Design

M.S.D., Arizona State University

B.F.A., Brigham Young University

Annin Barrett

Instructor, Liberal Arts

M.F.A., University of Arizona

B.A., University of Oregon

Susan Bonde

Instructor, Apparel Design

M.F.A., Northern Illinois University

B.F.A., University of Illinois

Nancy Breaux, Ph.D.

Lead Instructor, Liberal Arts

Ph.D., University of Oregon

M.A., Southern Illinois University

B.A., University of Southwestern Louisiana

David Brunn

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B.A., University of Denver

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B.A., University of Oregon

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B.S., University of South Florida

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B.F.A., University of Illinois, Champaign-Urbana

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B.S., University of Wisconsin, Madison

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Foundation Art**
B.F.A., Art Institutes International Kansas City

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B.S., University of Tehran (Iran)

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B.F.A., Rhode Island School of Design

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A.A., Onondaga Community College

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Reg. Architect, Illinois

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B.A., Texas Christian University

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B.S., Art Institute of Portland

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B.A., M.A., Ohio State University

Jeffery Wilson

Instructor, Apparel Design

B.A., Westminster College

MAP & DIRECTIONS

A) THE ART INSTITUTE OF PORTLAND

1122 NW Davis Street
Portland, OR 97209

B) CULINARY FACILITY

34 NW 8th Street
Portland, OR 97209

C) INDUSTRIAL DESIGN WORKSHOP

722 NW Couch Street
Portland, OR 97209

STUDENT HOUSING LOCATIONS

D) The Arthur
726 SW 11th Avenue
Portland, OR 97205

E) Goose Hollow
1604 SW Clay Street
Portland, OR 972091



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FROM NORTH

On I-5 Southbound
Take I-405 South
Exit at Everett St.
Turn Left onto Everett
Turn Right onto 12th Ave.
Turn Left onto Davis

FROM SOUTH

On I-5 Northbound
Take I-405 North
Exit at Everett St.
Turn Right onto Everett
Turn Right onto 12th Ave
Turn Left onto Davis

FROM EAST

On I-84 Westbound
Follow signs to City Center
Cross Morrison Bridge
Go straight onto Washington
Turn right onto 12th Ave
Turn right onto Davis

FROM WEST

On Hwy 26 Eastbound
Take I-405 North
Exit at Everett St.
Turn Right onto Everett
Turn Right onto 12th Ave
Turn Left onto Davis

Dream Center Education Holdings, LLC Board of Managers

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The Art Institute of Portland reserves the right to modify The Art Institute calendar, curriculum and class schedules as it deems necessary. When size and curriculum permit, classes may be combined to contribute to the level of interaction among students. Days of attendance will vary for students according to their program of study, and may change from quarter to quarter.