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LETTER FROM THE PRESIDENT
THE ART INSTITUTE OF HOUSTON AND THE ART INSTITUTE OF HOUSTON-NORTH

Welcome to The Art Institute of Houston and The Art Institute of Houston-North! Our faculty, staff, and students all share a common bond: creativity, dedication, and a commitment to excellence in their endeavors. We all take great pride in the fact that our Art Institute is a wonderful place to teach, work, and learn.

Our faculty—working professionals and seasoned educators—share their depth and breadth of knowledge and experience in order to prepare you for the rigors of the workplace. We work to foster a collaborative environment that promotes artistic freedom and challenges each of us to continue to grow personally and professionally.

Our general education offerings have been carefully chosen to complement the core curriculum. General education courses develop communication skills, stimulate creativity and originality, and help you embrace global perspectives and cultural diversity. These courses will enhance your work in your program of study, and most importantly, will cultivate the intellectual curiosity required to be an active lifelong learner.

Our commitment to our students extends beyond graduation. As a member of The Art Institutes system of schools, graduates continue to connect to The Art Institute socially and professionally throughout their lives as they join more than 175,000 alumni from more than 50 schools.

Our success as a school is measured by your success. You can ensure your success by taking an active, responsible role in your education. We’re glad that you’ve chosen us as your partner as you continue your educational journey.

Sincerely,

[Signature]

Susanne Behrens, President
Letter from the Campus President
THE ART INSTITUTE OF AUSTIN

It is with great pride that I welcome you to The Art Institute of Austin, a branch of The Art Institute of Houston, and introduce myself as its President. The extraordinary students of this school comprise a creative community befitting the remarkable city it inhabits.

In knowing how we got here, my goal is simple: Administer a school that educates, develops, and enriches sought-after, professional, and creative graduates through practical, career-oriented education. We prepare our students for real life experiences as they learn from instructors with industry-relevant and program-specific technology.

During my tenure with The Art Institutes system of schools, I have never ceased to be amazed by the power of the creative mind. The potential carried in each and every student is infinite; it is my job to help these students realize their potential and find an inspiring career. You will find that experiences here at The Art Institute of Austin are unique.

Our approach is personal, and every student here has a voice. Our classes have smaller student-to-instructor ratios to ensure a more one-on-one classroom experience. We have many resources on campus for our students to learn outside the classroom, discover career and internship possibilities and seek out likeminded students through clubs and campus events.

At The Art Institute of Austin, our focus is the application of skills as well as the theory behind them; our graduates are ready to start their careers from day one because they know what the industry demands. Our students are from all over the United States, but they come here with a single purpose: to let their drive, hard work, and talent guide their future.

The city of Austin has everything you’d want from a metropolitan area - music, fashion, art, food, theater, industry - but it also has stunning lakes, streams, and wilderness areas throughout the city and its surrounding area. There is a perfect mix of activities that appeal to almost everyone.

The world is changing and we are preparing our students for the challenges of a competitive era. Hands-on education produces knowledgeable, capable graduates with a rich skill set to utilize in navigating the challenges and rewards of the creative world.

I hope you’ll explore all of the wonderful things The Art Institute of Austin has to offer.

Sincerely,

Monica Jeffs
President
Dear Student,

Welcome to The Art Institute of San Antonio (the "Institute"), and The Institute's system of schools, one of the largest providers of culinary, design and media arts education in United States. I welcome you to our community, invite your questions, and hope you recognize the opportunity that waits at The Institute.

At The Institute, you will find degree programs developed based on marketable skills in emerging career fields in the creative and applied arts. Whether it is in the development of a professional portfolio or the opportunity to work in our student-run restaurant, real-world, relevant experience abounds. For alumni of an Art Institutes school, the degrees they have earned have been instrumental as resume builders, but it is the underlying skills they develop in our programs that are the bridge between their academic background and shaping a rewarding career.

You may be in the exploratory phase of your college search, and asking "How do I find the right school for me?" I invite you to contact our staff, and we will be more than happy to assist in determining whether The Institute is right for you. In selecting a college, research the market, ask questions, focus on a program where you can develop skills, and above all, aim at doing something that you love.

Sincerely,

Joshua S. Pond
President
Mission Statement

The mission of The Art Institute of Houston and its branch campuses, The Art Institute of Houston – North, The Art Institute of Austin, and The Art Institute of San Antonio, is to provide a quality, collaborative academic environment for individuals seeking creative careers through higher education. As a private, multi-campus college, our bachelor degrees, associate degrees, and diploma programs are competency based, incorporating traditional liberal arts, professional education, and management level competencies with hands-on instruction. Faculty use learning-centered methodology to prepare students for entry-level positions in the design, media, fashion, and culinary arts fields as well as lifelong learning.

The vision of The Art Institute of Houston, The Art Institute of Houston-North, The Art Institute of Austin, and The Art Institute of San Antonio is to be the preferred destination for individuals seeking careers through creative education.

ACCREDITATION & LICENSING
The Art Institute of Houston including its branch campuses, The Art Institute of Houston-North, The Art Institute of Austin, and The Art Institute of San Antonio, is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees and diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of The Art Institute of Houston.

The Art Institute of Houston, The Art Institute of Houston-North, The Art Institute of Austin, and The Art Institute of San Antonio hold Certificates of Authorization from the Texas Higher Education Coordinating Board regulations.

These schools are all authorized under Federal Law to enroll nonimmigrant alien students.

PROGRAMMATIC ACCREDITATION
The Art Institute of Houston:
The diploma in Baking & Pastry, diploma in Culinary Arts, Associate of Applied Science degree in Baking & Pastry, Associate of Applied Science degree in Culinary Arts, the Associate of Applied Science in Restaurant & Catering Management, the Bachelor of Science degree in Culinary Management, and the Bachelor of Science degree in Food & Beverage Management programs at The Art Institute of Houston are accredited by the American Culinary Federation Education Foundation.

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

BOARD OF TRUSTEES OF THE ART INSTITUTE OF HOUSTON

Dr. Louis W. Bender  
Chair, Board of Trustees  
Professor Emeritus, Florida State University

Thomas Kube  
Vice-Chair

Dr. Louis Padulo  
President Emeritus  
University City Science Center

John M. (Jack) Bowen  
Senior Vice President & Chief Marketing Officer, Education Management LLC

Beth M. Henke  
Vice President, Senior Litigation Counsel and Assistant Secretary  
Education Management LLC
Our Facilities

The Art Institute of Houston  
4140 Southwest Freeway  
Houston, TX 77027  
Phone: 713-623-2040 or 800-275-4244  
new.artinstitutes.edu/houston

The Art Institute of Houston-North  
A branch campus of The Art Institute of Houston  
10740 North Gessner Drive, Suite 190  
Houston, TX 77064  
Phone: 281-671-3381 or 866-830-4450  
new.artinstitutes.edu/houston-north

The Art Institute of Austin  
A branch campus of The Art Institute of Houston  
101 W. Louis Henna Blvd, Suite 100  
Austin, TX 78728  
Phone: 512-691-1707 or 866-583-7952  
new.artinstitutes.edu/austin

The Art Institute of San Antonio  
A branch campus of The Art Institute of Houston  
10000 IH-10 W., Suite 200  
San Antonio, TX 78230  
Phone: 210-338-7320 or 888-222-0040  
new.artinstitutes.edu/san-antonio
Programs of Study

For purposes of this catalog each campus may be referred to individually by their geographical modifier:
The Art Institute of Houston (“Houston”)
The Art Institute of Austin (“Austin”)
The Art Institute of Houston-North (“Houston-North”)
The Art Institute of San Antonio (“San Antonio”)

The campuses at Houston, Austin, Houston-North and San Antonio may also collectively refer to themselves as (“The Institute”)

CULINARY PROGRAMS
Baking & Pastry (Associate of Applied Science, Diploma)
Culinary Arts (Associate of Applied Science, Diploma)
Culinary Management (Bachelor of Science)
Food & Beverage Management (Bachelor of Science)
Hospitality Management (Bachelor of Science)
Restaurant & Catering Management (Associate of Applied Science)

DESIGN PROGRAMS
Advertising (Bachelor of Fine Arts)
Design & Technical Graphics (Bachelor of Science)
Graphic Design (Bachelor of Fine Arts, Associate of Applied Science)
Graphic & Web Design – Graphic Concentration (Bachelor of Fine Arts)
Graphic & Web Design – Web Design Concentration (Bachelor of Fine Arts)
Interior Design (Bachelor of Fine Arts)
Web Design & Development (Diploma)
Web Design & Interactive Communications (Diploma)
Web Design & Interactive Media (Associate of Applied Science)

FASHION PROGRAMS
Fashion Design (Bachelor of Fine Arts)
Fashion & Retail Management (Bachelor of Science)
Fashion Retailing (Diploma)

MEDIA ARTS PROGRAMS
Audio Production (Bachelor of Science)
Digital Filmmaking & Video Production (Bachelor of Fine Arts)
Digital Image Management (Diploma)
Digital Photography (Bachelor of Fine Arts)
Game Art & Design (Bachelor of Fine Arts)
Media Arts & Animation (Bachelor of Fine Arts)
Visual Effects & Motion Graphics (Bachelor of Science)

*Not all programs are offered at all campuses. See each program page to identify what program is offered at the campus of your choice.
Baking & Pastry

ASSOCIATE OF APPLIED SCIENCE

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Associate of Applied Science in Baking & Pastry degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
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<td>The Art Institute of Houston</td>
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<tr>
<td>The Art Institute of Houston-North</td>
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<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/2330</td>
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<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3445</td>
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</table>

The Baking & Pastry program is designed to train students in the art of bread baking and classical pastry techniques. Students have the opportunity to develop competencies in breads, desserts, cake decoration, buffet center pieces and food science. The program is designed to focus upon both production and the individualized skills necessary to gain entry-level employment in bakeries, restaurants, and other catering or institutional settings.

MISSION STATEMENT
The mission of the Baking and Pastry program is to provide an environment for students to become learners possessing the skills, knowledge, creativity and ethical values necessary in the rapidly changing, culturally diverse culinary, restaurant and catering professions. The student is exposed to the business aspects of culinary arts, along with practical, hands-on training.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates of the Baking & Pastry Associate of Applied Science degree program will be prepared for entry-level employment in retail and commercial bakeries. Graduates will be prepared to seek employment as an entry-level pastry cook, production baker, decorator, or assistant bakery chef. Students graduate with an overview of production, organization, and the business of baking and pastry catering.
ASSOCIATE OF APPLIED SCIENCE, 90 TOTAL CREDITS

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CUL102</td>
<td>Fundamentals of Classical Techniques</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL104</td>
<td>Concepts and Theories of Culinary Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>CUL132</td>
<td>Management by Menu</td>
<td>3.0</td>
</tr>
<tr>
<td>CUL137</td>
<td>Sustainable Purchasing and Controlling Costs</td>
<td>3.0</td>
</tr>
<tr>
<td>CUL141</td>
<td>American Regional Cuisine</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL152</td>
<td>Latin Cuisine</td>
<td>3.0</td>
</tr>
<tr>
<td>CUL215</td>
<td>Management, Supervision and Career Development</td>
<td>3.0</td>
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<tr>
<td>CUL248</td>
<td>Introduction to Baking and Pastry Techniques</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL252</td>
<td>Food and Beverage Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CUL254</td>
<td>Artisan Breads and Baking Production</td>
<td>3.0</td>
</tr>
<tr>
<td>CUL255</td>
<td>European Cakes and Tortes</td>
<td>3.0</td>
</tr>
<tr>
<td>CUL261</td>
<td>À la Carte Kitchen</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL264</td>
<td>Advanced Patisserie and Display Cakes</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL265</td>
<td>Chocolate, Confections and Centerpieces</td>
<td>6.0</td>
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<tr>
<td>CUL272</td>
<td>Capstone</td>
<td>3.0</td>
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General Education Courses

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<th>Credits</th>
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<tr>
<td>ENGL1301</td>
<td>English Composition</td>
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<tr>
<td>HECO1322</td>
<td>Nutrition</td>
<td>4.0</td>
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<tr>
<td>MATH1310</td>
<td>College Mathematics</td>
<td>4.0</td>
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<tr>
<td>PSYC2301</td>
<td>General Psychology</td>
<td>4.0</td>
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<tr>
<td>SPCH1315</td>
<td>Public Speaking</td>
<td>4.0</td>
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Humanities History Elective (choose one):

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARTS1303</td>
<td>Art History I</td>
<td>4.0</td>
</tr>
<tr>
<td>ARTS1304</td>
<td>Art History II</td>
<td>4.0</td>
</tr>
<tr>
<td>HIST1301</td>
<td>U.S. History I</td>
<td>4.0</td>
</tr>
<tr>
<td>HIST1302</td>
<td>U.S. History II</td>
<td>4.0</td>
</tr>
<tr>
<td>HIST2321</td>
<td>World Civilizations I</td>
<td>4.0</td>
</tr>
<tr>
<td>HIST2322</td>
<td>World Civilizations II</td>
<td>4.0</td>
</tr>
</tbody>
</table>
Baking & Pastry

*Diploma Program*

Offered:

The Art Institute of Houston
The Art Institute of Austin
The Art Institute of San Antonio

**Gainful Employment Information**

The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Diploma program in Baking & Pastry offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
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<td>ge.artinstitutes.edu/programoffering/3175</td>
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<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/3169</td>
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<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3174</td>
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</table>

The Baking & Pastry program is designed to train students in the art of bread baking and classical pastry techniques. Students have the opportunity to develop competencies in breads, desserts, cake decoration, buffet center pieces and food science. The program is designed to focus upon both production and the individualized skills necessary to gain entry-level employment in bakeries, restaurants, and other catering or institutional settings.

**MISSION STATEMENT**

The mission of the Baking and Pastry program is to provide an environment for students to become learners possessing the skills, knowledge, creativity and ethical values necessary in the rapidly changing, culturally diverse culinary, restaurant and catering professions. The student is exposed to the business aspects of culinary arts, along with practical, hands-on training.

**ENTRY-LEVEL CAREER OPPORTUNITIES**

Students are prepared for entry-level employment in the culinary industry such as entry-level pastry cooks, entry level bakers, entry prep cooks, and entry level line cooks.

**DIPLOMA PROGRAM, 55 TOTAL CREDITS**

*Program Courses*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CUL102</td>
<td>Fundamentals of Classical Techniques (6.0)</td>
<td></td>
</tr>
<tr>
<td>CUL104</td>
<td>Concepts and Theories of Culinary Techniques (3.0)</td>
<td></td>
</tr>
<tr>
<td>CUL137</td>
<td>Sustainable Purchasing and Controlling Costs (3.0)</td>
<td></td>
</tr>
<tr>
<td>CUL141</td>
<td>American Regional Cuisine (6.0)</td>
<td></td>
</tr>
<tr>
<td>CUL152</td>
<td>Latin Cuisine (3.0)</td>
<td></td>
</tr>
<tr>
<td>CUL215</td>
<td>Management, Supervision and Career Development (3.0)</td>
<td></td>
</tr>
<tr>
<td>CUL248</td>
<td>Introduction to Baking and Pastry Techniques (6.0)</td>
<td></td>
</tr>
<tr>
<td>CUL254</td>
<td>Artisan Breads and Baking Production (6.0)</td>
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<tr>
<td>CUL255</td>
<td>European Cakes and Tortes (3.0)</td>
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<td>CUL264</td>
<td>Advanced Patisserie and Display Cakes (6.0)</td>
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<td>HECO1322</td>
<td>Nutrition (4.0)</td>
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Culinary Arts

ASSOCIATE OF APPLIED SCIENCE

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Associate of Applied Science in Culinary Arts degree program offered at the locations specified below:

<table>
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<tr>
<td>The Art Institute of San Antonio</td>
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</table>

The Associate of Science degree program in Culinary Arts is a six-quarter program that develops students skills through a variety of culinary courses designed to teach classical cuisine techniques, as well as exploring 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 business acumen. The program focuses on both production and individual skills necessary to gain employment in restaurants, hotels, resorts, and other catering or foodservice institutional settings.

MISSION STATEMENT
The mission of the Culinary Arts program is to provide an environment for students to become learners who possess the skills, knowledge, creativity and ethical values necessary in the rapidly changing, culturally diverse culinary, restaurant and catering professions. Overall, the intent of the program is to have experienced industry professionals impart their knowledge and technical acumen to the students.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates receiving the Associate of Applied Science degree in Culinary Arts develop skills through a variety of culinary courses designed to teach techniques of classical and international cuisine. Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with business acumen. The program focuses on both production and individual skills necessary to seek employment in restaurants, hotels, resorts, and other catering or foodservice institutional settings. These graduates will be prepared to seek positions such as line cook, assistant pastry chef, Garde Manger cook, catering cook, personal chef, and other entry-level positions throughout the kitchen.
ASSOCIATE OF APPLIED SCIENCE, 90 Total Credits

Program Courses

CUL102  Fundamentals of Classical Techniques (6.0)
CUL104  Concepts and Theories of Culinary Techniques (3.0)
CUL132  Management by Menu (3.0)
CUL137  Sustainable Purchasing and Controlling Costs (3.0)
CUL141  American Regional Cuisine (6.0)
CUL152  Latin Cuisine (3.0)
CUL201  Garde Manger (6.0)
CUL215  Management, Supervision and Career Development (3.0)
CUL244  Asian Cuisine (3.0)
CUL248  Introduction to Baking and Pastry Techniques (6.0)
CUL252  Food and Beverage Operations Management (3.0)
CUL261  À La Carte Kitchen (6.0)
CUL271  Art Culinaria (6.0)
CUL272  Capstone (3.0)
CUL343  Classical European Cuisines (3.0)
CUL345  World Cuisine (3.0)

General Education Courses

ENGL1301  English Composition (4.0)
HECO1322  Nutrition (4.0)
MATH1310  College Mathematics (4.0)
PSYC2301  General Psychology (4.0)
SPCH1315  Public Speaking (4.0)

Humanities History Elective (choose one):

ARTS1303  Art History I (4.0)
ARTS1304  Art History II (4.0)
HIST1301  U.S. History I (4.0)
HIST1302  U.S. History II (4.0)
HIST2321  World Civilizations I (4.0)
HIST2322  World Civilizations II (4.0)
Culinary Arts

DIPLOMA PROGRAM

Offered:
The Art Institute of Houston
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Diploma Program in Culinary Arts offered at the locations specified below:

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Culinary Diploma students obtain a foundational knowledge and skills in the fundamental techniques and theories of the culinary arts and in industry practices. Through applied coursework and hands-on experiences students will build the necessary skills and abilities to confidently meet the challenges of the food service industry. The curriculum is based on classical principles emphasizing modern techniques and trends in both the classroom and the kitchen. Students are prepared for entry-level employment in the culinary industry such as entry-level prep cooks, line attendants, and entry-level pastry assistants.

MISSION STATEMENT
The mission of the Culinary Arts program is to provide an environment for students to become learners who possess the skills, knowledge, creativity and ethical values necessary in the rapidly changing, culturally diverse culinary, restaurant and catering professions. Overall, the intent of the program is to have experienced industry professionals impart their knowledge and technical acumen to the students.

ENTRY-LEVEL CAREER OPPORTUNITIES
Culinary Diploma students obtain foundational knowledge and skills in the techniques and theories of the culinary arts and in industry practices. The curriculum is based on classical principles emphasizing modern techniques and trends in both the classroom and the kitchen through applied coursework and hands-on experiences. Students are prepared to seek entry-level employment in the culinary industry such as entry-level prep cooks, line attendants, and entry-level pastry assistants.

DIPLOMA, 55 TOTAL CREDITS

Program Courses

<table>
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<tr>
<th>Course Code</th>
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<tbody>
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<tr>
<td>CUL104</td>
<td>Concepts and Theories of Culinary Techniques (3.0)</td>
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<tr>
<td>CUL215</td>
<td>Management, Supervision and Career Development (3.0)</td>
</tr>
<tr>
<td>CUL244</td>
<td>Asian Cuisine (3.0)</td>
</tr>
<tr>
<td>CUL248</td>
<td>Introduction to Baking and Pastry Techniques (6.0)</td>
</tr>
<tr>
<td>CUL252</td>
<td>Food and Beverage Operations Management (3.0)</td>
</tr>
<tr>
<td>CUL261</td>
<td>À La Carte Kitchen (6.0)</td>
</tr>
<tr>
<td>CUL345</td>
<td>World Cuisine (3.0)</td>
</tr>
<tr>
<td>HECO1322</td>
<td>Nutrition (4.0)</td>
</tr>
</tbody>
</table>
Culinary Management

*BACHELOR OF SCIENCE*

Offered:
The Art Institute of Houston
The Art Institute of Austin
The Art Institute of San Antonio

**Gainful Employment Information**
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Science in Culinary Management degree program offered at the locations specified below:

<table>
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<th>Campus</th>
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<td>The Art Institute of Austin</td>
<td><a href="ge.artinstitutes.edu/programoffering/2332">ge.artinstitutes.edu/programoffering/2332</a></td>
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<tr>
<td>The Art Institute of San Antonio</td>
<td><a href="ge.artinstitutes.edu/programoffering/2542">ge.artinstitutes.edu/programoffering/2542</a></td>
</tr>
</tbody>
</table>

Bachelor's degree program students have the opportunity to integrate classical culinary techniques, entrepreneurial business skills, and general education in a curriculum designed to foster their culinary leadership ability. They can build fundamental cooking skills and progress to advanced food techniques, garnishing, and presentation. Students have the opportunity to develop abilities in marketing, human resources, accounting and financial management, technology, business communications, beverage management, legal issues, global operations, and customer service. They explore factors affecting the food service industry in a global marketplace and develop proficiency in industry technology through advanced training.

**MISSION STATEMENT**
The Bachelor of Science degree program in Culinary Management at The Art Institute of Houston, Austin, and San Antonio prepares students to seek an entry-level management career in the culinary arts. The program graduates students who have the foundation to become entry-level industry professionals and to make valuable contributions to the organizations that employ them.

**ENTRY-LEVEL CAREER OPPORTUNITIES**
Graduates of the Culinary Management program may seek entry-level careers as management trainees, kitchen managers, assistant pastry chefs, banquet chefs, sous chefs, purchasing managers, unit-level restaurant managers, or banquet and catering managers. With experience, graduates may progress to become executive sous chefs, executive pastry chefs, chef educators, chef owners/entrepreneurs, directors of catering, or food and beverage directors.
BACHELOR OF SCIENCE, 180 CREDITS

Program Courses

CUL102  Fundamentals of Classical Techniques (6.0)
CUL104  Concepts and Theories of Culinary Techniques (3.0)
CUL132  Management by Menu (3.0)
CUL137  Sustainable Purchasing & Controlling Costs (3.0)
CUL141  American Regional Cuisine (6.0)
CUL152  Latin Cuisine (3.0)
CUL201  Garde Manger (6.0)
CUL215  Management, Supervision and Career Development (3.0)
CUL244  Asian Cuisine (3.0)
CUL248  Introduction to Baking and Pastry Techniques (6.0)
CUL252  Food and Beverage Operations Management (3.0)
CUL261  À la Carte Kitchen (6.0)
CUL271  Art Culinaire (6.0)
CUL272  Capstone (3.0)
CUL310  Human Resource Management (3.0)
CUL320  Hospitality Marketing (3.0)
CUL330  Legal Issues and Ethics for Culinarians (3.0)
CUL340  Leadership and Organizational Development (3.0)
CUL343  Classical European Cuisines (3.0)
CUL345  World Cuisine (3.0)
CUL350  Catering and Event Management (3.0)
CUL360  Quality Service Management and Training (3.0)
CUL410  Foodservice Financial Management (3.0)
CUL420  Facilities Management and Design (3.0)
CUL430  Foodservice Technology and Information (3.0)
CUL455  Management Externship (3.0)
CUL460  Exploring Wines and the Culinary Arts (3.0)
CUL470  Senior Culinary Practicum (3.0)
CUL480  Innovation and Entrepreneurship (3.0)
CUL490  Global Management and Operations in the Hospitality Industry (3.0)
CUL498  Baccalaureate Capstone (3.0)
FB335  Sales and Public Relations (3.0)
HOS322  Risk Management (3.0)

Program Elective (3.0)
Program Elective (3.0)
Program Elective (3.0)
Program Elective (3.0)

Foundational Courses

RS104  Accounting (3.0)

General Education Courses

ENGL1301  English Composition (4.0)
HECO1322  Nutrition (4.0)
MATH1310  College Mathematics (4.0)
PSYC2301  General Psychology (4.0)
SOCI1306  Social Problems (4.0)
SPCH1315  Public Speaking (4.0)
Foreign Language Requirement (choose one):
FREN1401 Introduction to French (4.0)
SPAN1401 Introduction to Spanish (4.0)

Humanities English Elective (choose one):
ENGL1302 Introduction to Literature (4.0)
ENGL2307 Creative Writing (4.0)
ENGL2311 Business Writing for Professionals (4.0)
ENGL3511 Literature and Film Analysis (4.0)

Humanities History Elective (choose one):
ARTS1303 Art History I (4.0)
ARTS1304 Art History II (4.0)
HIST1301 U.S. History I (4.0)
HIST1302 U.S. History II (4.0)
HIST2321 World Civilizations I (4.0)
HIST2322 World Civilizations II (4.0)

Mathematics and Science Elective (choose two):
BIOL1308 Biology (4.0)
ENVR1401 Environmental Science (4.0)
MATH4332 Mathematics for Decision Making (4.0)
PHYS1301 Physics (4.0)

Social Science Elective (choose one):
PSYC2319 Social Psychology (4.0)
PSYC3019 Human Sexuality (4.0)
Food & Beverage Management

BACHELOR OF SCIENCE

Offered:
The Art Institute of Houston
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Science in Food & Beverage Management degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Gainful Employment Link</th>
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<tr>
<td>The Art Institute of Austin</td>
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<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3448</td>
</tr>
</tbody>
</table>

The Food & Beverage Management program is a 180-credit hour baccalaureate course of study which is designed to provide a variety of specialized education to students planning to pursue an entry-level management career in the food and beverage industry. The program is constructed around four academic tracks: foundational courses in culinary arts, upper-level management courses, specialized beverage and beverage management courses, and general education.

MISSION STATEMENT
The mission of the Food & Beverage Management program is to prepare students for a wide variety of entry-level careers in the food and beverage industries. This is accomplished through a combination of practical hands-on training, lecture and survey classes, participation in the dining lab and internships.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates of this program may seek employment in a wide variety of entry-level management careers in the hospitality industry, which require a bachelor’s degree. Possible job titles include Food and Beverage Manager, Purchasing Director, Director of Restaurants, Sommelier, Dining Room Manager, Banquet Manager, Barista, Assistant Restaurant Manager, Trainer, Bar Manager, Wholesaler/Distributor, and Retail Manager.
BACHELOR OF SCIENCE, 180 CREDITS

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Fundamentals of Classical Techniques</td>
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<tr>
<td>CUL104</td>
<td>Concepts and Theories of Culinary Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>CUL132</td>
<td>Management by Menu</td>
<td>3.0</td>
</tr>
<tr>
<td>CUL137</td>
<td>Sustainable Purchasing &amp; Controlling Costs</td>
<td>3.0</td>
</tr>
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<td>American Regional Cuisine</td>
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<td>Management, Supervision and Career Development</td>
<td>3.0</td>
</tr>
<tr>
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<td>Asian Cuisine</td>
<td>3.0</td>
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<tr>
<td>CUL248</td>
<td>Introduction to Baking and Pastry Techniques</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL252</td>
<td>Food and Beverage Operations Management</td>
<td>3.0</td>
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<td>À la Carte Kitchen</td>
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<td>CUL272</td>
<td>Capstone</td>
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<td>CUL330</td>
<td>Legal Issues and Ethics for Culinarians</td>
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<td>Leadership and Organizational Development</td>
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<td>Catering and Event Management</td>
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<tr>
<td>CUL420</td>
<td>Facilities Management and Design</td>
<td>3.0</td>
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<tr>
<td>CUL430</td>
<td>Foodservice Technology and Information</td>
<td>3.0</td>
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<tr>
<td>CUL455</td>
<td>Management Externship</td>
<td>3.0</td>
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<tr>
<td>CUL460</td>
<td>Exploring Wines and the Culinary Arts</td>
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<td>CUL470</td>
<td>Senior Culinary Practicum</td>
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<tr>
<td>CUL480</td>
<td>Innovation and Entrepreneurship</td>
<td>3.0</td>
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<td>Baccalaureate Capstone</td>
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<tr>
<td>FB325</td>
<td>Merchandising for Food Services</td>
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</tr>
<tr>
<td>FB335</td>
<td>Sales and Public Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>FB340</td>
<td>Beverage Purchasing, and Inventory Control and Menu Authoring</td>
<td>3.0</td>
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<tr>
<td>FB345</td>
<td>Club Operations Management</td>
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<td>FB350</td>
<td>Etiquette of Professional Service</td>
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<td>FB470</td>
<td>New World Wines and Emerging Regions</td>
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<tr>
<td>HOS171</td>
<td>Introduction to Hospitality</td>
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<tr>
<td>HOS361</td>
<td>Hospitality Law</td>
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**Foundational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RS104</td>
<td>Accounting</td>
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</tbody>
</table>
General Education Courses

ENGL1301  English Composition (4.0)
HECO1322  Nutrition (4.0)
MATH1310  College Mathematics (4.0)
PSYC2301  General Psychology (4.0)
SOCI1306  Social Problems (4.0)
SPCH1315  Public Speaking (4.0)

Foreign Language Requirement (choose one):
FREN1401  Introduction to French (4.0)
SPAN1401  Introduction to Spanish (4.0)

Humanities English Elective (choose one):
ENGL1302  Introduction to Literature (4.0)
ENGL2307  Creative Writing (4.0)
ENGL2311  Business Writing for Professionals (4.0)
ENGL3511  Literature and Film Analysis (4.0)

Humanities History Elective (choose one):
ARTS1303  Art History I (4.0)
ARTS1304  Art History II (4.0)
HIST1301  U.S. History I (4.0)
HIST1302  U.S. History II (4.0)
HIST2321  World Civilizations I (4.0)
HIST2322  World Civilizations II (4.0)

Mathematics and Science Elective (choose two):
BIOL1308  Biology (4.0)
ENVR1401  Environmental Science (4.0)
MATH4332  Mathematics for Decision Making (4.0)
PHYS1301  Physics (4.0)

Social Science Elective (choose one):
PSYC2319  Social Psychology (4.0)
PSYC3019  Human Sexuality (4.0)
Hospitality Management

*BACHELOR OF SCIENCE*

Offered:
The Art Institute of Houston (No longer accepting enrollments)
The Art Institute of Austin (No longer accepting enrollments)
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Science in Hospitality Management degree program offered at the locations specified below:

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<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3173</td>
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</table>

The Bachelor of Science in Hospitality Management prepares students for management careers in hotels, restaurants, foodservice operations, convention centers, clubs, and other culinary arts businesses. The curriculum offers a broad approach to a career in the hospitality industry; students study all aspects of the industry rather than limiting themselves to any one segment. Students take classes in topics such as human resources management, organizational behavior, facilities and design management, hospitality law, and foodservice financial management. Students also study ethnic and regional cuisine, sales and public relations, risk management, accounting, service management, sustainable purchasing, food service technology and information, entrepreneurship, operations, and strategic management. The program builds on the major strengths that are critical for success in Hospitality Management: innovative management, customer service, technology, and developing a global perspective. The program also includes an internship, a senior-level capstone class, and a senior practicum, which requires students to apply all of their learned managerial and leadership skills.

MISSION STATEMENT
The mission of the Hospitality Management program is to prepare students to seek entry-level management positions in the hospitality industry and to provide a quality educational environment for students to become learners who possess the skills, knowledge, creativity, and ethics necessary in the rapidly changing, culturally diverse hospitality industry

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates will be prepared for entry-level management positions in restaurant, catering, hotels and other segments of the hospitality industry.
# BACHELOR OF SCIENCE, 180 CREDITS

**Program Courses**

<table>
<thead>
<tr>
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<td>Management by Menu (3.0)</td>
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<td>CUL137</td>
<td>Sustainable Purchasing and Controlling Costs (3.0)</td>
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<td>CUL141</td>
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<td>CUL152</td>
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<td>HOS232</td>
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<td>HOS322</td>
<td>Risk Management (3.0)</td>
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<td>Hospitality Law (3.0)</td>
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**Foundational Courses**

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<tr>
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</thead>
<tbody>
<tr>
<td>RS104</td>
<td>Accounting (3.0)</td>
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</tbody>
</table>
### General Education Courses

- **ENGL1301** English Composition (4.0)
- **HECO1322** Nutrition (4.0)
- **MATH1310** College Mathematics (4.0)
- **PSYC2301** General Psychology (4.0)
- **SOCI1306** Social Problems (4.0)
- **SPCH1315** Public Speaking (4.0)

### Foreign Language Requirement (choose one):

- **FREN1401** Introduction to French (4.0)
- **SPAN1401** Introduction to Spanish (4.0)

### Humanities English Elective (choose one):

- **ENGL1302** Introduction to Literature (4.0)
- **ENGL2307** Creative Writing (4.0)
- **ENGL2311** Business Writing for Professionals (4.0)
- **ENGL3311** Literature and Film Analysis (4.0)

### Humanities History Elective (choose one):

- **ARTS1303** Art History I (4.0)
- **ARTS1304** Art History II (4.0)
- **HIST1301** U.S. History I (4.0)
- **HIST1302** U.S. History II (4.0)
- **HIST2321** World Civilizations I (4.0)
- **HIST2322** World Civilizations II (4.0)

### Mathematics and Science Elective (choose two):

- **BIOL1308** Biology (4.0)
- **ENVR1401** Environmental Science (4.0)
- **MATH4332** Mathematics for Decision Making (4.0)
- **PHYS1301** Physics (4.0)

### Social Science Elective (choose one):

- **PSYC2319** Social Psychology (4.0)
- **PSYC3019** Human Sexuality (4.0)
Restaurant & Catering Management

ASSOCIATE OF APPLIED SCIENCE

Offered:
The Art Institute of Houston
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Associate of Applied Science in Restaurant & Catering Management degree program offered at the locations specified below:

<table>
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<th>Campus</th>
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<td>The Art Institute of San Antonio</td>
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</table>

Students will be provided the opportunity to learn skills in management, marketing, human resources, accounting, and financial management. They can also become savvy in business communications, beverage management, legal issues, customer service, and global management and operations as they relate to the food industry. Developing managerial and leadership skills are important factors for students graduating from the program. The Restaurant & Catering Management program includes a possible internship in a quality food service operation, and culminates with a Capstone project. This project consists of a complete business plan to open a restaurant that seats at least 100 guests, and two complete catered event plans.

MISSION STATEMENT
The mission of the Restaurant & Catering Management program is to provide an environment for students to become learners who possess the skills, knowledge, creativity, and ethical values necessary in the rapidly changing, culturally diverse culinary, restaurant and catering professions.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates receiving the Associate of Applied Science degree in Restaurant & Catering Management may seek careers in entry-level positions such as management trainees, kitchen managers, unit-level restaurant managers, or banquet or catering managers.
### ASSOCIATE OF APPLIED SCIENCE, 90 CREDITS

#### Program Courses
- **CUL102** Fundamentals of Classical Techniques (6.0)
- **CUL104** Concepts and Theories of Culinary Techniques (3.0)
- **CUL132** Management by Menu (3.0)
- **CUL137** Sustainable Purchasing and Controlling Costs (3.0)
- **CUL141** American Regional Cuisine (6.0)
- **CUL152** Latin Cuisine (3.0)
- **CUL201** Garde Manger (6.0)
- **CUL215** Management, Supervision and Career Development (3.0)
- **CUL252** Food and Beverage Operations Management (3.0)
- **CUL261** À La Carte Kitchen (6.0)
- **CUL272** Capstone (3.0)
- **CUL310** Human Resource Management (3.0)
- **CUL350** Catering and Event Management (3.0)
- **CUL360** Quality Service Management and Training (3.0)
- **CUL410** Foodservice Financial Management (3.0)

**Program Elective (3.0)**

#### General Education Courses
- **ENGL1301** English Composition (4.0)
- **HECO1322** Nutrition (4.0)
- **MATH1310** College Mathematics (4.0)
- **PSYC2301** General Psychology (4.0)
- **SPCH1315** Public Speaking (4.0)

#### Humanities History Elective (choose one):
- **ARTS1303** Art History I (4.0)
- **ARTS1304** Art History II (4.0)
- **HIST1301** U.S. History I (4.0)
- **HIST1302** U.S. History II (4.0)
- **HIST2321** World Civilizations I (4.0)
- **HIST2322** World Civilizations II (4.0)

#### Cooking Elective (choose two):
- **CUL244** Asian Cuisine (3.0)
- **CUL343** Classical European Cuisines (3.0)
- **CUL345** World Cuisine (3.0)
Advertising

BACHELOR OF FINE ARTS

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Fine Arts in Advertising degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Gainful Employment Link</th>
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<tr>
<td>The Art Institute of Houston</td>
<td>ge.artinstitutes.edu/programoffering/4325</td>
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<tr>
<td>The Art Institute of Houston-North</td>
<td>ge.artinstitutes.edu/programoffering/4266</td>
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<tr>
<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/4268</td>
</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/4263</td>
</tr>
</tbody>
</table>

The Bachelor of Fine Arts program in Advertising provides students with skills in conceptual thinking, copywriting, design, marketing and public relations, advertising campaigns, the business side of advertising, and account and strategic planning. The Bachelor of Fine Arts Degree also provides a complement of liberal arts courses, as well as educates the student in the application of advertising principles to evolving interactive media and the life skills needed to develop and sustain a career in advertising and related fields.

MISSION STATEMENT
The mission of the Advertising program is to prepare students for entry-level careers in advertising, as well as to teach business and creative advertising across all media platforms with content to enrich the understanding of advertising as an essential component of our economic and social system, also to provide a curriculum based on regular examination of the industry and the evolving media. A commitment to lifelong learning is instilled in students as a means to develop their careers from entry-level position in the advertising field.

ENTRY-LEVEL CAREER OPPORTUNITIES
Entry-level positions are likely to be in the account management or media buying and planning sections of a business and may include the use of internet and other interactive media. An advertising-related internship while in school may increase the graduate’s advantage when applying for a position. Many entry-level positions in an advertising agency require a bachelor’s degree as a minimum. Graduates are prepared to seek employment in several types of companies: advertising agencies, both traditional and interactive, boutique service agencies, advertising departments in companies, and media sales companies and departments.
BACHELOR OF FINE ARTS, 180 CREDITS

Program Courses

ADV110 Creative and Strategic Planning (3.0)
ADV120 Organizational Behavior (3.0)
ADV130 Advertising Copywriting (3.0)
ADV210 Storyboarding and Scriptwriting (3.0)
ADV220 Consumer Behavior (3.0)
ADV230 Advertising Design (3.0)
ADV240 Principles of Marketing Research (3.0)
ADV250 Sales & Persuasive Techniques (3.0)
ADV310 Account Planning (3.0)
ADV320 Public Relations and Promotion (3.0)
ADV330 Brand Strategy (3.0)
ADV340 Media Planning and Buying (3.0)
ADV350 Advertising Sales and Ratings (3.0)
ADV410 Interactive Advertising (3.0)
ADV420 Introduction to Advertising Campaign (3.0)
ADV430 Advertising Media Production (3.0)
ADV440 Intermediate Advertising Campaign (3.0)
ADV450 Portfolio Preparation (3.0)
ADV460 Advanced Advertising Campaign (3.0)
ADV470 Portfolio (3.0)
GD101 Digital Illustration I (3.0)
GD111 Typography—Traditional (3.0)
GD114 Concept Design (3.0)
GD204 Layout Design (3.0)
GD212 Digital Photography for Designers (3.0)
GD216 Digital Layout (3.0)
GD218 Print Production (3.0)
GD430 Art Direction (3.0)
IMD131 Introduction to Scripting Languages (3.0)
IMD231 Concepts in Motion Design (3.0)
IMD312 Interactive Motion Graphics (3.0)
IMD334 Writing for Interactive Design (3.0)
INT419 Internship (3.0)

Program Elective (3.0)

Foundational Courses

ART106 Design Fundamentals (3.0)
ART108 Observational Drawing (3.0)
ART109 Image Manipulation (3.0)
ART114 Color Fundamentals (3.0)
CD400 Career Development (3.0)
RS100 Fundamentals of Business (3.0)
RS321 Fundamentals of Marketing (3.0)
RS345 Fundamentals of Advertising (3.0)
General Education Courses

ARTS1303  Art History I (4.0)
ARTS1304  Art History II (4.0)
ENGL1301  English Composition (4.0)
MATH1310  College Mathematics (4.0)
PSYC2301  General Psychology (4.0)
SOCI1306  Social Problems (4.0)
SPCH1315  Public Speaking (4.0)

Humanities English Elective (choose one):
ENGL1302  Introduction to Literature (4.0)
ENGL2307  Creative Writing (4.0)
ENGL2311  Business Writing for Professionals (4.0)
ENGL3511  Literature and Film Analysis (4.0)

Humanities History Elective (choose one):
HIST1301  U.S. History I (4.0)
HIST1302  U.S. History II (4.0)
HIST2321  World Civilizations I (4.0)
HIST2322  World Civilizations II (4.0)

Mathematics and Science Elective (choose two):
BIOL1308  Biology (4.0)
ENVR1401  Environmental Science (4.0)
MATH4332  Mathematics for Decision Making (4.0)
PHYS1301  Physics (4.0)

Social Science Elective (choose one):
PSYC2319  Social Psychology (4.0)
PSYC3019  Human Sexuality (4.0)
Design & Technical Graphics

**BACHELOR OF SCIENCE**

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

**Gainful Employment Information**
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Science in Design & Technical Graphics degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Gainful Employment Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Art Institute of Houston</td>
<td><a href="ge.artinstitutes.edu/programoffering/1632">ge.artinstitutes.edu/programoffering/1632</a></td>
</tr>
<tr>
<td>The Art Institute of Houston-North</td>
<td><a href="ge.artinstitutes.edu/programoffering/3348">ge.artinstitutes.edu/programoffering/3348</a></td>
</tr>
<tr>
<td>The Art Institute of Austin</td>
<td><a href="ge.artinstitutes.edu/programoffering/2165">ge.artinstitutes.edu/programoffering/2165</a></td>
</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td><a href="ge.artinstitutes.edu/programoffering/3447">ge.artinstitutes.edu/programoffering/3447</a></td>
</tr>
</tbody>
</table>

Students in the Design & Technical Graphics program will have the opportunity to study CAD, enterprise graphics, and technical illustration. The curriculum revolves around six academic tracks: Design Principles, Drawing and Visualization, Production, Technology, Professional Practices and General Education. Each of these contains elements which support entry into the professional workplace. The core of the program is an intensive 10-quarter sequence of CAD/CAM instruction, to which freehand drawing is added, 2-D design fundamentals, color fundamentals, typography, page layout, digital imaging, technical illustration, and 3-D modeling and rendering.

**MISSION STATEMENT**
The mission of the Design & Technical Graphics program is to prepare students to seek entry-level careers in design, building, manufacturing, and general business sectors. Graduates communicate design solutions through concept development, 2-D/3-D visualization, and technical document production. The program offers a balanced curriculum of design, visualization, production, technology, professional practice, and general education courses using appropriate production software.

**ENTRY-LEVEL CAREER OPPORTUNITIES**
The fields served by Design & Technical Graphics range from sole proprietorships to multinational corporations. Design & Technical Graphics graduates may work in engineering firms (civil, structural, mechanical, process), manufacturing companies, natural resource and energy companies, retail sales companies, home builders and developers, publishing companies, and general business firms. Graduates will be prepared to seek the following entry-level positions: CAD draftsperson/designer/technician/operator, architectural draftsperson, 3-D rendering artist, media production coordinator, visualization specialist, product designer/development illustrator, production artist/technician/specialist, technical coordinator/artist/illustrator, or visual designer/merchandising manager/presentation coordinator.
BACHELOR OF SCIENCE, 180 CREDITS

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTG110</td>
<td>Presentation and Delivery Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>DTG120</td>
<td>Concept Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>DTG130</td>
<td>Material and Processes</td>
<td>3.0</td>
</tr>
<tr>
<td>DTG210</td>
<td>Computer Aided Industrial Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DTG215</td>
<td>Technical Illustration I</td>
<td>3.0</td>
</tr>
<tr>
<td>DTG220</td>
<td>Fabrication Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>DTG230</td>
<td>Computer Aided Modeling</td>
<td>3.0</td>
</tr>
<tr>
<td>DTG240</td>
<td>Principles of Mechanical Engineering</td>
<td>3.0</td>
</tr>
<tr>
<td>DTG250</td>
<td>Storyboarding and Scriptwriting</td>
<td>3.0</td>
</tr>
<tr>
<td>DTG260</td>
<td>Interactive 3-D Visualization</td>
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<tr>
<td>DTG270</td>
<td>Design for Manufacturing</td>
<td>3.0</td>
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<tr>
<td>DTG310</td>
<td>Package and Point of Sale Design</td>
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<td>DTG315</td>
<td>Technical Illustration II</td>
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<td>DTG320</td>
<td>CAD for Civil Engineering</td>
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<td>DTG330</td>
<td>Training and Instructional Design</td>
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<td>DTG340</td>
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<td>DTG350</td>
<td>Visualization Information</td>
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<td>DTG410</td>
<td>Event Design</td>
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<td>DTG420</td>
<td>Special Topics: Industrial Design</td>
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<tr>
<td>DTG440</td>
<td>Consumer Product Design</td>
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<td>DTG450</td>
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<td>DTG460</td>
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<tr>
<td>GD111</td>
<td>Typography—Traditional</td>
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<tr>
<td>GD204</td>
<td>Layout Design</td>
<td>3.0</td>
</tr>
<tr>
<td>GD207</td>
<td>Advanced Image Manipulation</td>
<td>3.0</td>
</tr>
<tr>
<td>GD214</td>
<td>Typography—Hierarchy</td>
<td>3.0</td>
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<td>GD416</td>
<td>Media Business Law</td>
<td>3.0</td>
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<td>ID104</td>
<td>Drafting I</td>
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<tr>
<td>ID139</td>
<td>CAD I</td>
<td>3.0</td>
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<tr>
<td>ID223</td>
<td>CAD II</td>
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<tr>
<td>ID244</td>
<td>Fundamentals of Construction Documents</td>
<td>3.0</td>
</tr>
<tr>
<td>ID310</td>
<td>3-D Digital Modeling</td>
<td>3.0</td>
</tr>
<tr>
<td>ID312</td>
<td>Advanced Construction Documents</td>
<td>3.0</td>
</tr>
<tr>
<td>ID323</td>
<td>3-D Digital Rendering</td>
<td>3.0</td>
</tr>
<tr>
<td>INT419</td>
<td>Internship</td>
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</table>

Program Electives

Foundational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART106</td>
<td>Design Fundamentals</td>
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<tr>
<td>ART108</td>
<td>Observational Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART109</td>
<td>Image Manipulation</td>
<td>3.0</td>
</tr>
<tr>
<td>ART111</td>
<td>Perspective Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART114</td>
<td>Color Fundamentals</td>
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<tr>
<td>CD400</td>
<td>Career Development</td>
<td>3.0</td>
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### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARTS1303</td>
<td>Art History I</td>
<td>4.0</td>
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<tr>
<td>ARTS1304</td>
<td>Art History II</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGL1301</td>
<td>English Composition</td>
<td>4.0</td>
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<tr>
<td>MATH1310</td>
<td>College Mathematics</td>
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<tr>
<td>PHYS1301</td>
<td>Physics</td>
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<tr>
<td>PSYC2301</td>
<td>General Psychology</td>
<td>4.0</td>
</tr>
<tr>
<td>SOCI1306</td>
<td>Social Problems</td>
<td>4.0</td>
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<tr>
<td>SPCH1315</td>
<td>Public Speaking</td>
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#### Humanities English Electives (choose one):

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL1302</td>
<td>Introduction to Literature</td>
<td>4.0</td>
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<tr>
<td>ENGL2307</td>
<td>Creative Writing</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGL2311</td>
<td>Business Writing for Professionals</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGL3511</td>
<td>Literature and Film Analysis</td>
<td>4.0</td>
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#### Humanities History Elective (choose one):

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST1301</td>
<td>U.S. History I</td>
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</tr>
<tr>
<td>HIST1302</td>
<td>U.S. History II</td>
<td>4.0</td>
</tr>
<tr>
<td>HIST2321</td>
<td>World Civilizations I</td>
<td>4.0</td>
</tr>
<tr>
<td>HIST2322</td>
<td>World Civilizations II</td>
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#### Mathematics and Science Elective (choose one):

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<td>BIOL1308</td>
<td>Biology</td>
<td>4.0</td>
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<td>ENVR1401</td>
<td>Environmental Science</td>
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<td>MATH4332</td>
<td>Mathematics for Decision Making</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS1301</td>
<td>Physics</td>
<td>4.0</td>
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#### Social Science Elective (choose one):

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>PSYC2319</td>
<td>Social Psychology</td>
<td>4.0</td>
</tr>
<tr>
<td>PSYC3019</td>
<td>Human Sexuality</td>
<td>4.0</td>
</tr>
</tbody>
</table>
Graphic Design

*BACHELOR OF FINE ARTS*

*Note: As of the Summer Quarter, July 2013 this program is no longer be accepting enrollments
This program is currently in transition to the BFA in Graphic & Web Design program.

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Fine Arts in Graphic Design degree program offered at the locations specified below:

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<thead>
<tr>
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<tbody>
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<tr>
<td>The Art Institute of Houston-North</td>
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<tr>
<td>The Art Institute of Austin</td>
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</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/2545</td>
</tr>
</tbody>
</table>

All graphic design students begin with fundamental courses in color, design, drawing, and technology. The Bachelor of Fine Arts degree program is designed to build on the foundations of art and design with additional courses in creativity, conceptual thinking, problem solving, and advanced design skills. Bachelor of Fine Arts degree candidates take courses such as interactive design, environmental design, information design, and brand identity.

Mission Statement
The mission of the Graphic Design program is to provide a focus on conceptual thinking while developing technical and creative design skills, including an introduction to the theory and practice of print and interactive design, a focus on audience and content-based research, electronic publishing, graphic imagery, sales promotion, strategic problem-solving and technology-based communication solutions.

ENTRY-LEVEL CAREER OPPORTUNITIES
Bachelor of Fine Arts degree program graduates may join the creative staffs of advertising agencies, design studios, publishing houses, or corporate communication departments in entry-level positions as a graphic designer. Opportunities may also be available for entrepreneurial graduates to enter the market as freelance graphic designers.
BACHELOR OF FINE ARTS, 180 CREDITS

Program Courses

GD101  Digital Illustration I (3.0)
GD111  Typography—Traditional (3.0)
GD114  Concept Design (3.0)
GD200  Design History (3.0)
GD204  Layout Design (3.0)
GD207  Advanced Image Manipulation (3.0)
GD212  Digital Photography for Designers (3.0)
GD214  Typography—Hierarchy (3.0)
GD216  Digital Layout (3.0)
GD217  Typography—Expressive & Experimental (3.0)
GD218  Print Production (3.0)
GD219  Graphic Symbolism (3.0)
GD220  Digital Grid Systems (3.0)
GD224  Corporate Identity (3.0)
GD226  Conceptual Imagery (3.0)
GD227  Digital Pre-Press (3.0)
GD231  Portfolio I (3.0)
GD237  Package Design (3.0)
GD313  Environmental Design (3.0)
GD314  Collateral Design (3.0)
GD316  Introduction to Web (3.0)
GD317  Web Scripting (3.0)
GD321  Portfolio I (3.0)
GD327  Package Design (3.0)
GD331  Publication Design (3.0)
GD402  Design Team (3.0)
GD409  Sustainable Design Issues and Topics (3.0)
GD414  Web Layout (3.0)
GD415  Web Animation (3.0)
GD416  Media Business Law (3.0)
GD417  Senior Project (3.0)
GD420  Portfolio II (3.0)
GD421  E-Portfolio (3.0)
GD430  Art Direction (3.0)
GD435  Graphic Design Studio (3.0)
GD470  Graphic Design Capstone (3.0)
INT419  Internship (3.0)

Program Elective (3.0)
Program Elective (3.0)
Program Elective (3.0)

Foundational Courses

ART106  Design Fundamentals (3.0)
ART108  Observational Drawing (3.0)
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ART111  Perspective Drawing (3.0)
ART114  Color Fundamentals (3.0)
CD400  Career Development (3.0)
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HIST1302      U.S. History II (4.0)
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HIST2322      World Civilizations II (4.0)

*Mathematics and Science Elective (choose two):*
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ENVR1401      Environmental Science (4.0)
MATH4332      Mathematics for Decision Making (4.0)
PHYS1301      Physics (4.0)

*Social Science Elective (choose one):*
PSYC2319      Social Psychology (4.0)
PSYC3019      Human Sexuality (4.0)
Graphic Design

ASSOCIATE OF APPLIED SCIENCE

Offered:
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The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Associate of Applied Science in Graphic Design degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>The Art Institute of Houston</td>
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<tr>
<td>The Art Institute of Houston-North</td>
<td>ge.artinstitutes.edu/programoffering/1991</td>
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<tr>
<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/1669</td>
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<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/2551</td>
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Graphic Design students begin with fundamental courses in color, design, drawing, and technology. The Graphic Design Associate of Applied Science degree program is designed to focus on the software skills related to print production, typography, and print design. Students learn the visual, conceptual, historical and technical aspects of the discipline through a curriculum that offers comprehensive experiences in the analysis of communication problems, the development of creative solutions to those problems, and the implementation and evaluation of those solutions. The associate degree places an emphasis on the technical and production aspects of graphic design and prepares students for auxiliary positions in the industry.

MISSION STATEMENT
The mission of the Graphic Design program is to provide a focus on conceptual thinking while developing technical and creative design skills, including an introduction to the theory and practice of print and interactive design, a focus on audience and content-based research, electronic publishing, graphic imagery, sales promotion, strategic problem-solving and technology-based communication solutions.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates in the associate’s degree program may choose to continue in the bachelor’s degree program or pursue entry-level positions such as a production artist, assistant designer or layout artist.
ASSOCIATE OF APPLIED SCIENCE, 90 CREDITS

Program Courses
GD101 Digital Illustration I (3.0)
GD111 Typography—Traditional (3.0)
GD204 Layout Design (3.0)
GD207 Advanced Image Manipulation (3.0)
GD212 Digital Photography for Designers (3.0)
GD214 Typography—Hierarchy (3.0)
GD216 Digital Layout (3.0)
GD218 Print Production (3.0)
GD219 Graphic Symbolism (3.0)
GD224 Corporate Identity (3.0)
GD227 Digital Pre-Press (3.0)
GD331 Publication Design (3.0)
GD350 Portfolio (3.0)
GD417 Senior Project (3.0)
INT419 Internship (3.0)

Program Elective (3.0)
Program Elective (3.0)

Foundational Courses
ART106 Design Fundamentals (3.0)
ART108 Observational Drawing (3.0)
ART109 Image Manipulation (3.0)
ART114 Color Fundamentals (3.0)
CD400 Career Development (3.0)

General Education Courses
ENGL1301 English Composition (4.0)
MATH1310 College Mathematics (4.0)
SPCH1315 Public Speaking (4.0)

Humanities History Elective (choose one):
ARTS1303 Art History I (4.0)
ARTS1304 Art History II (4.0)
HIST1301 U.S. History I (4.0)
HIST1302 U.S. History II (4.0)
HIST2321 World Civilizations I (4.0)
HIST2322 World Civilizations II (4.0)

Mathematics and Science Elective (choose one):
BIOL1308 Biology (4.0)
ENVR1401 Environmental Science (4.0)
MATH4332 Mathematics for Decision Making (4.0)
PHYS1301 Physics (4.0)

Social Science Elective (choose one):
SOCI1306 Social Problems (4.0)
PSYC2301 General Psychology (4.0)
Graphic & Web Design
(Graphic Design Concentration)

BACHELOR OF FINE ARTS
Note: This program replaced the Graphic Design program in September 2013.

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Fine Arts in Graphic & Web Design degree program offered at the locations specified below:

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<td>The Art Institute of Austin</td>
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<tr>
<td>The Art Institute of San Antonio</td>
<td><a href="ge.artinstitutes.edu/programoffering/4212">ge.artinstitutes.edu/programoffering/4212</a></td>
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</tbody>
</table>

The Graphic & Web Design degree program teaches students how to express themselves creatively while visually communicating a message while not losing sight of the end user. The Graphic & Web Design degree program emphasizes hands-on learning. Students in the Graphic & Web Design degree program use industry-related technology and software. Course topics in the Graphic & Web Design degree program include typography, illustration, interface design and web development. The Graphic & Web Design program at The Institute is the first step toward a creative career. Initially, students will have the opportunity to develop an understanding of color and composition, design and technology. As they progress through the program, students are trained in creative problem solving and 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. Industry professionals often teach skills and techniques of advanced technologies. Tools include scanners, digital cameras, handheld devices and various hardware and software. Advanced training includes the execution of assignments encountered during industry internships.

MISSION STATEMENT
The mission of the Graphic & Web Design program is to provide a focus on conceptual thinking while developing technical and creative design skills, including an introduction to the theory and practice of print and interactive design, a focus on audience and content-based research, electronic publishing, graphic imagery, sales promotion, strategic problem-solving and technology-based communication solutions.

Graphic & Web Design Objectives:
• Graduates 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.
• Graduates demonstrate conceptual thinking through work that reflects historical and contemporary trends, answering design problems with creative visual and writing elements.
• Graduates 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.
• Graduates articulate their design direction by communicating mastery of graphic and web design, problem solving, ethics and industry standards in visual presentations.
Graphic Design Concentration Specific Objectives:
• Graduates 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.

ENTRY-LEVEL CAREER OPPORTUNITIES
Bachelor of Fine Arts degree program graduates may join the creative staffs of advertising agencies, design studios, publishing houses, or corporate communication departments in entry-level positions as a graphic designer, web designer and interactive designer. Opportunities may also be available for entrepreneurial graduates to enter the market as freelance graphic and web designers.

BACHELOR OF FINE ARTS, 180 CREDITS
Program Courses
GD101 Digital Illustration I (3.0)
GD111 Typography—Traditional (3.0)
GD212 Digital Photography for Designers (3.0)
GD416 Media Business Law (3.0)
GD417 Senior Project (3.0)
GD421 E-Portfolio (3.0)
GWDA101 Applications and Industry (3.0)
GWDA102 Rapid Visualization (3.0)
GWDA105 Concept Design (3.0)
GWDA111 Introduction to Layout Design (3.0)
GWDA122 Typography—Hierarchy (3.0)
GWDA202 Interface Design (3.0)
GWDA203 Pre-Press and Production (3.0)
GWDA207 Design History (3.0)
GWDA209 Graphic Design Portfolio I (3.0)
GWDA212 Typography – Expressive and Experimental (3.0)
GWDA213 Timeline Animation and Interaction (3.0)
GWDA222 Intermediate Layout Design (3.0)
GWDA223 Intermediate Web Page Scripting (3.0)
GWDA232 Form and Space (3.0)
GWDA242 Graphic Symbolism (3.0)
GWDA252 Advanced Layout Design (3.0)
GWDA262 Package Design (3.0)
GWDA272 Corporate Identity (3.0)
GWDA282 Collateral Design (3.0)
GWDA302 Information Design (3.0)
GWDA303 Interactive Motion Graphics (3.0)
GWDA305 Art Direction (3.0)
GWDA312 Publication Design (3.0)
GWDA315 Contemporary Issues in Typography (3.0)
GWDA352 History of Typography (3.0)
GWDA362 Font Design (3.0)
GWDA403 Advanced Motion Graphics (3.0)
GWDA409 Graphic and Web Design Capstone (3.0)
GWDA419 Graphic Design Portfolio II (3.0)
GWDA422 Hand Lettering (3.0)
IMD131 Introduction to Scripting Languages (3.0)
INT419 Internship (3.0)
Program Elective (3.0)
Founded Courses
ART106 Design Fundamentals (3.0)
ART108 Observational Drawing (3.0)
ART109 Image Manipulation (3.0)
ART114 Color Fundamentals (3.0)
CD400 Career Development (3.0)

General Education Courses
ARTS1303 Art History I (4.0)
ARTS1304 Art History II (4.0)
ENGL1301 English Composition (4.0)
MATH1310 College Mathematics (4.0)
PSYC2301 General Psychology (4.0)
SOCI1306 Social Problems (4.0)
SPCH1315 Public Speaking (4.0)

Humanities English Elective (choose one):
ENGL1302 Introduction to Literature (4.0)
ENGL2307 Creative Writing (4.0)
ENGL2311 Business Writing for Professionals (4.0)
ENGL3511 Literature and Film Analysis (4.0)

Humanities History Elective (choose one):
HIST1301 U.S. History I (4.0)
HIST1302 U.S. History II (4.0)
HIST2321 World Civilizations I (4.0)
HIST2322 World Civilizations II (4.0)

Mathematics and Science Elective (choose two):
BIOL1308 Biology (4.0)
ENVR1401 Environmental Science (4.0)
MATH4332 Mathematics for Decision Making (4.0)
PHYS1301 Physics (4.0)

Social Science Elective (choose one):
PSYC2319 Social Psychology (4.0)
PSYC3019 Human Sexuality (4.0)
Graphic & Web Design

(Web Design Concentration)

BACHELOR OF FINE ARTS, 180 CREDITS
Note: This program replaced the Graphic Design program in September 2013.

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Fine Arts in Graphic & Web Design degree program offered at the locations specified below:

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<td>ge.artinstitutes.edu/programoffering/4212</td>
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PROGRAM DESCRIPTION
The Graphic and Web Design degree program teaches students how to express themselves creatively while visually communicating a message while not losing sight of the end user. The Graphic and Web Design degree program emphasizes hands-on learning. Students in the Graphic and Web Design degree program use industry-related technology and software. Course topics in the Graphic and Web Design degree program include typography, illustration, interface design and web development. With a Graphic and Web Design degree, graduates can pursue entry-level jobs such as graphic designer, production artist, web designer, and interactive designer.

The Graphic and Web Design program at The Institute is the first step toward a creative career. Initially, students will have the opportunity to develop an understanding of color and composition, design and technology. As they progress through the program, students are trained in creative problem solving and 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. Industry professionals often teach skills and techniques of advanced technologies. Tools include scanners, digital cameras, handheld devices and various hardware and software. Advanced training includes the execution of assignments encountered during industry internships.

MISSION STATEMENT
The mission of the Graphic & Web Design program is to provide a focus on conceptual thinking while developing technical and creative design skills, including an introduction to the theory and practice of print and interactive design, a focus on audience and content-based research, electronic publishing, graphic imagery, sales promotion, strategic problem-solving and technology-based communication solutions.

Graphic & Web Design Objectives:
• Graduates 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.
• Graduates demonstrate conceptual thinking through work that reflects historical and contemporary trends, answering design problems with creative visual and writing elements.
• Graduates 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.
• Graduates articulate their design direction by communicating mastery of graphic and web design, problem solving, ethics and industry standards in visual presentations.
Web Design Concentration Specific Objectives:
• Graduates demonstrate knowledge of interactive design & development using industry software, authoring systems and/or web scripting.

ENTRY-LEVEL CAREER OPPORTUNITIES
Students with a Bachelor of Fine Arts degree are prepared to seek entry-level positions as Interface Designers, Timeline Animation and Interaction Designers/Developers, Mobile App Developers, Usability Evaluators, Web Developers, Media Integrators, Creative Directors, Digital Media producers, or Project coordinators in fields such as marketing, corporate communications, or advertising.

BACHELOR OF FINE ARTS, 180 CREDITS
Program Courses
GD101 Digital Illustration I (3.0)
GD111 Typography—Traditional (3.0)
GD212 Digital Photography for Designers (3.0)
GD416 Media Business Law (3.0)
GWDA101 Applications and Industry (3.0)
GWDA105 Concept Design (3.0)
GWDA111 Introduction to Layout Design (3.0)
GWDA122 Typography – Hierarchy (3.0)
GWDA123 Programming Logic (3.0)
GWDA132 Information Architecture (3.0)
GWDA201 Audio and Video (3.0)
GWDA202 Interface Design (3.0)
GWDA205 Desktop Video (3.0)
GWDA210 Web Portfolio I (3.0)
GWDA213 Timeline Animation and Interaction (3.0)
GWDA223 Intermediate Web Page Scripting (3.0)
GWDA233 Advanced Style Sheet Scripting (3.0)
GWDA243 Object Oriented Scripting (3.0)
GWDA253 Authoring for Interaction (3.0)
GWDA263 Web Standards (3.0)
GWDA272 Corporate Identity (3.0)
GWDA292 Experience Design (3.0)
GWDA303 Interactive Motion Graphics (3.0)
GWDA313 Emerging Technologies (3.0)
GWDA315 Contemporary Issues in Typography (3.0)
GWDA323 Design Team: Pre-Production (3.0)
GWDA333 Senior Project: Pre-Production (3.0)
GWDA353 Server-Side Scripting (3.0)
GWDA363 Client-Side Scripting (3.0)
GWDA372 Content Management Systems (3.0)
GWDA373 Advanced Server-Side Scripting (3.0)
GWDA382 Design for Mobile Devices (3.0)
GWDA403 Advanced Motion Graphics (3.0)
GWDA413 Design Team: Production (3.0)
GWDA420 Web Portfolio II (3.0)
GWDA423 Senior Project Production (3.0)
IMD131 Introduction to Scripting Languages (3.0)
Program Elective (3.0)
**Foundational Courses**

- ART106  Design Fundamentals (3.0)
- ART108  Observational Drawing (3.0)
- ART109  Image Manipulation (3.0)
- ART114  Color Fundamentals (3.0)
- CD400   Career Development (3.0)
- INT419  Internship (3.0)

**General Education Courses**

- ARTS1303  Art History I (4.0)
- ARTS1304  Art History II (4.0)
- ENGL1301  English Composition (4.0)
- MATH1310  College Mathematics (4.0)
- PSYC2301  General Psychology (4.0)
- SOCI1306  Social Problems (4.0)
- SPCH1315  Public Speaking (4.0)

**Humanities English Elective (choose one):**

- ENGL1302  Introduction to Literature (4.0)
- ENGL2307  Creative Writing (4.0)
- ENGL2311  Business Writing for Professionals (4.0)
- ENGL3511  Literature and Film Analysis (4.0)

**Humanities History Elective (choose one):**

- HIST1301  U.S. History I (4.0)
- HIST1302  U.S. History II (4.0)
- HIST2321  World Civilizations I (4.0)
- HIST2322  World Civilizations II (4.0)

**Mathematics and Science Elective (choose two):**

- BIOL1308  Biology (4.0)
- ENVR1401  Environmental Science (4.0)
- MATH4332  Mathematics for Decision Making (4.0)
- PHYS1301  Physics (4.0)

**Social Science Elective (choose one):**

- PSYC2319  Social Psychology (4.0)
- PSYC3019  Human Sexuality (4.0)
Interior Design

BACHELOR OF FINE ARTS

Offered:
The Art Institute of Houston
The Art Institute of Houston-North (No longer accepting enrollments)
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Fine Arts in Interior Design degree program offered at the locations specified below:

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<th>Campus</th>
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<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/2546</td>
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</table>

Interior designers impact the lives of others by creating spaces in which people live, work, and play. The Interior Design program is designed to encourage creativity while providing students practical experience in space planning, color, lighting, furniture, and materials.

MISSION STATEMENT
The mission of the Interior Design Bachelor's Program is to prepare students to obtain entry-level positions in their field and function as trained professionals. Students conceive and develop viable design solutions within the interior environment utilizing creative, critical and technical methodologies. They are prepared for the purpose of improving the quality of life, increasing productivity and protecting the health, safety, and wellbeing of the public by incorporating function, aesthetics and environmentally sustainable products. By meeting the educational goals, students should develop an attitude of flexibility and a desire for life-long learning necessary to meet the changing demands of the interior design profession.

ENTRY-LEVEL CAREER OPPORTUNITIES
The Bachelor of Fine Arts program is designed to prepare our graduates to seek entry-level positions with interior design firms or companies specializing in facilities or space planning.
BACHELOR OF FINE ARTS, 180 CREDITS

*Program Courses*

<table>
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<th>Code</th>
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<th>Credits</th>
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<td>ID126</td>
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<td>ID136</td>
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*Foundational Courses*

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<tr>
<td>CD400</td>
<td>Career Development (3.0)</td>
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**General Education Courses**

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- ARTS1304  Art History II (4.0)
- ENGL1301  English Composition (4.0)
- ENVR1401  Environmental Science (4.0)
- MATH1310  College Mathematics (4.0)
- PSYC2301  General Psychology (4.0)
- SOCI1306  Social Problems (4.0)
- SPCH1315  Public Speaking (4.0)

**Humanities English Elective (choose one):**
- ENGL1302  Introduction to Literature (4.0)
- ENGL2307  Creative Writing (4.0)
- ENGL2311  Business Writing for Professionals (4.0)
- ENGL3511  Literature and Film Analysis (4.0)

**Humanities History Elective (choose one):**
- HIST1301  U.S. History I (4.0)
- HIST1302  U.S. History II (4.0)
- HIST2321  World Civilizations I (4.0)
- HIST2322  World Civilizations II (4.0)

**Mathematics and Science Elective (choose one):**
- BIOL1308  Biology (4.0)
- MATH4332  Mathematics for Decision Making (4.0)
- PHYS1301  Physics (4.0)

**Social Science Elective (choose one):**
- PSYC2319  Social Psychology (4.0)
- PSYC3019  Human Sexuality (4.0)
Web Design & Development

DIPLOMA PROGRAM

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the diploma program in Web Design & Development offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Gainful Employment Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Art Institute of Houston</td>
<td>ge.artinstitutes.edu/programoffering/3268</td>
</tr>
<tr>
<td>The Art Institute of Houston-North</td>
<td>ge.artinstitutes.edu/programoffering/3269</td>
</tr>
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<td>The Art Institute of Austin</td>
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</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3273</td>
</tr>
</tbody>
</table>

The Web Design & Development Diploma program teaches students how to create the look, feel and functionality of World Wide Web pages for client Web sites. This involves developing a design that effectively communicates the ideas being promoted by the Web sites, and focusing on the ways in which the Web sites function for optimum information delivery. Students will develop abilities in aspects of Web design, computer languages, and multimedia skills, along with preparing a professional portfolio as a formal transition into the workplace. Students will also learn to adapt the most up-to-date programs, techniques, and standards in a field that is quickly and continuously changing.

MISSION STATEMENT
Web Design & Development is a user-centered design program. Program outcomes are focused on creativity, design strategy, and technology solutions across media platforms. Program competencies are those related to interface design, interactivity, visual design, database design, dynamic content design, technology, and information design.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates are prepared for entry-level positions in the fast-paced, high-tech interactive communications field, which includes publishing, education, entertainment, medical, marketing, and corporate communications.

DIPLOMA PROGRAM, 48 CREDITS

Program Courses
AP102        Fundamentals of Audio (3.0)
ART109       Image Manipulation (3.0)
GD101        Digital Illustration I (3.0)
GD111        Typography—Traditional (3.0)
GD207        Advanced Image Manipulation (3.0)
IMD131       Introduction to Scripting Languages (3.0)
IMD213       Digital Visual Composition (3.0)
IMD222       Intermediate Scripting Languages (3.0)
IMD223       Desktop Video (3.0)
IMD231       Concepts in Motion Design (3.0)
IMD232       Audio for Interactive Design (3.0)
IMD233       Advanced Scripting Languages (3.0)
IMD235       Style Sheet Scripting (3.0)
IMD252       Portfolio (3.0)
IMD312       Interactive Motion Graphics (3.0)
IMD323       Interactive Motion Scripting (3.0)
Web Design & Interactive Communications

DIPLOMA PROGRAM
Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the diploma program Web Design & Interactive Communications offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
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<tbody>
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<tr>
<td>The Art Institute of Houston-North</td>
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<tr>
<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/3263</td>
</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3276</td>
</tr>
</tbody>
</table>

The Web Design & Interactive Communications Diploma program teaches students more advanced skills than those taught in the Web Design & Development Diploma program and is expected to serve students who already have some technical experience. The Web Design & Interactive Communications Diploma program teaches students how to create the look, feel, and functionality of World Wide Web pages for client Web sites with a specific emphasis on professional standards and practical deployment. This course of study extends foundational principles in visual communications and interactive media as related to dynamic delivery through multiple channels including mobile technologies. Students will develop abilities in advanced scripting languages, usability principles, project management, and information architecture in a team-oriented environment that prepares them for the professional world utilizing current web technologies on assignments that will enhance their personal portfolio.

MISSION STATEMENT
Web Design & Interactive Communication is a user-centered design program. Program outcomes are focused on creativity, design strategy, and technology solutions across media platforms. Program competencies are those related to interface design, interactivity, visual design, database design, dynamic content design, technology, and information design.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates are prepared for entry-level positions in the fast-paced, high-tech interactive communications field, which includes publishing, education, entertainment, medical, marketing, and corporate communications.
### DIPLOMA PROGRAM, 48 CREDITS

#### Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GD101</td>
<td>Digital Illustration I (3.0)</td>
<td></td>
</tr>
<tr>
<td>GD204</td>
<td>Layout Design (3.0)</td>
<td></td>
</tr>
<tr>
<td>GD416</td>
<td>Media Business Law (3.0)</td>
<td></td>
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<tr>
<td>IMD222</td>
<td>Intermediate Scripting Languages (3.0)</td>
<td></td>
</tr>
<tr>
<td>IMD223</td>
<td>Desktop Video (3.0)</td>
<td></td>
</tr>
<tr>
<td>IMD231</td>
<td>Concepts in Motion Design (3.0)</td>
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<tr>
<td>IMD232</td>
<td>Audio for Interactive Design (3.0)</td>
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<tr>
<td>IMD233</td>
<td>Advanced Scripting Languages (3.0)</td>
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<tr>
<td>IMD252</td>
<td>Portfolio (3.0)</td>
<td></td>
</tr>
<tr>
<td>IMD312</td>
<td>Interactive Motion Graphics (3.0)</td>
<td></td>
</tr>
<tr>
<td>IMD323</td>
<td>Interactive Motion Scripting (3.0)</td>
<td></td>
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<tr>
<td>IMD330</td>
<td>E-Learning Design (3.0)</td>
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<tr>
<td>IMD331</td>
<td>Designing for Dynamic Websites (3.0)</td>
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<tr>
<td>IMD334</td>
<td>Writing for Interactive Design (3.0)</td>
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<tr>
<td>IMD335</td>
<td>Design for Mobile Devices (3.0)</td>
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</tr>
<tr>
<td>IMD412</td>
<td>Designing for Server-Side Technology (3.0)</td>
<td></td>
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</tbody>
</table>
Web Design & Interactive Media

ASSOCIATE OF APPLIED SCIENCE

Offered:
The Art Institute of Houston
The Art Institute of Houston-North (No longer accepting enrollments)
The Art Institute of Austin (No longer accepting enrollments)
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Associate of Applied Science in Web Design & Interactive Media degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Gainful Employment Link</th>
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<tbody>
<tr>
<td>The Art Institute of Houston</td>
<td>ge.artinstitutes.edu/programoffering/485</td>
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<tr>
<td>The Art Institute of Houston-North</td>
<td>ge.artinstitutes.edu/programoffering/2935</td>
</tr>
<tr>
<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/1670</td>
</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/2549</td>
</tr>
</tbody>
</table>

Web Design & Interactive Media students learn to use the Web to communicate effectively and to develop interfaces showcasing creativity, innovation, usability, and technical expertise. Students begin with art foundation skills in visual and color theory, and progress through techniques for project management, interface design, media production, information architecture, team projects and web technologies. Graduates may choose to continue their studies in the bachelor's degree program or to seek entry-level positions in the fast-paced, high-tech interactive communications field which includes publishing, education, entertainment, medical, marketing and corporate communications.

MISSION STATEMENT
To provide career-centered education that focuses on audience and content-based research, interactive design, media integration, strategic problem solving and technology-based communication solutions.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates are prepared for entry-level positions in the fast-paced, high-tech interactive communications field which includes publishing, education, entertainment, medical, marketing, and corporate communications.
ASSOCIATE OF APPLIED SCIENCE, 90 CREDITS

Program Courses
AP102   Fundamentals of Audio (3.0)
GD207   Advanced Image Manipulation (3.0)
IMD110  Digital Design and Typography (3.0)
IMD131  Introduction to Scripting Languages (3.0)
IMD213  Digital Visual Composition (3.0)
IMD222  Intermediate Scripting Languages (3.0)
IMD223  Desktop Video (3.0)
IMD231  Concepts in Motion Design (3.0)
IMD232  Audio for Interactive Design (3.0)
IMD260  Portfolio I (3.0)
IMD271  Portfolio II (3.0)
IMD273  Media Business Practices (3.0)
IMD312  Interactive Motion Graphics (3.0)
IMD313  Animation Graphics (3.0)
IMD321  Project Management (3.0)

Program Elective (3.0)

Foundational Courses
ART106  Design Fundamentals (3.0)
ART109  Image Manipulation (3.0)
ART111  Perspective Drawing (3.0)
ART114  Color Fundamentals (3.0)
CD400   Career Development (3.0)
INT419  Internship (3.0)

General Education Courses
ENGL1301 English Composition (4.0)
MATH1310 College Mathematics (4.0)
PSYC2301 General Psychology (4.0)
SPCH1315 Public Speaking (4.0)

Humanities History Elective (choose one):
ARTS1303 Art History I (4.0)
ARTS1304 Art History II (4.0)
HIST1301 U.S. History I (4.0)
HIST1302 U.S. History II (4.0)
HIST2321 World Civilizations I (4.0)
HIST2322 World Civilizations II (4.0)

Mathematics and Science Elective (choose one):
BIOL1308 Biology (4.0)
ENVR1401 Environmental Science (4.0)
MATH4332 Mathematics for Decision Making (4.0)
PHYS1301 Physics (4.0)
Fashion Design

BACHELOR OF FINE ARTS

Offered:
The Art Institute of Houston
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Fine Arts in Fashion Design degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
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<tr>
<td>The Art Institute of Houston</td>
<td>ge.artinstitutes.edu/programoffering/2764</td>
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<tr>
<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/4245</td>
</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3444</td>
</tr>
</tbody>
</table>

Fashion design is the applied art of designing clothing and lifestyle accessories created within the cultural and social influences of a specific time. The Fashion Design program is designed to explore 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 is designed to offer exposure to global fashion business practices, product development, entrepreneurship, and professional presentations.

MISSION STATEMENT
The Fashion Design bachelors program prepares students for entry-level positions within the fashion design industry by attaining a fundamental grounding in fashion 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. These skills are enhanced through industry-standard computerized hardware and software systems. Advanced courses provide students with the opportunity to focus on specific design areas. Upon completion of the program, graduates will be prepared to accept a wide and increasing variety of entry-level positions in the fashion design field.

ENTRY-LEVEL CAREER OPPORTUNITIES
Employment opportunities within the various sectors of the fashion industry include retail and wholesale garment businesses, haute couture, handloom/textile manufacturers, fashion show organizers and publishers, export houses dealing with garment/textile/handloom exports, television/film fashion program producers, and costume designers. Graduates may seek entry-level positions with titles such as Assistant Fashion Designer, Assistant Technical Designer, Fashion Designer, Fabric/Textile Designer, Costume Designer, Salesperson/Sales Associate, Buyer, Merchandiser, Visual Merchandiser, Merchandising Assistant, and Patternmaker.
BACHELOR OF FINE ARTS, 180 CREDITS

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD101</td>
<td>Survey of the Fashion Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>FD161</td>
<td>Fundamentals of Patternmaking</td>
<td>3.0</td>
</tr>
<tr>
<td>FD211</td>
<td>Fundamentals of Construction</td>
<td>3.0</td>
</tr>
<tr>
<td>FD213</td>
<td>Intermediate Construction</td>
<td>3.0</td>
</tr>
<tr>
<td>FD215</td>
<td>Advanced Construction</td>
<td>3.0</td>
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<tr>
<td>FD217</td>
<td>Draping</td>
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<tr>
<td>FD219</td>
<td>Fit Analysis</td>
<td>3.0</td>
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<tr>
<td>FD262</td>
<td>Intermediate Patternmaking</td>
<td>3.0</td>
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<tr>
<td>FD264</td>
<td>Technical Drawing</td>
<td>3.0</td>
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<td>FD266</td>
<td>Advanced Fashion Illustration</td>
<td>3.0</td>
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<tr>
<td>FD280</td>
<td>Applied Textiles</td>
<td>3.0</td>
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<tr>
<td>FD285</td>
<td>Research &amp; Sourcing Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>FD321</td>
<td>Advanced Sewing Techniques</td>
<td>3.0</td>
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<tr>
<td>FD323</td>
<td>Surface Design</td>
<td>3.0</td>
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<tr>
<td>FD340</td>
<td>Concept Development</td>
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</tr>
<tr>
<td>FD342</td>
<td>Advanced Concept Development</td>
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<tr>
<td>FD344</td>
<td>Digital Textile Design</td>
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</tr>
<tr>
<td>FD350</td>
<td>Design Studio Menswear</td>
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<tr>
<td>FD370</td>
<td>Specialized Patternmaking</td>
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</tr>
<tr>
<td>FD372</td>
<td>Computer Patternmaking</td>
<td>3.0</td>
</tr>
<tr>
<td>FD374</td>
<td>Computer Production Systems</td>
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<tr>
<td>FD380</td>
<td>Technical Design</td>
<td>3.0</td>
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<tr>
<td>FD425</td>
<td>Senior Collection Concept</td>
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<tr>
<td>FD427</td>
<td>Senior Collection Technical</td>
<td>3.0</td>
</tr>
<tr>
<td>FD429</td>
<td>Senior Collection Production</td>
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<tr>
<td>FD450</td>
<td>Design Studio Women's Wear</td>
<td>3.0</td>
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<tr>
<td>FD455</td>
<td>Fashion Entrepreneurship</td>
<td>3.0</td>
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<td>FD470</td>
<td>Applied Product Development</td>
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<td>FD480</td>
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<td>FD490</td>
<td>Portfolio</td>
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<tr>
<td>FRM111</td>
<td>Fashion History I</td>
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<tr>
<td>FRM121</td>
<td>Fashion History II</td>
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<tr>
<td>FRM130</td>
<td>Textiles</td>
<td>3.0</td>
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<tr>
<td>FRM131</td>
<td>Fashion Drawing</td>
<td>3.0</td>
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<tr>
<td>FRM320</td>
<td>Trends and Concepts in Apparel</td>
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</tr>
<tr>
<td>FRM330</td>
<td>Product Development</td>
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</tr>
<tr>
<td>INT419</td>
<td>Internship</td>
<td>3.0</td>
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Program Elective (3.0)

Foundational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART106</td>
<td>Design Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>ART108</td>
<td>Observational Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART109</td>
<td>Image Manipulation</td>
<td>3.0</td>
</tr>
<tr>
<td>ART114</td>
<td>Color Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>CD400</td>
<td>Career Development</td>
<td>3.0</td>
</tr>
</tbody>
</table>
General Education Courses

ARTS1303  Art History I (4.0)
ARTS1304  Art History II (4.0)
ENGL1301  English Composition (4.0)
MATH1310  College Mathematics (4.0)
PSYC2301  General Psychology (4.0)
SOCI1306  Social Problems (4.0)
SPCH1315  Public Speaking (4.0)

Foreign Language Requirement (choose one):
FREN1401  Introduction to French (4.0)
SPAN1401  Introduction to Spanish (4.0)

Humanities English Elective (choose one):
ENGL1302  Introduction to Literature (4.0)
ENGL2307  Creative Writing (4.0)
ENGL2311  Business Writing for Professionals (4.0)
ENGL3511  Literature and Film Analysis (4.0)

Humanities History Elective (choose one):
HIST1301  U.S. History I (4.0)
HIST1302  U.S. History II (4.0)
HIST2321  World Civilizations I (4.0)
HIST2322  World Civilizations II (4.0)

Mathematics and Science Elective (choose one):
BIOL1308  Biology (4.0)
ENVR1401  Environmental Science (4.0)
MATH4332  Mathematics for Decision Making (4.0)
PHYS1301  Physics (4.0)

Social Science Elective (choose one):
PSYC2319  Social Psychology (4.0)
PSYC3019  Human Sexuality (4.0)
Fashion & Retail Management

*BACHELOR OF SCIENCE*

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

**Gainful Employment Information**
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Science in Fashion & Retail Management degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Gainful Employment Link</th>
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<td>The Art Institute of Houston</td>
<td><a href="ge.artinstitutes.edu/programoffering/481">ge.artinstitutes.edu/programoffering/481</a></td>
</tr>
<tr>
<td>The Art Institute of Houston-North</td>
<td><a href="ge.artinstitutes.edu/programoffering/1996">ge.artinstitutes.edu/programoffering/1996</a></td>
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<tr>
<td>The Art Institute of Austin</td>
<td><a href="ge.artinstitutes.edu/programoffering/1674">ge.artinstitutes.edu/programoffering/1674</a></td>
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<tr>
<td>The Art Institute of San Antonio</td>
<td><a href="ge.artinstitutes.edu/programoffering/2544">ge.artinstitutes.edu/programoffering/2544</a></td>
</tr>
</tbody>
</table>

The Fashion & Retail Management Bachelor of Science degree program at The Institute is designed to offer experience across disciplines in business and fashion management. This cross-functional focus allows students to expand beyond traditional fashion positions and seek entry-level opportunities in manufacturing, retail management, buying and merchandising, fashion publicity, and with experience even business ownership. Students have opportunities to develop real-world projects that are taken from concept to final product. This program also includes Internet and international components that respond to the rapidly changing world of retail.

**MISSION STATEMENT**
The Fashion & Retail Management program provides graduates with relevant industry and professional development skills needed for entry-level careers within the retail industry. Course work will provide graduates with a strong academic and professional foundation through both applied coursework and technological applications. The market driven curriculum teaches students to utilize problem solving and critical thinking skills, which meet the expressed needs of the retail industry. Focusing on marketing, management, and interpersonal skills, graduates are prepared to work in the retail industry.

**ENTRY-LEVEL CAREER OPPORTUNITIES**
Graduates of the bachelor's degree program are prepared to seek entry-level, professional positions such as sales manager, assistant department store manager, associate buyer, buyer, display manager, online sales manager, stylist, special events coordinator and visual merchandiser.
BACHELOR OF SCIENCE, 180 CREDITS

Program Courses

FRM110  Introduction to Retailing (3.0)
FRM111  Fashion History I (3.0)
FRM121  Fashion History II (3.0)
FRM130  Textiles (3.0)
FRM131  Fashion Drawing (3.0)
FRM132  Retail Math (3.0)
FRM210  Sales and Event Promotion (3.0)
FRM211  Apparel Evaluation and Construction (3.0)
FRM220  Elements of Retail Operations and Technology (3.0)
FRM222  Event and Fashion Show Production (3.0)
FRM223  Visual Merchandising (3.0)
FRM225  Consumer Behavior (3.0)
FRM230  Merchandise Management (3.0)
FRM232  Store Planning and Lease Management (3.0)
FRM233  Business Ownership I (3.0)
FRM235  Brand Marketing (3.0)
FRM310  Introduction to Manufacturing (3.0)
FRM311  Business Law (3.0)
FRM313  Business Ownership II (3.0)
FRM320  Trends and Concepts in Apparel (3.0)
FRM330  Product Development (3.0)
FRM334  Special Topics in Fashion Retail Management (3.0)
FRM400  Media Planning and Buying (3.0)
FRM410  International Marketing and Buying (3.0)
FRM420  Web Marketing for Fashion and Retail Management (3.0)
FRM431  Fashion Capstone (3.0)
FRM439  Internship (3.0)
GD212  Digital Photography for Designers (3.0)
IMD131  Introduction to Scripting Languages (3.0)

Program Elective (3.0)
Program Elective (3.0)
Program Elective (3.0)

Foundational Courses

ART106  Design Fundamentals (3.0)
ART108  Observational Drawing (3.0)
ART109  Image Manipulation (3.0)
ART114  Color Fundamentals (3.0)
CD400  Career Development (3.0)
RS100  Fundamentals of Business (3.0)
RS104  Accounting (3.0)
RS105  Human Resource Management (3.0)
RS141B  Leadership (3.0)
RS321  Fundamentals of Marketing (3.0)
RS326  Sales Management (3.0)
RS345  Fundamentals of Advertising (3.0)
General Education Courses
ENGL1301 English Composition (4.0)
MATH1310 College Mathematics (4.0)
PSYC2301 General Psychology (4.0)
SOCI1306 Social Problems (4.0)
SPCH1315 Public Speaking (4.0)

Foreign Language Requirement (choose one):
FREN1401 Introduction to French (4.0)
SPAN1401 Introduction to Spanish (4.0)

Humanities English Elective (choose one):
ENGL1302 Introduction to Literature (4.0)
ENGL2307 Creative Writing (4.0)
ENGL2311 Business Writing for Professionals (4.0)
ENGL3511 Literature and Film Analysis (4.0)

Humanities History Elective (choose one):
ARTS1303 Art History I (4.0)
ARTS1304 Art History II (4.0)
HIST1301 U.S. History I (4.0)
HIST1302 U.S. History II (4.0)
HIST2321 World Civilizations I (4.0)
HIST2322 World Civilizations II (4.0)

Mathematics and Science Elective (choose three):
BIOL1308 Biology (4.0)
ENVR1401 Environmental Science (4.0)
MATH4332 Mathematics for Decision Making (4.0)
PHYS1301 Physics (4.0)

Social Science Elective (choose one):
PSYC2319 Social Psychology (4.0)
PSYC3019 Human Sexuality (4.0)
Fashion Retailing

**DIPLOMA PROGRAM**

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

**Gainful Employment Information**
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the diploma program in Fashion Retailing offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Gainful Employment Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Art Institute of Houston</td>
<td>ge.artinstitutes.edu/programoffering/3266</td>
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<tr>
<td>The Art Institute of Houston-North</td>
<td>ge.artinstitutes.edu/programoffering/3270</td>
</tr>
<tr>
<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/3262</td>
</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3275</td>
</tr>
</tbody>
</table>

The Fashion Retailing Diploma program teaches students how to use their combined creative and business skills to display, market, and sell fashion merchandise. The well-trained student will be able to effectively understand and meet the customer's needs, and ultimately encourage sales. This is accomplished by having a keen awareness to the changing needs of the consumer, learning how to identify and predict new style trends, and by being able to conceptualize and promote fashion displays and sales campaigns. Individuals in Fashion Retailing will learn how to evaluate apparel construction, and identify appropriate characteristics and uses of different textiles. They will also gain knowledge of consumer behavior, retail operations, visual merchandising, the larger marketplace, and business skills.

**MISSION STATEMENT**
The mission of the Diploma program in Fashion Retailing is to prepare students to seek positions in the field of fashion retailing. The program is intended for students who have a background in fashion and are interested in developing retail management and business skills, or who are preparing for a career in fashion retailing in boutiques, specialty stores, national department stores, and discount chains. Students primarily focus on retail sales, management, operations, fashion trends, and promotion.

**ENTRY-LEVEL CAREER OPPORTUNITIES**
Graduates of the Fashion Retailing Diploma program are prepared to seek such entry-level, professional positions as area sales manager, associate visual merchandiser, online sales support analyst, stylist, special events coordinator, allocation and distribution assistant, and buying office administrative support functions.
DIPLOMA PROGRAM, 48 CREDITS

*Program Courses*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>FRM110</td>
<td>Introduction to Retail</td>
<td>3.0</td>
</tr>
<tr>
<td>FRM121</td>
<td>Fashion History II</td>
<td>3.0</td>
</tr>
<tr>
<td>FRM130</td>
<td>Textiles</td>
<td>3.0</td>
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<tr>
<td>FRM210</td>
<td>Sales and Event Promotion</td>
<td>3.0</td>
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<tr>
<td>FRM211</td>
<td>Apparel Evaluation and Construction</td>
<td>3.0</td>
</tr>
<tr>
<td>FRM220</td>
<td>Elements of Retail Operations and Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>FRM223</td>
<td>Visual Merchandising</td>
<td>3.0</td>
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<tr>
<td>FRM225</td>
<td>Consumer Behavior</td>
<td>3.0</td>
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<tr>
<td>FRM230</td>
<td>Merchandise Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FRM235</td>
<td>Brand Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>FRM310</td>
<td>Introduction to Manufacturing</td>
<td>3.0</td>
</tr>
<tr>
<td>FRM320</td>
<td>Trends and Concepts in Apparel</td>
<td>3.0</td>
</tr>
<tr>
<td>RS100</td>
<td>Fundamentals of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>RS321</td>
<td>Fundamentals of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>RS326</td>
<td>Sales Management</td>
<td>3.0</td>
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<tr>
<td>RS345</td>
<td>Fundamentals of Advertising</td>
<td>3.0</td>
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</tbody>
</table>
Audio Production

BACHELOR OF SCIENCE

Offered:
The Art Institute of Houston
The Art Institute of Austin

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Science in Audio Production degree program offered at the locations specified below:

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<thead>
<tr>
<th>Campus</th>
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<tr>
<td>The Art Institute of Austin</td>
<td><a href="ge.artinstitutes.edu/programoffering/1673">ge.artinstitutes.edu/programoffering/1673</a></td>
</tr>
</tbody>
</table>

Today's professional audio engineers and producers must constantly stay abreast of current developments in equipment, technology, and production methods. To do this, they must have a solid foundation in the basic physics of sound and acoustics as well as skills in equipment operation, usage, and design. The Audio Production program is designed to meet the needs of the industry by offering a curriculum that is designed to provide students with a solid background in technology, theory, and industry practices.

MISSION STATEMENT
The Institute's Audio Production program is designed to prepare graduates for careers in the field of Audio Engineering and Production. Through rigorous study of theoretical concepts, industry practices, and hands-on techniques, students work to develop the technical skills and aesthetic sensibilities needed to become professional audio engineers, technicians, and business people.

ENTRY-LEVEL CAREER OPPORTUNITIES
The current market for entry-level workers trained in audio knowledge and production skills includes the following areas: audio engineering for radio and television broadcasting, audio sound design for film and video, audio engineering and production in music recording, audio engineering in equipment design, maintenance and repair, audio engineering for live venues and field recording and audio design for cell phone, electronic games and other digital applications. Graduates completing this program are prepared to seek entry-level jobs at production houses, record labels, radio and TV stations, recording studios, single houses and production companies, CD manufacturing facilities, posting houses, mastering houses, film audio post studios, and sound design studios for games and the Internet.
### BACHELOR OF SCIENCE PROGRAM, 180 CREDITS

#### Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>AP101</td>
<td>Survey of the Music Industry (3.0)</td>
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<tr>
<td>AP102</td>
<td>Fundamentals of Audio (3.0)</td>
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<tr>
<td>AP110</td>
<td>Audio Technology I (3.0)</td>
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<tr>
<td>AP111</td>
<td>Digital Audio I (3.0)</td>
<td></td>
</tr>
<tr>
<td>AP112</td>
<td>Music Theory I (3.0)</td>
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<tr>
<td>AP113</td>
<td>Audio Technology II (3.0)</td>
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<td>AP114</td>
<td>Audio Recording I (3.0)</td>
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<td>AP115</td>
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<td>AP116</td>
<td>Digital Audio II (3.0)</td>
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<td>AP210</td>
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<tr>
<td>AP211</td>
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<td>MIDI System I (3.0)</td>
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#### Foundational Courses

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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART109</td>
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<tr>
<td>CD400</td>
<td>Career Development (3.0)</td>
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<td>RS100</td>
<td>Fundamentals of Business (3.0)</td>
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<td>RS318</td>
<td>Copyright and Intellectual Property (3.0)</td>
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<td>RS350</td>
<td>Digital Marketing Strategies (3.0)</td>
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#### General Education Courses

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<tbody>
<tr>
<td>ENGL1301</td>
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<tr>
<td>SPCH1315</td>
<td>Public Speaking (4.0)</td>
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60
**English Humanities Elective (choose one, 4.0):**
- ENGL1302 Introduction to Literature
- ENGL2307 Creative Writing
- ENGL2311 Business Writing for Professionals
- ENGL3511 Literature and Film Analysis

**History Humanities Elective (choose two, 4.0):**
- ARTS1303 Art History I
- ARTS1304 Art History II
- HIST1301 U.S. History I
- HIST1302 U.S. History II
- HIST2321 World Civilizations I
- HIST2322 World Civilizations II

**Math and Science Elective (choose two, 4.0):**
- BIOL1308 Biology
- ENVR1401 Environmental Science
- MATH4332 Mathematics for Decision Making

**Social Science Elective (choose one, 4.0):**
- PSYC2319 Social Psychology
- PSYC3019 Human Sexuality
Digital Filmmaking & Video Production

*BACHELOR OF FINE ARTS*
Offered:
The Art Institute of Houston
The Art Institute of Austin
The Art Institute of San Antonio

**Gainful Employment Information**
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Fine Arts in Digital Filmmaking & Video Production degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
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<td>The Art Institute of Austin</td>
<td><a href="ge.artinstitutes.edu/programoffering/2164">ge.artinstitutes.edu/programoffering/2164</a></td>
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<td>The Art Institute of San Antonio</td>
<td><a href="ge.artinstitutes.edu/programoffering/2715">ge.artinstitutes.edu/programoffering/2715</a></td>
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</tbody>
</table>

The Digital Filmmaking & Video Production program is intended for students who are committed to creative visual storytelling, mastery of video production equipment and computer software, and who enjoy working in a highly collaborative environment. Students learn to create compelling television programming, use digital production tools, and receive a comprehensive education in the skills to reach any audience with video. From concept development and research, through scriptwriting, production, and distribution, graduates will gain experience essential to entering careers in broadcasting, cable TV, advertising, corporate and educational video, and the growing field of video for interactive media—streaming media and webcasting on the internet, DVD, and soon, the new generation of video cell phone technology. Students take advantage of studios, computer labs, a wide range of industry-utilized software, as well as from working closely with dedicated faculty, many of whom have extensive industry experience.

**MISSION STATEMENT**
The mission of the Digital Filmmaking & Video Production program is to prepare students for the next generation of production and delivery of digital motion picture; thereby meeting the needs of corporate communication, television, narrative, and other media outlets for the existing markets. Students are both challenged and supported to create compelling, effective media with high production value, while training for successful entry-level careers in the field. Students will learn to deliver across multiple media including the Cloud.

**ENTRY-LEVEL CAREER OPPORTUNITIES**
Graduates of the bachelor’s degree program are prepared to seek entry-level positions where they create dynamic content by formulating, constructing, combining, and delivering digital audio, video, broadcast graphics, and animation, using a variety of traditional and new media, including CD, DVD, television, and broadband Internet. Entry-level positions include: production assistant, editor, master control operator, or assistant floor director.
BACHELOR OF FINE ARTS, 180 CREDITS

*Program Courses*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>AP111</td>
<td>Digital Audio I</td>
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<tr>
<td>DFVP101</td>
<td>Survey of Digital Filmmaking &amp; Video Production</td>
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<td>DFVP113</td>
<td>Fundamentals of Editing</td>
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<tr>
<td>DFVP121</td>
<td>Intermediate Video Production</td>
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<td>DFVP122</td>
<td>Conceptual Storytelling</td>
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<td>Lighting</td>
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<td>DFVP201</td>
<td>Digital Cinematography</td>
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<td>DFVP202</td>
<td>Fundamentals of Screenwriting</td>
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<td>DFVP204</td>
<td>Fundamentals of Producing and Directing</td>
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<td>DFVP211</td>
<td>Studio Production</td>
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<td>Motion Graphics I</td>
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<td>Electronic Field Production</td>
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<td>Scriptwriting</td>
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<td>DFVP224</td>
<td>Media Theory and Criticism</td>
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<td>DFVP301</td>
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<td>DFVP302</td>
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<td>Compression</td>
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<tr>
<td>DFVP311</td>
<td>Senior Project Preparation</td>
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<td>DFVP312</td>
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<td>Media Production Workshop</td>
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<td>Acting and Directing</td>
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<td>DFVP401</td>
<td>Senior Project Post Production</td>
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<td>DFVP402</td>
<td>Portfolio Preparation</td>
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<td>IMD131</td>
<td>Introduction to Scripting Languages</td>
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<td>IMD222</td>
<td>Intermediate Scripting Languages</td>
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<td>IMD273</td>
<td>Media Business Practices</td>
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<td>INT419</td>
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*Program Elective* (3.0)

*Program Elective* (3.0)

*Program Elective* (3.0)

*Foundational Courses*

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ART109</td>
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<td>Color Fundamentals</td>
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<tr>
<td>CD400</td>
<td>Career Development</td>
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General Education Requirements

ARTS1303  Art History I (4.0)
ARTS1304  Art History II (4.0)
ENGL1301  English Composition (4.0)
MATH1310  College Mathematics (4.0)
PSYC2301  General Psychology (4.0)
SOCI1306  Social Problems (4.0)
SPCH1315  Public Speaking (4.0)

Foreign Language Requirement (choose one):
FREN1401  Introduction to French (4.0)
SPAN1401  Introduction to Spanish (4.0)

Mathematics and Science Elective (choose one):
BIOL1308  Biology (4.0)
ENVR1401  Environmental Science (4.0)
MATH1332  Mathematics for Decision Making (4.0)
PHYS1301  Physics (4.0)

Humanities English Elective (choose one):
ENGL1302  Introduction to Literature (4.0)
ENGL2307  Creative Writing (4.0)
ENGL2311  Business Writing for Professionals (4.0)
ENGL3511  Literature and Film Analysis (4.0)

Humanities History Elective (choose one):
HIST1301  U.S. History I (4.0)
HIST1302  U.S. History II (4.0)
HIST2321  World Civilizations I (4.0)
HIST2322  World Civilizations II (4.0)

Social Science Elective (choose one):
PSYC2319  Social Psychology (4.0)
PSYC3019  Human Sexuality (4.0)
Digital Image Management

DIPLOMA PROGRAM

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the diploma program in Digital Image Management offered at the locations specified below:

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<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/3261</td>
</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3274</td>
</tr>
</tbody>
</table>

Students will gain knowledge in the key functions of digital photography and video; this involves the basics of how to produce digital photographs and videos that effectively communicate their ideas, the techniques of digital editing, asset management, and publishing and printing of digital files. Students will be taught business principles including how to keep financial records, market their work, and the basic knowledge of licensing, copyright laws, contracts, and negotiation. Students will develop an online portfolio that demonstrates their skills learned to effectively transition them into the workplace.

MISSION STATEMENT
The mission of the Diploma program in Digital Image Management is to prepare students to seek entry-level positions in their chosen field and function as assistants for a professional photographer. Students primarily focus on the creation of digital photographs and videos, the development of websites, publishing electronic images for print and the web and basic business principles.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates are prepared for entry-level positions such as photographer's assistant, photojournalist, studio manager, commercial photographer, editorial photographer, or photographic editor with advertising agencies, publishing houses, magazines, and production companies. Many commercial photographers open their own studios or work independently by taking freelance assignments.
## DIPLOMA PROGRAM 48 CREDITS

### Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHOT101</td>
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<tr>
<td>PHOT111</td>
<td>Large Format Photography</td>
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<tr>
<td>PHOT112</td>
<td>Image Manipulation</td>
<td>3.0</td>
</tr>
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<td>PHOT121</td>
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<td>3.0</td>
</tr>
<tr>
<td>PHOT122</td>
<td>Digital Image Illustration I</td>
<td>3.0</td>
</tr>
<tr>
<td>PHOT203</td>
<td>Printing</td>
<td>3.0</td>
</tr>
<tr>
<td>PHOT204</td>
<td>Video for Photography</td>
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<td>PHOT205</td>
<td>Digital Retouching</td>
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<tr>
<td>PHOT214</td>
<td>Business of Photography</td>
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<tr>
<td>PHOT302</td>
<td>Digital Publishing</td>
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<td>PHOT313</td>
<td>Digital Image Illustration II</td>
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<tr>
<td>PHOT322</td>
<td>Web Photographic Portfolio I</td>
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<tr>
<td>PHOT332</td>
<td>Digital Asset Management and Workflow</td>
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<tr>
<td>PHOT403</td>
<td>Portfolio II</td>
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</tr>
<tr>
<td>PHOT412</td>
<td>Web Photographic Portfolio II</td>
<td>3.0</td>
</tr>
<tr>
<td>RS321</td>
<td>Fundamentals of Marketing</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Digital Photography

BACHELOR OF FINE ARTS

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Fine Arts in Digital Photography degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
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<td>ge.artinstitutes.edu/programoffering/4265</td>
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<tr>
<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/4267</td>
</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/4262</td>
</tr>
</tbody>
</table>

The Bachelor of Fine Arts degree program in Digital Photography is designed to reflect both the breadth of skills needed by students to meet the demands of a rapidly changing marketplace and the continued impact of technology on commercial photography. This course of study is designed to build a strong technical and creative foundation by increasing the student's level of skill in areas such as digital color management, digital asset management, lighting, composition, and image manipulation. Courses in business fundamentals, operations, marketing, and electives on special topics round out the program and are designed to enhance a student's marketability.

MISSION STATEMENT
The Digital Photography program prepares students for careers in the field of commercial photography, by providing an educational environment that encompasses current trends in photography, market-place awareness in the photography field, and essential technical and conceptual photographic skills.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates are prepared for entry-level positions such as newspaper photojournalist, studio manager, commercial photographer, editorial photographer, or photographic editor with advertising agencies, publishing houses, magazines and production companies. Many commercial photographers open their own studios or work independently by taking freelance assignments.
**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT101</td>
<td>Principles of Photography</td>
<td>3.0</td>
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<tr>
<td>PHOT111</td>
<td>Large Format Photography</td>
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<td>Image Manipulation</td>
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<td>PHOT124</td>
<td>History of Photography</td>
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<td>PHOT201</td>
<td>Photojournalism</td>
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<td>PHOT203</td>
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<tr>
<td>PHOT204</td>
<td>Video for Photography</td>
<td>3.0</td>
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<tr>
<td>PHOT205</td>
<td>Digital Retouching</td>
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<tr>
<td>PHOT211</td>
<td>Advanced Lighting</td>
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<tr>
<td>PHOT212</td>
<td>Editorial Photography</td>
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<td>PHOT221</td>
<td>Studio Photography</td>
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<td>Photo Criticism</td>
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<td>PHOT323</td>
<td>Creative Concepts</td>
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<td>PHOT324</td>
<td>Business Operations and Management</td>
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<td>PHOT400</td>
<td>Corporate/Industrial Photography</td>
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<td>PHOT420</td>
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**Foundational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ART106</td>
<td>Design Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>ART108</td>
<td>Observational Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>ART114</td>
<td>Color Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>CD400</td>
<td>Career Development</td>
<td>3.0</td>
</tr>
<tr>
<td>RS321</td>
<td>Fundamentals of Marketing</td>
<td>3.0</td>
</tr>
</tbody>
</table>
General Education Courses

ARTS1303  Art History I (4.0)
ARTS1304  Art History II (4.0)
ENGL1301  English Composition (4.0)
MATH1310  College Mathematics (4.0)
PSYC2301  General Psychology (4.0)
SOCI1306  Social Problems (4.0)
SPCH1315  Public Speaking (4.0)

Foreign Language Requirement (choose one):
FREN1401  Introduction to French (4.0)
SPAN1401  Introduction to Spanish (4.0)

Humanities English Elective (choose one):
ENGL1302  Introduction to Literature (4.0)
ENGL2307  Creative Writing (4.0)
ENGL2311  Business Writing for Professionals (4.0)
ENGL3511  Literature and Film Analysis (4.0)

Humanities History Elective (choose one):
HIST1301  U.S. History I (4.0)
HIST1302  U.S. History II (4.0)
HIST2321  World Civilizations I (4.0)
HIST2322  World Civilizations II (4.0)

Mathematics and Science Elective (choose one):
BIOL1308  Biology (4.0)
ENVR1401  Environmental Science (4.0)
MATH4332  Mathematics for Decision Making (4.0)
PHYS1301  Physics (4.0)

Social Science Elective (choose one):
PSYC2319  Social Psychology (4.0)
PSYC3019  Human Sexuality (4.0)
Game Art & Design

BACHELOR OF FINE ARTS

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Fine Arts in Game Art & Design degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
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<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3066</td>
</tr>
</tbody>
</table>

In pursuing the Bachelor of Fine Arts Degree in Game Art & Design, students are encouraged to master traditional skills through a rich variety of fundamental art courses while learning to use 2D and 3D design tools to create characters, backgrounds, animations, and textures used in producing digital games and related interactive media. In addition, they acquire a level of awareness and knowledge of the terminology used in programming and scripting to be able to converse intelligently with programmers. The bachelor’s degree program also provides a unique learning opportunity in the management of projects and game development teams. Anticipated assignments and projects include designing gameplay and back stories; creating characters and related environments; employing 3D modeling and animation software to create game art; employing 2D image software to create backgrounds and 3D textures; and applying knowledge of games to evaluate game products.

MISSION STATEMENT
The Bachelors of Fine Arts in Game Art & Design prepares graduates to seek entry-level careers in the game and other industries as entry-level 2D and 3D artists, hard surface and organic modelers, level designers, texture mappers, and pipeline ready employees; with experience and advancement some graduates may become project managers. Graduates will work as members of development teams to produce digital games, interactive entertainment, and educational and training software products.

ENTRY-LEVEL CAREER OPPORTUNITIES
The following entry-level career opportunities are identified for the Bachelor of Fine Arts in Game Art & Design degree: 2D Artist, Illustrator, Real Time 3D Modeler, Interactive Scriptwriter, 3D Modeler, 3D Animator/Character Animator, Special Effects Artist, Background Artist, Level Designer, Production Assistant, Quality Assurance/Bug Tester, Texture Mapper, 2D Animator, Interface Designer/Developer, Game Reviewer.
**BACHELOR OF FINE ARTS, 180 CREDITS**

*Program Courses*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GAD100</td>
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<tr>
<td>GAD110</td>
<td>Interactive Story Telling</td>
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<tr>
<td>GAD130</td>
<td>Game Design and Game Play</td>
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<tr>
<td>GAD235</td>
<td>Texture Mapping for Games</td>
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<td>GAD240</td>
<td>Material and Lighting</td>
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<tr>
<td>GAD255</td>
<td>Interior Spaces and Worlds</td>
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<tr>
<td>GAD275</td>
<td>Character and Game Modeling</td>
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<td>GAD315</td>
<td>Programming for Artists</td>
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<td>GAD320</td>
<td>Advanced Level Design</td>
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<td>GAD325</td>
<td>Game Prototyping</td>
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<td>GAD330</td>
<td>Project Management for Game Art &amp; Design</td>
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<tr>
<td>GAD335</td>
<td>Sound Design for Games</td>
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<td>GAD340</td>
<td>Advanced Game Prototyping</td>
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<td>GAD345</td>
<td>Interface Design</td>
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<td>GD101</td>
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<td>Drawing and Anatomy</td>
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<td>CA120</td>
<td>Concepts II: Storyboarding</td>
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<tr>
<td>CA215</td>
<td>2D Animation Principles</td>
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<tr>
<td>CA230</td>
<td>3D Modeling</td>
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</tr>
<tr>
<td>CA233</td>
<td>Life Drawing and Gesture</td>
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<td>CA251</td>
<td>Character and Object Design</td>
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<td>CA260</td>
<td>Background, Design and Layout</td>
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<td>3D Animation</td>
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<td>CA270</td>
<td>Hard Surface and Organic Modeling</td>
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<td>CA343</td>
<td>3D Character Rigging</td>
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*Program Elective (3.0)*

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*Foundational Courses*

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ART106</td>
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<tr>
<td>ART108</td>
<td>Observational Drawing</td>
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<td>ART109</td>
<td>Image Manipulation</td>
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<td>Perspective Drawing</td>
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<td>ART114</td>
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<th>Credits</th>
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<tbody>
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General Education Courses
ARTS1303   Art History I (4.0)
ARTS1304   Art History II (4.0)
ENGL1301   English Composition (4.0)
MATH1310   College Mathematics (4.0)
PHYS1301   Physics (4.0)
PSYC2301   General Psychology (4.0)
SOCI1306   Social Problems (4.0)
SPCH1315   Public Speaking (4.0)

Humanities English Elective (choose one):
ENGL1302   Introduction to Literature (4.0)
ENGL2307   Creative Writing (4.0)
ENGL2311   Business Writing for Professionals (4.0)
ENGL3511   Literature and Film Analysis (4.0)

Humanities History Elective (choose one):
HIST1301   U.S. History I (4.0)
HIST1302   U.S. History II (4.0)
HIST2321   World Civilizations I (4.0)
HIST2322   World Civilizations II (4.0)

Mathematics and Science Elective (choose one):
BIOL1308   Biology (4.0)
ENVR1401   Environmental Science (4.0)
MATH4332   Mathematics for Decision Making (4.0)

Social Science Elective (choose one):
PSYC2319   Social Psychology (4.0)
PSYC3019   Human Sexuality (4.0)
Media Arts & Animation

BACHELOR OF FINE ARTS

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Fine Arts in Media Arts & Animation degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
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</tbody>
</table>

The Bachelor of Fine Arts degree program is designed to provide students with an important foundation in drawing skills, color theory, design concepts, audio/video techniques, and basic computer applications. From this foundation, degree candidates can develop advanced skills in various aspects of computer graphics and animation. Students explore the various tools used in computer animation, including operating systems, 3-D modeling and animation software, 2-D animation techniques, and desktop video production. These tools and concepts are designed to enhance our students’ versatility and creativity, and enable them to produce a digital portfolio that demonstrates their practical and technical abilities to employers.

MISSION STATEMENT
The Media Arts & Animation program is designed to provide graduates with the relevant career skills needed to seek entry-level careers as animators, 3D modelers, environment artist, and pipeline ready employees within the animation industry. Graduates will work as members of development teams to produce short animations, industrial presentations, educational and training demonstrations, medical simulations, and architectural visualization.

ENTRY-LEVEL CAREER OPPORTUNITIES
Animation use is widespread in advertising, broadcast television, film and video production, virtual reality, rides and location-based entertainment, games, architectural, educational, corporate communication, medical, petrol-chemical, and the legal and insurance industries. Graduates may seek entry-level careers in positions as modelers, storyboard artists, animation artists, 3-D illustrators, FX artists, broadcast graphic designers, or other similar positions.
BACHELOR OF FINE ARTS, 180 CREDITS

Program Courses
CA100  Acting and Movement (3.0)
CA110  Conceptual Storytelling (3.0)
CA115  Drawing and Anatomy (3.0)
CA120  Concepts II: Storyboarding (3.0)
CA130  Camera Techniques (3.0)
CA210  Editing Techniques (3.0)
CA215  2D Animation Principles (3.0)
CA220  Language of Animation and Film (3.0)
CA230  3D Modeling (3.0)
CA233  Life Drawing and Gesture (3.0)
CA235  Digital Ink and Paint (3.0)
CA251  Character and Object Design (3.0)
CA255  Audio for Animation (3.0)
CA260  Background, Design and Layout (3.0)
CA265  3D Animation (3.0)
CA270  Hard Surface and Organic Modeling (3.0)
CA305  Motion Graphics (3.0)
CA310  Character Modeling (3.0)
CA317  3D Character Animation (3.0)
CA321  Material and Lighting (3.0)
CA335  Compositing (3.0)
CA340  Animation Dynamic Systems (3.0)
CA345  Advanced Lighting and Texturing (3.0)
CA353  3D Visual Effects (3.0)
CA355  Industrial Design (3.0)
CA357  Advanced Drawing for Animation (3.0)
CA403  Portfolio Foundations (3.0)
CA407  Production Team (3.0)
CA411  Animation for Production (3.0)
CA413  Animation Portfolio Production (3.0)
CA417  Animation Studio (3.0)
CA423  Animation Portfolio (3.0)
GD101  Digital Illustration I (3.0)
GD111  Typography—Traditional (3.0)
INT419  Internship (3.0)

Elective (3.0)

Elective (3.0)

Elective (3.0)

Foundational Courses
ART106  Design Fundamentals (3.0)
ART108  Observational Drawing (3.0)
ART109  Image Manipulation (3.0)
ART111  Perspective Drawing (3.0)
ART114  Color Fundamentals (3.0)
CD400  Career Development (3.0)
**General Education Courses**

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<td>World Civilizations II</td>
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<tr>
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<td>PSYC3019</td>
<td>Human Sexuality</td>
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Visual Effects & Motion Graphics

BACHELOR OF SCIENCE

Offered:
The Art Institute of Houston
The Art Institute of Houston-North
The Art Institute of Austin
The Art Institute of San Antonio

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info for the Bachelor of Science in Visual Effects & Motion Graphics degree program offered at the locations specified below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Gainful Employment Link</th>
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<tr>
<td>The Art Institute of Houston</td>
<td>ge.artinstitutes.edu/programoffering/2390</td>
</tr>
<tr>
<td>The Art Institute of Houston-North</td>
<td>ge.artinstitutes.edu/programoffering/3338</td>
</tr>
<tr>
<td>The Art Institute of Austin</td>
<td>ge.artinstitutes.edu/programoffering/3452</td>
</tr>
<tr>
<td>The Art Institute of San Antonio</td>
<td>ge.artinstitutes.edu/programoffering/3449</td>
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</tbody>
</table>

The Bachelor of Science degree program in Visual Effects & Motion Graphics is designed to train students in the two interrelated fields of motion graphics and digital compositing. Motion graphics is graphic design for broadcast and film, requiring additional skills in television technology, audio, video, animation, and experimental graphics. A motion graphics specialist makes type, colors, and images move in order to communicate, educate, entertain, or build brand value.

MISSION STATEMENT
The mission of the program is to train graduates for entry-level positions in the field of Visual Effects & Motion Graphics by providing them with relevant career skills needed to seek entry-level careers as matte painters, particle artists, motion graphic artists, compositors, and visual effects artists. Graduates will seek work as members of development teams in visual effects and motion graphics industry.

ENTRY-LEVEL CAREER OPPORTUNITIES
Graduates of the program will be prepared to seek entry-level positions in broadcast and cable television, movie and television production, and in corporate video production.
BACHELOR OF SCIENCE, 180 CREDITS

Program Courses

AP102  Fundamentals of Audio (3.0)
CA305  Motion Graphics (3.0)
DFVP111  Fundamentals of Video Production (3.0)
DFVP113  Fundamentals of Editing (3.0)
DFVP122  Conceptual Storytelling (3.0)
GD101  Digital Illustration I (3.0)
GD111  Typography—Traditional (3.0)
GD212  Digital Photography for Designers (3.0)
GD219  Graphic Symbolism (3.0)
GD416  Media Business Law (3.0)
VEMG105  Introduction to Visual Effects (3.0)
VEMG115  Storyboarding (3.0)
VEMG123  Two-Dimensional Animation (3.0)
VEMG125  Maps, Mattes, and Masks (3.0)
VEMG205  Three-Dimensional Modeling and Animation I (3.0)
VEMG211  Intermediate Visual Effects I (3.0)
VEMG215  Three-Dimensional Modeling and Animation II (3.0)
VEMG217  Intermediate Editing (3.0)
VEMG221  Intermediate Visual Effects II (3.0)
VEMG223  Intermediate Broadcast Graphics (3.0)
VEMG227  Advanced Editing (3.0)
VEMG301  Advanced Visual Effects I (3.0)
VEMG303  Interactive Visual Design (3.0)
VEMG305  Post-Production Management (3.0)
VEMG307  Three-Dimensional Effects (3.0)
VEMG311  Advanced Visual Effects II (3.0)
VEMG313  Video Production (3.0)
VEMG315  Art Direction (3.0)
VEMG321  Production Studio I (3.0)
VEMG323  Advanced Broadcast Graphics (3.0)
VEMG327  Advanced Sound Techniques (3.0)
VEMG401  Production Studio II (3.0)
VEMG403  Special Topics (3.0)
VEMG405  Portfolio Preparation (3.0)
VEMG411  Principles of Aesthetics (3.0)
VEMG415  Portfolio Development (3.0)
VEMG425  Portfolio Presentation (3.0)
INT419  Internship (3.0)

Program Elective (3.0)

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PHYS1301  Physics (4.0)

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PSYC3019  Human Sexuality (4.0)
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.

ADV110 Creative and Strategic Planning (3.0)
(Prerequisites: none) Students will learn basic skills that will support their learning throughout the course and help them create a foundation for nurturing creativity in their work and lives. They will be given the tools to help them identify and solve problems, formulate objectives, and create a plan to reach their objectives.

ADV120 Organizational Behavior (3.0)
(Prerequisites: none) This course is an examination of human relations theory and individual, group, and organizational performance in relation to the organizational structures of contemporary businesses and public agencies.

ADV130 Advertising Copywriting (3.0)
(Prerequisites: none) Through materials presented in this course, students learn the techniques to develop effective advertising strategies that underlie and enable creative executions, and to cultivate clear, logical, and creative copywriting skills.

ADV210 Storyboarding and Scriptwriting (3.0)
(Prerequisites: none) This course focuses on applying industry-standard storyboarding and scripting techniques to communicate effectively for various forms of media. Contents to be covered include the various purposes and formats of storyboards, the basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script.

ADV220 Consumer Behavior (3.0)
(Prerequisites: none) This course examines the cultural, social, and individual variables involved in consumer behavior. It also reviews how they are incorporated into buyer decision processes and marketing practices.

ADV230 Advertising Design (3.0)
(Prerequisites: none) This course will further define the role of graphic design in an advertising context. Students will be introduced to informational and administrative approaches to the development of advertising. Campaign strategies, based on media and marketing realities, will also be defined and applied.

ADV240 Principles of Marketing Research (3.0)
(Prerequisites: none) The use of the marketing research process as a tool for solving management problems is a focus of this course. The source of data, sampling procedures, questionnaire design, data collection, and analysis will be covered.

ADV250 Sales & Persuasive Techniques (3.0)
(Prerequisites: none) An understanding of the sales process and the steps to sell a product or service is essential to a student who works in any area of business. Selling is an essential skill for the sales function of a business, but is also part of the job for many other employees. This course focuses on the essential skills and knowledge one needs to affect a sale, as well as the ways that the sales pitch can be focused to solve customer problems. This course also covers persuasive communication techniques in the area of advertising. Areas covered include the fields of logic and psychology. Among the topics to be covered are the framing effect, emotional hot buttons, mass appeal, snob appeal, subliminal messages, and the bandwagon effect. Maslow’s hierarchy of needs, emotional reactions and how to achieve them, and the various types of media that could be used to achieve the appropriate desired response are also covered.

ADV310 Account Planning (3.0)
(Prerequisites: none) Account planning demands a mixture of account services and research. Stated simply, an account planner frequently takes responsibility for ensuring that the client’s needs are met. This usually requires managing communication between departments in an advertising agency as well as being the point of contact between an agency and the client. Inside the agency, an account planner helps choose and integrate research and considers proposed advertising decisions from the perspective of consumer behavior. This course helps the student understand these functions and integrate them into a successful approach to advertising and advertising campaigns.

ADV320 Public Relations and Promotion (3.0)
(Prerequisites: none) This course is an examination of human development of public relations, showing the principles, methods, and means of influencing public opinion.

ADV330 Brand Strategy (3.0)
(Prerequisites: none) Although good brands are easy to identify, they are hard to create. This course addresses the factors which make a brand successful, and then approaches the factors—including price pressure, fragmented markets and media, and proliferating competition—that businesses must control to build a strong, successful brand.

ADV340 Media Planning and Buying (3.0)
(Prerequisites: none) Media as part of a delivery channel for a marketing message will be the focus of this course. Topics include media as critical to the fulfillment of the overall marketing strategy, cost effectiveness, and alternative and new media.

ADV350 Advertising Sales and Ratings (3.0)
(Prerequisites: none) This course focuses on a review of advertising fundamentals, their potential and limitations, advertising methods, objectives, copy, federal regulations, salesmanship, and the proper positioning of a client. Servicing accounts and interfacing with advertising agencies will also be covered.

ADV410 Interactive Advertising (3.0)
(Prerequisites: none) The astonishing growth of interactive commerce is one factor that has led to the demand for advertising and marketing on-line. In this course, students compare traditional and interactive outlets in order to develop a clear understanding of the differences and similarities between businesses in this new environment. Students learn to apply traditional principles where they are appropriate and to discover and apply a new fundamental understanding to developing and working within the various interactive environments. Marketing, advertising and sales on the Web, and addressing the elements and requirements of information distribution will also be covered. This rapidly developing area both expands the use of traditional market research and creates new kinds of data. Students will be introduced to the concepts, availability, and use of this data.

ADV420 Introduction to Advertising Campaign (3.0)
(Prerequisites: none) Students in the course research, create, and present mixed media campaigns. The students learn the fundamentals of conceiving and executing an integrated
local/regional advertising campaign that utilizes major advertising media.

ADV430 Advertising Media Production (3.0)
(Prerequisites: none) This course advances students' skills enabling them to prepare and present various forms of information (media) to professional audiences. Students will develop, prepare, and present videos, moving graphics, graphics, and copy. They will create several short projects and a final project applying techniques and aesthetics discussed in the lectures, demos, and readings. Professionalism and presentation techniques are also covered.

ADV440 Intermediate Advertising Campaign (3.0)
(Prerequisites: none) Students during this course create a promotional/advertorial campaign for an organization with publishing as a goal. The student designs and develops multiple projects from concept to Final Comp based on the specific needs of the client. Students will learn the importance of deadlines, budget, client relationship, presentation, and its relationship to the design process.

ADV450 Portfolio Preparation (3.0)
(Prerequisites: none) This course prepares students for the transition to the professional world. This course will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.

ADV460 Advanced Advertising Campaign (3.0)
(Prerequisites: none) Students research and develop a fully integrated advertising/promotional campaign for a national name-brand account in this course. The student’s senior project documents, supports, and argues the rationale and effectiveness of the campaign in written form. Students prepare, present, and defend a graduate project suitable for a professional audience.

ADV470 Portfolio (3.0)
(Prerequisites: none) This course focuses on the completion of the portfolio. Your final portfolio should focus on your individual strengths. This work should reflect your uniqueness and your ability to meet demanding industry standards.

AP101 Survey of the Music Industry (3.0)
(Prerequisites: none) Students explore the music industry and its constituent sectors, including music performing recording, promoting, and record distribution. Lectures and projects focus on identifying various careers opportunities and typical career paths in the music industry and knowledge and skill sets needed to succeed as an entry level professional.

AP102 Fundamentals of Audio (3.0)
(Prerequisites: none) This course addresses the principles of recording sound and covering the study of sound characteristics, basic acoustics, ergonomics, and basic techniques for field recording. The role of sound in media production is explained and exemplified.

AP110 Audio Technology I (3.0)
(Prerequisite: AP102 Fundamentals of Audio) This course examines the principles of audio signals and the equipment used to record, process, and distribute audio content. Students will begin to develop an understanding of signal flow of audio systems using block diagrams. A survey of audio transmission, manipulation, and delivery systems including cables, connectors, basic stereo mixers, microphones, amplifiers, and loudspeakers will be presented.

AP111 Digital Audio I (3.0)
(Prerequisites: AP102 Fundamentals of Audio) This course introduces students to the theories, practices, and tools used in digital audio production and techniques of non-linear digital audio editing, focusing on the fundamental theories and concepts behind various types of digital audio tools. Through lectures and in-class projects, students develop knowledge and skills needed to operate non-linear audio workstations.

AP112 Music Theory I (3.0)
(Prerequisites: none) This course introduces students to the rudiments of music theory. Students learn to identify notes and common scales as well as the notation of notes, scales and simple rhythms. The concept and structure of the lead sheet will be introduced. An ear-training component will develop the students' skill in identifying and transcribing simple chords, melodies, and rhythms.

AP113 Audio Technology II (3.0)
(Prerequisite: AP101 Audio Technology I, concurrent enrollment in AP114 Audio Recording I) In this course students continue to study the principles of aural signals and the equipment used to record, process, and distribute audio content. Sound in acoustical form is discussed in relation to studio acoustics. Students expand their understanding of signal flow of advanced audio systems by creating and reading complex block diagrams. Some of the topics studied in depth are: signal processors, dynamic range, distortion, analogue recording, and SMPTE time code.

AP114 Audio Recording I (3.0)
(Prerequisites: AP101 Audio Technology I, concurrent enrollment in AP113 Audio Technology II) This course runs in conjunction with Audio Technology II. The theoretical foundations presented in Audio Technology II are reinforced in this course through practical, hands-on applications. Students learn the operational techniques of basic audio systems with an emphasis on mix down of prerecorded multi-track tapes and eight-track recording projects.

AP115 Music Theory II (3.0)
(Prerequisite: AP112 Music Theory I) This course continues with the development of the rudiments of music theory and expands into an introduction to harmony, voice leading, modes and compound time signatures. Students will learn to create simple lead sheets. An ear-training component will extend the work from Music Theory I to include more complex chords and intervals.

AP210 Acoustics (3.0)
(Prerequisite: AP101 Audio Technology I, MATH131 College Mathematics) This course examines the physical behavior of sound indoors and outdoors. Topics include human hearing and the principles of psychoacoustics, sound propagation, transmission, reflection, diffraction, diffusion, noise reduction, bass studio and room acoustics, and sound isolation. Concepts will be presented through lectures and case studies.

AP211 Digital Audio II (3.0)
(Prerequisite: AP101 Survey of the Music Industry and AP111 Digital Audio I) Students learn the concepts and production techniques used with Pro Tools integrated into a digital audio workstation. Topics include computer based digital audio workstations, sound design, field recording, digital audio transfer protocols, software-based effects plug-ins, and online automation.

AP212 Listening and Analysis (3.0)
(Prerequisite: AP115 Music Theory II) This course introduces the student to the area of the impressionism from the perspective of the audio engineer and contemporary production techniques. The student will learn to aurally analyze and identify typical contemporary popular song forms and the production techniques used to create them.
AP213 Audio Recording II (3.0)
(Prerequisite: AP114 Audio Recording I) Students expand and develop the skills learned in Fundamentals of Audio Production through multi-track recording projects. The course focuses on recording techniques used in music production. Emphasis is placed on signal flow for basic tracks, mix down, and overdubs. Other topics include close and distant microphone techniques, recording session management, analog tape recorders, studio documentation, signal processing, and moving fader automation systems.

AP214 Electronics I (3.0)
(Prerequisite: MATH1310 College Mathematics) This course introduces students to the fundamental concepts of electronics as they relate to audio production. Topics include Ohm's Law, AC and DC circuits, basic troubleshooting for audio equipment, AC line voltage and filtered DC voltage, etc.

AP215 MIDI System I (3.0)
(Prerequisites: AP112 Music Theory I and AP211 Digital Audio II) This course allows students to develop a working theoretical and skills-based knowledge of the multi-timbral synthesizer and the sequencing environment within the context of the contemporary MIDI production studio. Both live and studio applications are covered, and full use is made of the digital signal processing resources available within the equipment.

AP216 Digital Audio III (3.0)
(Prerequisite: AP211 Digital Audio II) This course covers in depth the use of Pro Tools in a number of different professional studio operation scenarios. Topics include SMPTE time code and synchronization, digital console automation, OMF file transfers, synchronization and machine control in post-production, and introduction to surround mixing and surround formats.

AP217 Electronics II (3.0)
(Prerequisite: AP214 Electronics I) In the second electronics course, students explore the concepts, building, and application of transformers and filter and learn to read, interpret, and utilize data from schematic circuit diagrams. Emphasis is placed upon applying these electronic devices to the operation and troubleshooting of audio equipment.

AP218 Live Sound Reinforcement I (3.0)
(Prerequisites: AP213 Audio Recording I) In this course students learn to set up and operate various audio equipment for a typical live sound reinforcement. Topics include reading block diagrams of audio systems, wiring speakers, connecting powers, testing and adjusting microphones, troubleshooting sound systems, and fine-tune reinforcement effects.

AP299 Internship I (3.0)
(Prerequisite: AP213 Audio Recording I) Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. Students will gain the experience they need to enter the field upon graduation.

AP310 MIDI System II (3.0)
(Prerequisite: AP215 MIDI System I) In MIDI System II students develop a detailed knowledge of the MIDI language and learn to apply more flexible and in-depth uses of sequencers involving graphical and list based editing, static and dynamic parameter and tempo automation, and the basic recording of MIDI messages. Students gain greater proficiency in MIDI production processes through small group and individual production projects.

AP311 Electronics III (3.0)
(Prerequisite: AP217 Electronics II) In Electronics III, students focus on the theoretical principles, physical properties, build, and characteristics of various microphones. They will learn to take apart and assemble the components of a microphone and perform basic troubleshooting and repairing of microphones.

AP312 Live Sound Reinforcement II (3.0)
(Prerequisite: AP218 Live Sound Reinforcement I) This course presents students more sophisticated and complex situations for live sound reinforcement. Through studio settings or real world events, students learn to operate large format analogue and digital mixing consoles and solve signal manipulation problems with transformers. Students also learn professional protocols in live sound reinforcement settings.

AP314 Digital Audio IV (3.0 cr)
(Prerequisite: AP216 Digital Audio III) In this course, students explore digital audio theory and interact with analog consoles, digital recorders, external DSP, software signal routing, interfacing equipment, and synchronizing digital audio streams. Topics include analog-to-digital/digital-to-analogue conversion, dithering, error correction and concealment, digital storage media, encoding methods involving data compression, digital audio interface standards, DAW interchange standards and synchronization methods.

AP315 Synthesis and Sound Design I (3.0)
(Prerequisite: AP310 MIDI System II) This course develops advanced skills using synthesizers and samplers. Students study the elements of sound and how they apply to simple and complex waveforms, envelopes, LFOs, filters, and keyboard architecture. Theory and practice with sampling and subtractive synthesis using software and hardware sound sources.

AP316 Advanced Recording Techniques I (3.0)
(Prerequisite: AP213 Audio Recording II) This course covers the techniques and technology typical to professional music recording and mixing using advanced large format consoles. Topics include: studio procedures and professionalism, SSL Console operation, advanced signal flow, signal processing, analytical and critical listening skills, close, distant and stereo mic techniques for a variety of musical instruments, and basic mix down strategies.

AP317 Advanced Recording Techniques II (3.0)
(Prerequisite: AP218 Live Sound Reinforcement and AP216 Advanced Recording Techniques I) This course provides the student a greater understanding of SSL consoles and VCA automation systems. Students use SMPTE Time Code for synchronization to a variety of multi-track formats, use digital audio sampling for sound replacement, and integrate Pro Tools and MIDI sequences into the analog studio mixing environment. Critical listening skills and critical analysis of master tapes are emphasized. Students participate in in-class recording sessions and engineer recording projects during and out of class hours, which may be included in their portfolio.

AP318 Synthesis and Sound Design II (3.0)
(Prerequisite: AP315 Synthesis and Sound Design I) This course will survey both commercially available synthesis methods and recent developments at audio research institutes. Students will also survey the current market for hardware and software implementations of various synthesis methods. Analytical listening sessions will expose students to synthesis methods in various musical contexts. Detailed study of subtractive, FM, physical modeling and granular synthesis will culminate in original sound design projects.

AP320 Senior Project I (3.0)
(Prerequisite: none) This course initiates a two quarter long comprehensive project which will be integral to students' final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, multi-track digital audio work. Committee and/or faculty will approve the project content and type of the audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.
ART109 Image Manipulation (3.0)  
(Prerequisites: none) In this introduction to raster-based digital image manipulation, students become acquainted with the concepts, hardware, and software related to digital image acquisition, image editing, manipulation, color management basics, masking, layering, retouching, scanning, and output.

ART111 Perspective Drawing (3.0)  
(Prerequisites: none) This course is a fundamental drawing course where the students will explore various art and media and learn to use a variety of drawing tools with an emphasis on perspective, where the students will draw three-dimensional objects in one-, two-, and three-point perspective.

ART114 Color Fundamentals (3.0)  
(Prerequisites: none) This fundamental course will provide an introduction to the principles of color, and an exploration of color theory as it relates to design. Students will learn how to use color in both traditional and contemporary media, and to render color effects for print and electronic production methods. In addition, the psychological and cultural aspects of color will be explored, as well as their role in the design process.

ARTS1303 Art History I (4.0)  
(Prerequisites: none) This course conducts a comparative study of the visual arts from ancient times to the Renaissance. It concentrates on the chronological progression of techniques and the evolving styles of artistic expression.

ARTS1304 Art History II (4.0)  
(Prerequisites: none) This course is a comparative study of art, sculpture, and architecture, which addresses evolving styles and artistic expression from the Renaissance to the present.

Biol1308 Biology (4.0)  
(Prerequisites: none) Students study basic concepts in biology. Topics discussed include the following: beginnings of life, genetics, evolution, living plants, animals, humans, ecosystems, and our planet and its special needs.

CA100 Acting and Movement (3.0)  
(Prerequisites: none) This course introduces acting as a tool of research through studies of animated movement. Characterization, expression, motivation, body language, and posture will be studied through classroom exercises in a variety of media. Exploration in the twelve principles of animation will be introduced. Students will learn through process, practical research, critical analysis, brainstorming, and improvisational techniques to create ideas for effective animation.

CA110 Conceptual Storytelling (3.0)  
(Prerequisites: CA100) The course is an introduction to storytelling and the components of story. The goal is to develop storytelling skills, and an understanding of story form.

CA115 Drawing and Anatomy (3.0)  
(Prerequisite: ART111 Perspective Drawing) This course explores the fundamentals of drawing the human figure. Observation and rendering skills are developed, and the use of various drawing media is examined.

CA120 Concepts II: Storyboarding (3.0)  
(Prerequisite: CA110 Conceptual Storytelling, or GAD110 Interactive Storytelling) This course focuses on applying industry-standard storyboarding and scripting techniques to animation. Content to be covered include the various principles and formats of storyboards, basic cinematic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script. Students will learn through process, practical research, critical analysis, brainstorming, and improvisational techniques to create ideas for effective animation.

CA130 Camera Techniques (3.0)  
(Prerequisites: CA100 Acting and Movement) In this course students learn techniques used in pre-production and production including cameras, lenses, mounting equipment, framing and composition, and natural and studio lighting.
CA210 Editing Techniques (3.0)
(Prerequisites: CA130 Camera Techniques) In this course, students use the features and functions of video editing systems. Students also explore various media available for video input and output.

CA215 2D Animation Principles (3.0)
(Prerequisite: ART109 Image Manipulation) Students will study timing and weight through a series of projects designed to demonstrate the principles of animation. Issues such as keyframing, in-betweening, and cycling will be addressed.

CA220 Language of Animation and Film (3.0)
(Prerequisites: none) Fundamentals of animated cinematography addressed through a historical survey. Course will consider trends and genres of animated film in a variety of media.

CA230 3D Modeling (3.0)
(Prerequisite: ART109 Image Manipulation) Through critical analysis, the student will apply basic design principles to the solution of visual problems using elements of 3D design. The student will conceptualize 3D coordinate systems, construct 3D models, and apply them to geometric construction.

CA233 Life Drawing and Gesture (3.0)
(Prerequisite: CA115 Drawing and Anatomy) Students will focus on depicting gesture and motion, capturing the essence of movement and form in space. Students will simplify drawing through contour lines, generating impressions of form under time constraints, and expressing emotion through the use of abstract line, form and color.

CA235 Digital Ink and Paint (3.0)
(Prerequisite: CA215 2D Animation Principles) This course is an introduction to the computer as an ink and paint medium for animation. Basics of scanning, clean up, ink and paint, and camera will be explored.

CA251 Character and Object Design (3.0)
(Prerequisite: CA115 Drawing and Anatomy) Students will design and draw characters for animation using line to accurately delineate the form. Appropriate proportions and form for an animated character will be studied.

CA255 Audio for Animation (3.0)
(Prerequisites: none) This course is a conceptual introduction to audio production techniques for animation. Students will learn to digitize sound and apply it for audio enhancement of their animations. Students will also learn how to produce appropriate audio effects and transition in computer animation.

CA260 Background, Design and Layout (3.0)
(Prerequisite: ART109 Image Manipulation) This course focuses on the fundamentals of background layout with an emphasis on perspective, composition, design basics, staging, mood, texture, and lighting. Students will also learn the basics of using props as background and foreground design elements.

CA265 3D Animation (3.0)
(Prerequisites: CA230 3D Modeling, or expressed permission by program director) Students are introduced to basic 3D animation techniques. Topics to be covered include hierarchical linking, key framing, function curves, animated modifiers, basic morphing, animated cameras, and an introduction to character animation.

CA270 Hard Surface and Organic Modeling (3.0)
(Prerequisite: CA230 3D Modeling) This course covers advanced modeling techniques used for building organic and hard surface objects and environments.

CA305 Motion Graphics (3.0)
(Prerequisite: CA210 Editing Techniques or DFVP113 Fundamentals of Editing) This course is an introduction to the use of titling in theatrical and broadcast graphics. Techniques for design and implementation will be covered. Students will produce title sequences and montages integrating image manipulation applications and other image processing support.

CA310 Character Modeling (3.0)
(Prerequisite: CA265 3D Animation) In this course students will use advanced modeling techniques to create 3D characters. Students will research and create character models based on anatomy, using industry-standard techniques.

CA317 3D Character Animation (3.0)
(Prerequisite: CA265 3D Animation) This course is an advanced-level 3D animation course building on techniques learned from previous modeling and animation courses. Students will learn how to apply real-life action sequences to characters.

CA321 Material and Lighting (3.0)
(Prerequisite: CA270 Hard Surface and Organic Modeling) In this class, students will be introduced to materials, textures, and lighting strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real-world surfaces and textures.

CA335 Compositing (3.0)
(Prerequisite: CA305 Motion Graphics) Students in this course learn the concepts, techniques, and vocabulary of compositing. Students apply rotoscope, matchmoving, keying, layering, and alpha channel to final animation projects.

CA340 Animation Dynamic Systems (3.0)
(Prerequisite: CA310 Character Modeling) Students will learn advanced 3D computer-generated animation techniques. Topics include exploration of character movement, embedding of behavior attributes into characters, forward and inverse kinematics, skinning, deformers, and rigid and soft body dynamics.

CA343 3D Character Rigging (3.0)
(Prerequisite: CA340 Animation Dynamic Systems, or expressed permission by program director) This course is to introduce the student to fundamentals of character setup. The character setup will be tested by animation assignments. During the course, each student will create, set up, and test a character model.

CA345 Advanced Lighting and Texturing (3.0)
(Prerequisite: CA321 Material and Lighting) In this course students will continue to develop lighting and texturing skills.

CA353 3D Visual Effects (3.0 cr)
(Prerequisite: CA305 Motion Graphics) Effects animation takes students through the basics of making special effects. Students will be using such tools as particles, soft bodies, dynamics, and expressions to create several scenes.

CA355 Industrial Design (3.0)
(Prerequisites: CA270 Hard Surface and Organic Modeling and CA317 3D Character Animation) This course continues to explore the various techniques used to create 3D computer-generated animation. Specific animation features and functions of the given software will be discussed and applied to the production of a 3D computer-generated animation. Emphasis will be placed on creation of a short animated piece focusing on Industrial Design.

CA357 Advanced Drawing for Animation (3.0)
(Prerequisite: CA233 Life Drawing and Gesture) Building on knowledge from preceding drawing courses, students will develop their drawing skills in the context of professional media arts and animation applications. This course will place emphasis on advanced drawing techniques and strengthening skills through real world observation.
CA403 Portfolio Foundations (3.0)  
(Prerequisite: CA400 Animation Dynamic Systems) In this course, students begin production of their digital portfolio. Through class activities, students organize their work to reflect and enhance their individual strengths in computer animation.

CA407 Production Team (3.0)  
(Prerequisite: CA400 Animation Dynamic Systems) In this course, students will work in a studio environment and will focus on the production and post-production of an animated short.

CA411 Animation for Production (3.0)  
(Prerequisite: CA400 Animation Dynamic Systems) This course prepares students for the production environment. Advanced skills in modeling, texturing, lighting, and rendering will be used to produce professional-quality animation.

CA413 Animation Portfolio Production (3.0)  
(Prerequisite: CA403 Portfolio Foundations) In this course, students focus on the production phase of their digital portfolio. Through class activities, students organize their work to reflect and enhance their individual strengths in computer animation.

CA417 Animation Studio (3.0)  
(Prerequisite: CA411 Animation for Production) Students will use advanced animation techniques to create, design, produce, and edit a fully realized concept.

CA423 Animation Portfolio (3.0)  
(Prerequisite: CA413 Animation Portfolio Production) Through this course, students complete the digital portion of their portfolio. The students assess the strengths and weaknesses of their work to augment the final presentation. The course stresses the importance of professional presentation.

CD400 Career Development (3.0)  
(Prerequisites: none) This course prepares students for the business environment and the transition into an applied arts profession. It emphasizes the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including resume and cover letter writing, networking, and interviewing skills. Freelance business operating practices such as negotiations of contracts, pricing and estimation of services, ethical guidelines, and pertinent tax laws will be addressed.

CUL102 Fundamentals of Classical Techniques (6.0)  
(Prerequisites: none) The fundamental concepts, skills, and techniques involved in basic cookery are covered in the course. Students learn the preparation of stocks, broths, glazes, soups, thickening agents, the grand sauces, and emulsion sauces. Lectures and demonstrations teach organizational skills in the kitchen, work coordination, and knife skills. The basics of vegetable cookery, starch cookery, and meat, fish, and poultry cookery are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques.

CUL104 Concepts and Theories of Culinary Techniques (3.0)  
(Prerequisites: none) The fundamental concepts, theories and techniques involved in basic cookery are covered in the course. Special emphasis is given to the study of ingredients and cooking theories. Lectures teach organization skills in the kitchen and work coordination. The basics of stocks, soups, sauces, vegetable cookery, starch cookery, meat and poultry are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying.

CUL132 Management by Menu (3.0)  
(Prerequisites: none) This course prepares future culinarians and foodservice managers by giving a clear picture of the important role

menu planning plays within operations. It covers topics ranging from menu development and pricing, to evaluation of the facilities, design, and layout. Students will learn that understanding menus is crucial to the success of any food service operation, i.e., a planning tool, source of operational information, and a merchandising method for reaching patrons.

CUL137 Sustainable Purchasing and Controlling Costs (3.0)  
(Prerequisites: none) This course introduces the student to the methodologies and tools used to control costs and purchase supplies. This course helps the student value the purchasing, planning, and control processes in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an emphasis on the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, specialized menus, performance measurements, and food, beverage, and labor cost controls.

CUL141 American Regional Cuisine (6.0)  
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques) This course introduces the student to the methodologies and tools used to control costs and purchase supplies. This course helps the student value the purchasing, planning, and control processes in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an emphasis on the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, specialized menus, performance measurements, and food, beverage, and labor cost controls.

CUL152 Latin Cuisine (3.0)  
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques) This course introduces the student to the methodologies and tools used to control costs and purchase supplies. This course helps the student value the purchasing, planning, and control processes in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an emphasis on the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, specialized menus, performance measurements, and food, beverage, and labor cost controls.

CUL201 Garde Manger (6.0)  
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques) This course provides students with skills and knowledge of the organization, equipment and responsibilities of the "cold kitchen." Students are introduced to and prepare cold hors d’oeuvres, sandwiches, salads, as well as basic charcuterie items while focusing on the total utilization of product. Reception foods and buffet arrangements are introduced. Students must pass a written and practical exam.

CUL215 Management, Supervision and Career Development (3.0)  
(Prerequisites: none) This is a multifaceted course which focuses on managing people from the hospitality supervisor’s viewpoint, developing job search skills, and either completing a minimum 90 hours of field experience or verifying a minimum 300 hours industry experience. The management emphasis is on techniques for increasing productivity, controlling labor costs, time management, and managing change. It also stresses effective communication and explains the responsibilities of a supervisor in the food service industry. Students develop techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on students assessing their more marketable skills, developing a network of contacts, generating interviews, writing a cover letter and résumé, preparing for their employment interview, developing a professional appearance, closing, and interview follow-up. The field experience requires supervised, verifiable experience in the culinary field with a minimum of 90 work hours in food production. Students are responsible for securing the field experience site and may seek assistance through The Institute. The field experience is a semi-structured and supervised situation in which students receive basic
training and directed work experience in selected entry-level positions consistent with career preference. Emphasis is on job competence, performance, professionalism, and work relations.

**CUL244 Asian Cuisine (3.0)**  
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques) This course emphasizes both the influences and ingredients that create the unique character of selected Asian cuisines. Students prepare, taste, and evaluate traditional, regional dishes of the four regions of China, Japan, Korea, Vietnam, Thailand, and Indonesia. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

**CUL248 Introduction to Baking and Pastry Techniques (6.0)**  
(Prerequisites: none) This course is a combination of theory, lecture, demonstration, and hands-on production. Students will be introduced to baking and pastry techniques for use in a commercial kitchen. Special focus is placed on the study of ingredient functions, product identification, and weights and measures as applied to baking and pastry techniques. Instruction is provided on the preparation of yeast-raised dough mixing methods, roll-in doughs, pie doughs, basic cake mixing methods, fillings, icings, pastry cream, and finishing techniques. Emphasis is placed on dessert plating and presentation. Students must pass a practical exam.

**CUL252 Food and Beverage Operations Management (3.0)**  
(Prerequisites: none) This course addresses front-of-the-house operations and is designed to provide students with an introduction from a managerial perspective of providing exceptional service to increasingly sophisticated and demanding guests. Survey of the world’s leading wines classified by type, as well as other distilled beverages. Topics covered include the management and training of personnel to be responsible, professional alcohol servers, product knowledge, the income statement, job descriptions, sales, forecasting, and cost control. The students will produce a complete dining room and bar operation manual. This project should be saved on diskette or jump drive, as it will be used during Capstone or the development of a business plan.

**CUL254 Artisan Breads and Baking Production (6.0)**  
(Prerequisite: CUL248 Introduction to Baking and Pastry Techniques) This course provides the information, tools and instruction to gain proficiency in the preparation of a variety of artisan breads. Emphasis will be placed upon learning to mix, ferment, shape, bake and store handcrafted breads. Students will focus on traditional fermentation, as well as the science of the ingredients. Students learn assembly speed and increased their proficiency in meeting production deadlines with quality products.

**CUL255 European Cakes and Tortes (3.0)**  
(Prerequisite: CUL248 Introduction to Baking and Pastry Techniques) Students will build on methods previously learned in Introduction to Baking and Pastry, and apply those skills into new products to create more elaborate tortes and gateaux using complex finishing methods by applying glazes, using decorative sponges, and building multi-component cakes. Topics to be covered include comparison of classical and modern preparations; classical cakes; and glazed, iced, molded, and cream-frosted tortes.

**CUL261 A La Carte Kitchen (6.0)**  
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques) The course introduces students to the A La Carte kitchen, emphasis on “a la minute” method of food preparation, plus dining room service standards. Industry terminology, correct application of culinary skills, plate presentation, organization and timing in producing items off both a fixed-price menu and a carte menu are stressed. The principles of dining room service are practiced and emphasized. The philosophy of food are further explored and examined in light of today’s understanding of food, nutrition, and presentation. Prior work experience or field study experience requires supervised, verifiable experience in the culinary field with a minimum of 90 work hours in food production. Students are responsible for securing the field experience site and may seek assistance through The Institute. Field Experience is a semi-structured and supervised situation in which students receive basic training and directed work experience in select entry-level positions consistent with career preference. Emphasis is on job competence, performance, and professionalism, and work relations. Documentation must be completed during the course.

**CUL264 Advanced Patisserie and Display Cakes (6.0)**  
(Prerequisite: CUL248 Introduction to Baking and Pastry Techniques) This course explores the techniques of plated desserts and the theory behind building edible art of A La Carte service, competition or banquet functions. Methods and procedures for producing high quality specialty decorated cakes, as well as the design, assembly, and decorating of wedding cakes will be introduced.

**CUL265 Chocolate, Confections and Centerpieces (6.0)**  
(Prerequisite: CUL248 Introduction to Baking and Pastry Techniques) Students are introduced to the fundamental concepts, skills, and techniques of chocolates and confections. Students are introduced to the basic techniques used in forming simple centerpieces. Lectures and demonstrations teach chocolate tempering, candy production and the rules that apply when creating centerpieces.

**CUL271 Art Culinaire (6.0)**  
(Prerequisites: CUL343 Classical European Cuisines) This class will celebrate the culinary styles, restaurants, restaurateurs, and chefs who are in the current industry spotlight. Their style, substance, and quality will be discussed and examined. During the hands-on production aspect of the class, students will have the opportunity to be exposed to specialty produce and product.

**CUL272 Capstone (3.0)**  
(Prerequisites: CUL132 Management by Menu, CUL252 Food and Beverage Operations Management) Through competencies developed in previous course work, students will develop a complete business plan for a minimum 100-seat restaurant. This project will include: market analysis and marketing strategy; operating budget; sales projections; opening inventories; capital equipment; standardized recipes and costing for all standardized recipes; and menu and facilities design. The student will have the assistance of Chef/Instructor to assist with the completion of the capstone restaurant project.

**CUL310 Human Resource Management (3.0)**  
(Prerequisites: none) This course introduces the principles and practices of human resources management relevant to hospitality organizations, with emphasis on the entry-level manager’s role. Topics covered will include employment laws, workforce management, compensation and benefits administration, labor unions, employee safety, diversity, and ethics.

**CUL320 Hospitality Marketing (3.0)**  
(Prerequisites: none) This course is an introduction to service marketing as applied to the Hospitality Industry. This course will cover application of basic marketing concepts and research methods. Design and delivery of marketing components for a hospitality business will be covered. Topics include but are not limited to: unique attributes of service marketing; consumer orientation; consumer behavior; market segmentation principles; target marketing; product planning; promotion planning; market research; and competitor analysis.

**CUL330 Legal Issues and Ethics for Culinarians (3.0)**  
(Prerequisites: none) The course is designed to give the student an overview of legal issues arising in the foodservice environment. The students will examine laws pertinent to the hospitality/food service industry and will investigate the relationship of these laws to the
administration of a service organization. This course also identifies common ethical dilemmas encountered by culinarians and introduces the student to the foundations, purpose, and content of ethical codes and approaches to ethical decision-making.

**CUL430 Foodservice Technology and Information (3.0)**
(Prerequisites: none) This course is a survey course in foodservice information systems and technology (IS&T) designed to introduce students to the many diverse facets of IS&T in the foodservice industry. Current systems and issues of major importance in the field of IS&T will be considered as they relate to the foodservice industry. Emphasis will be placed on the managerial and business aspects of IS&T rather than the technical perspectives. Core topics will include key foodservice systems (e.g., accounting and property management systems, point-of-sale, sales and catering, etc.), guest service and customer relationship management (CRM), knowledge management, and IS&T strategy.

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DFVP101 Survey of Digital Filmmaking & Video Production (3.0)
(Prerequisites: none) This course will present a survey of the digital filmmaking and video production industries. It will focus on entry-level jobs and career paths, as well as the responsibilities and skills necessary for success. Students will also explore media's impact on society and gain an overview of the program.

DFVP111 Fundamentals of Video Production (3.0)
(Prerequisites: none) Students will study the technical terms of video production and learn to operate basic video production equipment, using typical industry techniques.

DFVP113 Fundamentals of Editing (3.0)
(Prerequisites: DFVP111 Fundamentals of Video Production, AP102 Fundamentals of Audio) This course introduces the student to the editing of visuals and sound. The course covers using video recorders and players, and the techniques of dubbing, assembling, and inserting visuals from source to record.

DFVP121 Intermediate Video Production (3.0)
(Prerequisites: DFVP 111 Fundamentals of Video Production, AP102 Fundamentals of Audio) This course introduces the student to the digital video camera as a technical and creative tool for communication. Students will recognize the principles of visual design for motion pictures, develop their ability to evaluate the visual potential of locations, interpret the technical requirements of motion picture photography, and operate professional video cameras.

DFVP122 Conceptual Storytelling (3.0)
(Prerequisites: ENGL1301 English Composition) The course introduces students to storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard.

DFVP123 Lighting (3.0)
(Prerequisites: DFVP121 Intermediate Video Production) In this course, students will be introduced to the basic concepts and principles of lighting for photography. The fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, direction, and effect on the photographic image will be covered.

DFVP201 Digital Cinematography (3.0)
(Prerequisites: DFVP123 Lighting) This course explores the various camera and lighting techniques used in digital filmmaking and video production. Discussions will cover the general concepts and principles of camera moves and lighting techniques. Focus will be placed on applying lighting techniques to create the desired visual effects.

DFVP202 Fundamentals of Screenwriting (3.0)
(Prerequisites: DFVP122 Conceptual Storytelling) Students explore the writing and creative elements needed to create scripts. Emphasis is on format, structure, and character development. They will also acquire knowledge of all elements including research, proposal, treatment, and script.

DFVP203 Intermediate Editing (3.0)
(Prerequisites: DFVP113 Fundamentals of Editing) This course will focus on the postproduction experience using non-linear editing software. Students will learn to utilize creative problem-solving skills through editing. Approach, pace, tone, and rhythm of sequences are explored.

DFVP204 Fundamentals of Producing and Directing (3.0)
(Prerequisites: DFVP101 Survey of Digital Filmmaking & Video Production, DFVP121 Intermediate Video Production) It is an art in itself to organize and direct digital filmmaking and video production. This course focuses on the production processes and performances from the perspectives of a producer and director, and develops the student's talent for this unique form of art.

DFVP211 Studio Production (3.0)
(Prerequisites: DFVP121 Intermediate Video Production) This course focuses on broadcast studio operation, live production, studio management, lighting, crew, and sound. Students will also explore the theoretical basis of the electronics behind the equipment needed for studio production. Students will produce their own studio multi-camera program.

DFVP212 DVD Authoring (3.0)
(Prerequisites: DFVP113 Fundamentals of Editing) An introduction to creating interactive DVD titles. This course will focus on production techniques of DVD authoring, proofing, and pre-mastering.

DFVP213 Motion Graphics I (3.0)
(Prerequisites: DFVP203 Intermediate Editing) In this course, students study the nature and attributes of motion and broadcast graphics and learn to generate, select, and manipulate still and motion graphics for broadcast and other media delivery. Students not only produce graphics but also apply them to media content design.

DFVP221 Electronic Field Production (3.0)
(Prerequisites: DFVP201 Digital Cinematography) Students are immersed in the process of professional video field production in two styles: ENG (Electronic News Gathering) and EFP (Electronic Field Production). News encompasses on-the-spot coverage and storytelling in a spur-of-the-moment reporting format. The class will also examine single-camera location shooting as expressed in documentaries, corporate projects, or commercials.

DFVP222 Scriptwriting (3.0)
(Prerequisites: DFVP202 Fundamentals of Scriptwriting) Students write two polished scripts in two different areas or genres for subsequent production courses. The business side of the different scripting fields is also explored.

DFVP223 Motion Graphics II (3.0)
(Prerequisites: DFVP213 Motion Graphics I) Students explore the disciplines used in finalizing a digital film or video project using compositing software. The class reinforces compositing concepts, techniques, and vocabulary from previous classes and introduces more sophisticated tools and techniques. Technical skills utilized will include advanced compositing techniques, typography, animation, and design.

DFVP224 Media Theory and Criticism (3.0)
(Prerequisites: none) In this course, students explore the different theories and approaches to media and their impact on society and culture so as to inform and enrich their own work.

DFVP301 Short Media Production (3.0)
(Prerequisites: DFVP201 Digital Cinematography, DFVP202 Fundamentals of Scriptwriting, DFVP204 Fundamentals of Producing and Directing, DFVP221 Electronic Field Production) This course discusses short form as a genre of media production and its features in subject matter and style. Students learn to produce
short-form news, information, and dramatic content for multiple delivery platforms.

**DFVP302 Sound Design (3.0)**  
(Prerequisites: AP111 Digital Audio I) This course further explores the methods and techniques for digital sound composition and design. Students utilize multi-track audio software to digitally manipulate and layer sound that will enhance mood, tone, and atmosphere for various motion picture content.

**DFVP303 Compression (3.0)**  
(Prerequisites: DFVP213 Motion Graphics I) Students will learn to analyze, prepare, and compress media content for distribution on the Web, CD-R, and DVD using compression codes and techniques.

**DFVP311 Senior Project Preparation (3.0)**  
(Prerequisites: DFVP301 Short Media Production, DFVP23 Acting and Directing) This course initiates a three-quarter long comprehensive project which will be integral to students’ final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, digital film in a chosen genre. Committee and/or faculty will approve the project content and genre of the digital film. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

**DFVP312 Audio Post Production (3.0)**  
(Prerequisites: AP111 Digital Audio I, DFVP203 Intermediate Editing) This post-production audio class requires students to bring together appropriate sonic elements for a final production. This will include fully automatic dialogue replacement, editing of music, and sound sweetening. Once all the sound is locked, the student will mix down to a final audio format, which can then be incorporated with picture into an industry standard format.

**DFVP313 Advanced Editing (3.0)**  
(Prerequisites: DFVP203 Intermediate Editing, DFVP302 Sound Design) Focused on advanced editing systems and methods, this course enables students to process audio and video elements in media content and organize such content for total effect and final delivery. Students apply a comprehensive set of critical and evaluative skills to make sound judgment calls and sophisticated editing decisions.

**DFVP314 Multi-Camera Production (3.0)**  
(Prerequisites: DFVP301 Short Media Production) Synchronizing multiple cameras and equipment, students work in teams to execute a production, typically of a live performance or function. Emphasis is placed on operating multiple pieces of equipment simultaneously and working as a production team.

**DFVP321 Senior Project Production (3.0)**  
(Prerequisites: DFVP311 Senior Project Preparation) This course continues the three-quarter long comprehensive project begun in Senior Project Preparation. Students will employ cumulative skills to produce a significant, sophisticated, digital film in a chosen genre. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

**DFVP322 Media Production Workshop (3.0)**  
(Prerequisites: DFVP301 Short Media Production) Working in production teams, students in this workshop class will deal with real clients, typically representatives of nonprofit organizations. Guided by faculty, students interview the client to determine expectations and work in a team to design and produce the media content for an intended delivery system.

**DFVP323 Acting and Directing (3.0)**  
(Prerequisites: DFVP204 Fundamentals of Producing and Directing) This course exposes students to the role and responsibilities of a director in helping actors bring their characters to life. Acting fundamentals will be studied through classroom exercises, assignments, observations and critiques. In addition, this course helps students understand the process of reading a script, conceiving a vision, and communicating it to cast members to enhance performance.

**DFVP401 Senior Project Post Production (3.0)**  
(Prerequisites: DFVP321 Senior Project Production) This course concludes the three-quarter long comprehensive project begun in DFVP 311 Senior Project Preparation and created in DFVP 321 Senior Project Production. Students will employ cumulative skills to post-produce a significant, sophisticated digital film in a chosen genre.

**DFVP402 Portfolio Preparation (3.0)**  
(Prerequisites: DFVP321 Senior Project Production) In this first portfolio course, students will assess personal strengths to establish a career goal and decide how to organize their digital filmmaking and video production work in a graduation portfolio. Guided by a faculty member or a team of faculty, each student assembles a preliminary portfolio and identifies areas for more work and/or content enhancement.

**DFVP411 Media Delivery Systems and Distribution (3.0)**  
(Prerequisites: DFVP313 Advanced Editing) This course addresses the end part of digital filmmaking and video production—delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationship between delivery systems and distribution methods and evaluate the relative efficiency, cost, and effectiveness of each.

**DFVP421 Senior Portfolio & Defense (3.0)**  
(Prerequisites: DFVP401 Senior Project Post Production, DFVP402 Portfolio Preparation) Built on the preliminary collection of work from DFVP402 Portfolio Preparation, this course allows each student to determine and design the final organization and presentation of the graduation portfolio. Each student is expected to verbally present the portfolio and address audience questions as a format of defense.

**DTG110 Presentation and Delivery Technology (3.0)**  
(Prerequisites: ART106 Design Fundamentals) This is a laboratory course that exposes students to various file output and delivery options. Students create single images, charts, graphs, presentation boards, small publications, electronic slide shows, and animation for specified projects using traditional and digital media.

**DTG120 Concept Drawing (3.0)**  
(Prerequisites: None) In this course, students apply drawing techniques to investigate design concepts and represent manufactured objects. One-point and two-point perspective methods are enhanced. Students use a variety of media such as pencil, ink, and markers to simulate a variety of natural and man-made materials in their drawings.

**DTG130 Material and Processes (3.0)**  
(Prerequisites: None) This course introduces students to the means, materials, and methods of basic manufacturing processes. Students consider how various raw materials are transformed by fabrication and finishing techniques into end products.

**DTG210 Computer Aided Industrial Design (3.0)**  
(Prerequisite: ID139 CAD I) In this course, students use 3-D modeling software to build models for conceptual designs. Manufacturing details are incorporated into the models considering requirements such as parting lines, draft angles, and preparation for rapid prototyping.

**DTG215 Technical Illustration I (3.0)**  
(Prerequisite: None) This is a laboratory course wherein students use traditional and digital media to depict objects, with an emphasis on industrial, mechanical, and consumer products.
DTG220 Fabrication Techniques (3.0)  
(Prerequisite: DTG 130 Materials and Processes) This is an introductory course in which students are taught the fundamentals of hand and power tool operations and applications. Various projects are assigned along with written and practical tests to verify students’ course competency.

DTG230 Computer Aided Modeling (3.0)  
(Prerequisite: DTG210 Computer Aided Industrial Design) This course builds on concepts and skills introduced in Computer Aided Industrial Design. Course material will develop digital modeling and surface techniques. Computer software will be used to visually communicate and present design concepts.

DTG240 Principles of Mechanical Engineering (3.0)  
(Prerequisite: PHYS1301 Physics) In this course, students are introduced to fundamental mechanical engineering principles that are important to the design of functional, manufacturable products. An exploration of engineering concepts will include engineering properties of materials, simple machines, principles of mechanical advantage, manufacturing tolerances, and basic structural design.

DTG250 Storyboarding and Scriptwriting (3.0)  
(Prerequisites: ART108 Observational Drawing) This course focuses on applying industry-standard storyboarding and scripting techniques to communicate effectively for various forms of media. Contents to be covered include the various purposes and formats of storyboards, the basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script.

DTG260 Interactive 3-D Visualization (3.0)  
(Prerequisite: ID139 CAD I) This course introduces simulated virtual environments. Using the principles of linear perspective, visual composition, theatrical staging, spatial sound, and lighting, students will design and construct a virtual environment, including real-time models with associated behaviors, and an interactive user interface.

DTG270 Design for Manufacturing (3.0)  
(Prerequisites: DTG130 Material and Processes, DTG220 Fabrication Techniques, DTG240 Principles of Mechanical Engineering) Students will learn about production and advanced manufacturing and processes in detail, focusing on tolerances, details, capabilities, and limitations of manufacturing, processes, and materials. Students will study the effects on product costs and viability.

DTG310 Package and Point of Sale Design (3.0)  
(Prerequisites: GD214 Typography—Hierarchy) Students learn to understand the role of packaging and point-of-sale in product protection and presentation. Students focus on the structural integrity of products, marketing objectives, and the need for unique display aesthetics.

DTG315 Technical Illustration II (3.0)  
(Prerequisite: DTG215 Technical Illustration I) This is a laboratory course wherein students use traditional and digital media to depict singular events, conditions, results, activities, and sequential processes where the emphasis is on information design, the use of graphic symbols, and visual storytelling and exposition.

DTG320 CAD for Civil Engineering (3.0)  
(Prerequisite: ID139 CAD I) This course introduces computer-aided drafting for civil engineering. Site planning, grading and drainage plans, boundary surveys, road and utility construction and detailing are presented to students in the form of design problems.

DTG330 Training and Instructional Design (3.0)  
(Prerequisite: GD214 Typography—Hierarchy) This course is a design studio where students create training and instructional documents in support of an instructional plan. The principles and practices of instructional design, learning styles, and instructional methodology are explored as students create instruction sheets, maps, process diagrams, step-by-step graphic instructions, and interactive tutorials.

DTG340 CAD for Process Piping (3.0)  
(Prerequisite: ID139 CAD I) This is a laboratory course that builds on mechanical drafting skills with an emphasis on orthographic, paraline, and auxiliary views of process plant construction, process equipment, and process piping. Pipe runs, flow controls, and rack assemblies are described using drawings, schedules, flow diagrams, control sequences, symbol conventions, and technical specifications.

DTG350 Visualization Information (3.0)  
(Prerequisite: GD214 Typography—Hierarchy) This course introduces the student to approaches to designing charts, maps, graphics, posters, signs, and other displays. In addition, students are introduced to standard software tools.

DTG410 Event Design (3.0)  
(Prerequisite: GD214 Typography—Hierarchy) Design work is developed for commercial event environments, using structural systems that reflect portability and user-interface such as museums, trade shows, interactive kiosks, or themed environments. Concepts, working drawings, and presentation will address business and marketing criteria.

DTG420 Special Topics: Industrial Design (3.0)  
(Prerequisite: ID322 3-D Digital Rendering) This course explores the various techniques used to create 3-D computer-generated animation. Specific animation features and functions of the given software will be discussed and applied to the production of a 3-D computer-generated animation. Emphasis will be given on the creation of a short animated piece focusing on Industrial Design.

DTG440 Consumer Product Design (3.0)  
(Prerequisites: GD214 Typography Hierarchy) This course is an advance study of product design and processes. Students learn product development and teamwork processes, and focus on developing and completing a model or prototype.

DTG450 Portfolio Preparation (3.0)  
(Prerequisite: CD400 Career Development) This course prepares students for the transition to the professional world. This course will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually or with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.

DTG460 Portfolio (3.0)  
(Prerequisite: DTG450 Portfolio Preparation) This course focuses on the completion of the portfolio. Your final portfolio should focus on your individual strengths. This work should reflect your uniqueness and your ability to meet demanding industry standards.

ENGL1301 English Composition (4.0)  
(Prerequisites: College English Competency) This course emphasizes the principles and techniques of textual interpretation, textual analysis, written composition, and critical thinking.

ENGL1302 Introduction to Literature (4.0)  
(Prerequisite: ENGL1301 English Composition) Through advanced critical reading and analysis of imaginative forms of writing, students gain insight into the richness of language resources and learn to write well developed critical essays that effectively communicate the writer’s viewpoints. Readings include fiction, poetry, and drama.
ENGL2307 Creative Writing (4.0)
[Prerequisite: ENGL1301 English Composition] This course is designed to teach students the principles and techniques of writing for individual expression, emphasizing the genre of poetry and forms within that genre.

ENGL2311 Business Writing for Professionals (4.0)
[Prerequisite: ENGL1301 English Composition] This course emphasizes the principles and techniques of writing for the common business environment. Every day writing formats and deliverables are examined and practiced. Specific emphasis is placed on thoroughness and completeness of all materials produced.

ENGL3511 Literature and Film Analysis (4.0)
[Prerequisite: ENGL1301 English Composition] This course emphasizes the principles and techniques of thematic interpretation, textual analysis, written composition, and critical thinking. Five famous written stories and novels will be read and examined. Each will be closely compared to the five films made from those original sources. Contrast and comparison of the stories and films will yield analysis, synthesis, and evaluation in written form, and be supported by research and documentation of sources. Historical trends in filmmaking will be examined.

ENVR1401 Environmental Science (4.0)
[Prerequisites: none] This is a general interest course that relates scientific knowledge to problems involving energy and the environment.

FB325 Merchandising for Food Services (3.0)
[Prerequisites: none] This course will focus on the study of visual merchandising in varied foodservice settings. Students will apply merchandising theory, principles, and practices to solve industry case studies and emerging trends. Merchandising formats will consist of traditional, nontraditional, and virtual. Upon successful completion of the course, the student should be able to define visual merchandising, explain how customers process visual merchandising messages, describe how retailers communicate through visual images, identify why visual merchandising efforts increase sales, explain how visual merchandising efforts support foodservice trends, utilize case studies to increase problem solving skills, explore visual merchandising strategies on the Internet, and develop a visual merchandising concept.

FB335 Sales and Public Relations (3.0)
[Prerequisites: none] This course will focus on the sales function in varied hospitality settings. The relationship of sales to marketing will be explored, and the process involved in making a successful sales call will be emphasized. The role of a successful public relations plan will also be examined, as well as the benefits of favorable public impression on the hospitality operation.

FB340 Beverage Purchasing, and Inventory Control and Menu Authoring (3.0)
[Prerequisites: none] In this course, students acquire an understanding of the planning and control processes in the beverage industry. Principles covered include purchasing procedures for beverage operations, the culture between purveyor and client, tailoring buying decisions based on concept, pricing negotiations, and payment terms. The basics of inventory management, including manual and automated loss prevention measures, will be given particular focus.

FB345 Club Operations Management (3.0)
[Prerequisites: none] This course is designed to give students a foundational understanding of the organization and management of various types of private clubs including city, country, and other recreational and social clubs. It will provide students with exposure to the unique sensitivities required in managing and operating in the club management market.

FB350 Etiquette of Professional Service (3.0)
[Prerequisites: none] This course is designed to teach students appropriate professional business etiquette necessary for success in the food and beverage segment of the hospitality industry. The ability to respond confidently to most social and business situations will be addressed beginning with introduction of oneself, as well as introducing others. The importance of food and beverage operational functions such as table settings, written communications, stationery, gifts, cards, determination of who is the host, and the consideration of time and setting priorities will all be discussed in detail. Additionally, the key aspects of business etiquette, business dress, and the history of good manners will be discussed in a manner that is reflective of early citations of accepted codes of conduct then moving forward to the increasing informality we experience today.

FB470 New World Wines and Emerging Regions (3.0)
[Prerequisites: CUL460 Exploring Wines and the Culinary Arts] This class provides comprehensive information pertaining to the New World's wine regions and the varietals, vineyard conditions, and cellar practices essential to their production. Economic, political, and sociological conditions, as well as historical context are explored. Particular attention will be given to developing the student's skills with wine selection and food pairing.

FD101 Survey of the Fashion Industry (3.0)
[Prerequisites: none] This course provides an overview of the fashion industry, examining how garments are designed, created, produced, and marketed.

FD161 Fundamentals of Patternmaking (3.0)
[Prerequisites: none] This course is an introduction to the principles of patternmaking. Working from the flat pattern, students will draft basic blocks, and make patterns and muslins.

FD213 Intermediate Construction (3.0)
[Prerequisite: FRM211 Apparel Evaluation and Construction] Students will apply intermediate and industrial construction techniques to further refine construction skills.

FD215 Advanced Construction (3.0)
[Prerequisite: FD213 Intermediate Construction] This course applies advanced construction techniques to a structured garment.

FD217 Draping (3.0)
[Prerequisite: FD215 Advanced Construction] This course is an introduction to the principles and techniques of draping. Proportion, line, grain, and fit are analyzed.

FD219 Fit Analysis (3.0)
[Prerequisite: FD217 Draping] This course focuses on principles and techniques for fitting garments on a body and translating changes back to a flat pattern.

FD262 Intermediate Patternmaking (3.0)
[Prerequisite: FD161 Fundamentals of Patternmaking] Flat pattern techniques are considered in accordance with garment trade practices. Emphasis will be on the manipulation of patterns for more complex designs.

FD264 Technical Drawing (3.0)
[Prerequisite: FRM131 Fashion Drawing] This course focuses on the development of presentation boards and technical illustrations manually and by computer-aided design technology.

FD266 Advanced Fashion Illustration (3.0)
[Prerequisite: FD 264 Technical Drawing] Students learn advanced drawing techniques for rendering the fashion figure, utilizing a variety of media to render garment and fabric types.
FD280 Applied Textiles (3.0)
(Prerequisite: FRM130 Textiles) This course develops textiles for manufacturers through the use of industry-standard design software. Students create complete boards, catalogs, and swatches.

FD285 Research & Sourcing Fundamentals (3.0)
(Prerequisite: FRM320 Trends and Concepts in Apparel) This course considers manufacturing sources and costs that affect production of a garment. Students conduct in-depth research to analyze the financial viability of their choices.

FD321 Advanced Sewing Techniques (3.0)
(Prerequisite: FD219 Fit Analysis) Students learn couture sewing and patternmaking techniques. Considerations include fitting, fabric selection, proper cutting techniques, and inner construction methods.

FD323 Surface Design (3.0)
(Prerequisites: none) The design applications of colors, prints, and motifs on a variety of fabrications are considered.

FD340 Concept Development (3.0)
(Prerequisite: FRM320 Trends and Concepts in Apparel) Design principles are applied to the creation of marketable concepts and designs derived from research and practices within the fashion industry.

FD342 Advanced Concept Development (3.0)
(Prerequisite: FD340 Concept Development) Students learn advanced design processes and presentation skills, utilizing computer-aided design technology.

FD344 Digital Textile Design (3.0)
(Prerequisites: none) Students use pixel- and vector-based software to explore applied and structural techniques for textile print design and fabric development.

FD350 Design Studio Menswear (3.0)
(Prerequisites: none) Students design and construct apparel for the men’s market.

FD370 Specialized Patternmaking (3.0)
(Prerequisite: FD262 Intermediate Patternmaking) The course explores patternmaking and construction techniques for stretch fabrics.

FD372 Computer Patternmaking (3.0)
(Prerequisite: FD370 Specialized Patternmaking) The course entertains patternmaking utilizing industry-standard software.

FD374 Computer Production Systems (3.0)
(Prerequisites: FD344 Digital Textile Design, FD372 Computer Patternmaking) This course is concerned with the industrial application of patternmaking, including revising style lines, grading, and creating production-ready patterns and marker making.

FD380 Technical Design (3.0)
(Prerequisites: FD321 Advanced Sewing Techniques, FD342 Advanced Concept Development, FD370 Specialized Patternmaking) Students produce a computer-generated production package consisting of costing analysis, size specification, construction standards, materials and production methods, and front and back flats.

FD425 Senior Collection Concept (3.0)

FD427 Senior Collection Technical (3.0)
(Prerequisite: FD425 Senior Collection Concept) Students complete the technical drawings, specifications, patternmaking, and fit of their senior collections.

FD429 Senior Collection Production (3.0)
(Prerequisite: FD427 Senior Collection Technical) This course is the final development phase of collection, including specification package. The emphasis is on finish construction and the presentation of an original line.

FD450 Design Studio Women’s Wear (3.0)
(Prerequisites: none) Students design and construct apparel for the women’s market.

FD455 Fashion Entrepreneurship (3.0)
(Prerequisites: none) The course takes up business plan development for the opening of a fashion business. The plan will include market research, financial planning, staffing, pricing, and promotional strategies.

FD470 Applied Product Development (3.0)
(Prerequisite: FD374 Computer Production Systems) Students simulate product development processes from concept to consumer within a group setting.

FD480 Portfolio Preparation (3.0)
(Prerequisites: FD425 Senior Collection Concept and FD470 Applied Product Development) This course prepares students for the transition to the professional world. It will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.

FD490 Portfolio (3.0)
(Prerequisite: FD480 Portfolio Preparation) This course focuses on the completion of the portfolio. The final portfolio will showcase the individual’s strengths and demonstrate the student’s ability to meet demanding industry standards.

FREN1401 INTRODUCTION TO FRENCH (4.0)
(Prerequisites: none) This course is designed to introduce students to the French language and culture. Instruction will focus on preparing students to communicate in our expanding multi-lingual society.

FRM110 Introduction to Retailing (3.0)
(Prerequisites: none) Students will be introduced to all major retailing topics involving both large and small retailers, brick and mortar retailers and their combinations, and direct marketers. Topics to be discussed will include consumer behavior, information systems, store locations, operations, human resource management, customer communications, computerization, and integrating and controlling the retail strategy in the twenty-first century. Careers in retailing will also be discussed.

FRM111 Fashion History I (3.0)
(Prerequisites: none) Students study the development of clothing from the earliest time to the Renaissance, and the silhouette reflected through the eyes of the designer.

FRM121 Fashion History II (3.0)
(Prerequisite: none) Students study evolution of garments and accessories from the French Revolution to the present.
FRM130 Textiles (3.0)  
(Prerequisites: none) Explores the nature of man-made and natural fibers, their product uses, and characteristics. Content includes discussion of yarns, fabrics, finishes, design methods, aesthetic application, and ordering specifications.

FRM131 Fashion Drawing (3.0)  
(Prerequisites: none) The goal of this course is to provide fashion-drawing experience to Fashion and Retail Management students. The students will experiment with different media and techniques. This will enable the student to express fashion ideas in a professional way.

FRM132 Retail Math (3.0)  
(Prerequisite: placement testing or FOM091B Fundamentals of Mathematics) This course provides an understanding of the various mathematical tools used by retailers to evaluate performance. Students calculate, analyze, and interpret financial concepts associated with accounting from a merchandising perspective.

FRM210 Sales and Event Promotion (3.0)  
(Prerequisites: none) This course is a workshop in which students design and prepare a sales and promotion package. The instructor acts as a facilitator and guide to ensure that upon completion of this course, students will have thoroughly explored the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales.

FRM211 Apparel Evaluation and Construction (3.0)  
(Prerequisites: none) This course is designed for fashion marketing students to evaluate the equation between quality and cost in garments. Students will be able to identify and analyze quality of trims, fabrics, and construction in relationship to price point. Included will be women’s sportswear, children’s wear, and men’s wear in a range of price points from high end to discount.

FRM220 Elements of Retail Operations and Technology (3.0)  
(Prerequisite: FRM210 Sales and Event Promotion) The course develops the student's understanding of operational objectives in a retail structure. An emphasis will be placed on planning, control, profitability, and staffing in a retail environment. The use of technology in the industry and the responsibilities of retail executives will be examined as well. Also career opportunities and ethical behavior of those individuals who choose to enter the retail world. Students will become familiar with merchandise accounting as it relates to the various retail formats.

FRM225 Consumer Behavior (3.0)  
(Prerequisites: none) This course examines the cultural, social, and individual variables involved in consumer behavior. It also reviews how they are incorporated into buyer decision processes and marketing practices.

FRM230 Merchandise Management (3.0)  
(Prerequisite: FRM211 Apparel Evaluation and Construction) Students study the categorization of stores, organizational components, and the characteristics of various wholesale and retail markets. They will explore the Private Label and Brand Name businesses, develop customer profiles and look at franchising as a means of entering the retail world. Students will become familiar with merchandise accounting as it relates to the various retail formats.

FRM232 Store Planning and Lease Management (3.0)  
(Prerequisites: FRM220 Elements of Retail Operations and Technology) Students explore and learn the elements that combine to make a successful store layout, traffic patterns, furnishings, fixtures, and security.

FRM233 Business Ownership I (3.0)  
(Prerequisite: 75 credits successfully completed in the Fashion & Retail Management program) Students plan the foundation for opening and management of a small store: sales, budgets, market research, and staffing. This course is a workshop in which students design and prepare the beginning business plans necessary to open a retail store. The instructor acts as facilitator and advisor to the student, but all decisions and choices will be made solely by the student. Upon completion of the course, the student will have a foundation for a business plan that can be developed into a model for actually opening a business. Final preparation of the plan will be completed in FRM313 Business Ownership II.

FRM235 Brand Marketing (3.0)  
(Prerequisites: none) Branding became a buzzword in 1990s advertising and marketing, but this process has evolved into a powerful way to organize and utilize an understanding of consumer needs and motivations in a changing marketplace. As the retail environment changes, marketing people can rely less on the traditional tools of print and broadcast media. Marketing strategists need to learn how to create an identity for their products and services and how to use that identity to support sales. This course is an introduction to the essential concepts and skills of brand marketing.

FRM310 Introduction to Manufacturing (3.0)  
(Prerequisites: none) Overview of the fashion industries, including the terminology of fashion and an explanation of the three levels of the industry: design, production and sales. Careers and the organization, structure, and problems of the garment industry are studied.

FRM311 Business Law (3.0)  
(Prerequisite: ENGL1301 English Composition) This course gives an overview of basic legal principles related to starting and conducting a business. Topics include legal systems, litigation, dispute resolution, and contracts. The protection of intellectual property, including patents, copyrights, trademarks, and service marks are emphasized.

FRM313 Business Ownership II (3.0)  
(Prerequisite: FRM233 Business Ownership I) Students complete the planning of a small retail store: financing, budgets, market research, and inventory. This course is a final workshop in which students design and prepare all business plans necessary to open a retail store. Students will base all plans for this course on initial sales plans completed in FRM233 Business Ownership I. The instructor acts as facilitator and advisor to the student, but all decisions and choices will be made solely by the student. Upon completion of the course, the student will have a comprehensive business plan that can be used as a model for actually opening a business sometime in the future and can be used as a portfolio piece to show prospective employers.
FRM320 Trends and Concepts in Apparel (3.0)
(Prerequisite: FRM211 Apparel Evaluation and Construction or FD211 Fundamentals of Construction) The course is a comprehensive study of cultural and social issues that affect fashion and the emergence of trends. Students will analyze the meanings and importance of clothing and apply these concepts to contemporary society.

FRM330 Product Development (3.0)
(Prerequisite: RS321 Fundamentals of Marketing) In this course, students will review design concepts and technology and the development of merchandising in the modern market; analyze target markets; and source, cost, and develop a product for that market in presentation form including a prototype.

FRM334 Special Topics in Fashion Retail Management (3.0)
(Prerequisite: FRM320 Trends and Concepts in Apparel) This course is designed to give students an opportunity for in-depth study of a current topic in fashion and retail management. Students will learn through lecture, field trips, hands-on experience, and experimentation, and will create a final project in this specific area.

FRM400 Media Planning and Buying (3.0)
(Prerequisites: none) Media as part of a delivery channel for a marketing message will be the focus of this course. Topics include media as critical to the fulfillment of the overall marketing strategy, cost-effectiveness, and alternative and new media.

FRM410 International Marketing and Buying (3.0)
(Prerequisite: RS321 Fundamentals of Marketing) Students will gain an understanding of global marketing opportunities, problems, and strategies that impact the international environment. In addition, students will become knowledgeable about international marketing concepts, cross-cultural sensitivities, political and legal influences, and economic considerations and how these concepts relate to decision-making in an international environment.

FRM420 Web Marketing for Fashion and Retail Management (3.0)
(Prerequisite: IMD131 Introduction to Scripting Languages) This course focuses primarily on marketing on the Web, addressing the elements and requirements of information distribution, advertising, or sales in this new medium. The content of the course includes an overview of major online services, portals, and developing content aggregators. Students learn how to modify traditional marketing theories and strategies, as well as the demands and opportunities unique to the Web. One of these opportunities receives special attention: using server push or other push technologies to develop “shows” or “magazines” online.

FRM431 Fashion Capstone (3.0)
(Prerequisite: 160 credits successfully completed in the Fashion & Retail Management program) Students plan the opening and management of a traditional business: financing, budgets, market research, inventory, and staffing. This course is a workshop in which students design and prepare all business plans necessary to open a traditional retail business. The instructor acts as facilitator and advisor, but all decisions and choices will be made solely by the student. Upon completion of the course, the student will have a comprehensive business plan that can be used as a model for actually opening a business sometime in the future and can be used as a portfolio to show prospective employers.

FRM439 Internship (3.0)
(Prerequisite: 150 credits successfully completed in the Fashion & Retail Management program) Students are given the opportunity to practice the skills and knowledge they have learned in a real-world situation by working in an approved industry internship site.

GAD100 Introduction to Game Development (3.0)
(Prerequisites: none) This course introduces students to the game industries. It will focus on entry-level employment opportunities and responsibilities, career paths, industry products, and their characteristics. The course will also expose students to the processes through which games are developed.

GAD110 Interactive Story Telling (3.0)
(Prerequisites: ENGL1301 English Composition) This course will focus on the aspects of interactive and multi-threaded storytelling. Narrative scripting techniques will also be taught. Scripts will be developed with an emphasis on characterization, plot, target audience, messages, and script format.

GAD130 Game Design and Game Play (3.0)
(Prerequisites: none) A well-designed game is an integration of artistic and technological components that must have a clearly defined goal, set of game criteria, and rules for game play. Students learn the fundamentals of what makes a game enjoyable, playable, challenging, and marketable by creating a game document.

GAD235 Texture Mapping for Games (3.0)
(Prerequisites: CA230 3D Modeling) In this class students will be introduced to the process of creating and working with textures for the game genre. Advanced image manipulation techniques will be learned and applied here. Introduction to a shading network as it applies in a 3D software package will be explored.

GAD240 Material and Lighting (3.0)
(Prerequisites: CA230 3D Modeling) In this class, students will be introduced to materials, textures, and lighting strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real-world surfaces and textures.

GAD255 Interior Spaces and Worlds (3.0)
(Prerequisites: GAD240 Material and Lighting) Most levels of popular games are designed as building interiors and contain characteristics common to interior design layouts. This course provides the opportunity for students to create architectural interiors representing houses, buildings, and entire worlds in which to place animation and game characters.

GAD275 Character and Game Modeling (3.0)
(Prerequisites: CA270 Hard Surfaces and Organic Modeling) Real-time 3D animation requires a thorough understanding and ability to create scenes and characters in such a way as to minimize the time it takes for a computer to redraw the scene as it moves in a game. Students will learn level detail creation techniques using industry-standard 3D modeling software and computers.

GAD300 Level Design (3.0)
(Prerequisites: GAD255 Interior Spaces and Worlds) Using learned concepts from the game design and game play course, students analyze and extract level design needs. Students begin the process of determining the basic design elements and assets necessary to create a level.

GAD310 Lighting and Texture (3.0)
(Prerequisites: GAD235 Texture Mapping for Games, GAD240 Material and Lighting) In this course, students will continue to develop lighting and texturing skills for Game Art & Design and carry out professional-quality lighting and texturing projects to be used for their portfolio.

GAD315 Programming for Artists (3.0)
(Prerequisites: MATH1310 College Mathematics) This course introduces basic scripting to extend the capabilities of the artist working in media applications. Students will be introduced to data structures, constructs, classes, and high-level scripting languages. A functional application relating to their field of study will be produced utilizing a scripting language.
GAD320 Advanced Level Design (3.0)
(Prerequisites: GAD300 Level Design) Create playable levels using an industry-standard level editor and tools. Emphasis is on implementation of the design and assets. Building on abilities gained in the GAD 300 Level Design course, students will create more intricate design elements.

GAD325 Game Prototyping (3.0)
(Prerequisites: GAD300 Level Design) In this course, students will perform as members of a pre-determined team to create a game level within an existing engine. Students will implement a pre-existing design determined by the teacher to create the game environment.

GAD330 Project Management for Game Art & Design (3.0)
(Prerequisites: GAD255 Interior Spaces and Worlds) A specialized project management course for Game Art & Design. Students learn to organize personnel, equipment, and a variety of other media assets for production purposes. Emphasis is placed upon skills and techniques for goal-setting, strategic planning, organization, communication, risk management, efficiency, and cost effectiveness. Legal aspects of the game production business are also covered.

GAD335 Sound Design for Games (3.0)
(Prerequisites: GAD325 Game Prototyping) In this course, the student studies sound characteristics of digital games and explores the various methods for creating and adapting audio effects. Basic principles of acoustics, voice recording, music selection and editing and digital audio processes will be covered. Various sound design techniques within a gaming context and principles of audio fidelity, format conversion, and compression will be introduced. The student will create and assemble audio assets for a targeted project.

GAD340 Advanced Game Prototyping (3.0)
(Prerequisites: GAD325 Gam Prototyping) In this course, students will perform as members of a pre-determined team to create a game level within an existing engine. Students will continue to develop a project that began in the GAD 325 Game Prototyping class by a different team of students. Final will be complete delivery of project through a presentation and use of marketing materials.

GAD345 Interface Design (3.0)
(Prerequisites: GAD300 Level Design) This course focuses on the nature and principles of interface design. Students will learn the functions of flowcharting, linking, branching, and the basic principles of interactivities between action and response. Students will develop a concept, produce a flowchart, and complete the design of an interface using principles of design aesthetics and usability.

GAD350 Game Animation (3.0)
(Prerequisites: GA265 3D Animation) This class explores game specific animation and how it is applied in real-time environments. It looks at creative solutions to handling constraints unique to individual game engines.

GAD400 Team Production Planning (3.0)
(Prerequisites: GAD340 Advanced Game Prototyping) During the course, students research a Game Art & Design topic and begin the preproduction process for their team projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results.

GAD405 Advanced 3D Animation (3.0)
(Prerequisites: GAD350 Game Animation) This course is the culmination of all modeling and animation courses. Students will create work based on understanding of modeling, animation and rigging.

GAD410 Team Production I (3.0)
(Prerequisites: GAD400 Team Production Planning) This course will build upon the GAD400 Team Production Planning course. Students will either select or accept a specific role on the production team and, acting in a timely and professional capacity, ensure that the game project is completed. Students will create and refine the game production document, level designs, basic 2D art, and 3D models to be combined into a playable game demo in GAD420 Team Production II.

GAD415 3D Scripting (3.0)
(Prerequisites: GAD405 Advanced 3D Animation) This course applies scripting skills to a 3D engine in order to extend the capabilities of the artist in creating a prototype game or demonstration. Students will implement scripts to incorporate interface elements, alter in-game assets, and manipulate the in-game camera.

GAD420 Team Production II (3.0)
(Prerequisites: GAD410 Team Production I) This is a team production course. Under the guidance of an instructor, students will continue to work in teams and complete the game project started in GAD410 Team Production I.

GAD425 Portfolio I (3.0)
(Prerequisites: GAD320 Advanced Level Design) This course will focus on the refinement of previous work into a comprehensive collection representative of Game Art & Design skills. Emphasis will be on development, design, craftsmanship, and presentation. This course begins the process of examining the student’s strengths and building upon them to produce a marketable portfolio.

GAD430 Portfolio II (3.0)
(Prerequisites: GAD425 Portfolio I) This course focuses on the completion of a student’s portfolio and enables the student to begin their career search. Students will present work for the portfolio, and will review and determine the quality of the work and make any enhancements necessary. The student will also complete several targeted, professional résumés and an extensive job search.

GD101 Digital Illustration I (3.0)
(Prerequisites: none) This course advances the students’ understanding of the computer as an artist tool. Building on previous courses in drawing, concept development, and introductory computer-aided design, students will be asked to generate a number of expressive solutions that address specific illustrative problems, both technical and creative. As part of this course, students will be given the opportunity to develop their digital illustration skills by exploring numerous tools and techniques to obtain desired results.

GD111 Typography—Traditional (3.0)
(Prerequisite: None) This course is an introduction to lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space and the relationship between the appearance and readability of letterforms are also studied. Students will work in a traditional context of hand-rendering type and also be introduced to contemporary typesetting technology.

GD114 Concept Design (3.0)
(Prerequisite: ART106 Design Fundamentals) This course emphasizes the conceptualization process of design and its function in solving given problems. The student uses creative problem-solving and research techniques; specifically, problem identification, analysis, thumbnail development, brainstorming, and idea refinement.

GD200 Design History (3.0)
(Prerequisites: none) Examines the places, people, events, historical and cultural factors, and technological innovations that have influenced the development of graphic design as practiced in the 21st Century.
GD204 Layout Design (3.0)
(Prerequisites: GD111 Typography—Traditional and ART109 Image Manipulation) This class will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from roughs to comprehensives, layout, and the use of grid systems for multi-component layouts.

GD205 Digital Imaging II (3.0)
(Prerequisites: ART109 Image Manipulation) This course builds upon the Image Manipulation class to integrate raster and vector graphics with concerns for varied formats, including Web and print graphics. Students will create visual messages and focused visual statements and gain an understanding of the differences in Web and print graphics.

GD207 Advanced Image Manipulation (3.0)
(Prerequisite: ART109 Image Manipulation) This course builds upon the ART109 Image Manipulation course to integrate raster and vector graphics with concerns for varied formats, including Web and print graphics. Upon successful completion of the course, the student will demonstrate advanced research, conceptual development, and execution through the use of industry-standard raster-image software.

GD212 Digital Photography for Designers (3.0)
(Prerequisite: ART109 Image Manipulation) This course introduces students to the fundamental terminology, concepts, and techniques of digital photography. It focuses on the principles of using color, composition, lighting, and other techniques for overall thematic and visual effects of photographic images.

GD214 Typography—Hierarchy (3.0)
(Prerequisite: GD111 Typography—Traditional or expressed permission by program director) This course is a continuation of the study of traditional typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchical skills.

GD216 Digital Layout (3.0)
(Prerequisite: GD204 Layout Design, GD212 Digital Photography for Designers) This course will explore 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 photographs, illustrations, and display and text type will be developed using page composition software.

GD217 Typography—Expressive & Experimental (3.0)
(Prerequisites: GD212 Digital Photography for Designers, GD214 Typography—Hierarchy) Emphasis is placed on the expressive potential of typography. How the form of the written word(s) affects the meaning is studied experimentally. The emphasis is on design elements and their application to historical, psychological, and artistic interpretation executed with digital tools.

GD218 Print Production (3.0)
(Prerequisite: GD204 Layout Design) This course prepares students in the electronic preparation of simple designs. Image reproduction, color specification, file preparation procedures, and binding and finishing techniques will be explored. Discussion of various printing processes and paper selections are covered in this class.

GD219 Graphic Symbolism (3.0)
(Prerequisite: ART106 Design Fundamentals) This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images.

GD220 Digital Grid Systems (3.0)
(Prerequisites: GD204 Layout Design, GD212 Digital Photography for Designers, and GD214 Typography—Hierarchy) This advanced layout course enhances and reflects skills developed in fundamental design courses. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Portfolio-quality projects will be developed as part of this process.

GD224 Corporate Identity (3.0)
(Prerequisites: GD204 Layout Design and GD219 Graphic Symbolism) The role of communication design in creating comprehensive corporate identity systems is the focus of this course. An analysis of corporate objectives and practical applications will be the basis for developing a structured corporate identity system, including logo design, color, symbols, and branding. Other business collateral may also apply (stationery, business cards, signage and packaging vehicles). Students will study and analyze effective corporate identity systems through case studies. Project solutions will require innovative thinking and alternative design approaches with creative, intense use of otherwise traditional media output.

GD226 Conceptual Imagery (3.0)
(Prerequisites: GD101 Digital Illustration I, GD212 Digital Photography for Designers) This course concentrates on image concepts, content, symbolism, and narrative potential for advanced portfolio applications and provocative expression. Students will develop the techniques and abilities to create personal, conceptual, and experimental imagery to enhance design projects while increasing their flexibility as artists and designers. Issues of style, consistency, content, and presentation will help students develop a wider range of communication resources.

GD227 Digital Pre-Press (3.0)
(Prerequisites: GD204 Layout Design, GD212 Digital Photography for Designers, and GD181 Print Production) Students complete multiple-page electronic pre-press documents that include scanned and edited images, object-defined graphics and text through the integration of a variety of file types. The place of electronic page make-up in modern print production is studied.

GD314 Environmental Design (3.0)
(Prerequisite: GD216 Digital Layout) Students will study a range of examples of exhibition/environmental design measured against conventions of 2D display/information systems. Conventions of two-dimensional graphic design such as typography, layout, image use, and visual hierarchy will be expanded into the three-dimensional environment. Elements such as scale, light, color, typography, viewer placement, conceptual sketching, 3D model building, and various computer programs will be used to present and define the chosen message.

GD314 Collateral Design (3.0)
(Prerequisites: GD204 Layout Design and GD224 Corporate Identity) This course introduces the role of graphic design in collateral materials with a focus on brochures, posters, point-of-sale materials, direct mail pieces, sales promotion materials, etc. The process of developing unified collateral materials involving multiple presentations will be emphasized.

GD316 Introduction to Web (3.0)
(Prerequisite: GD216 Digital Layout) This course introduces some of the techniques, tools, and technologies associated with web development. By identifying, interpreting, and implementing the roles and responsibilities of the web industry team members, students will define, design and develop an HTML-based website using standard authoring tools.
GD317 Web Scripting (3.0)
(Prerequisite: GD 316 Introduction to Web) Students integrate design skills with the basic computer language skills (HTML) required in order to create web pages. Emphasis is balanced between the design and technical elements of web page design and production.

GD321 Portfolio I (3.0)
(Prerequisites: GD217 Typography—Expressive & Experimental, GD314 Collateral Design, and GD331 Publication Design) This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and develop them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources, and portfolio development strategies.

GD324 Package Design (3.0)
(Prerequisite: GD216 Digital Layout) Exploration of the design process in package design and the challenges of adapting 2D designs to 3D forms, both simple and complex. Projects will explore materials, structure, aesthetics, production methods, marketing objectives, and budgetary constraints.

GD330 Publication Design (3.0)
(Prerequisites: GD216 Digital Layout or expressed permission by program director) This class will focus on creating a publication, hierarchy, grid, page sequence, and spreads. The publication will be typographically oriented with a combination of images, color and texture, as well as a typographical relationship to the subject of the publication.

GD335 Portfolio (Associate Level) (3.0)
(Prerequisites: none) This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, production, craftsmanship, and other skills as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development, and presentation strategies.

GD402 Design Team (3.0)
(Prerequisite: GD314 Collateral Design may be taken concurrently) This is a special projects course in which students will utilize their knowledge of design, typography, and production skills to execute various design projects. Students also apply communication, teamwork, and organizational skills. The students work cooperatively to achieve a common goal, similar to industry experience.

GD409 Sustainable Design Issues and Topics (3.0)
(Prerequisites: GD216 Digital Layout and GD226 Conceptual Imagiery) This course will address the fundamental issues of sustainable design and introduce a broad range of frameworks and concepts for tackling the fundamental changes that are required in how a company approaches design and manufacturing. Drawing from a wide range of sources and case studies, we will discuss the key issues framing sustainable design, how it can be initiated in an organization, and how it impacts choices of product planning, production partners, brand and marketing.

GD414 Web Layout (3.0)
(Prerequisite: GD317 Web Scripting) This course focuses on graphical user interface design as it relates to the Internet, handheld devices, kiosks and other digital media. Parameters relating to certain technical specifications will mediate the design process. Students will also employ principles of user experience design appropriate for the client and target audiences.

GD415 Web Animation (3.0)
(Prerequisite: GD414 Web Layout) This course investigates the use of animation in the development of interactive, as well as non-interactive, digital media art. The class will emphasize the mechanics of 2-D animation with audio and interactivity. Focused consideration of the Internet will be conducted by emphasizing related parameters and protocols.

GD416 Media Business Law (3.0)
(Prerequisites: none) This course covers the multiple facets of media business law. Topics include: an overview of the legal system, contracts, personal property, intellectual property, copyright, and additional legal and ethical business issues as it impacts media and design professionals.

GD417 Senior Project (3.0)
(Prerequisite: GD224 Corporate Identity, CD400 Career Development, or expressed permission by program director) Students will develop an independent project. Developing a long-term assignment and extending the skills learned in previous studio classes are emphasized.

GD420 Portfolio II (3.0)
(Prerequisite: GD417 Senior Project) This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, production, craftsmanship, and other skills as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development, and presentation strategies.

GD421 E-Portfolio (3.0)
(Prerequisite: GD415 Web Animation, or expressed permission by program director) This course will guide students through the process of compiling their work into a final interactive portfolio. This course will also stress the importance of professional development and help the student obtain the necessary completion of the initial job search requirements.

GD430 Art Direction (3.0)
(Prerequisite: None) This course will examine the role of the art director in producing multi-faceted design projects. Working in teams, students will coordinate their creative efforts, from concept to finished output. By encouraging a team approach, the course will further enhance students’ leadership, communications, and negotiation skills.

GD435 Graphic Design Studio (3.0)
(Prerequisite: GD216 Digital Layout) This course provides an in-depth evaluation of projects to be utilized in each student’s professional portfolio. Portfolio materials will be evaluated, refined, and finalized. The student also has an opportunity to do individualized research on a topic that is of particular interest to their area of study.

GD470 Graphic Design Capstone (3.0)
(Prerequisites: GD224 Corporate Identity) This course presents a comprehensive understanding of students’ academic experience. Proficiency will be demonstrated in both studio and general education courses through a written, oral, and visual presentation.
GWDA101 Applications and Industry (3.0)  
(Prerequisites: none) Web design and graphic design applications, tools, and industry practices. Includes file management practices, basics of markup language and styling. Introduction to illustration and image manipulation software relevant to the web design and graphic design industries.

GWDA102 Rapid Visualization (3.0)  
(Prerequisites: none) This course introduces the philosophy behind illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. It also highlights the uses of illustration in the graphic design and advertising industries. Assignments will focus on black and white and color techniques, using contrast, values, composition and function.

GWDA105 Concept Design (3.0)  
(Prerequisites: GD/111 Introduction to Layout Design) This course will emphasize the conceptualization process of design and its function in solving given problems. The student will use creative problem solving and research techniques, specifically: problem identification, analysis, brainstorming and idea refinement.

GWDA111 Introduction to Layout Design (3.0)  
(Prerequisites: GD/111 Typography – Traditional, ART 109 Image Manipulation) This class will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from thumbnails to comprehensives, layout, and the use of grid systems for multi-component layouts.

GWDA122 Typography - Hierarchy (3.0)  
(Prerequisites: GD/111 Typography – Traditional) This course is a continuation of the study of traditional typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills.

GWDA123 Programming Logic (3.0)  
(Prerequisites: none) Students acquire basic programming skills needed to design, develop, and produce practical applications with a specific scripting or programming language. The course addresses sound programming practices, structured logic, and object-oriented concepts, including methods, properties, events, and handlers.

GWDA132 Information Architecture (3.0)  
(Prerequisites: GWDA223 Intermediate Web Page Scripting) An introduction to the concepts and processes of planning interactive projects that solve business and user needs. Students research users, goals, competition, and content, and develop the navigation structure, process flow, layouts and labeling systems that best address these needs. They prepare and present a professional information architecture proposal.

GWDA201 Audio and Video (3.0)  
(Prerequisites: none) Students will develop editing skills while communicating messages and telling stories through the introduction of various media and technology. Examining the latest advances in audio and video, computer graphics, special effects, editing, and the important role these new technologies play in digital video production will be employed.

GWDA202 Interface Design (3.0)  
(Prerequisites: GD/111 Typography – Traditional) An exploration of the synthesis of visual and information design principles. This course will examine the conceptual and practical design of interfaces. Students discuss interface design heuristics and user interface patterns and explain their importance. The components of the interface design process such as sketches, mood boards, wireframes, visual comprehensives, and prototypes are executed.

GWDA203 Pre-Press Production (3.0)  
(Prerequisites: GWDA222 Intermediate Layout Design) This course prepares students in the electronic preparation of simple designs. Image reproduction, color specification, file preparation procedures, and binding and finishing techniques will be explored. Discussion of various printing processes and paper selections are covered in this class.

GWDA205 Desktop Video (3.0)  
(Prerequisites: GWDA201 Audio and Video) Students will demonstrate knowledge of editing using nonlinear editing software and hardware in a computer lab. Students will produce and edit video and audio using digital desktop video techniques.

GWDA207 Design History (3.0)  
(Prerequisites: none) This course examines the influences of societal trends, historical events, technological developments and the fine arts on contemporary graphic design, illustration, typographic design, architectural design, photography and fashion design trends in general. Through lectures, supplied visual examples, independent research and design assignments, the student's study a variety of major design influences. The students also study how to research and utilize a wide variety of design styles.

GWDA209 Graphic Design Portfolio I (3.0)  
(Prerequisites: GD/282 Collateral Design, GD/312 Publication Design) This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.

GWDA210 Web Portfolio I (3.0)  
(Prerequisites: GD/413 Design Team: Production) This course will focus on the refinement of previous work into a comprehensive collection representative of Web Design skills. Emphasis will be on development, design, craftsmanship, and presentation. This course begins the process of examining the student's strengths and building upon them to produce a marketable portfolio.

GWDA212 Typography – Expressive and Experimental (3.0)  
(Prerequisites: GD/122 Typography - Hierarchy) Emphasis is placed on the expressive potential of typography. How the form of the written letter affects meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools.

GWDA213 Timeline Animation and Interaction (3.0)  
(Prerequisites: GD101 Digital Illustration I) Use timeline animation in the development of interactive interfaces and experiences. Concept development and storyboarding will be explored. Designing and delivering low-bandwidth animations, presentations, and web sites will be explored, as well as, basic scripting capabilities. The course covers design, standards, procedures, and delivery. Emphasis is placed on industry standards, ensuring compatibility (browser/platform), and developing a complete product from concept to delivery.

GWDA222 Intermediate Layout Design (3.0)  
(Prerequisites: GD/111 Introduction to Layout Design) This advanced layout course enhances and reflects skills developed in fundamental design courses. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Portfolio-quality projects will be developed as part of this process.
GWDA223 Intermediate Web Page Scripting (3.0)
(Prerequisites: IMD131 Introduction to Scripting Languages) Students expand their prior knowledge of HTML and CSS by learning additional methods for structuring and styling web page content. The ability to style multi-column layouts and various interface components is explored. Students participate in visual design critiques, evaluate the designs and code of existing websites, and use CSS to visually design the presentation of HTML content.

GWDA232 Form and Space (3.0)
(Prerequisites: ART 106 Design Fundamentals) Form and Space involves the formal understanding and manipulation of the basic-organizing principals of the 3 dimensional worlds. Point, line, plane, mass, volume, density and form are discussed. Students learn to create and discuss 3-D situations using basic hand tools and readily available materials. Form and Space also involves the relationship of perceptual issues to manipulate the 3-D situation.

GWDA233 Advanced Style Sheet Scripting (3.0)
(Prerequisites: GWDA223 Intermediate Web Page Scripting) An exploration of advanced methods for styling websites and creating page layouts. This course will examine the practical application of styling web page content, understanding cross-browser compatibility, and creating designs that display effectively on various devices.

GWDA242 Graphic Symbolism (3.0)
(Prerequisites: ART 106 Design Fundamentals) This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images.

GWDA243 Object Oriented Scripting (3.0)
(Prerequisites: GWDA233 Advanced Style Sheet Scripting) Students will be introduced to JavaScript utilizing the Document Object Model. Refining and enhance programming skills will be employed. The student gains experience developing advanced applications using specific computer languages.

GWDA252 Advanced Layout Design (3.0)
(Prerequisites: GWDA222 Intermediate Layout Design) This course will explore 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 photographs, illustrations, and display and text type will be developed using page composition software.

GWDA253 Authoring and Interaction (3.0)
(Prerequisites: GWDA223 Intermediate Web Page Scripting) Students combine experience in design concepts with advanced programming solutions. Emphasis is placed on learning object-oriented approaches to developing dynamic/reusable rich media modules combined with data applications.

GWDA262 Package Design (3.0)
(Prerequisites: GWDA222 Intermediate Layout Design) Exploration of the design process in package design and the challenges of adapting 2D designs to 3D forms, both simple and complex. Projects will explore materials, structure, aesthetics, production methods, marketing objectives and budgetary constraints.

GWDA263 Web Standards (3.0)
(Prerequisites: GWDA223 Intermediate Web Page Scripting) An investigation into the importance of adhering to web standards and following accessibility guidelines. Students gain an understanding of how these best practices enable inclusive designs that address diverse user needs, contribute to improved Search Engine Optimization, and meet legal requirements such as Section 508.

Students code and test sites for cross-browser compatibility, valid markup, and compliance with accessibility guidelines.

GWDA272 Corporate Identity (3.0)
(Prerequisites: GWDA111 Introduction to Layout Design) Students will investigate the use of corporate design and identity for branding. Further exploration of corporate ID is introduced and developed. Comprehensive corporate identity systems, as well as, additional business collateral and a Graphic Standards Manual will be developed.

GWDA282 Collateral Design (3.0)
(Prerequisites: GWDA272 Corporate Identity) The role that collateral design plays in the support of advertising campaigns is introduced and developed. Students explore various collateral design techniques, direct mail, business-to-business, business-to-consumer, non-profit, trade, and social media. The process of multiple-presentation techniques and media formats are emphasized.

GWDA292 Experience Design (3.0)
(Prerequisites: GWDA223 Intermediate Web Page Scripting) An examination of user-centered experience and its relationship to information architecture, interface design, and usability. Concepts such as storytelling, immersion, flow, affordances, and wayfinding are explored in terms of their impact on the user experience of interactive interfaces. Students explore how to design engaging and usable digital experiences.

GWDA302 Information Design (3.0)
(Prerequisites: GWDA111 Introduction to Layout Design, GWDA242 Graphic Symbolism) In this course we will explore the role of visual communication design (graphic design) in communicating information in visual form. Emphasis is placed on competency in research, production, and presentation of advanced-level projects that encompass the use of information design in graphic visual communication.

GWDA303 Interactive Motion Graphics (3.0)
(Prerequisites: GWDA213 Timeline Animation and Interaction) Students expand on the narrative structure in a time-based environment. The advanced principles and practices of digital audio & media in an interactive design setting are explored. Preparing and using current digital audio and video programs for delivery online is employed. Emphasis is placed on the implementation via scripting in an interactive authoring application.

GWDA305 Art Direction (3.0)
(Prerequisites: GWDA282 Collateral Design) This course will examine the role of the art director in producing multi-faceted design projects. Working in teams, students will coordinate their creative efforts, from concept to finished output. By encouraging a team approach, the course will further enhance students’ leadership, communications and negotiation skills.

GWDA312 Publication Design (3.0)
(Prerequisites: GWDA222 Intermediate Layout Design) This intermediate course focuses on computer-based page layout. Emphasis will be placed on design, multiple page layout, type management, high-end output file management, and static and digital publications.

GWDA313 Emerging Technologies (3.0)
(Prerequisites: GWDA353 Server-Side Scripting) 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.
GWDA315 Contemporary Issues In Typography (3.0)  
(Prerequisites: GWDA122 Typography - Hierarchy) The use of typographic techniques inspired by contemporary type designers will also be explored. Students will define multiple typographic styles found in history. Development of type centered visual communications will be implemented to create marketable pieces.

GWDA323 Design Team: Pre-Production (3.0)  
(Prerequisites: GWDA292 Experience Design) Real-world web pre-production through small teams is examined. Assessing client needs, pre-production assets, project management, and communication will be emphasized. Students will work in production groups to examine business problems and must determine the source problem, ascertain a working solution and implement a functional model complete with proposals, design, technical, and quality assurance documentation.

GWDA333 Senior Project: Pre-Production (3.0)  
(Prerequisites: GWDA132 Information Architecture, GWDA243 Object Oriented Scripting) Planning of an advanced interactive project. Students submit and present an individualized proposal and concept prototype for a project. In-depth research and planning of the content, design, and technology is emphasized, as well as formal written communication, independent critical analysis, and ability to defend the interactive solution proposed.

GWDA352 History of Typography (3.0)  
(Prerequisites: GWDA212 Typography – Expressive and Experimental) Students will explore the history of typographic styles from the historical through the present day. The study of type, type faces and the evolution of printed letters from hand type to metal type to digital type will be discussed. The difference between typographers and printers of type will be investigated.

GWDA353 Server-Side Scripting (3.0)  
(Prerequisites: GWDA363 Client-Side Scripting) Through this course students learn advanced programming skills. Students will gain experience developing web applications using specific computer languages. Application in fundamentals of Interactive Web development will be explored. Students will be introduced to concepts related to data-driven dynamic web site creation based on Server Side processing. Emphasis is placed on forms and content management.

GWDA362 Font Design (3.0)  
(Prerequisites: GWDA212 Typography – Expressive and Experimental) Students will explore the creation of typographic form. The discussion of type nuances, legibility and reader comprehension will be researched. Development of a personalized typeface will be implemented.

GWDA363 Client-side Scripting (3.0)  
(Prerequisites: GWDA233 Advanced Style Sheet Scripting) This course provides a further exploration to designing dynamic sites. Students explore the components of software that makes up a web server, the differences between server-sided and client-sided authoring and basic scripting that uses this information to help design more dynamic sites. Client-side scripting, as a method to develop advanced dynamic web applications will be developed.

GWDA372 Content Management Systems (3.0)  
(Prerequisites: GWDA253 Authoring for Interaction) Using an open source database program (MySQL), students practice the theory of database design by normalizing data, defining integrity relationships, and creating tables. Students also develop forms, reports, and search queries (MySQL) as they learn how to manage and manipulate data within a database.

GWDA373 Advanced Server-Side Scripting (3.0)  
(Prerequisites: GWDA353 Server-Side Scripting) Through this course students learn advanced programming skills. Students will gain experience developing web applications using specific computer languages. Application in advanced Interactive Web development will be explored. Students will further explore concepts related to data-driven dynamic web site creation based on Server Side processing. Advanced server-side scripting skills and CMS utilization will be developed.

GWDA382 Design for Mobile Devices (3.0)  
(Prerequisites: GWDA233 Advanced Style Sheet Scripting) Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices. Students will work in class with mobile devices to learn needs, restrictions of designing for mobile devices as well as test student-designed interfaces.

GWDA403 Advanced Motion Graphics (3.0)  
(Prerequisites: GWDA122 Typography - Hierarchy) Students expand on the narrative structure in a time-based environment. The advanced principles and practices of digital audio & media in an interactive design setting are explored. Preparing and using current digital audio and video programs, for delivery online is employed. Emphasis is placed on the implementation via scripting in an interactive authoring application.

GWDA409 Graphic and Web Design Capstone (3.0)  
(Prerequisites: GWDA272 Corporate Identity) Students in this course present a comprehensive understanding of their academic experience. Proficiency will be demonstrated in both studio and general education courses through a written, oral, and visual presentation.

GWDA413 Design Team: Production (3.0)  
(Prerequisites: GWDA323 Design Team: Pre-Production) A continuation of Design Team: Pre-Production. Real-world web production and delivery through small teams is further explored. Emphasis on assessing client needs, utilizing pre-production assets, production scripting, as well as, project management, and communication. The application and implementation of business, design and programming skills students have acquired will be demonstrated. Design solutions appropriate to a targeted market will be emphasized. Critical analysis, problem identification, and idea refinement/implementation will be the focus in producing a portfolio quality project.

GWDA419 Graphic Design Portfolio II (3.0)  
(Prerequisites: GWDA209 Graphic Design Portfolio I) This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.

GWDA420 Web Portfolio II (3.0)  
(Prerequisites: GWDA210 Web Portfolio I) This course focuses on the completion of a student's portfolio and enables the student to begin their career search. Students will present work for the portfolio, and will review and determine the quality of the work and make any enhancements necessary. The student will also complete several targeted, professional résumés and an extensive job search.

GWDA422 Hand Lettering (3.0)  
(Prerequisites: GWDA212 Typography – Expressive and Experimental) Various media will be utilized to create market-specific hand-drawn word mark families. Students will learn to create visual messages through the use of hand lettering.
GWDA423 Senior Project Production (3.0)
(Prerequisites: GWDA333 Senior Project: Pre-Production) A continuation of Senior Project Pre-Production. Students prepare, present, and defend an advanced interactive project. The course emphasizes production values, technical sophistication, quality assurance, evaluation of the effectiveness of the product, conceptual thinking, critical analysis, written communication, and presentation skills.

HECO1322 Nutrition (4.0)
(Prerequisites: none) This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and source nutrients, including proteins, carbohydrates, fats, vitamins, minerals, and water are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fads.

HIST1301 U.S. History I (4.0)
(Prerequisites: none) This course will introduce students to United States history by addressing colonial developments in North America, the American Revolution, the emergence of the United States as a nation, the Civil War, and Reconstruction. This course will also pay attention to the role of women and minorities in the development of the United States. Students will learn to discuss these topics, both in oral and written exercises.

HIST1302 U.S. History II (4.0)
(Prerequisites: none) This course will introduce students to United States history. It will cover Reconstruction, the Industrial Revolution, the nation’s emergence as a world power, the Cold War, and developments since that time. We will pay particular attention to the contributions of women and minorities, and how history has molded an American identity.

HIST2321 World Civilizations I (4.0)
(Prerequisites: none) This course is a survey of ancient and medieval history with an emphasis on the multicultural heritage of our world, including Asia, Africa, Europe, and the Americas. The course considers historical changes and relationships between cultures in this period.

HIST2322 World Civilizations II (4.0)
(Prerequisites: none) This course covers some of the forces that have shaped world history from the sixteenth century to the present. Topics include the Renaissance, the Reformation, the Muslim empires, China and Japan, the Enlightenment, Imperialism, the Industrial Revolution, the military upheavals of the 20th century, and the post-modern world.

HOS234 Introduction to Tourism (3.0)
(Prerequisites: none) This course will introduce the student to the fundamentals and nature of the tourism industry, its problems, economics, and opportunity trends. Students will also study technological changes and planning, including location, design, selection of material supplies, financing, essential forms and procedures.

HOS235 Casino Operations (3.0)
(Prerequisites: none) This course provides an overview of the casino industry and the management issues that are unique to gaming. This course is not intended to be a hands-on training manual for how to become a manager or dealer.

HOS321 Senior Living and Special Needs (3.0)
(Prerequisites: none) In this course, students will learn the management skills necessary in the rapidly growing senior services industry. Students will study the socio-economic impact of the aging population and associated trends. Emphasis will be placed on the medical, nutritional, spiritual, technological and legal needs of the generation. The role of HMOs and insurance carriers will also be explored.

HOS322 Risk Management (3.0)
(Prerequisites: none) This course explores risk management issues in the business property and liability area. It includes the operation of insurance companies, as well as the duties and functions of the hospitality manager as risk manager at the property level. An analysis of commercial property, business interruption, owners, surety, general liability, workers compensation, health, life and professional insurance needs and coverage will be examined in the context of the hospitality operation.

HOS323 Multi-Unit Franchising (3.0)
(Prerequisites: none) This course will examine franchising as a business form. During the semester, we will study franchising from the perspectives of both franchisor and franchisee, covering all relevant issues including franchising agreements and related documents, financing, site selection, marketing, financial management, and operations. We will also examine the franchisee-franchisor relationship, contractual requirements, trademarks, territorial rights, compliance issues, legal considerations, and current issues in franchising.

HOS361 Hospitality Law (3.0)
(Prerequisites: none) This course covers the legal rules that apply to the hospitality industry. It is designed to give the student an excellent overview of operations, particularly of law, combined with a historical perspective and present-day application. The course will also address pertinent key industry issues with a critical eye towards those laws that may hinder the industry’s growth, as well as those laws that strengthen our rights as hospitality professionals.

ID104 Drafting I (3.0)
(Prerequisites: none) After having examined the language, tools, and techniques of drafting, the students learn to communicate relevant information through orthographic drafting. Dimension, scale, lettering, plans, elevations, sections, details, and graphic symbols are primary elements of this course.

ID124 Introduction to Interior Design (3.0)
(Prerequisites: ID104 Drafting I, ID140 Textiles) Students are introduced to the elements and principles of design as they relate to interior design. Students will also be introduced to the various aspects of commercial and residential design.

ID126 Drafting II (3.0)
(Prerequisite: ID104 Drafting I) A studio course in architectural drafting and design. Students advance their design and drafting skills, focusing on interior design details, orthographic sections, and construction conditions as they solve intermediate design problems.
ID128 Design Basics 3-D (3.0) (Prerequisite: ID104 Drafting I) The course is an introduction to the basic elements and principles of three-dimensional design and exploration of the visual and structural qualities of objects. Students solve problems by organizing and constructing three-dimensional forms within spatial environments.

ID136 Human Factors (3.0) (Prerequisites: none) This course covers the principles and considerations related to human factors, anthropometrics, ergonomics, and the psychological response of users to interior spaces.

ID137 Programming and Space Planning I (3.0) (Prerequisite: ID124 Introduction to Interior Design) A foundation course introducing the basic techniques and concepts of model building. This course will progress from skill-building exercises to the representation of designs through models. The focus will be on concept models to be used as a tool in design development.

ID138 Sketching and Rendering (3.0) (Prerequisite: ID104 Drafting I) This course focuses on the development of sketching and rendering techniques from basic concept studies to presentation drawings. Students learn to replicate specific patterns, textures, and forms using various media, applying those techniques to perspectives, exteriors, and rendered floor plans.

ID139 CAD I (3.0) (Prerequisites: ID104 Drafting I) With this laboratory course in computer-aided drafting, students apply their architectural drafting skills to the digital desktop through guided practice and the delineation of interior design conditions using a widely-adopted CAD program as a learning tool.

ID140 Textiles (3.0) (Prerequisites: none) Soft goods are explored from their raw state through processing, spinning, weaving and finishing. In order to facilitate an understanding of correct application, the characteristics of fibers, yarns, and fabrics are studied.

ID141 Presentation Techniques (3.0) (Prerequisites: ART 106 Design Fundamentals) This is a laboratory class using digital imaging software. Students practice image input, editing, and output, using hardware and software solutions. The emphasis is on the application of digital technology to presentation graphics.

ID143 History of Architecture, Interiors and Furniture I (3.0) (Prerequisites: none) A study and analysis of the history of furniture and architectural motifs in their historical settings. This covers the ancient world up to the Baroque.

ID216 Hospitality Design (3.0) (Prerequisites: ID219 Codes and Regulations, ID244 Fundamentals of Construction Documents, ID404 Commercial Design II, ID414 Residential Design II) The student will design and space plan a hospitality project within the parameters of a client profile. Appropriate architectural detailing and the efficient use of space will be studied.

ID219 Codes and Regulations (3.0) (Prerequisite: ID272 Building and Mechanical Systems) This course surveys the principles of interior construction and the interrelationship between materials, systems, structure, and environmentally sensitive issues. It includes research and application of building codes and other environmental regulations covering the health, safety, and welfare of the public.

ID221 Residential Design I (3.0) (Prerequisite: ID136 Human Factors, ID137 Programming and Space Planning, ID139 CAD I) Students are introduced to a residential design project. The instructor will guide the students through the design phases, taking into consideration specific client needs. Space planning, furniture placement, and interior finish selection will be studied and presented.

ID223 CAD II (3.0) (Prerequisite: ID139 CAD I) This is a second laboratory course in computer-aided drafting in which students advance their CAD skills, with the emphasis on 2-D production graphics for interior projects, using a widely-adopted CAD program as a learning tool.

ID240 Kitchen & Bath Design (3.0) (Prerequisites: ID136 Human Factors, ID137 Programming and Space Planning, ID139 CAD I) Kitchen and bath design deals with the design process, space planning, historical styles, and lighting related to kitchens and baths. The course considers ergonomics, anthropometrics, universal design, and behavioral considerations.

ID244 Fundamentals of Construction Documents (3.0) (Prerequisite: ID104 Drafting I) The course introduces students to the process of producing and using a set of contract architectural documents for interior spaces. Students focus on formatting and cross-referencing drawings and how to present floor plans, sections, elevations, details, notes, legends, and schedules.

ID254 Materials and Specifications (3.0) (Prerequisite: ID124 Introduction to Interior Design) A basic course to introduce the various types of products used in interiors as well as how to estimate accurately the material and labor costs for draperies, carpeting, upholstery, wall coverings, masonry, wood, metal, and other finishes. Financial and specification documentation is introduced.

ID272 Building and Mechanical Systems (3.0) (Prerequisite: ID124 Introduction to Interior Design) The student is introduced to the construction techniques of residential framing and lightweight commercial systems. Terminology of construction, products, and mechanical systems is also explored.

ID301 Commercial Design I (3.0) (Prerequisites: ID136 Human Factors, ID137 Programming and Space Planning, ID139 CAD I) This course is a study of the design process as it applies to commercial/corporate environments. Studio work includes problem solving, space planning, systems furniture application, code application, furniture, material, and finish selection and presentation. Discussions of branding and corporate identity are included.

ID307 Interior Detailing (3.0) (Prerequisite: ID272 Building and Mechanical Systems) A study of the materials and fabricating techniques involved in the design and construction of basic interior details and how these details are communicated in the documents package. Content includes floors, ceilings, walls, and millwork.

ID310 3-D Digital Modeling (3.0) (Prerequisites: none) Through critical analysis, the student will apply basic design principles to the solution of visual problems using elements of 3-D design. The student will conceptualize 3-D coordinate systems, construct 3-D models, and perform mathematical computations as they apply to geometric construction.

ID311 Environmental and Sustainable Design (3.0) (Prerequisites: ID219 Codes and Regulations, ID272 Building and Mechanical Systems) This course covers the principles and practices of the design of environmentally sensitive interior spaces. Topics may include HVAC, electrical and plumbing, as well as sustainability, LEED, and green design issues related to interior spaces.
ID312 Advanced Construction Documents (3.0)
(Prerequisite: ID244 Fundamentals of Construction Documents) This course provides students with the knowledge to develop a complete set of working drawings and specifications for a commercial or residential project. The use of CAD software is emphasized.

ID320 Lighting Design (3.0)
(Prerequisites: ID136 Human Factors, ID139 CAD I) This course will familiarize students with typical lighting products and their application in both residential and commercial situations.

ID323 3-D Digital Rendering (3.0)
(Prerequisite: ID310 3-D Digital Modeling) This course introduces students to the basic features and functions of 3-D computer software applications and enables them to develop 3-D models of interior and architectural designs. Principles and techniques of 3-D rendering will also be addressed.

ID342 History of Architecture, Interiors and Furniture II (3.0)
(Prerequisites: none) A study and analysis of the history of modern architecture, furniture, and interiors from the late 19th century to the present.

ID346 Institutional Design (3.0)
(Prerequisites: ID219 Codes and Regulations, ID244 Fundamentals of Construction Documents, ID301 Commercial Design I) This course is a special-purpose design studio. Students consider client profile, industry standards, and project needs as they program, plan and design a complete special-purpose design solution. Detailing, fabric, furniture and finishes, and equipment are specified through research, manufacturer contact, and site visits.

ID400 Furniture Design (3.0)
(Prerequisite: ID307 Interior Detailing) This course deals with the human psychological and physical factors affecting design. Course material progresses from general theory to the development of furniture designs based on human factors.

ID404 Commercial Design II (3.0)
(Prerequisites: ID219 Codes and Regulations, ID244 Fundamentals of Construction Documents, ID301 Commercial Design I) The student will design and space-plan a commercial project within the parameters of a client profile. Appropriate architectural detailing and the efficient use of space will be studied. The design will involve open office system planning as well as a series of closed office spaces.

ID405 Professional Practice (3.0)
(Prerequisite: ID124 Introduction to Interior Design) A study of business practices and procedures, which include business formations, contracts, setting fees, billing, collections, record keeping, and dealing with supplies.

ID414 Residential Design II (3.0)
(Prerequisites: ID219 Codes and Regulations, ID221 Residential Design I, ID244 Fundamentals of Construction Documents) Students learn to develop a project in residential design that meets the physical and psychological needs of a given client. This course will address the parameters of an existing structure with interior load-bearing walls and an addition to the space. The project must address interior load-bearing construction and plumbing cores.

ID424 Project Management (3.0)
(Prerequisite: ID405 Professional Practice) A lecture course in Interior Design project management. Students examine the pre-bid and post-bid phases of Interior Design projects, including standard-form contract documents, bid forms, insurance and surety forms, and related documentation. The emphasis is on the practical effect of contract documents, as well as the legal liability they impose on the parties.

ID426 Portfolio Preparation (3.0)
(Prerequisites: ID346 Institutional Design, ID404 Commercial Design II, ID405 Professional Practice, ID414 Residential Design II) A workshop where students demonstrate their strengths, skills, and talents through the design of the student portfolio. Students select the binding, page layout, paper, color scheme, typographic, and graphic design of their portfolio. Required work product includes a complete identity package, a compilation of certain aspects of the student’s work while in school, and a finished resume.

ID436 Portfolio (3.0)
(Prerequisite: ID426 Portfolio Preparation) The student will develop a portfolio in preparation for entering the job market. Students and faculty work closely together in an effort to bring out individual qualities, strengths, skills, and talents.

IMD110 Digital Design and Typography (3.0)
(Prerequisites: none) The course teaches the student to use object-oriented drawing software to create line art, illustrations with color and graduated fill, and custom typographic solutions for logos and layouts.

IMD120 Programming Logic (3.0)
(Prerequisites: none) An introduction to various logic statements used in all programming languages, providing the skills to convert written words into programming logic.

IMD131 Introduction to Scripting Languages (3.0)
(Prerequisites: ART109 Image Manipulation I or approval of Dept. Director) Students will develop and refine basic programming skills needed to design, develop, and produce practical applications with a specific scripting or programming language.

IMD211 Introduction to Authoring (3.0)
(Prerequisite: ART109 Image Manipulation and IMD120 Programming Logic) This course will introduce the student to concepts and designs utilized in the development of education, sales, and marketing presentations. Students will create an integrated, interactive multimedia presentation using the basic concepts and principles of multimedia and graphic design.

IMD213 Digital Visual Composition (3.0)
(Prerequisites: none) This course introduces students to the fundamental terminology, concepts, and techniques of digital visual composition for both static and moving images. Instruction is given on basic techniques of production, including digital still camera as well as camcorder orientation, lighting, set-up, and operation. It focuses on the principles of using color, composition, lighting, and other techniques for overall thematic and visual effects of moving and static images.

IMD221 Intermediate Authoring (3.0)
(Prerequisite: IMD211 Introduction to Authoring) This course will build on the skills taught in the IMD211 Introduction to Authoring class. Students will design production-quality interactive presentations using intermediate-level scripting techniques focusing on good user interface design and usability.

IMD222 Intermediate Scripting Languages (3.0)
(Prerequisite: IMD131 Introduction to Scripting Languages) Students will develop and refine basic programming skills. The student will acquire skills needed to design, develop, and produce practical applications with a specific scripting or programming language.

IMD223 Desktop Video (3.0)
(Prerequisites: IMD213 Digital Visual Composition) Students will demonstrate knowledge of editing using non-linear editing software and hardware in a computer lab. Students will produce and edit video and audio using digital desktop video techniques.
IMD230 Introduction to User-Centered Design (3.0)
(Prerequisites: IMD131 Introduction to Scripting Languages and IMD211 Introduction to Authoring) This course introduces students to the concepts and processes of developing websites, which have as a primary goal addressing and solving user needs. By exploring the processes step-by-step, students will identify where user issues are raised and how they are answered. During the course, students will develop a prototype website and will present and defend their decisions related to user-centered design.

IMD231 Concepts in Motion Design (3.0)
(Prerequisite: GD101 Digital Illustration I or IMD110 Digital Design and Typography) An introduction to motion design, concepts, and techniques. Students create interactive motion using basic principles of design for timeline-based media.

IMD232 Audio for Interactive Design (3.0)
(Prerequisite: AP102 Fundamentals of Audio) This course looks at the principles and practices of digital audio in an interactive design setting. Students learn to use current digital audio programs for recording, editing, sequencing, and mixing for a variety of outputs and applications.

IMD233 Advanced Scripting Languages (3.0)
(Prerequisite: IMD222 Intermediate Scripting Languages) Students will refine dynamic scripting skills to develop complex interactivity and applications (applets). The course also examines client-side forms in conjunction with server-side scripting applications.

IMD235 Style Sheet Scripting (3.0)
(Prerequisite: IMD222 Intermediate Scripting Languages) Students will develop and refine skills in the application of Cascading Style Sheets for creating standard-based XHTML layouts. Browser compatibility will be addressed, along with practical solutions to various common design problems.

IMD250 Portfolio I (3.0)
(Prerequisite: expressed permission by program director) Students will apply techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on students assessing their most marketable skills; designing storyboards for their interactive portfolio; creating a professional design layout; and creating interfaces, backgrounds, buttons, audio/visual elements, resumes, and print material to support their interactive material.

IMD271 Portfolio II (3.0)
(Prerequisite: IMD260 Portfolio I) This course is a continuation of the portfolio preparation process. Special emphasis is placed on the creation of a demo CD and portfolio book, business cards, and letterhead.

IMD273 Media Business Practices (3.0)
(Prerequisite: none) This is a survey course with emphasis placed on entrepreneurship and small business ownership. It provides the student an overview of the following disciplines: forms of business ownership, principles of management, human relations, marketing and consumer behavior, basic accounting principles, finance management, business law, and business planning.

IMD311 Usability Testing (3.0)
(Prerequisite: IMD230 Introduction to User-Centered Design) This course introduces students to concepts and techniques used in usability testing. Through theories presented in the course, students learn common ways to locate errors or problems with interactive products. This course will focus on web design usability testing.

IMD312 Interactive Motion Graphics (3.0)
(Prerequisite: IMD231 Concepts in Motion Design) An intermediate-level course focusing on motion graphics as an interactive design solution.

IMD313 Animation Graphics (3.0)
(Prerequisite: IMD223 Desktop Video) A study of 2D and 3D animation using a computer modeling and animation software program as a primary tool. This class will emphasize the creation of animated sequences and GIF animation for multimedia and web applications.

IMD320 Integrated Information Design (3.0)
(Prerequisites: none) This course allows the students to refine their skills relating information design to company objectives, both business and financial.

IMD321 Project Management (3.0)
(Prerequisites: none) This course focuses on the Interactive Media Design project management process and development of the project team as key to the successful achievement of Web Design & Interactive Media Design project goals. The process examines the main elements required in every proposal/plan, time frame, and budget. Key areas of interactive design project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively.

IMD322 Interactive Motion Scripting (3.0)
(Prerequisite: IMD312 Interactive Motion Graphics) An advanced course that applies motion graphics as an integrated interactive solution; students will script interaction, sequencing, and motion for interactive projects. Optimization is a critical consideration in the creation of the user-centered experience.

IMD330 E-Learning Design (3.0)
(Prerequisites: IMD222 Intermediate Scripting Languages, IMD334 Writing for Interactive Design) This course will introduce students to the principles of instructional design as applied to E-learning. Skill development will include goal analysis, performance objective writing, instructional strategies, and instructional materials creation.

IMD331 Designing for Dynamic Websites (3.0)
(Prerequisite: IMD223 Advanced Scripting Languages) Students will apply user-centered design principles, database structures, and server-side scripting to create dynamic websites. Particular attention will be paid to design issues relating to the display of dynamic content on the screen and how that dynamic content will be delivered.

IMD332 Fundamentals of Marketing (3.0)
(Prerequisites: none) This course addresses the fundamental concepts and principles of marketing. The overview of marketing provided here will help students place their knowledge in a framework and understand how each component contributes to the strength and utility of a marketing plan. Students will also learn how to identify the ways in which world events and cultural assumptions influence marketing.

IMD334 Writing for Interactive Design (3.0)
(Prerequisite: ENGL1301 English Composition) This is a specialized writing course for digital media production. Students will learn the unique characteristics and techniques of media writing and apply them to the creation of scripts for media production. Students will also learn to conduct research for media writing projects.
**IMD335 Design for Mobile Devices (3.0)**  
(Prerequisites: IMD222 Intermediate Scripting Languages) Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices, as well as test student-designed interfaces.

**IMD410 E-Learning Applications (3.0)**  
(Prerequisite: IMD330 E-Learning Design) Through the course, students are introduced and gain experience in the design, development, and evaluation of effective e-learning programs. The course focuses on theoretical foundations of e-learning, types of authoring software, options for authoring systems, principles of effective design, instructional analysis, and production of e-learning materials. Students design, build, evaluate, and revise instructional applications using industry-standard authoring systems.

**IMD411 Professional Practice (3.0)**  
(Prerequisites: none) This course will introduce students to business functions, operations, and structures and explore the role of professional practice in business. Finance, business ethics, labor-management relations, organizational behavior, and marketing are among the topics to be covered. In addition, the guidelines and expectations of professional behavior will be addressed.

**IMD412 Designing for Server-Side Technology (3.0)**  
(Prerequisite: IMD331 Designing for Dynamic Websites) Students will build on the skills taught in the IMD331 Designing for Dynamic Websites class. Students will design and develop web content for server-based dynamic delivery. Focus will be on incorporating server-side solutions into user-centered Web design in order to provide an exchange of information between client and server.

**IMD421 Portfolio I (3.0)**  
(Prerequisite: Completion of 154 hours in the Web Design & Interactive Media program) This course focuses on the beginning of the portfolio and enables students to begin their portfolio designs. The student should come into this course with designs for the portfolio and determine the concept(s) for their final portfolio. The student will also complete a professional résumé and begin the job search.

**IMD432 Portfolio II (3.0)**  
(Prerequisite: IMD421 Portfolio I) This course focuses on the completion of the portfolio and enables students to begin their career search. The student should come into this course with work for their portfolio and determine the quality of the work so those enhancements can be made. The student will also complete a professional résumé and begin the job search.

**INT419 Internship (3.0)**  
(Prerequisite: CD400 Career Development) Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.

**MATH1310 College Mathematics (4.0)**  
(Prerequisites: none) This course includes numeracy, order of operations, ratios, rates, percent, US customary units and metric units, linear equations with one unknown variable, rules and properties of exponents, determining slope and intercept of a line, graphing linear equations with two variables, operations on polynomials, and quadratic equations.

**MATH4332 Mathematics for Decision Making (4.0)**  
(Prerequisites: none) Focused on quantitative reasoning as a means of critical thinking and problem solving, this course covers the application of mathematics to analytical strategies and as an instrument of decision-making. Through analysis of mathematical data collection, management, application, manipulation, and presentation, students learn to recognize and employ mathematics as a tool for problem solving and decision-making.

**PHOT101 Principles of Photography (3.0)**  
(Prerequisites: none) In this fundamental course, students will identify basic photographic tools and their intended purposes, including the proper use of various camera systems and a light meter. Students will analyze photographs to determine their positive and negative attributes and apply these principles to produce their own visually compelling images by employing the correct photographic techniques.

**PHOT111 Large Format Photography (3.0)**  
(Prerequisites: PHOT101 Principles of Photography, PHOT112 Image Manipulation) Working individually and in teams, students will utilize large format cameras, both in the studio and on location, working with various light sources. Topics include exposure and image control, and the management of perspective and focus with movements that are unique to the view camera.

**PHOT112 Image Manipulation (3.0)**  
(Prerequisites: none) Students develop basic image manipulation skills in a raster-based computer environment. Emphasis is placed on mastering the fundamentals of scanning, color management, photo retouching, imaging, special effects, and filters and masks.

**PHOT113 Photographic Design (3.0)**  
(Prerequisite: PHOT101 Principles of Photography) This course requires students to demonstrate their ability to define and solve advanced design problems. Students will analyze the characteristics and purposes of various problems and then offer clear and creative solutions for each. The students are expected to communicate ideas using symbolism appropriately.

**PHOT121 Lighting (3.0)**  
(Prerequisite: PHOT101 Principles of Photography) In this course, students will be introduced to the basic concepts and principles of lighting for photography. The fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, direction, and effect on the photographic image will be covered.

**PHOT122 Digital Image Illustration I (3.0)**  
(Prerequisite: PHOT112 Image Manipulation) This class provides students with a more in-depth experience using digital imaging software. Students will explore channels, masks, basic compositing, vector tools, and advanced layer techniques. In addition, the course will cover efficient workflow from input to output, advanced color correction, and elementary color management.

**PHOT124 History of Photography (3.0)**  
(Prerequisites: none) This class increases the students’ understanding of the history of photography through the discussion of recognized photographers and their influences on society. This course provides a framework for critically considering photographs through describing, interpreting, evaluating, and theorizing. Students are expected to write papers and review exhibitions.

**PHOT201 Photojournalism (3.0)**  
(Prerequisite: PHOT101 Principles of Photography) In this course, students will obtain an accurate picture of photojournalism as presented by seasoned professionals. Emphasis is placed on creativity, content, gathering of information, and layout. Students will learn that this field is one that requires dedication and drive. They will be shown examples of photojournalism and will be required to produce their own renditions of the picture study, magazine covers, and page layouts for all types of print media.
PHOT203 Printing (3.0)  
(Prerequisites: PHOT122 Digital Image Illustration I) This course will prepare students to execute a variety of output methods commensurate with industry needs. Students will refine traditional black and white printing skills and theory to create a benchmark for quality digital outputting. These refinements will be carried over into digital printing with inkjet and other digital output systems. Students will develop proficiencies in file preparation, resolution selection, print profiling, paper selection, and soft proofing techniques.

PHOT204 Video for Photography (3.0)  
(Prerequisites: none) This course introduces the students to video production. Instruction is given on basic techniques of production including camera orientation and lighting set-up. The course provides an overview of various video and television production processes. Introduction to the technology of video recording and playback is also covered.

PHOT205 Digital Retouching (3.0)  
(Prerequisite: PHOT112 Image Manipulation) In this course students will apply the digital image manipulation process to retouch and restore images. Portrait and glamour retouching will be addressed, along with image repair and reconstruction. Students will utilize a raster-based image-processing program.

PHOT208 Black and White Digital Photography (3.0)  
(Prerequisites: PHOT112 Image Manipulation and PHOT203 Printing) In this elective course, students will experience the concepts and techniques of black and white photography as it applies to the digital image. Utilizing a digital camera and raster-image processing programs, students will produce both commercial and fine art work. Photographic manipulation and archival printing will be addressed.

PHOT211 Advanced Lighting (3.0)  
(Prerequisite: PHOT111 Large Format Photography) Students expand on the skills developed in the first Lighting course. Emphasis will be placed on lighting for products and people in both the studio and on location. Students will be introduced to the correct utilization of electronic flash and lighting tools in the studio and on location.

PHOT212 Editorial Photography (3.0)  
(Prerequisite: PHOT211 Lighting) In this course students will learn to photograph people featured in advertising and editorial layouts. Specific subjects covered are the fields of fashion, portraiture, still life, product, stock, and architectural photography. Students work alone and in teams, thus sharing a number of photographic and support roles.

PHOT214 Business of Photography (3.0)  
(Prerequisites: none) In the Business of Photography course students learn the basic concepts and principles of running a photographic-related business. Emphasis is placed on the legal and pricing aspects that are specific to the photographic industry.

PHOT221 Studio Photography (3.0)  
(Prerequisites: PHOT111 Large Format Photography, PHOT211 Lighting) The challenges of studio photography are studied via a variety of assignments that require students to photographically render various subjects with the appropriate clarity and artistry dictated by the assignment criteria.

PHOT222 Photo Criticism (3.0)  
(Prerequisites: none) This course will offer an in-depth study of photographic criticism. To assist students in developing a vocabulary for critically analyzing photographs, they will look carefully at contemporary critical thought. Further study will examine how personal beliefs and cultural values are expressed and represented in photography.

PHOT224 Portraiture Photography (3.0)  
(Prerequisite: PHOT211 Digital Image Illustration I) Workshops and critiques enable the student to learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Course emphasis is on classical portraiture with attention given to the use of lighting, posing, and facial view to create flattering portraiture.

PHOT300 Advertising/Art Direction (3.0)  
(Prerequisites: PHOT121 Lighting and PHOT211 Advanced Lighting) The specific needs of a variety of manufacturing and retail clients are examined, and photographic solutions are developed in this course. Students create photographs meeting specific market and media needs.

PHOT301 Architectural Photography (3.0)  
(Prerequisite: PHOT111 Large Format Photography) This course covers the fundamentals of photographing interiors and exteriors for the architect. The student completes all assignments with the four-by-five or 35mm view camera.

PHOT302 Digital Publishing (3.0)  
(Prerequisite: PHOT122 Digital Image Illustration I) As an introduction to typography, layout, and digital publishing, this course will examine the fundamentals of typography and layout for publication and web design. Students will explore the practical application and use of fundamental typography, layout, and digital publishing skills through the use of current software packages.

PHOT311 Location Photography (3.0)  
(Prerequisite: PHOT121 Lighting) This course explores the special needs of location photography. The planning and logistics of shooting on location are covered. Transportation, scouting, permits, and billing, in addition to lighting, metering, and other photographic controls, will be demonstrated in a variety of assignments related to fashion, portraiture, still life, product, stock, and architectural photography. Students work alone and in teams, thus sharing a number of photographic and support roles.

PHOT313 Digital Image Illustration II (3.0)  
(Prerequisites: PHOT122 Digital Image Illustration I) In this course, the student demonstrates advanced research, conceptual development, and execution through the use of industry-standard raster-image software. The student applies conceptual and photographic skills to create innovative and compelling visual composites, which portray the visual message of the concept.

PHOT314 Portfolio I (3.0)  
(Prerequisite: Senior status Photography major) Students begin the portfolio process by exploring creative and professional possibilities to determine a direction for their work that forms the foundation for their graduate portfolio. Students investigate industry standards and current trends in portfolio presentation.

PHOT 315 Wedding Photography (3.0)  
(Prerequisites: Senior-status Photography major, PHOT121 Lighting, and PHOT211 Advanced Lighting) Students will work independently to demonstrate their competencies in various photographic areas covered in the first two years of the Photography program. A complete photographic journal will be maintained.

PHOT321 Photo Essay I (3.0)  
(Prerequisite: PHOT201 Photojournalism) In this course, the student will develop extended photographic narratives. This course will carry the student through the process of producing sets of imagery that convey a story or ideas that have little written narrative support. Photographs will be analyzed not only for their stand-alone creative content, but also for their ability to introduce transition and conclude a picture story with maximum visual effect. The success of the essay will be through historical and cultural context, in-depth research, and methods of project development.
PHOT322 Web Photographic Portfolio I (3.0)  
(Prerequisite: PHOT122 Digital Image Illustration) Students will learn the basic tools for placing their photographs on the Internet and for achieving their portfolio. Students will use web creation software.

PHOT323 Creative Concepts (3.0)  
(Prerequisite: PHOT101 Principles of Photography) This course concentrates upon the exploration of image concepts, content, symbolism, and narrative potential of photography. Emphasis will be placed upon experimenting with alternatives to the single “documentary-style” traditional approach to photography. Students will be challenged to develop a wider understanding of possible photographic solutions to problems of communication and self-expression.

PHOT324 Business Operations and Management (3.0)  
(Prerequisite: PHOT214 Business of Photography) Important business management skills and a range of practical, legal, and ethical issues for the self-employed professional photographer form the basis of this course. Students learn how to set up a business, research potential clients and contacts, put together price lists and invoices, and gain a general recognition of client needs. Course material includes promotion, pricing, accounting, studio overhead, and the development of a business plan.

PHOT332 Digital Asset Management and Workflow (3.0)  
(Prerequisite: None) Digital Asset Management for photography encompasses everything from the moment the image is captured on media to the final output. Today, photographers must adhere to a proper digital workflow that manages such criteria as: metadata, color management, IPTC core schema, archiving, and printed and web output. This course addresses the principles of proper DAM workflow including short and long term archiving and storage techniques, and how to implement a DAM system. Adobe Lightroom will be used as the primary tool.

PHOT400 Corporate/Industrial Photography (3.0)  
(Prerequisite: PHOT121 Lighting) Students explore the special needs and challenges of the corporate and industrial photographer through a wide variety of assignments that these photographers are called on to execute. Students will shoot and produce assignments related to annual reports that will include executive portrait, corporate-events, architectural and product photography.

PHOT402 Photo Essay II (3.0)  
(Prerequisites: PHOT201 Photojournalism, PHOT321 Photo Essay I) In this course, the student will be involved in advanced visual production. The class will explore and communicate current opinions, trends, and newsworthy events. Single and multiple narratives, editorial portraiture, and illustration will be developed for the purpose of producing a prototype publication.

PHOT403 Portfolio II (3.0)  
(Prerequisite: PHOT314 Portfolio I or by permission of Academic Director) This course is a continuation of the portfolio process. Students develop their work on the way to meeting their professional and creative goals. Students expand these ideas and concepts.

PHOT412 Web Photographic Portfolio II (3.0)  
(Prerequisite: PHOT322 Web Photographic Portfolio I) Students will acquire the skills to develop and design dynamic web pages and interactive portfolios. Students will utilize motion software.

PHOT413 Portfolio III (3.0)  
(Prerequisite: PHOT403 Portfolio II) In this course, students continue to refine and edit their work in a continuation of the portfolio process. Students more clearly visually and verbally articulate the underlying themes in their work.

PHOT416 Food Photography (3.0)  
(Prerequisites: PHOT121 Lighting, PHOT211 Advanced Lighting, PHOT221 Studio Photography) In this elective course, students will apply their photographic knowledge to capture images of food in a studio environment. Creating, designing, and editing photographs will be discussed. Topics will also include food styling, food preparation, and working with art directors and clients.

PHOT420 Exhibition Printing (3.0)  
(Prerequisite: Senior status in Photography program) In this laboratory class, participants will produce final portfolio prints as well as final exhibition prints of gallery quality. Special attention will be paid to quality control as demonstrated in effective dust and artifact-aberration control, tonal and color control, archival preparation and gallery-quality presentation.

PHOT423 Portfolio IV (3.0)  
(Prerequisite: PHOT413 Portfolio III) In this course, students complete the portfolio process. Students assemble portfolios, web sites, résumés, marketing and self-promotion materials into a comprehensive presentation. Students participate in a thesis exhibition.

PHYS1301 Physics (4.0)  
(Prerequisite: MATH1310 College Mathematics) This course presents concepts of general physics, such as Newton’s three laws of motion, momentum, energy, one-dimensional motion, vectors, motion in a plane, rotational motion, and properties of light and sound waves.

PSYC2301 General Psychology (4.0)  
(Prerequisites: none) This course presents basic concepts, principles, and methods involved in the scientific study and understanding of human behavior. Students explore physiological, social, experimental, developmental, and abnormal psychological processes.

PSYC2319 Social Psychology (4.0)  
(Prerequisite: PSYC 2301 General Psychology) Students study principles related to experience and behavior of individuals in interaction with each other, in-group situations, and in relation to items in the social setting, theories, concepts, and methods in Social Psychology.

PSYC3019 Human Sexuality (4.0)  
(Prerequisite: PSYC 2301 General Psychology) This course presents a scientific foundation for the understanding of the psychological, physiological, social, and behavioral aspects of human sexuality. In addition to studying historical changes in sexual practices and attitudes, the course will review and evaluate current research, issues, and concerns about sexuality in order to provide contemporary and relevant curriculum material. Topics include psychosexual development, gender roles, sexual orientation, sexual anatomy, alternate methods of reproduction, pregnancy/birth, contraception, sexually transmitted diseases, sex education, sexism, love and attraction, sexual abuse, sexual dysfunctions, sex therapy, paraphilia, and sexuality through the life cycle.

RS100 Fundamentals of Business (3.0)  
(Prerequisites: none) In this course, students are introduced to the fundamentals of business. Topics of learning include forms of business ownership, starting a business, developing a business plan, business management principles and strategies, and marketing and promotion strategies for a business.

RS104 Accounting (3.0)  
(Prerequisites: none) This course introduces the nature and purpose of accounting, presents the accounting cycle, and explains how to prepare accounting statements.
RS105 Human Resource Management (3.0)
(Prerequisites: none) This course is designed to provide an overview and foundation for all facets of human resources management. Topics will include job design, labor relations, recruitment, selection and development of employees, compensation administration, employee appraisal, and government regulations involved with equal employment opportunity, affirmative action, accommodations, Fair Labor Standards Act, and workplace safety. The strategic aspect of human resource management will be explored in depth.

RS141B Leadership (3.0)
(Prerequisites: none) This course focuses on the importance of leadership skills in managing and motivating teams. Effective group dynamics are emphasized through the application of problem solving, communication skills, and emotional intelligence in both individual and team situations. Leadership styles, decision-making, negotiating, and conflict resolution methods essential in today’s business environment are also covered.

RS318 Copyright & Intellectual Property (3.0)
(Prerequisite: AP101 Survey of the Music Industry) This course introduces students to the various concepts of copyright law and intellectual property and provides an in-depth exploration of copyright and intellectual property issues in competitive business practices. The emphasis of the course is placed on the protection of intellectual property, including copyright, trademark, business and service marks.

RS321 Fundamentals of Marketing (3.0)
(Prerequisite: none) This course addresses the fundamental principles of marketing and marketing research. Students will learn the importance and key components of a marketing plan. Knowledge and practical application of the marketing research process are also a focus of this course. Data sources, sampling procedures, questionnaire design, data collection, and analysis will be covered.

RS326 Sales Management (3.0)
(Prerequisites: none) An exploration of the steps involved in selling a product or service. Studies focus on the essential skills and knowledge necessary to affect a sale, as well as methods by which the sales pitch can be focused to solve customer problems.

RS345 Fundamentals of Advertising (3.0)
(Prerequisites: none) This course is a basic introduction to advertising, its history, potential, and limitations. Students will examine various definitions of advertising and different methods of communication, as well as the advertising spiral, objectives, copy, and federal regulations. Changes in advertising over the years and the effects produced by culture, major events, trends, and influences will also be examined.

RS350 Digital Marketing Strategies (3.0)
This is a marketing course for digital media. Students learn to conduct demographic analysis for customer needs and expectations and develop marketing strategies to effectively market value-added media products.

SOC1306 Social Problems (4.0)
(Prerequisites: none) With this course students will learn the application of sociological principles to the major problems of contemporary society, such as inequality, crime and violence, substance abuse, deviance, or family problems.

SPAN1401 Introduction to Spanish (4.0)
(Prerequisites: none) This course is designed to introduce students to the Spanish language and culture. Instruction will focus on preparing students to communicate in our expanding bilingual society.

SPCH1315 Public Speaking (4.0)
(Prerequisites: none) With this course, students will learn how to research, compose, organize, and deliver speeches for various purposes and occasions, with emphasis on listener analysis and informative and persuasive techniques.

VEMG105 Introduction to Visual Effects (3.0)
(Prerequisites: ART 109 Image Manipulation I) This course will explore various techniques to create and implement CGI into live action. The course will explore various methods of compositing and compositing concepts to enhance and expand productivity. Specific animation features and functions of the given software will be discussed and applied to the production of short 3D animation projects. Emphasis will be placed on creating CG environments and integrating elements into live action.

VEMG115 Storyboarding (3.0)
(Prerequisites: DFVP122 Conceptual Storytelling) This course focuses on planning for complex, layered composites. Students will apply industry-standard storyboarding and scripting techniques to visual special effects. Contents to be covered include purposes and formats of storyboards, basic terminology, and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script.

VEMG123 Two-Dimensional Animation
(Prerequisites: none) Students acquire foundation skills in two-dimensional animation techniques. Emphasis is on concept development, sequencing, timing, and character development using traditional animation materials and procedures.

VEMG125 Maps, Mattes, and Masks (3.0)
(Prerequisites: ART 109 Image Manipulation I) This course continues the development of digital imaging skills, with an emphasis on advanced techniques in masking, maps, channels, and compositing.

VEMG205 Three-Dimensional Modeling and Animation I (3.0)
(Prerequisites: VEMG123 Two-Dimensional Animation) Using a 3D modeling program, students will create and render 3D forms consisting of various combinations of light, color and texture.

VEMG211 Intermediate Visual Effects I (3.0)
(Prerequisites: CA305 Motion Graphics) This course begins with an overview of the history of visual effects with emphasis on the various effects processes in their historical contexts. It continues with discussions of the field of post-production, animation and broadcast graphics, and analysis of major sectors of those industries and career opportunities within them.

VEMG215 Three-Dimensional Modeling And Animation II (3.0)
(Prerequisites: VEMG205 Three-Dimensional Modeling and Animation I) This course will continue to explore the various techniques to create animation in a 3D environment. The emphasis will be on creating animated logo designs for use in broadcast and corporate presentation venues. The course will also explore various methods of compositing and compositing concepts to enhance and expand productivity. Specific animation features and functions of the given software will be discussed and applied to the production of short 3D animation projects. Emphasis will be placed on the ability to break down a scene into various layers and integrate those layers into a completed, seamless product.

VEMG217 Intermediate Editing (3.0)
(Prerequisites: DFVP113 Fundamentals of Editing) Intermediate editing introduces the computer into the editing process. Students will adapt editing concepts learned in VEMG207 to the non-linear atmosphere. Students will develop editing skills in a digital environment. Emphasis is on digitizing media, media management, titling, importing/exporting graphics, audio mixing and outputting to videotape.
VEMG221 Intermediate Visual Effects II (3.0)
(Prerequisites: VEMG211 Intermediate Visual Effects I) Utilizing various painting and compositing packages students will learn the principles of rotoscoping and digital painting, as applied to rig removal and special effects.

VEMG223 Intermediate Broadcast Graphics (3.0)
(Prerequisites: CA305 Motion Graphics) This course will expose students to the disciplines used in finalizing a video or animation project using compositing software. The class will reinforce compositing concepts, techniques, and vocabulary that students have learned in previous classes. More sophisticated tools and techniques will be introduced. Each student should produce a final edited project utilizing these skills.

VEMG227 Advanced Editing (3.0)
(Prerequisites: VEMG217 Intermediate Editing) Advanced editing gives the student the opportunity to refine knowledge and skills learned in the introductory and intermediate editing courses. The main focus of advanced editing is applying shot relations and transitions by creating a short video from original ideas to edits that master. Students explore the features and functions of video-editing systems, and learn to edit video using linear and non-linear video editing systems.

VEMG301 Advanced Visual Effects I (3.0)
(Prerequisites: VEMG221 Intermediate Visual Effects II) This course will expose students to the disciplines used in creating and compositing video shot on a blue or green screen. More sophisticated methods will be introduced for color correcting and adjusting video to produce seamless composites. The class will reinforce compositing concepts, techniques, and vocabulary that students have learned in previous classes. Each student should produce a final edited project utilizing these skills. Concepts presented will include various methods of keying, matte extraction, garbage matting, track mattes, traveling mattes, RGB color space, and color correction.

VEMG303 Interactive Visual Design (3.0)
(Prerequisites: ART109 Image Manipulation I) Interactive Visual Design is a mastery-level course encompassing broadcast design skills and information architecture as utilized in convergence media such as DVD and WebTV. The formats of DVD and WebTV/AOL.TV are referred to as convergence media; both present virtually all of the design challenges and limitations posed by both television NTSC display and browser-style navigation.

VEMG305 Post-Production Management (3.0)
(Prerequisites: none) Students will learn to manage the production process. They will develop skills in managing clients and personnel. Students will discover the critical nature of preplanning and organization to the disciplines used in finalizing a video or animation project. Students will understand the financial implications of project management. Skills will be developed in establishing timelines and deadlines.

VEMG307 Three-Dimensional Effects (3.0)
(Prerequisites: none) Students will use 3D software, particle systems, soft bodies, dynamics, and scripting to complete visual effects scenes.

VEMG311 Advanced Visual Effects II (3.0)
(Prerequisites: VEMG301 Advanced Visual Effects I) This course introduces students to the various methods of matching the motion shot on a live-action plate and applying that motion to a digital element. 2D and 3D tracking methods will be introduced. The course will also introduce students to morphing technology and methods by which elements can be seamlessly blended together within the frame.

VEMG313 Video Production (3.0)
(Prerequisites: CA305 Motion Graphics) This course introduces studio production with an emphasis on green screen shooting for compositing. Shooting in the studio forces students to work in a controlled environment. Matching lighting and camera angles/movement are stressed. Composition and blocking for translation into the digital realm is studied and practiced.

VEMG315 Art Direction (3.0)
(Prerequisites: none) This course further explores the responsibilities of the art director, including the evaluation of the creative process, marketing strategies, design aesthetics, and media application.

VEMG321 Production Studio I (3.0)
(Prerequisites: VEMG311 Advanced Visual Effects I) In this course, two group projects will be produced. Students will build upon previously learned foundation skills in broadcast design and visual effects by simulating a real world production environment. Emphasis will be placed on the competitive and collaborative aspects of broadcast design production, as well as various professional methods, procedures, techniques, skills, resources, and equipment.

VEMG323 Advanced Broadcast Graphics (3.0)
(Prerequisites: VEMG223 Intermediate Broadcast Graphics) This course will expose students to more advanced compositing techniques. The class will reinforce compositing concepts, techniques, and vocabulary that students have learned in previous classes. More sophisticated tools and techniques will be introduced. The class will focus mainly on group-oriented projects. Each student will have a vital role in producing a group project involving animation, live action video, editing, and compositing for a final portfolio piece.

VEMG327 Advanced Sound Techniques (3.0)
(Prerequisites: AP102 Fundamentals of Audio) A survey of advanced topics relating to sound for video including: the professional audio post-production process, dual-system sound synchronization, multichannel surround mixing for theatrical and DVD release, complex sound effect creation and sound design, advanced music and dialog editing, and a basic introduction to music creation using synthesizers, samplers, and the Musical Instrument Digital Interface (MIDI).

VEMG401 Production Studio II (3.0)
(Prerequisites: VEMG321 Production Studio I and CD400 Career Development) This course is designed to expose students to the disciplines used in animation and related industries. In this course, students will work as a production team to continue developing the full station ID (including bumpers, trailers, interstitials, openings, commercials, and lower thirds) that they started in the previous quarter.

VEMG403 Special Topics (3.0)
(Prerequisites: VEMG323 Advanced Broadcast Graphics) Topics are based upon important trends and developments in Visual Effects and Motion Graphics. Lectures, demonstrations, or research reports pertaining to areas of interest in Visual Effects and Motion Graphics presented by resident faculty, expert visitors, and working professionals. Group projects may also be assigned. Topics selected are based upon important trends and developments in the industry. Study and discussion of computer hardware, operating systems, networking, programming languages, interactive digital media, streaming media, HDTV, entrepreneurship, marketing, workgroup organization, and film industry are but a few possible topics that might be covered. As an independent study, this course allows the student to select special topics in Visual Effects and Motion Graphics and produce, under the guidance of an instructor, work related to the industry. The student will be exposed to the various applications.
of Visual Effects and Motion Graphics and apply those skills to chosen topics.

**VEMG405 Portfolio Preparation (3.0)**
(Prerequisites: VEMG311 Advanced Visual Effects II) Students will create treatments, scripts, storyboards and shooting schedules for the acquisition of source material for the student's final portfolio.

**VEMG411 Principles of Aesthetics (3.0)**
(Prerequisites: none) Aesthetics is the philosophical study of the nature of art. Students will examine various aspects of art including the relationship between the various arts and concepts of beauty, the creative process, principles of art criticism, style, and symbolism.

**VEMG415 Portfolio Development (3.0)**
(Prerequisites: VEMG405 Portfolio Preparation) This course continues the refinement of the student's digital portfolio. Students will focus on meeting digital portfolio requirements, showcasing their individual strengths and areas of specialization. Students will apply time management, technical, and artistic skills to complete final video.

**VEMG425 Portfolio Presentation (3.0)**
(Prerequisites: VEMG415 Portfolio Development) In this course students will compile the digital portion of their portfolio, to assess its strengths and weaknesses, to correct those weaknesses, and augment the students' strengths to produce a professional demonstration tape. Students will apply time and resource management principles to the development and production of visual special effects projects.
Policies and Procedures


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 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 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 Institute’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 Institute’s policies prohibit use of The Institute’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.*

**College History, Characteristics, and Ownership**

The Art Institute of Houston and it’s branch campuses, The Art Institute of Houston-North, The Art Institute of Austin, and The Art Institute of San Antonio are regionally accredited campuses that prepare students to seek entry-level positions in applied arts careers. The Institutes’ primary goal is to provide students with practical, employment-related skills and the curriculum is periodically modified to meet the needs of the local and national marketplace.

The Art Institute of Houston has opened three branch campuses: The Art Institute of Austin, on March 31, 2008; The Art Institute of Houston—North on May 14, 2009; and The Art Institute of San Antonio, on July 12, 2010. The Houston campus telephone number is 713-623-2040. The website is [http://www.artinstitutes.edu/houston](http://www.artinstitutes.edu/houston). The Houston-North’s campus telephone number is 281-671-3381. The website is [http://www.artinstitutes.edu/houston-north](http://www.artinstitutes.edu/houston-north). The Austin campus telephone number is 512-691-1707. The website is [http://www.artinstitutes.edu/austin](http://www.artinstitutes.edu/austin). The San Antonio campus telephone number is 210-338-7320. The website is [http://www.artinstitutes.edu/sanantonio](http://www.artinstitutes.edu/sanantonio).
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The Art Institute of Houston-North is owned by The Art Institute of Houston-North, Inc., a wholly owned subsidiary of The Art Institutes International LLC, which through two intermediary limited liability companies is a subsidiary of Education Management Corporation, 210 Sixth Avenue, Pittsburgh, PA 15222.

The Art Institute of Austin is owned by The Art Institute of Austin, Inc., a wholly owned subsidiary of The Art Institutes International LLC, which through two intermediary limited liability companies is a subsidiary of Education Management Corporation, 210 Sixth Avenue, Pittsburgh, PA 15222.

The Art Institute of San Antonio is owned by The Art Institute of San Antonio, Inc., a wholly owned subsidiary of The Art Institutes International LLC, which through two intermediary limited liability companies is a subsidiary of Education Management Corporation, 210 Sixth Avenue, Pittsburgh, PA 15222.

Curriculum, fees, expenses and other items described in the current catalog are subject to change at the discretion of The Institutes.

Accreditation and Licensing
The Art Institute of Houston, including it's branch campuses – The Art Institute of Houston-North, The Art Institute of Austin and The Art Institute of San Antonio, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees and diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The Art Institute of Houston.

The Institutes hold a Certificate of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations.

This school is authorized under Federal law to enroll nonimmigrant alien students.

Student Body
The Institutes have a diverse student body that includes students who have either enrolled directly after completing high school, have transferred from other post-secondary institutions, or have left employment situations for a new career.

Exhibition of Student Work
Student artwork is very important to The Institute. It is of great benefit in teaching other students and is used by admissions representatives to show prospective students and counselors what The Institute’s students have achieved. Student artwork is also a basic part of the catalog, other publications and exhibitions. The Institute reserves the right to make use of the artwork of its students, with student permission, for such purposes.

Student Input
The Institute encourages suggestions from our student body on ideas that might assist in carrying out the educational mission of the college. There are a number of ways for a student to share their comments:

- Contact Student Affairs who will make sure it is shared with all appropriate parties. You can also find a direct
link to this address in your student e-mail site under the Student Affairs Department.

The Art Institute of Houston
Office of Student Affairs
713-623-2040

The Art Institute of Houston-North
Office of Student Affairs
281-671-3381

The Art Institute of Austin
Office of Student Affairs
512-691-1790

The Art Institute of San Antonio
Office of Student Affairs
210-338-7320

• Contact a member of the Student Government Association. One of the goals of this group is to act as a representative for the student body.
• Schedule an appointment and share your idea with the Dean of Student Affairs in person.
• Fill out a suggestion form and deposit in boxes located at the equipment cage, in the Library, or in one-stop student services. The President regularly reviews suggestions. While not every suggestion may be feasible, The Institute regularly evaluates student suggestions and implements those that are in the best interest of all constituencies of The Institute.

ADMISSIONS TO THE ART INSTITUTE

How to Apply
The Institute welcomes all applications for admission. We value intellectual ability, academic achievement, creative expression, and personal qualities that would contribute to academic success in the design, visual, and culinary arts.

Prospective students will submit a completed and signed Application for Admission, an admissions essay, an Enrollment Agreement, and the $50.00 application fee. When applicable, a parent or guardian will also sign the documents. The Institute requires a tuition deposit of $100 within ten days of submitting the Enrollment Agreement.

While it is not a condition for submitting application materials, we strongly encourage applicants to visit The Institute. Arrangements for an interview and tour of the campus may be made by telephone or by writing The Director of Admissions at the campus you wish to tour:

Senior Director of Admissions
The Art Institute of Houston
4140 Southwest Freeway
Houston, TX 77027
713-623-2040 or 800-275-4244

Director of Admissions
The Art Institute of Houston-North
10740 North Gessner Drive, Suite 190
Houston, TX 77064
281-671-3381 or 866-830-4450

Senior Director of Admissions
The Art Institute of Austin
101 W. Louis Henna Blvd, Suite 100
Austin, TX 78728
512-691-1707 or 866-583-7952

Senior Director of Admissions
The Art Institute of San Antonio
10000 IH-10 W., Suite 200
San Antonio, TX 78230
210-338-7320 or 888-222-0040

Proof of High School Graduation
Graduation from an accredited high school, a Graduate Equivalency Diploma (GED), or the foreign equivalent is required for admission. In Texas, recognized high schools are those public schools accredited by the Texas Education Agency (TEA) or private schools accredited by the Texas Private School Accreditation Commission (TEPSAC). Applicants must provide an official copy of their final high school transcript, GED scores, or foreign educational credentials. Students who graduated from a home-school program may be required to present GED scores if other
standardized scores are not consistent with their published high school grade point average.

High school seniors may submit a partial transcript, which indicates their expected graduation date at the time of application, and then provide a final official transcript within thirty days of matriculation. Applicants who have graduated from a regionally accredited post-secondary institution may submit their official college transcript in place of proof of high school graduation. Other proof of high school graduation or its equivalent may be considered under special circumstances and must be approved by the President of The Institute.

The Institute requires the following elements in considering a high school transcript official:

- Transcript must be in a sealed, school-designated envelope.
- Transcript must contain a school seal, date of graduation, and signature from a designated school official.
- The Institute will also consider non-signed high school transcripts received through secure electronic means such as Docufide, TREX, or E-Script.

Official copies of all foreign educational credentials must be prepared in English or include a complete and official English translation. In addition, foreign transcripts must be evaluated for equivalency by a recognized credential evaluation service in the United States. For more information about acceptable credential evaluation services, contact the Admissions Department.

Special Program Requirements

The Institute has admissions policies which are consistent with its mission of providing a quality, collaborative academic environment for individuals seeking creative careers through higher education and preparing students for career entry in their fields of study. Applicants are assessed to determine both their academic readiness to do college level work and their ability to meet the demands of a specific academic department at The Institute. The admissions process is philosophically designed to be as inclusive as possible, while ensuring that students have the ability and academic preparation to succeed in college and in their specific academic programs. The college serves a diverse body of students, but is not an open enrollment campus.

Applicants are assessed for their ability to perform college level academic work in four areas: (1) previous academic performance, (2) math, (3) reading, and (4) writing. Students demonstrate acceptable previous academic performance by providing proof of high school graduation with a cumulative high school grade point average (CGPA) of 2.0 and passing scores on the Texas Assessment of Knowledge and Skills (TAKS) or any other state mandated test of minimum skills. Those students with previous college work may provide college transcripts as evidence of their ability. Readiness in math, reading and writing may be demonstrated with acceptable scores on a variety of standardized tests. Applicants who meet the criteria in all four areas are recommended for admission. Applicants who do not meet the criteria for admission in one or more of the areas are referred to the Admission Standards Committee for further review.

The Admission Standards Committee is comprised of faculty members and academic administrators. Members of the committee meet weekly to review individual student admission files. The committee examines each applicant’s high school transcript or GED scores, as well as other available educational data such as placement testing, ACT and/or SAT scores and college transcripts. At the discretion of the committee, additional information such as more recent test scores, letters of recommendation, interviews, portfolios, or other evidence may be requested.

Using this data, the Admissions Standards Committee makes the decision to accept or decline the application. An applicant who is declined admission has the right to appeal the decision in writing to the President of The Institute and present additional information for consideration.

Transitional Studies

Entering students are required to complete a placement test or other college-level standardized test to determine
whether transitional coursework is needed. Examples of these transitional courses include Developmental Composition and Developmental Reading. These courses are prerequisite to more advanced courses in General Education and are required for graduation. This coursework is in addition to the selected program of study, is charged at the current tuition rate, and may extend the length of time required to complete the program. Transitional studies courses are not calculated in the student’s cumulative grade point average or in the total credits needed for graduation.

Veterans Information
You and your family have worked hard to protect our nation. That is why The Art Institutes system of schools is so proud to offer our service men and women a special tuition discount and fee waiver program.

If you are on active duty, in the National Guard, or are an eligible spouse, The Art Institutes will discount your scheduled tuition by 10% as well as waiving all application and registration fees.

Students sponsored or assisted by the Veterans Administration may receive assistance in the filing of appropriate forms from the Registrar’s Office at The Institute. These students must maintain satisfactory attendance and academic progress as outlined in this catalog.

Veteran students certified for GI Bill educational benefits must provide copies of all post-secondary training accomplished, to include military training, along with a copy of their DD214 to the school for evaluation of prior credit which might be applicable to their course of study.

The student is expected to attend all classes as scheduled, on time, and to remain in class for the full duration. There are no excused absences. It is recognized that a student may occasionally have to be absent from class due to illness or a family emergency.

- **Dismissal from an Individual Class**
  - A student may be dropped from an individual class, at the instructor’s discretion, when the student has three absences in a class, which meets once per week, or five absences in a class which meets twice per week.

- **Dismissal from Program**
  - A student will be dismissed from the program if the student is not enrolled in at least one class through the end of the academic term.
  - A student who has dropped or been dropped from all classes must complete the re-admissions process in order to attend in the next term.

- **Ten Consecutive Day Dismissal**
  - A student who has been absent from school for 10 consecutive school days will be terminated from school for that quarter.
  - A student who wishes to return in a future quarter may contact the Re-Admissions Office for further information.

THE ART INSTITUTES NOTIFYING THE VA OF STUDENTS NO LONGER PURSUING A COURSE POLICY. POLICY IS EFFECTIVE AS OF SEPTEMBER 30, 2013

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

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

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

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

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

- A student who is absent from a particular course for a period of 21 consecutive calendar days will be considered not pursuing the course.
- At the end of a quarter, a student must complete their final assignment or take their final exam (these dates must be documented) or not receive a grade of W, WF or an unearned F, or their last date of attendance will be provided to the VA.

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

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

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

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

II. Policy Conditions and Guidelines.

**COURSE ATTENDANCE**

- The Art Institutes maintain an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each week. We will notify the VA if a student is no longer pursuing the course, as defined above.
- For students enrolled in campus-based courses – Students missing 21 consecutive calendar days of class in any course in which they are enrolled during an academic term could lose their VA educational benefits. If a class session during the course falls on a holiday or the faculty member cancels the class, the student is not considered to be absent.
- For students enrolled in online courses – Students not making at least one academically-related post for each online course in an approved learning management system during a 2 week period will be considered absent.
The VA will be notified about students who do not meet these pursuit criteria. The last date of attendance (LDA) will be determined and reported to the VA within 30 days of the change in enrollment. A notice of Change in Student Status with an “Adjust” action will be placed in the student file.

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

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

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

Students will have their VA educational benefits reduced or terminated when they expressly request to be withdrawn from a course(s) or their training is interrupted. Please note that The Institute does withdraw both VA and non-VA students from school, if the student does not attend all of his or her registered courses for 21 consecutive days for on-ground campus classes. Online students, both VA and non-VA, who do not make at least one academically-related post in any of their online classes in a 2 week period will be withdrawn from school. In both cases, the VA will also be notified of a VA student’s last day of attendance when the student is administratively withdrawn, which will result in a loss or reduction of VA educational benefits. If the student submits the final project and/or sits for the final examination does not pass a course(s) and receives an F (sometimes referred to as an earned F), the student will be deemed to have earned the F and to be in compliance with the pursuit requirements.

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

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

International Admissions Policy
All international (nonimmigrant) applicants to The Institute must meet the same admissions standards as all other students (Please refer to Admissions Requirements for all students located in The Institute's Catalog).

English Language Proficiency Policy
As the lectures, seminars, materials, and discourse which comprise programs of study at The Art Institute of Houston, Houston-North, Austin and San Antonio are presented in English, each of these institutions listed (Houston, Houston-North, Austin and San Antonio) 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 Standards

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<th>ELP TEST</th>
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Please contact an International Student Admissions Representative for questions about acceptable alternative measures of English Language Proficiency.

INTERNATIONAL STUDENT ADMISSIONS POLICY

All non-U.S. citizen or lawful permanent resident (LPR) students must meet the same admissions standards as all other students when seeking to enroll in: The Art Institute of Houston, Houston-North, Austin and San Antonio. 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 Houston, Houston-North, Austin and San Antonio all require nonimmigrant students present in Visa Waiver, B-1, B-2, F-2, and M-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). Please note that some programs may not be eligible for international students requiring Form I-20 sponsorship. Please ask to speak with an International Admissions Representative for more detail.

Applicants seeking to enroll in valid student nonimmigrant status (F-1) must submit each of the following items:

• A completed and signed Application for Admission Form including required essay;
• A completed and signed Enrollment Agreement;
• Original or official copies of all educational transcripts (secondary school and, if applicable, university-level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;
• Official credential evaluation of non-American educational credentials, if applicable; please note that
official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services (NACES); see www.naces.org

- Proof of English language proficiency (see English language proficiency policy);
- A completed and signed Sponsor’s Statement of Financial Support; (This statement is not required if the student is self-sponsored);
- Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
- A U.S. $50 non-refundable application fee and a U.S. $100 refundable tuition deposit;
- A photocopy of the student’s passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
- For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student’s passport as well as a photocopy of the student’s I-94 arrival departure record (electronic version or hardcopy white paper stapled in the passport (both sides));
- For all nonimmigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to The Institute;
- Proof of Health Insurance. Students who do not possess health insurance upon applying to The Institute must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant, seeking to enroll in valid student nonimmigrant status, is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required.

If the applicant is accepted, he/she will be sent additional information regarding the student visa application process.

**Tuition Information**

Tuition information for The Institute is referenced on the catalog addendum, which is a supplement to this catalog.

**Admissions Requirements for Returning Students**

The Re-Admissions Office provides assistance to those students wishing to return to school after withdrawal or suspension. For a smooth transition back into the academic mainstream, students must contact The Institute’s admissions department for all information needed to return to classes.

**EARNING ACADEMIC CREDIT**

**Proficiency Credit**

Students who participated in an Advanced Placement Program offered through their secondary schools may receive credit for comparable courses at The Institute. Credit will be awarded for scores of three (3) or better on AP examinations. AP exam credit must be applied for and approved in advance of the first quarter of study.

The Institute also grants proficiency credit to students who have demonstrated learning through the College Board’s College Level Examination Program (CLEP). The Institute must receive official CLEP scores prior to the class start.

No more than 25 percent of program credits will be considered for any type of proficiency credit.

**Credit for Prior Learning**

The Institute has established a process for evaluating credit for prior learning on a course-by-course basis. Students who believe they have acquired the competencies and learning objectives of a specific class may appeal to the Academic Director or Program Chair:

- The student must meet with the Academic Director or Program Coordinator who will explain the process and determine if the student is an appropriate candidate to request credit for prior learning.
• The student must submit a letter describing in detail why credit should be awarded, along with the Credit for Prior Learning Application, and the $100 application fee.
• A faculty evaluator will contact the student to provide instructions about the materials that will be necessary to complete the application.
• The student is required to submit portfolio documentation based on course competencies such as letters of reference, electronic copies of sample work, or actual samples of appropriate work which demonstrate course competencies samples, and/or narratives.
• The student is required to complete a written or verbal assessment which may or may not include a project or final exam.
• The evaluator will notify the student within 30 days of whether or not the minimum requirements have been met.
• The application fee is non-refundable, even in the event the student is not awarded credit for prior learning.
• Once a student has attempted a course, he or she may not apply for credit for prior learning for that specific course.
• All requests for prior learning must be completed before the start of the student's final graduating quarter. No more than 25 percent of program credits will be considered for any type of proficiency credit.

TRANSFER OF CREDIT
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
The Art Institute does not imply, promise or guarantee transferability of its credits to any other institution. The fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution, taking into account such factors as course content, grading, accreditation and licensing.

The goal of The Art Institute is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute is their deliberate focus on marketable skills. The credits earned are not intended as a stepping-stone for transfer to another institution. For this reason, any student wishing to transfer credits to another institution will need to confirm that the academic credits earned at The Art Institute will transfer to the receiving institution before entering a program at The Art Institute.

Programs offered by one school within the Art Institutes system may be similar to, but not identical to, programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institute system, you may be required to take additional courses beyond the completed portion of the program, including topics previously covered in past classes.

If you are considering transferring to either another Art Institutes school or an unaffiliated school, it is your responsibility to determine whether that school will accept your The Art Institute credits. We encourage you to make this determination 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 Art Institute school until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress.

**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 25% of their program credits in residence at the Art Institute school into which they have enrolled and from which they hope to graduate. 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 Institute 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 American Council on Education (ACE) transcript.

*The Art Institute of Houston, The Art Institute of Houston-North, The Art Institute of Austin, and The Art Institute of San Antonio* recognizes and uses the **ACE Guide to the Evaluation of Educational Experience in the Armed Services** to determine the value of learning acquired in military service. We award credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations when applicable to a Service member’s program. In addition, we utilize Joint Services Transcript in our processing of prior learning experiences for possible transfer credit.

- **Internal Proficiency Testing for Credit.** Requests for testing out of specific courses approved by The Art 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 represent a sampling of what may be requested by the Department Chair from the student in order for the advanced standing review to be complete.

- **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 Art Institute must be made through the department director prior to class start.

No more than 25% of program 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, and 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.

GRADUATION REQUIREMENTS
Degree and Diploma Requirements for Graduation

The following are graduation requirements at The Institute:
- The student must satisfy all academic requirements of the program of study. Academic credit may be earned through passing course grades, transfer credit, advanced placement exams, or credit for prior learning.
- The student must earn a minimum of 25% of the credit hours in the program of study through on ground coursework at The Institute.
- The student may earn a maximum of 25% of the credit hours in the program of study through distance education while enrolled at The Institute.
- The student must earn a minimum cumulative grade point average of 2.0.
- The student must complete the graduate clearance process.
- The student must have satisfied all financial obligations to the college.

EDUCATIONAL AND ACADEMIC SUPPORT SERVICES
Career Services
The Institute offers employment assistance resources and services to eligible students and graduates. Classes are offered to train students in successful job search skills and to support them in their job search, though at no time does The Institute guarantee employment or any level of compensation after graduation. During the student’s training at The Institute, an attempt is made to cover all relevant aspects of the employment search process. This experience is designed to help the graduate to organize and conduct a job search.

Employment assistance classes, individual advisors and printed and electronic job search information are offered to all students as part of the curriculum. Topics such as organizing a job search, company research, preparation of résumé and other written communications are addressed. Training includes job search skills, interview and interview
follow-up techniques, networking and self-promotional marketing. Resource and reference materials are available in the Library. Students also receive extensive portfolio counseling from their faculty. The Institute continually seeks new employment opportunities and contacts for students and graduates. An ongoing effort is made by employment advisors and other Art Institute personnel to stay in close communication with prospective employers and other professionals in each field of study.

Students at The Institute are encouraged to obtain part-time work in their field of study while in school to prepare them for full-time employment. Each student and graduate can help his or her job search success by utilizing employment assistance resources and services. To be eligible for graduate employment assistance students must complete an exit interview and have an acceptable résumé in their last quarter before graduation.

Graduates who confine employment considerations to any of the Art Institute locations respective metropolitan areas may limit the particular opportunities available to them.

**Academic Advising**
Academic Advising is provided by Department Chairs in each program. They assist students in making decisions about scheduling and course selection, track student progress, and provide individualized attention, which ultimately facilitates academic success.

**Wellness Services**
Services available to The Institute students include referral to individual counseling, group counseling, community resources, and health care facilities. The Student Affairs Department also provides educational programs about health and wellness, educational support, leadership development, as well as student mixers and social events.

**Student Housing**
Living accommodations are very important for students who are enrolling at The Institute and moving away from home. One option to consider is school-sponsored housing, in which you and other students live in housing arranged by The Institute. For more information contact the Director of Student Affairs.

**Library**
The Library collection consists of multiple format resources and services to meet the needs of students, faculty, staff, and alumni. Approximately fifty percent of the print resources are directly related to the programs of study, with the remaining fifty percent supporting the general education curriculum. Multimedia materials include videos and DVDs, as well as compact discs containing audio, image, and video files. In addition to its specialized collections, the Library provides study space, video viewing stations, copier service, and access to program-related software, word processing, electronic databases, and the Internet. The librarian offers library tours, workshops, and bibliographic instruction for individuals and groups.

**Campus Security**
The Institute wants every student to enjoy a safe, secure stay with us. Crime awareness and campus security are matters for which every student must take personal responsibility. The Institute Student Conduct policy and Housing Rules and Regulations strictly prohibit the possession of weapons and the use of alcohol, controlled substances, and drugs on the campus or in school-sponsored housing.

The Institute informs all students through the Drug Prevention Policy contained in the Student Handbook of the detailed requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what The Institute requires of all staff and students. Students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or when participating in any institutional activity. Students who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment. The Institute’s will make a good
faith effort to maintain a drug-free and alcohol-free school and work place through implementation of the preceding policy, and will establish and maintain a drug and alcohol awareness program. The Institute Campus Security Policy will be distributed to every student. It discusses, among other things, the importance of prompt reporting of crimes to school officials and local police; campus security procedures aimed at encouraging students and employees to be responsible for their own security and the security of others; counseling and other assistance available from the school to any student who may be the victim of a crime; and statistics on selected crimes The Institute will maintain pursuant to the Crime Awareness and Campus Security Act. The policies on drug awareness and the campus crime report are published in the Student Handbook and/or may be obtained from the Student Services office.

The 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.

In addition to the annual security report, The Art Institute maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at The Student Affairs office.

The Institute will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

The Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

_Disability Services_
The Art Institute provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Institute.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator 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 Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Affairs at the appropriate Institute. Complaints will be handled in accordance with the school’s Internal Grievance Procedure for Complaints of Discrimination and Harassment.

The Art Institute of Houston
Office of Student Affairs
713-623-2040

The Art Institute of Houston-North
Office of Student Affairs
281-671-3381

The Art Institute of Austin
Office of Student Affairs
512-691-1790

The Art Institute of San Antonio
Office of Student Affairs
210-338-7320
INSTRUCTIONAL EQUIPMENT

Use of instructional equipment will be made available according to the program curriculum to enable the students to acquire an understanding of those fundamental principles of equipment of the type the student would be likely to encounter in an entry-level position in the field. Students must share such equipment. The Institute cannot guarantee students’ hands-on usage of such equipment beyond that called for in the curriculum. To complete the requirements of his/her program, the student may have to schedule use of the equipment outside normal class hours.

Book Process

Students in need of purchasing books for their classes will need to sign an authorization form either approving or not approving the use of excess Title IV funds, if applicable, to cover the cost of books and supplies. If the purchase of books and supplies should exceed the amount of the student's credit balance after all aid pays in, the remaining amount due will be posted to the student's account and the student will be responsible for making alternative payment arrangements.

Students who do not authorize and who have excess Title IV funding due to receiving funds from a Pell Grant will receive the lesser amount of either the amount of their Pell Grant excess or their full credit balance amount, for the term in question, within seven days of the start of the term. Students who do not authorize and who are receiving excess Title IV funds but do not have a Pell Grant will receive a stipend within the later of the term begin date or 14 days of the date of their credit balance on their ledger card.

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 The Institute’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 The Institute.

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 Institute's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the The Institute’s information technology system. The Institute’s policies prohibit use of the The Institute’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 Institute 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 Institute itself, which supports this creative and scholarly work.

This document expresses The Institute’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 Institute – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with The Institute, and this Policy governs in all circumstances, unless The Institute 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 Institute 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 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.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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.

M. 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.
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.
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


Subject to the exceptions noted in this Policy, as a general rule, The Institute 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 Institute and constitutes a Work Made for Hire.
e) The Intellectual Property is developed by a creator who is assigned, directed or funded by The Institute to create the Intellectual Property.
f) The Intellectual Property is developed under a grant, program or agreement, which provides The Institute 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 Institute (or by The Institute 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 Institute under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by The Institute’s President, and to execute any document deemed necessary by The Institute to perfect legal rights in The Institute and enable The Institute 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 Institute. Likewise, student rosters, attendance forms,
interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to The Institute.

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 Institute as Works Made for Hire or otherwise.

c) If any Intellectual Property to be owned by The Institute 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 Institute 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 Institute.

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 Institute 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 Institute 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 Institute 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 Institute outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.

j) The rights of The Institute to a perpetual, worldwide license (exclusive or non-exclusive, as The Institute 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 Institute will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or The Institute 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 Institute 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 Institute 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 Institute. Where practicable, The Institute will use best efforts to cite the creator of the Work if The Institute exercises such usage rights.

V. **Institution’s Marks**

Intellectual Property comprised of or associated with The Institute’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 Institute and/or its affiliates. This Policy is designed to protect the reputation of The Institute and its affiliates, and to prevent the illegal or unapproved use of The Institute’s Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of The Institute. However, faculty, staff, and Students may identify their status or professional affiliation with The Institute as appropriate, but any use of The Institute’s Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, The Institute. No products or services may be marked, offered, sold, promoted or distributed with or under The Institute’s Marks without The Institute’s prior written permission and compliance with the licensing policies of The Institute. 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 Institute’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 Institute, 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 Institute 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 Institute reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. The Institute 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 Institute and will remain in effect until modified or revoked by The Institute. 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 Institute 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.

RETAKING COURSEWORK POLICY

Effective July 1, 2011, ED amends the full-time enrollment status definition for programs at term-based institutions. In a standard term-based program, students who retake previously completed coursework are considered eligible for additional Title IV assistance, even if the students will not receive credit for that coursework in addition to credits already received. To comply with this provision and to assist students with managing appropriate FSA loan balances, EDMC has implemented the following policy on retaking coursework for standard term and non-term based programs. In a notification issued by NASFAA on October 4, 2012, the agency has received reaffirmation from the Department of Education (ED) that its guidance on retaking coursework provisions found at 668.2 of the General Provisions regulations apply only to undergraduate students. ED stated it will issue a Dear Colleague Letter for the purpose of stating the current policy in a more official manner.

Standard Term-based Undergraduate Programs

Students enrolled in standard term-based undergraduate 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 EDMC’s 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, EDMC’s 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 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 Undergraduate Programs
Student’s coursework is divided into payment periods based on 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 withdraw 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.

**Firearms Policy**

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Human Resources or a member of management. It is the responsibility of management and Human Resources to enforce compliance with this policy and to take corrective action when necessary.

**Conditions/Guidelines**:

a. This Policy applies to anyone on EDMC premises, unless otherwise prohibited by law.

b. Firearms, including concealed weapons, are not permitted on EDMC premises and/or at EDMC events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to EDMC or to EDMC’s vendors and contractors (where approved by EDMC) may carry weapons.**

c. Firearms are not permitted in any vehicle while the vehicle is parked on EDMC property, whether said property is owned or leased by EDMC or provided to EDMC for its use, except where otherwise required by law.

d. Any employee or student who becomes aware of a violation of this policy should immediately notify Human Resources, the President or a member of management or a member of school staff.

Violation of this policy is considered a serious offense that endangers the safety of anyone on EDMC premises. Any person violating this policy may be required to leave EDMC premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.
Undergraduate Satisfactory Academic Progress Policy
Effective for quarters beginning on or after April 1, 2012

I. Purpose/Scope

The Satisfactory Academic Progress Policy ensures that all students enrolled in certificate, diploma, and undergraduate degree programs are maintaining satisfactory academic progress towards a successful completion of their academic programs. The criteria and standards contained in this policy are set to recognize exemplary academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress Policy complies with requirements of accrediting commission(s) along with federal regulatory guidelines.

II. Policy Guidance

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/Vice President 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/Vice President 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 will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in the loss of financial aid and academic dismissal. Please meet with academic advisor if you are having attendance concerns, feel you are failing a course or courses or before withdrawing from a course or courses to determine how that will impact SAP at your next evaluation points. 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.
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 quarterly 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:

<table>
<thead>
<tr>
<th>Quarter GPA</th>
<th>Honors Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>President’s Honor List</td>
</tr>
<tr>
<td>3.7-3.99</td>
<td>Dean’s Honor List</td>
</tr>
<tr>
<td>3.5-3.69</td>
<td>Honor Roll</td>
</tr>
</tbody>
</table>

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 1.0 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 1.5 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 2.0 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. 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.
6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

<table>
<thead>
<tr>
<th>Certificate/Diploma</th>
<th>Evaluation Point</th>
<th>Milestones(CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Quarter</td>
<td>&lt; 1.0 and/or 33.33%</td>
<td>Academic/Financial Aid Warning</td>
<td></td>
</tr>
<tr>
<td>End of Second Quarter</td>
<td>&lt; 1.5 and/or 50.00%</td>
<td>Academic/Financial Aid Warning (if 1st time)/ Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)</td>
<td></td>
</tr>
<tr>
<td>End of Third Quarter And every quarter thereafter</td>
<td>&lt; 2.0 and/or 66.67%</td>
<td>Academic/Financial Aid Warning (if 1st time)/ Academic/Financial Aid Dismissal (if on Warning)</td>
<td></td>
</tr>
<tr>
<td>At Any Time</td>
<td>Anything in excess of 150% MTF</td>
<td>Academic/Financial Aid Dismissal</td>
<td></td>
</tr>
<tr>
<td>Transitional Studies</td>
<td>At Any Time</td>
<td>3x Attempted Failures</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
</tbody>
</table>

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 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Dismissal. Please note that if your ICR and/or GPA is at the minimum or you are close to the minimum, you may need to pass most or all of your courses during the next three quarters. While you are making SAP, we recommend that you meet with your academic advisor.

2. At the end of the second academic year, students must attain a minimum CGPA of 2.0 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 2.0 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.

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Evaluation Point</th>
<th>Milestones (CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Academic Year</td>
<td>&lt; 1.00 and/or 33.33%</td>
<td>Academic/Financial Aid Dismissal</td>
<td></td>
</tr>
<tr>
<td>End of Second Academic Year</td>
<td>&lt; 2.0 and/or 66.67%</td>
<td>Academic/Financial Aid Dismissal</td>
<td></td>
</tr>
<tr>
<td>End of Seventh Quarter and</td>
<td>&lt; 2.0 and/or 66.67%</td>
<td>Academic/Financial Aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thereafter</td>
<td>Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>At Any Time</td>
<td>Anything in excess of 150% MTF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transitional Studies</td>
<td>Academic/Financial Aid Dismissal</td>
<td></td>
</tr>
</tbody>
</table>

|                          | At Any Time                                     | 3x Attempted Failures                                                                      |
|                          |                                                | 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.

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/Vice President 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/Vice President 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/Vice President of Academic Affairs or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Dean/Vice President 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
- Work-related transfer during the period
- Change in work schedule during the period
• Natural disaster
• Family emergency
• Financial hardship such as foreclosure or eviction
• Loss of transportation where there are no alternative means of transportation
• Documentation from a Professional Counselor
• A doctor documented illness of the student for a significant period of time
• Military deployment

A student who is successful in his or her appeal is able to apply for re-entry and if otherwise eligible, receive financial aid; 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).

The Dean/Vice President 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 the student’s ability to avoid the circumstance. Any consideration of the conditions outside of the list provided should be discussed with The Institute Vice President of Academic Affairs. Student life issues and making the transition to college are not considered mitigating circumstances under this policy since students have at least two quarters to adjust to college life.

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. Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must document and maintain as part of the appeals process a concrete plan for how a student will complete his remaining coursework by the next measurement point as well as how the student’s progression will be monitored. 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. The Academic Plan must be reviewed with the student to ensure that designated Academic Plan is being met and the student is on track to achieve the success measures within the approved timeframe. There cannot be a change to the academic plan once approved by the student and the institution. Failure to meet the established goals approved in the appeal will result in Academic/Financial Aid Dismissal.

A student denied an appeal must sit out one year before being eligible to apply for re-entry. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her to not meet the minimum standards of the Satisfactory Academic Progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances and demonstrate that he or she will be able to meet satisfactory academic progress if re-admitted.

If the appeal is granted, the re-entering student will be placed on Academic/Financial Aid Probation at the start of his or her quarter of return. The student must meet the standards of Satisfactory Academic Progress by the end of his or her first quarter if in a diploma program and up to the second quarter if in a degree program (but only if there is a documented Academic Plan between the Institution and the student) to continue in the program. The agreed upon academic plan must result in thresholds that exceed the last evaluation point’s minimums and be sufficient for the student to realistically meet the next evaluation point. The student may be asked to retake courses previously failed in order to raise both the CPGA and ICR. If a student was initially denied a re-entry appeal and
sat out for one year before attempting to re-enter, the student must submit a second appeal for consideration for re-entry. If the second re-entry appeal is denied, no additional appeals may be allowed and the student is permanently academically dismissed.

Upon the Appeals Committee decision, the student is notified by the Dean/Vice President 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 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 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.

**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.

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 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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.4</td>
</tr>
<tr>
<td>Grade</td>
<td>GPA Value</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.4</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0 *</td>
</tr>
</tbody>
</table>

*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)

- **S = Suspension**
  - Affects ICR/MTF/CGPA (Computes as an F)

- **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 = 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.

- **RE = Remedial Course**
  - This code will appear for remedial courses taken at schools utilizing the Campus Vue Student Information System (SIS). This code will be followed by the course grade. Does not affect ICR/MTF/CGPA/SCGPA.

- **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.

- **WV = Waiver**
  - Commonly used when waiving a Transitional course and does not affect ICR/MTF/CGPA.
Students receive grades at the end of each quarter including mid quarter. 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’, ‘W’, or ‘WF’. Course credits with grades of ‘F’, ‘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/Vice President 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.

Calculations
The 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 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:

\[
A = 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned} \\
B = 3 \text{ grade points} \times 3 \text{ credit hours} = 9 \text{ grade points earned}
\]

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.

In this example:

\[
16 \text{ grade points} + 9 \text{ grade points} = 25 \text{ total grade points}
\]
25 grade points earned divided by 7 total hours earned = student’s GPA for the quarter, 3.57, which is rounded to 3.6.

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 Institute by the student’s total credit hours earned from all quarters at The Institute. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if the last digit is less than 5. Example: 1.95 = 2.0, 1.94 = 1.90)

**Incremental completion rate** is determined as follows (transitional study credits do not count in this calculation):

\[
\frac{\text{(EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)}}{\text{(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)}}
\]

**The 150% MTF:** Only the attempted and transferred 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:**

\[
\text{TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM } \times 1.5 = \text{TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.}
\]

**STUDENT STATUS CHANGES AND SAP**

**Transfer Students**

Transfer credits from other post-secondary institutions applied to the current program of study are used to calculate attemptable credits remaining and remaining credits to graduate. 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 X 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),
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 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/Vice President of Academic Affairs, 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 CGPA. 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):

\[
\frac{(\text{EARNED CREDITS in the New Program } + \text{ TRANSFER CREDIT ACCEPTED}) \text{ minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}{(\text{ATTEMPTED CREDITS in the New Program } + \text{ TRANSFER CREDITS Accepted}) \text{ minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}
\]

The 150% MTF Only the attempted and transferred courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. An MTF violation occurs when the credits remaining to graduate exceeds the attemptable credits remaining.

The 150% MTF is determined as follows:

\[
\text{TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.}
\]

Second Degree
When a student has graduated from The 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.

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, studio work, and other academic work leading to the award of credit hours.

Clock Hour to Credit Hour Conversion

For all classes in the Design & Technical Graphics, Fashion Design, Fashion & Retail Management, Graphic Design, Interior Design, Media Arts & Animation, Digital Photography, Visual Effects & Motion Graphics, Web Design & Interactive Media programs, the following conversion rates apply:

Lecture Classes: 11 clock hours per quarter credit hour.
Laboratory Classes: 22 clock hours per quarter credit hour.
Internships: 30 clock hours per quarter credit hour.
College 101: 16.5 clock hours per quarter credit hour.

For Culinary programs, the following conversion rates apply:

Lecture Classes: 11 clock hours per quarter credit hour.
Laboratory Classes: 18.3 clock hours per quarter credit hour.
À La Carte Kitchen: 25.6 clock hours per quarter credit hour.
Internship: 50 clock hours per quarter credit hour.

For all General Education classes: 12 clock hours per quarter credit hour.

One clock hour is equivalent to 50 minutes of instruction in a 60-minute period.

DISTANCE EDUCATION

The Institute offers selected online courses through a consortium agreement with The Art Institute of Pittsburgh. A student may earn no more than 25% of the credit hours required for their academic program through distance education. Online classes are 5 ½ weeks in length and have the same course and exit competencies as the on-ground version of the same course. The Institute has reviewed all course descriptions, course outcomes, and course syllabi for online courses to determine the educational integrity equivalency of these courses to the same courses that are offered on-ground at The Institute. A student may earn no more than 25% of the credit hours required for their academic program through distance education. 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.

Online courses are designed to take advantage of technology, making the learning environment more efficient and maximizing relevance to your prior learning and experiences. As in traditional on-ground classes, students are expected to complete all work and submit assignments within the time periods given by the instructor as listed on the course syllabus. Students in online courses are required to log into the course and post their work at least four of
seven days per class week, with each of the four log-ins occurring during separate 24-hour periods. All assignments must be submitted by 3:59 A.M. (Central Standard Time) on the due date. Student participation in the course is required in addition to submitting formal assignments for the course. Log-ins and posts are monitored, and students enrolled in online courses must adhere to academic and attendance policies to remain in good standing.

The Institute charges the same tuition for online courses as it charges for on-ground courses. In addition, a $100.00 fee is charged for each online course taken to cover administrative and technical support for students.

**International Student Policy on Online/Distance Education:**

No more than one online/distance education class or three (3) credits per academic term may count toward satisfying the “full course of study” requirement (above) for I-20 sponsored international students. A student qualifying for a Reduced Course Load in his or her last semester may not attend only via distance education; he or she must have at least one (1) on-ground course.

**Prerequisites for Participation in Online Courses**

Before registering for an online course, you must speak to your advisor at The Institute to discuss your interests, the type of learning activities with which you are most comfortable and successful, and the amount of time you have available in your schedule to dedicate to online course requirements. Candidates for online courses must be in good academic standing and possess excellent time management, problem-solving, and critical thinking skills, as well as strong written communication abilities. Your advisor will be able to make the most appropriate recommendations about course types and course loads. In order to participate in online classes, you must have computer hardware and software equivalent to the specifications indicated by The Institute. The Institute regularly reevaluates the hardware and software needs to ensure that students taking online courses are utilizing technology in parity with students taking the same courses on-ground. Prior to registration each quarter, The Institute will provide students with a list of courses to be offered online. The technology requirements specified for each course are available on the virtual campus Web site, aionline.edu/catalog, found at The Art Institute of Pittsburgh—Online Division Web site.

**Registration for Online Courses**

Students register for online courses during the regular registration period at The Institute. Online courses are offered in two sessions within the academic quarter calendar. The first session begins at the same time the on-ground course work begins at The Institute and runs for 38 days (through the Wednesday of week six of an academic quarter). The second session begins 38 days prior to the end of the quarter (Thursday of week six) and ends on the same day as the quarter for The Institute. It is not necessary to sign up for classes in both sessions. However, if a student wishes to take courses in each of the two sessions for a quarter, he or she must register for both sessions of a given quarter during the traditional registration period. A student who wishes to enroll in only one of the two sessions of an upcoming quarter must register during the traditional registration period, as well, even though the second session does not begin at the start of the academic quarter. The same add/drop policy and timeframe is followed for both online and on-ground courses.

**Academic and Software Orientation**

There are several tutorials and exercises that you can go through to make sure that you are knowledgeable and comfortable working in the online environment and with any required software before the class begins. It is imperative that you are ready to begin working on the class at the start of the academic quarter; you will not have time to orient yourself once the class is underway. You have access to 24-hour online platform software and technology support via a toll-free number throughout your class to assist you if any problems arise. You also have access to address any questions or concerns that arise through e-mail at The Art Institute of Pittsburgh—Online Division Web site.

**Textbooks**

All online courses require textbooks. Most online classes utilize The Institute’s Digital Bookshelf, an advanced electronic textbook reader that allows storage of digital assets within individual online classrooms. Students are able
to access their electronic text directly from their online classrooms with the option to download their text to their computers for offline access. The digital resource fee associated with Digital Bookshelf is added to the tuition of each online course in which a student is registered. If an online course requires a traditional textbook, it may be obtained from The Art Institute of Pittsburgh—Online Division’s textbook partner at www.mbsdirect.net. This service provides 48-hour delivery for most textbooks. Textbooks can be purchased online over a secure line using a credit card.

**Equipment**

Prior to registration, students are provided with a technical specification list for hardware and software that supports the online courses. The technology requirements specified for each course are available on The Art Institute of Pittsburgh—Online Division virtual campus Web site, aionline.edu/catalog. Students are not, however, required to purchase or lease any equipment through The Institute or The Art Institute of Pittsburgh—Online Division.

**Faculty**

Faculty who teach the online courses possess the same subject matter credentials and experience requirements as faculty who teach the same course on-ground. In addition, all faculty who teach online are required to successfully complete a six-week online training course. In most cases, faculty who teach online courses teach the same courses on-ground with The Institute's system.

**Academic Services**

The Institute provides a wide variety of support services to its students in order to assist them in completing their educational programs and reaching their career goals. All students who take online courses remain enrolled at The Institute and are encouraged to take advantage of these support services.

**Student Financial Planning**

The Institute has a Student Financial Services office where students and their families develop a financial plan to help ensure students’ completion of their program. Specialists from this department help students complete the federal and state applications for grants and loans applicable to the students’ circumstances. Once a student’s eligibility for financial aid has been determined, the student receives help to develop a plan for meeting educational expenses. “Plus” students (those registered for both online and on-ground courses at the same time) receive the same assistance and financial consideration regardless of the delivery format of their registered courses.

For further information, visit the Registrar at One Stop.

**DIGITAL BOOKSHELF AND EBOOKS**

The Institute is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. Eventually most courses will have a digital resource fee associated with them. This mandatory fee is a flat rate per course and allows students access to an Electronic Library and HTML versions of textbook(s), and in some cases, other electronic media, which is integrated into the course. Students are responsible for reading the Digital Bookshelf and eBook User’s Manual publication which describes the media, access to the materials and your rights and responsibilities related to Digital Bookshelf.

Students retaking a course are charged only once for the digital resources fee associated with the same course because students have access to the digital resources materials for five years. Provided the digital resources for the retaken course still uses the same digital books, students do not purchase additional textbook(s) for these courses. On average the price of the digital resource fee is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges and immediate access to the materials. When you register for a course, the course registration will display whether there is a digital resource fee or whether paper textbooks are required for each particular course.

**Hardware Specifications**
The Institute uses eCollege and Vital Source to deliver its digital resources. 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.

ATTENDANCE POLICIES

COURSE ATTENDANCE

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, and 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 should be prepared to start the session on the first day of classes and to add/drop courses early in the first week of the session to minimize absences. Absences accrue against the student even if the student was not originally registered for the class but adds it after the start of classes.

New students at an-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 Art Institute. They must contact the campus registrar to indicate their intent to return.

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.

A student can officially withdraw from any class through the ninth week of an 11 week term (or course) (week 4 of a 5.5 week course or week 8 of a 10 week term) and receive a grade of “W” (Withdrawal, with no grade penalty.) Course withdrawal forms must be submitted to the Registrar’s Office by the close of business on Friday of week nine (week 4 of a 5.5 week course) in order to receive a “W” grade. If a student stops attending but does not officially notify the registrar that they are withdrawing or if he/she withdrawals from courses after the periods described above they will receive a grade of “WF” (Failures due to late withdrawal.)

Please note that withdrawing from courses will negatively impact a student's Satisfactory Academic Progress and their ability to graduate. In most cases the student will have to retake the course(s) and be charged again for the course(s). We strongly advise that the student meets with their academic advisor before withdrawing or before the student stops attending a course or courses.

COURSE ATTENDANCE REQUIREMENTS (See Online (PLUS/AiPOD))

1. Students are expected to attend all class meetings, arrive on time, and stay for the duration of the entire class session.
2. Students who fail to attend a class session will be given an absence for that session.
3. Faculty policies regarding attendance, tardiness arriving to class and returning from breaks, or leaving class early can be found in the course syllabus.
4. The Art Institutes considers a student as administratively withdrawn when he or she withdraws from all courses within a term. An administrative withdrawal is an action taken by the school.
CONSECUTIVE DAYS ABSENCE POLICY

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 course), will be withdrawn from The Art Institute and will receive W's (withdrawals, with no grade penalty), or WF's (Failures due to late withdrawal) for all courses if the withdrawal occurs after the end of the ninth week of the session. 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, weekends 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

Students who are administratively withdrawn from school for violating the attendance policy may submit a one-time appeal per term 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 prior to the next class meeting. The written appeal must include mitigating circumstance documentation. The student must still have the potential of successfully completing the course(s) to earn a successful appeal.

Mitigating circumstances may include one of the following reasons on the day of the recorded absence. EADs (EAD is Examples of Acceptable Documentation) are not limited to what is listed:

1. Death of an immediate family member
   EAD: Newspaper obituary, funeral card.
2. Student illness requiring hospitalization (this includes mental health issues)
   EAD: Documentation from hospital, attending physician or psychologist showing dates of stay.
3. Severe illness of an immediate family member where the student is a primary caretaker
   EAD: Documentation from physician regarding ill relative’s situation.
4. Illness of an immediate family member where that family member is the primary financial support
   EAD: Documentation from physical regarding ill relative’s situation.
5. Abusive relationships
   EAD: Documentation from mental health professional or law enforcement agency.
6. Divorce proceedings
   EAD: Legal documentation regarding proceedings.
7. Change in work schedule prior to the evaluation point
   EAD: Documentation from employer regarding change in schedule.
8. Natural disaster
   EAD: Proof of residence in affected area and proof of disaster.
9. Family emergency
   EAD: Documentation of specific incident.
10. Loss of transportation where there are no alternative means of transportation
    EAD: Artifacts that document how transportation was lost and why other transportation was not available.
11. A doctor documented illness of the student for a significant period of time.
    EAD: Letter from doctor on doctor’s letterhead or prescription pad indicating commencement of illness and release date.
12. Military deployment.
    EAD: Deployment orders.

SESSION START ENROLLMENT AND CLASS CLEARANCE POLICY

All students are expected to clear all holds prior to the start of the term and attend classes during the first two weeks of classes of every session in order to maintain enrollment as a student. Absences are recorded from the first day of the session irrespective of the reason for absence. Should continuing or re-entry students adjust their schedule within
the schedule adjustment period (drop/add week), they will be marked absent for any class they have missed as a result of the schedule change.

Students in school-sponsored housing whose enrollment is suspended will have their lease terminated. Students missing classes because their holds are not cleared will be marked absent. A student whose enrollment is suspended for not attending classes during the start of the term may be permitted to apply for readmission for the subsequent term.

**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. If the discrepancy is unresolved between the student and the instructor/facilitator, the student should submit a form to his/her Academic Director/Program Coordinator. The Academic Director/Program Coordinator will review form then forward it to the Registrar to make the changes and the Director/Coordinator will follow up with the student.

**ATTENDANCE POLICY FOR LABORATORY COURSES IN CULINARY/PAstry ARTS PROGRAMS**

The Culinary/Pastry Arts laboratories are hands-on, skill-oriented learning experiences. The daily exercises in each laboratory include exposure to foods, equipment, and procedures that are unique and not repeated. Since hands-on training requires consistent student presence in the classroom, the attendance policy for lab sessions requires maximum student participation. All absences, regardless of reason, are recorded and may affect your overall evaluation. The administration and faculty mandate that each student attend every class to maximize his/her educational opportunities.

Students who are not in compliance with the attendance policies will be rescheduled for the laboratory course. This rescheduling is at the discretion of the Academic Department Director and may occur on weekends or evenings. Although some absences are unavoidable because of illness or emergency, due to the nature of the program, there are no excused absences.

Cultivation of desirable work habits is as important as the development of cooking skills. Students should train themselves to be present and on time for all classes. Development of these important habits while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance when students become employed. Daily attendance is maintained for this purpose.

**STUDENT CONDUCT POLICY**

**SECTION I. GUIDING PRINCIPLES.**

The Institute 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 Institute community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Institute 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 mission.

**SECTION II. SCOPE.**

This Student Conduct Policy applies to all students and student organizations at The Institute.

**SECTION III. REACH**

The Student Conduct Policy shall apply to student conduct that occurs on The Institute premises including online platforms, at The Institute sponsored activities, student organization sponsored events or in The Institute Housing. At the discretion of the Chief Conduct Officer (Dean or Director of Student Affairs, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President of The Institute), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially
SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP.
Students are both members of the The Institute 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 Institute and to other individuals who make up the community. By enforcing its Student Conduct Policy, The Institute neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, The Institute 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 Institute may sanction other conduct not specifically included on this list.

1. **Scholastic Dishonesty**
   a. Plagiarism
   b. Cheating on assignments or examinations
   c. Engaging in unauthorized collaboration on academic work
   d. Taking, acquiring or using test materials without faculty permission
   e. Submitting false or incomplete records of academic achievement;
   f. Altering, forging or misusing a The Institute academic record;
   g. Fabricating or falsifying data, research procedures, or data analysis;
   h. Deceiving The Institute and/or its officials.

2. **Illegal or Unauthorized Possession or Use of Weapons**
   a. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or at college sponsored functions, except where possession is required by law.

3. **Sexual Assault or Nonconsensual Contact**
   a. Any form of unwanted sexual attention or unwanted sexual contact

4. **Threatening, Violent or Aggressive Conduct**
   a. Assault, battery, or any other form of physical abuse of a student or college employee
   b. Fighting or physical altercation
   c. 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
   d. Any conduct that threatens the health or safety of another individual one’s own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student

5. **Theft, Property Damage and Vandalism**
   a. Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
   b. Extortion
   c. Setting fires, tampering with fire safety and/or fire fighting equipment

6. **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)
   a. 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

ii. Use of cell phones and pagers during scheduled classroom times

b. Disorderly Conduct, such as,
   i. 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
   ii. Breach of peace on college property or at any college-sponsored or supervised program
   iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Institute and/or its reputation

7. **Illegal or Unauthorized Possession or Use of Drugs or Alcohol**
   a. 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.
   b. Being under the influence of illegal or controlled substances on college property, or at any college function
   c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.
   d. Being under the influence of alcohol on college property or at any college function is also prohibited

8. **Verbal Assault, Defamation and Harassment**
   a. Verbal abuse of a student or college employee
   b. 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
   c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

9. **Hazing**
   a. 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.

10. **Falsification**
    a. Willfully providing college officials with false, misleading or incomplete information
    b. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

11. **Abuse of The Institute disciplinary system, including but not limited to:**
    a. Failure to obey the summons of a disciplinary body or college official
    b. Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
    c. Disruption or interference with the orderly conduct of a disciplinary proceeding
    d. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
    e. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
    f. Failure to comply with the sanction(s) imposed under the student conduct policy
g. Influencing or attempting to influence another person to commit an abuse of the disciplinary system

12. Unauthorized Use or Misuse of College Facilities
   a. Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

13. Violation of Federal or State Laws
   a. Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions

14. Insubordination
   a. Persistent or gross acts of willful disobedience or defiance toward college personnel
   b. Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
   c. Failure to exit during fire drill,
   d. 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

15. Violations of College Rules
   a. Violations by guest of a student on college property. Students are responsible for the actions of their guests
   b. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
   c. Smoking in classrooms or other college buildings or areas unless designated as a smoking area
   d. Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
   e. Any violation of the institutions policies on the responsible use of technology including but not limited to
      - I. The theft or abuse of computer, email, Internet or Intranet resources
      - II. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
      - III. Unauthorized transfer of a file
      - IV. Unauthorized downloading of copyrighted materials in violation of law
      - V. Unauthorized use of another individual’s identification and/or password
      - VI. Use of computing facilities to interfere with the work of another student, faculty member, or school official
      - VII. Use of computing facilities to send obscene or abusive messages
      - VIII. Use of computing facilities to interfere with normal operation of the school’s computing system
   f. Failure to satisfy school financial obligations

The above list is illustrative only, and The Institute may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS.
The Institute 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 Institute 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 school-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 school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-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 Institute 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 college-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 Institute community may file a complaint against any student for misconduct or for otherwise being in violation of The Institute 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 a 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 Institute 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 Institute 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 school-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. After the meeting,

2. 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.

   a. 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 Institute policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of violations that warrant Disciplinary Hearing

In some cases, involving serious violations, the Chief Conduct Officer or 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
During the interim suspension, students are denied access to college-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 designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in school 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 to have been treated in an arbitrary or biased fashion or without adherence to The Institute 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 school-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 Institute 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 Institute’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 back 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.

Children on Campus
Children are not allowed in the classrooms, library, Student Lounge, or labs of The Institute. If present, children will be asked to leave the classroom. Children under the age of 18 must be accompanied by an adult at all times when on campus.

GENERAL STUDENT COMPLAINT PROCEDURE
If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure.

1. 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.

2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs 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.

3. The appropriate The Institute staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs 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.

4. 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.

5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to the following:

Texas Higher Education Coordinating Board
1200 E. Anderson Lane,
Austin, TX 78752
512-427-6101

The Texas Higher Education Coordinating Board’s rules governing student complaints (Title 19 of the Texas Administrative Code, Sections 1.110-1.120) can be reviewed at:

A description of the Texas Higher Education Coordinating Board's complaint procedure and online forms can be found at: http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D.

Please refer to the school’s Arbitration Policy for additional information regarding disputes or claims.

**Appeals**
- A student who is dissatisfied with a decision made by a Dean or Director under this policy may appeal to The Institute President.
- The appeal must be submitted in writing within thirty days of the complaint resolution.
- The President will consider the relevant documentation and may, at his or her discretion, consult the Dean or Director who made the decision and collect new evidence.
- If the President determines that the complaint process has been conducted in accordance with the college’s policy and the outcome is appropriate, he or she may dismiss the appeal. Otherwise, he or she will decide the appeal in consultation with the Dean or Director and other stakeholders. The decision of the President is final.
- The President will notify the student of his or her decision in writing within ten business days of receiving the appeal.

**Confidentiality**
To protect the rights of individual constituents, all processes and decisions related to the student complaint policy are strictly confidential.

**Annual Report on Student Complaints**
The Director of Student Affairs and the Dean of Academic Affairs will provide to the President and the Executive Committee an overview of student complaints and decisions during the year with any resulting recommendations to policy or institutional practice.
POLICY CONCERNING SEXUAL VIOLENCE
Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by The Institute. Complaints of sexual violence should be made to Adrianna Sherman, Director of Student Affairs.

Upon learning of possible sexual violence involving a student, The Institute will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If The Institute determines that sexual violence may have occurred, The Institute will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

The Institute will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to the Director of Student Affairs
2. Providing an escort to ensure the alleged victim can move safely between classes and activities
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
4. Providing referral to counseling services or providers
5. Providing academic support services, such as tutoring
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

Disciplinary Actions and Sanctions
On-campus disciplinary procedures against students will be in accordance with The Institute's published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. 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 Institute’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Students who have been subjected to sexual violence are encouraged to review the No Harassment Policy, the Non-Discrimination Policy, the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment and the Programs and Procedures Regarding Sexual Assault, located in the Student Affairs Office of your respective campus.

NO HARASSMENT POLICY
The Institute 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.
Definition of Sexual Harassment
Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where:

a. Submission to such conduct is an explicit or implicit term or condition of a person’s status in a course, program or activity or in admission, or in an academic decision;
b. Submission to or rejection of such conduct is used as a basis for an academic decision; 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 work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol.

Other examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures. The Institute prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment
Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure
Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the “Student Grievance Procedure”). Students who have been subjected to sexual violence should also review the Policy Concerning Sexual Violence and Programs and Procedures Regarding Sexual Assault (available in the Student Services Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, The Institute will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, The Institute will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

NON-DISCRIMINATION POLICY
The Institute does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, genetic marker, veteran’s status or any other characteristic protected by state, local or federal law, in our programs and activities. The Institute will not retaliate against persons bringing forward allegations of harassment or discrimination.

The Art Institute of Houston
Office of Student Affairs
4140 Southwest Freeway
Houston, TX  77027
713-623-2040

The Art Institute of Houston-North
Office of Student Affairs
10740 North Gessner Drive, Suite 190
Houston, TX  77064
281-671-3381
STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment in violation of the Non Discrimination Policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether The Institute’s 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 the following person at the appropriate campus. 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 Institute will investigate the allegations. 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 school 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 President’s Office of The Institute. The
written appeal must be made within twenty calendar days of receipt of the determination letter. The
President, or his or her designee, will render a written decision on the appeal within thirty calendar days
from receipt of the appeal. The President’s decision shall be final.

5. The Institute 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.
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 or visit the website at http://www.ed.gov/ocr.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

You have the right to:

• Know what financial assistance is available, including information on all federal, state, and institutional
  financial aid programs
• Know the deadlines for submitting applications for each of the financial aid programs available
• Know the cost of attending the institution and The Institute's refund policy
• Know the criteria used by The Institute to select financial aid recipients
• Know how The Institute determines your financial need. This process includes how costs for tuition and fees,
  room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your
  budget
• Know what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in
  the calculation of your need
• Know how much of your financial need, as determined by The Institute, has been met Request from the Financial
  Services Department an explanation of the various programs in your student aid package. If you believe you have
  been treated unfairly, you may request reconsideration of the award which was made to you
• Know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is
  a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback
  procedures, the length of time you have to repay the loan, and when repayment is to begin
• Know how The Institute determines whether you are making satisfactory academic progress, and what
  happens if you are not

Student Responsibilities

It is your responsibility to:

• Review and consider all information about The Institute's program before you enroll
• Complete all application forms accurately, and submit them on time and to the appropriate office
• Accurately complete your application for student financial aid. Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and considered a criminal offense subject to penalties under the U.S. Criminal code.
• Return all additional documentation, verification, corrections, and/or new information requested by either the financial services office or the agency to which you submitted your application.
• Read and understand all forms that you are asked to sign and keep copies of them.
• Accept responsibility for all agreements you sign.
• If you have a loan, notify the lender of changes in your name, address, or school status.
• Perform the work that is agreed upon in accepting a Federal College Work-Study award.
• Know and comply with the deadlines for application or re-application for aid.
• Know and comply with The Institute refund procedures.
• Know the policies and procedures as outlined in your Student Handbook.

ANTI-HAZING POLICY
Hazing involving The Institute 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 Institute. 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 Dean of Student Affairs located at The Institute. 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.

Arbitration
Every student and The Institute agrees that any dispute or claim between the student and The Institute (or any company affiliated with The Institute, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student’s enrollment or attendance at The Institute whether such dispute arises before, during, or after the student’s attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student’s or The Institute’s election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student’s right, if any, to file a grievance with any state educational licensing agency.

Either party may elect to pursue arbitration upon written notice to the other party. Such notice must describe the nature of the controversy and the remedy sought. If a party elects to pursue arbitration, it should initiate such proceedings with JAMS, which will serve as the arbitration administrator pursuant to its rules of procedure. JAMS can be contacted as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267. This provision does not preclude the parties from mutually agreeing to an alternate arbitration forum or administrator in a particular circumstance. If either party wishes to propose such an alternate forum or administrator, it should do so within twenty (20) days of its receipt of the other party’s intent to arbitrate.
The Institute agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student’s claim exceeds the relevant jurisdictional threshold, The Institute reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

**IF EITHER A STUDENT OR THE INSTITUTE Chooses Arbitration, Neither Party Will Have the Right to a Jury Trial, to Engage in Discovery, Except as Provided in the Applicable Arbitration Rules, or Otherwise to Litigate the Dispute or Claim in Any Court (Other Than in Small Claims or Similar Court, As Set Forth in the Preceding Paragraph, or in an Action to Enforce the Arbitrator's Award). Further, A Student Will Not Have the Right to Participate as a Representative or Member of Any Class of Claimants Pertaining to Any Claim Subject to Arbitration. The Arbitrator's Decision Will Be Final and Binding. Other rights that a Student or the Institute Would Have in Court Also May Not Be Available in Arbitration.**

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student’s written request, The Institute will pay the filing fees charged by the arbitration administrator, up to a maximum of $3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators’ fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student’s relationship with The Institute.

**STUDENT FINANCIAL SERVICES**

*Financial Assistance*

Financial Aid is available for those who qualify. The Institute participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. All financial aid programs are administered in accordance with prevailing federal and state laws and its own institutional policies, where applicable. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student’s financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog and any additional addendums.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing, to meet all deadlines, and to maximize aid eligibility. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied to the student’s account. Financial aid is awarded on an award year basis; therefore, depending on the length of the program, it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

*How to Apply*

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at www.fafsa.ed.gov. Applications are processed
through the Financial Aid Office and all information is confidential. Students must be accepted for admission before financial aid applications can be processed.

Financial aid funds are typically sent directly to the school. If the financial aid awarded is not sufficient to cover a student’s educational expenses, the student must make alternative arrangements to pay the difference in full by the end of the payment period. Students who have applied for financial aid and have been awarded aid are not required to make a payment by the payment deadline provided their aid is sufficient to cover their direct charges, and all required paperwork has been completed and received.

For detailed information on all financial aid awards, processes, requirements, and deadlines, please refer to the school’s current Financial Aid Guide, the Student Consumer Information of the school’s website, or contact the Student Financial Services Office directly.

Estimated Cost of Attendance Budget
The cost of attendance budget, also referred to as the cost of education, is an estimate of the total amount of money it will cost a student to attend school per academic year. Each school calculates this amount using rules established by the U.S. Department of Education. The cost of attendance budget may include tuition and fees, books and supplies, loan fees, an allowance for food, housing and transportation, as well as miscellaneous or personal expenses. In addition to helping a student project his/her total education costs, the cost of attendance budget is also used to determine the maximum amount of financial aid a student is allowed to receive for a particular period of enrollment. For further details or an estimated cost of attendance budget, please refer to the Student Consumer Information website pages.

Enrollment Level
The number of credits that a student is registered for can directly impact their financial aid eligibility both in the current award year and in future award years. Students attending less than full time are eligible for less financial aid than full time students. Full time enrollment and taking a full load of classes are not the same even though financial aid eligibility may be the same. Maximizing credit amounts in each term attended (full load) is more likely to advance a student to the next grade level sooner and to prolong aid availability through a students' program.

Eligibility Requirements
General eligibility requirements for federal financial aid are as follows.

Students must:
- Be a U.S. citizen, a U.S. national, or an eligible non-citizen
- Have a valid Social Security number
- Possess a high school diploma, or a General Education Development (GED) certificate
- If male, be registered with the Selective Service
- Be enrolled at least half-time per semester and maintain satisfactory academic progress in an eligible degree program
- Demonstrate financial need (except for some loan programs)
- Not owe a refund on a federal student grant and not in default on federal student loan.
- Sign a statement on the FAFSA certifying that the student does not owe a refund on a federal student grant and is not in default on a federal student loan
- Not have been convicted of certain drug offenses

Non-matriculated, students-at-large, or transient students are not eligible for financial aid. Not all programs are financial aid eligible. For a list of programs eligible for financial aid, contact the Financial Services department.
Financial Aid Programs
College-Sponsored Scholarships

*These funds typically do not have to be repaid.*

The Art Institute High School Scholarship Competition
Graduating high school students are eligible to compete for scholarships at The Art Institute of Houston and its branch campuses. Students can compete for scholarships in each program of study offered at each campus, where a committee of faculty from that program selects winners based on a review of the applicant's portfolio work, projects, essays, high school achievement, and letters of recommendation. Entry requirements vary by program. The deadline for entering is in February. Contact the admissions office at the location of choice for rules and entry forms.

Other College-Sponsored Scholarships

Other college-sponsored scholarships are available at each location to new and continuing students. These may include the Imagine America Scholarship, Quarterly Academic Scholarship which is awarded to students who have demonstrated exceptional academic performance in their major and may be selected for the scholarship in the principle academic departments of the school (Houston main campus only), The Art Institutes Merit Award which is awarded to new and continuing students based on a student's academic merit and financial need, and The Education Foundation Scholarships. Specific scholarship availability depends on location and eligibility. Please contact the admissions office for more information.

Education Foundation Scholarships

The Education Foundation was established in 2000 to offer scholarship support to students interested in continuing their education in one of the postsecondary, career-focused schools in the EDMC system. The number and amount of the awards can vary depending on the funds available. Scholarship applications are considered every quarter. Awards are made based on academic performance and potential, as well as financial need.

The Art Institutes National Scholarships

*These funds do not have to be repaid.*

Students at The Art Institute of Houston and its branch campuses are eligible for scholarships awarded by several national education associations. Some of these are listed below. The admissions or student financial services offices can provide more information on these competitions, as well as where to research additional scholarship opportunities.

The Art Institutes and Americans for the Arts Poster Design Scholarship Competition
Prospective students who are interested in entering a design or media arts program at any Art Institute may compete in The Art Institutes and Americans for the Arts Poster Design Scholarship Competition for scholarships ranging from $1,000 to approximately $88,000 (full tuition). The competition has two categories, one for graduating high school students and one for high school graduates.

One local winner in each category from each Art Institutes location advances to the national competition. The deadline for entering is in January. Contact the admissions office for rules and entry forms.

The Art Institutes Best Teen Chef and Culinary Scholarship Competition
Prospective students who are interested in entering any Culinary program at any Art Institutes location offering Culinary are eligible to compete for scholarships up to $4,000. The competition has two categories, one for graduating high school students and one for high school graduates. To enter the competition, entrants submit a written entry that includes original recipes and an essay and submission of transcript. The deadline for entering is in January. Contact the admissions office for rules and entry forms.

**The Art Institutes Passion for Fashion Scholarship Competition**

Graduating high school students interested in either Fashion Design or Fashion & Retail Management are eligible to compete for scholarships ranging from $4,000 to approximately $44,000 (half tuition). Depending on the category, entrants must submit a garment design, vision board, as well as an essay. One local winner from each Art Institutes location offering fashion programs advances to the national competition. The deadline for entries is in February. Contact the admissions office for rules and entry forms.

**Evelyn Keedy Memorial Scholarship**

High school seniors who show dedication to their education and a desire for a creative career may apply for the Evelyn Keedy Memorial Scholarship through The Art Institutes. One full-tuition, two-year scholarship is awarded each year. Deadline to apply is in the beginning of May. Details and applications may be obtained by contacting the admissions office.

**National Art Honor Society Scholarship**

High school seniors who belong to the National Art Honor Society may apply for an Art Institutes National Art Honor Society Scholarship. Scholarships range from $2,000 to $20,000. Details may be obtained by calling the admissions office.

**SkillsUSA Championship**

Students who are members of SkillsUSA may compete in local, state, and national championships. The winners of the national championships are awarded the following scholarships. Winners of the Advertising Design, Culinary, and Photography championships will be awarded a $20,000 tuition scholarship. Winners of the 3D Visualization and Animation, Web Design, and Television Production championships will be awarded a $10,000 tuition scholarship. Each Art Institute has a limited number of scholarships. Winners are permitted to choose The Art Institute location of their choice and scholarships will be awarded on a first-come, first-served basis. National championships are held in June. For details, visit the SkillsUSA Web site: [www.skillsusa.org](http://www.skillsusa.org) or call 703.777.8810. Winners of the SkillsUSA competition may contact Julie Walsh at The Art Institutes at 1.800.275.2440 for scholarship details.

**Scholastic Arts & Writing Competition**

Four $10,000 scholarships will be awarded by The Art Institutes to the Scholastic National Award Recipients on a first-come-first-served basis. For information, visit the Scholastic Web site at [www.scholastic.com/artandwriting](http://www.scholastic.com/artandwriting) or call 212.343.6100. National Award Recipients must contact Julie Walsh at The Art Institutes at 1.800.275.2440 as soon as they are notified of the award.

**C-CAP (Careers through Culinary Education Arts Program)**

C-Cap students may compete for one full-tuition, two-year scholarship to be applied at The Art Institute location of their choice. Only students enrolled in a C-Cap program are eligible for this scholarship. For more information, visit [www.starchefs.com/features/c-cap/html](http://www.starchefs.com/features/c-cap/html).

**College-Sponsored Assistance Early Payment Plan**
Upon enrolling in The Art Institute of Houston or any of its branch campuses and before starting classes, students can begin an Early Payment Plan that allows them to begin making payments months before their classes begin. By spreading tuition payments out over a longer period of time, monthly payments are lower.

Other Aid Programs

Federal College Work Study
These funds are earned.
The Federal Work-Study program provides students the opportunity to meet part of their education expenses by working part-time on- or off-campus. Students can earn up to the amount of their unmet need (the difference between expenses and all resources). A limited number of assignments are available and students must apply and qualify for each position. Not all qualifying students can be provided with a Federal Work-Study position. Priority is given to students with the greatest financial need, as determined by the results of the FAFSA.

Federal Pell Grant
Grants are financial awards that do not need to be repaid. The Federal Pell Grant is based on financial need, as determined by the results of the FAFSA, for undergraduate students who do not already have a bachelor or professional degree. Students must file the FAFSA in order to apply and are encouraged to file online at www.fafsa.gov. Eligibility is determined by a standard U.S. Department of Education formula, which calculates family size, income and other resources of the student and of the parents, if the student is considered a dependent student for federal aid purposes. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. Congress reserves the right to amend this and all federal aid programs at any time. Students are limited to 12 semesters or 18 quarters of lifetime eligibility. Students are encouraged to know their current total pell amount received and can check their status at www.nslds.ed.gov.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The FSEOG is a federal grant program administered by the school for undergraduate students with exceptional financial need, as determined by the FAFSA, with priority given to students with current Federal Pell Grant eligibility. There is a limited amount of funds and the school will determine to whom and how much it will award based on federal guidelines. The school cannot guarantee that every eligible student will receive a grant.

Federal Direct Loan Program
Loans are sources of financial aid that must be repaid. Federal Direct Loans are fixed rate low-interest loans that are made to the student by the federal government. Application for the Direct Loan is through the FAFSA and is not based on credit or income. Subsidized loans are need based for those students who demonstrate sufficient financial need, as determined by the results of the FAFSA. Students will not be charged interest on a subsidized loan while they are enrolled in a degree program at least half time or during periods of deferment. Unsubsidized loans are not need based and interest will accrue beginning at disbursement until the loan is paid in full. Students can choose to pay the interest as it is charged or they can choose to have it capitalized on their loan amount, increasing the overall amount due at time of repayment. Repayment of subsidized and unsubsidized loans begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status. Students must also complete a federal Master Promissory Note (MPN) along with an Entrance Interview in order for the loan to be certified by the school and funds to be sent to the school on behalf of the student. Please check with the Student Financial Services office for subsidized and unsubsidized interest rates.

Students are eligible for yearly loan amounts based on the their academic level in school, also in consideration of any previous borrowing at this or any other institution within the academic year. Students are eligible for a fixed amount of Federal Direct Loan money for their complete educational career, called their aggregate maximum. Students are
encouraged to know their current federal loan yearly and aggregate amount that they have borrowed at all times. Students can find their current loan information at [www.nslds.ed.gov](http://www.nslds.ed.gov).

### Yearly Loan Limits

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<thead>
<tr>
<th></th>
<th>Dependent</th>
<th>Independent</th>
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</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>$5,500</td>
<td>$9,500</td>
</tr>
<tr>
<td>Sophomores</td>
<td>$6,500</td>
<td>$10,500</td>
</tr>
<tr>
<td>Third and Fourth Year</td>
<td>$7,500</td>
<td>$12,500</td>
</tr>
<tr>
<td>Graduate Students</td>
<td></td>
<td>$20,500</td>
</tr>
</tbody>
</table>

### Aggregate Loan Limits

- $31,000 as a dependent undergraduate (up to $23,000 may be subsidized).
- $57,500 as an independent undergraduate (only $23,000 of this amount may be in subsidized loans).
- $138,500 as a graduate student (only $65,500 of this amount may be in subsidized loans). The graduate debt limit includes any Stafford loans received for undergraduate study.
- $224,000 as a graduate student who also qualifies for the additional unsubsidized loan for health professions. (only 65,500 of this amount may be in subsidized loans). This limit includes all other undergraduate and graduate Stafford loans.

### Federal Perkins Loan

The Perkins loan is a federal subsidized need based loan administered by the school. Application is done through the FAFSA and financial need is determined through the results of the FAFSA. The Perkins loan has a fixed interest rate of 5%. Interest does not accrue while the student is enrolled at least half time and for a period of 9 months after dropping below half time status. Funds are extremely limited and therefore not always available.

### Federal Parent Loan for Undergraduate Students - PLUS

The PLUS loan, is available to parents of dependent undergraduate students only. PLUS loans are fixed interest rate loans that are not based on need. The PLUS loan amount cannot exceed the student’s cost of education minus all other financial aid resources the student is receiving. The student must complete the FAFSA. A credit check is required of the parent borrower and either or both parents may borrow through this program. If a parent is denied the PLUS loan the student is automatically eligible for the independent Direct Loan amount for that year. This additional amount is unsubsidized only. Repayment begins within 60 days of final disbursement of the loan within a loan period and deferment options may be available.

### Federal Work Study (FWS)

FWS is a federal financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus, or in a community service position. A candidate must demonstrate financial need, as determined by the results of the FAFSA, to be awarded FWS. Students earn at least the federal minimum wage. The number of positions and the award amount available may be limited depending upon the institution’s annual funding allocation from the federal government.

### Private Loans

Students may choose to borrow additional funds through various lending institutions to help cover the gap between the cost of education and the total amount of their financial aid. These loans are credit based and a co-signer may be required to meet the program’s credit criteria or to lower the interest rate. Interest rates can be variable or fixed and are typically based on the prime rate or the Treasury Bill. It is suggested to exhaust all other forms of financial aid, including federal loans, before applying for a private loan. Please see the Student Financial Services office for lender options, disclosures, and the Student Lending Code of Conduct. Students are free to choose any lender of choice.
PAYMENT OF TUITION AND FEES
First quarter tuition and fees for new students become due 30 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration approximately two weeks prior to the end of each academic quarter. A student may not register for any academic quarter of study unless all tuition and fees have been paid, or unless the student has made arrangements for an approved alternative payment plan. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending.

The Institute may extend you credit during periods when financial aid application materials are in process and/or provide you with the convenience of paying your Balance of Costs through periodic payments. Should you withdraw from the program for any reason prior to the disbursement of financial aid funds, you are responsible for any account balance remaining. The Institute reserves the right to withdraw extension of credit for any reason of non-payment or default of such payments. Non-payment of account to The Institute may result in additional collection costs to the fullest extent permitted by applicable law.

REFUND POLICIES
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.

Refund Policy Prior to Matriculation
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/her Enrollment Agreement will be considered a student.

1. All monies paid by the applicant will be refunded if the applicant is not accepted for admission.
2. All monies paid by the applicant will be refunded if a request to cancel the application is made by the applicant within five (5) business days after signing the Enrollment Agreement and making an initial payment.
3. Applicants requesting cancellation more than five (5) business days after signing the Enrollment Agreement and making an initial payment, but prior to the beginning of classes, will receive a refund of all monies paid, less the $50 application fee.
4. Refunds will be made within thirty (30) calendar days after the applicant's/student's request to cancel application or within thirty (30) calendar days after his/her first scheduled class.

Refund Policy After Matriculation, All Quarters
In the event of withdrawal by the student or termination by The Institute during any quarter of study:

1. Prepaid tuition and fees 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 Art Institute shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds 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 Art Institute 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 the student financial aid program in which the school participates.
6. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the
circumstances.

7. A separate lease agreement and policy exists for students who lease-housing accommodations arranged by The Art Institute. The Art Institute reserves the right to apply any student payment, or any refund due a student, to any student financial liability.

8. Each academic quarter is 11 weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.

9. Session II academic terms are approximately five and one-half weeks in duration. The calculation of refunds is based upon the last day of attendance within the term. Information in the catalog or student handbook will apply except for the following changes specific to Session II courses: The add/drop period is two days from the start of Session II courses and financial aid eligibility may change if the student drops or adds or more courses. Please see your Financial Aid Officer before dropping or adding a course.

10. Examples of the calculations are available in the Student Accounting Office.

**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 60 percent point of the term (or session, if the student is only attending a session). If the student has completed more than 60 percent of the term, the student earns 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 or more days, it will reduce the term length and if the scheduled break is before the student’s last day 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 Loan, Federal Subsidized Direct Loan, Federal Perkins Loan, Federal Direct PLUS Loan, Federal Pell Grant, FSEOG. 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 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 is a remaining portion of 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 include 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.

**Adjustment of Charges for the Quarter or Courses Only Delivered in Session I or Session II**

In accordance with school policy, in the event of withdrawal by the student, or suspension or termination by The Art Institute:

1. The one-time application fee and tuition deposits are retainable in full by The Art Institute.
2. Refer to the Kits, Components of the Kits, Books, or Supplies Return Policy below.
3. In the event of withdrawal or suspension or termination from school, The Art Institute will retain earned tuition and fees for the quarter and mid quarter as follows, based on the week in which the student withdraws:

<table>
<thead>
<tr>
<th>Week</th>
<th>Percentage of Tuition and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>25% of the term’s tuition and fees</td>
</tr>
<tr>
<td>Week 2</td>
<td>50% of the term’s tuition and fees</td>
</tr>
<tr>
<td>Week 3</td>
<td>75% of the term’s tuition and fees</td>
</tr>
<tr>
<td>After Week 3</td>
<td>100% of the term’s tuition and fees</td>
</tr>
</tbody>
</table>

**Refund Policy for Online Course Withdrawal**

Students who withdraw from a Session I or Session II online course after the add/drop period are treated the same as if they withdrew from an on-ground course. Session II courses begin approximately the day after Session I courses end, and run approximately five and one-half weeks. The ending date of the second session may not coincide with ending date of the on-ground course.

**Refund Calculations After Matriculation**

If there is additional money to be refunded from federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student or, with the student’s authorization, to the federal loan program(s) in the following order, up to the amount received for the term of withdrawal: Federal Unsubsidized Direct Loan, Federal Subsidized Direct Loan, Federal Perkins Loan, Federal PLUS Loan and Alternative Loans. If there is an additional credit balance made up of non-Title IV funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Federal Unsubsidized Direct Loan, Federal Subsidized Direct Loan, Federal Perkins Loan, Federal PLUS Loan, Alternative Loans, other loans, other aid (if required), and student.

**Kits, Components of the Kits, Books, or Supplies Return Policy**

If kits, components of the kit, books, or supplies are returned to the Supply Store in resalable, completely unused condition within twenty-one (21) calendar days of withdrawal, a credit will be given. Students who leave school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within ten (10) calendar days of the last date of attendance in the mid-quarter.

Digital resource fees will be refunded to students who drop a class during the add/drop period. Beyond the add/drop period, the digital resource fee will remain the student’s account.
All refunds and return of funds will be made within thirty (30) calendar days of the date that the student notifies The Art Institute of the withdrawal.

Examples of the calculations for these policies are available in the Student Accounting Office.

**STUDENT WITHDRAWAL**
The student may officially withdraw from school by notifying the Office of the Registrar in writing or in person. The refund policies outlined above shall apply in the event that a student withdraws from school, or is suspended or terminated by the school.

A student who withdraws from a program before the end of week 9 will be assigned a “W” code for each course within that quarter. To withdraw from a program, a student must notify the Office of the Registrar. Every course for which a student receives an “F” 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, 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 Art Institute of withdrawal or the date of withdrawal.
2. The Art Institute 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 that 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.

**Non-Payment of Charges**
Non-payment of tuition, housing, fees and/or other charges due to The Institute will result in the student being obligated for interest, collection agency costs, additional collection costs, and legal costs. In addition, The Art Institute reserves the right to report the student’s failure to pay amounts owed to one or more national credit bureau organizations and not release the student’s academic transcript until all debts to the college are paid in full.

**Interest on Outstanding Balances**
Students who have entered into a line of credit with the school may be subject to interest being charged based on their method of payment. Students that agree to have their balance paid off within each term or students who are financing their entire education with financial aid will not be charged interest. All other payment arrangements are subject to interest being charged if applicable. Please reference the retail installment agreement and opening disclosure documents to understand the interest rate that will be charged and how interest charges are computed.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**
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 Institute 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 Institute 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 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 Institute 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 non-forceable 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 non-forceable 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 non-forceable 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)).
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 Institute 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 Institute officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Institute 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. The student may inspect this record.

IV. Directory Information
The Art Institute 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 Institute 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 Institute, 10000 IH-10 West, Ste. 200, San Antonio, TX 78230. 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 campus 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 Institute 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 Institute 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 Institute. 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. The Institute 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.
4. If, as a result of the hearing, The Institute 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)
notify the student of the amendment in writing.
5. If, as a result of the hearing, The Institute 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.
6. If a statement is placed in the education records of a student under paragraph 6 above, The Institute 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 Institute 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
Student Right to Know Act: Graduation/Completion Rates
According to regulations published by the Department of Education based on the Student-Right-to-Know-Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. Students desiring specific consumer information regarding the school should see the Dean of Academic Affairs.
# Tuition & Fees

## Houston General Degrees Tuition & Fees

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Tuition Deposit</th>
<th>Tuition Per Credit Hour</th>
<th>Starting Kit</th>
<th>Digital Resource Fee</th>
<th>Total Tuition &amp; Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advertising, BFA</strong> 180 credits, 12 quarters</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td><strong>Audio Production, BS</strong> 180 credits, 12 quarters</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td><strong>Design &amp; Fashion</strong> Graphic Design, BFA 180 credits, 12 quarters</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td><strong>Digital Film &amp; Television, BFA</strong> 180 credits, 12 quarters</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td><strong>Digital Media, BFA</strong> Video Production, BFA 180 credits, 12 quarters</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td><strong>Digital Design &amp; Innovation</strong> Photography, BFA 180 credits, 12 quarters</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td><strong>Fashion Design, BFA</strong> 180 credits, 12 quarters</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td><strong>Fashion &amp; Retail Management, BS</strong> 180 credits, 12 quarters</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td><strong>Game Art &amp; Design, BFA</strong> 180 credits, 12 quarters</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td><strong>Graphic Design, AAS</strong> 96 credits, 6 quarters</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,800</td>
<td>90,690</td>
</tr>
</tbody>
</table>

* Please be advised that the Tuition Deposit is already included in Total Tuition and Fees value.

** Based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.

### Notes:
- **Kit prices are subject to change.** Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional. These costs are not calculated into the “Total Tuition & Fees.”
- **The digital resource fee includes the cost of the digital textbook as well as other digital resources, which are integrated into the course and vary by program.** The fee includes all applicable taxes. This estimated fee assumes all courses require a digital resource; however, currently not all courses use digital resources. Courses that include a digital resource will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use digital resources, the student remains responsible for purchasing the required text and materials. The digital resource fee is $50 per course.
- **The above total tuition costs may increase if transitional study classes are needed.** The total cost will also increase with each per credit hour tuition increase.

The Art Institute provides average time to completion and average credit loads for each type of program offered at this campus. Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each program type: Bachelor’s degree, Associate degree, or diploma/certificate – based upon a student taking 12 credit hours (minimum for full-time enrollment status) or 15 or 16 credit hours (a full load) per quarter. Changing programs, beginning programs at the mid-quarter start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will likely 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.
Houston Culinary Tuition & Fees

FINANCIAL INFORMATION: The current tuition and fees applicable to The Art Institute of Houston programs are as follows*:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>50</th>
<th>50</th>
<th>50</th>
<th>50</th>
<th>50</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$550</td>
<td>$550</td>
<td>$550</td>
<td>$550</td>
<td>$550</td>
<td>$550</td>
</tr>
<tr>
<td>Tuition Deposit**</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Tuition Per Credit Hour**</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
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<td>Tuition Per Credit Hour**</td>
<td>$815</td>
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<td>$815</td>
<td>$815</td>
<td>$815</td>
<td>$815</td>
</tr>
<tr>
<td>Digital Resource Fee</td>
<td>$1,050</td>
<td>$1,050</td>
<td>$2,550</td>
<td>$2,550</td>
<td>$2,600</td>
<td>$1,200</td>
</tr>
<tr>
<td>Culinary Lab Fee**</td>
<td>$1,600</td>
<td>$1,600</td>
<td>$1,600</td>
<td>$1,200</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total Tuition &amp; Fees</td>
<td>$4,620</td>
<td>$4,670</td>
<td>$9,190</td>
<td>$9,640</td>
<td>$9,490</td>
<td>$4,670</td>
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</table>

*Please be advised that the Tuition Deposit is already included in Total Tuition and Fees shown.
**Based on the current credit hour rate. Total cost will increase with each credit hour
***All prices are subject to change. Current published prices effective from March 1, 2015 to February 28, 2015. Ank is included. These costs are not calculated into the Total Tuition & Fees.
****Digital Resource Fee includes the cost of the digital textbooks as well as other digital resources used throughout the course.
†The Digital Resource Fee is calculated using the total cost of each course and is based on the number of credit hours required.
††The total cost is the cost of the course and may vary by program. The total cost includes the cost of the Digital Resource Fee.
‡The total cost will be charged automatically in addition to tuition. If a student does not see digital resources, the student remains responsible for purchasing the required text and materials. The digital resource fee is $367 per course.

The above total dollar values may increase if institutional policy and state government regulations for tuition and fees are affected.

NOTES: The Student Financial Plan Projection is an estimate to the Enrollment Agreement.

Houston Diploma Tuition & Fees

FINANCIAL INFORMATION: The current tuition and fees applicable to The Art Institute of Houston programs are as follows*:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>$50</th>
<th>$50</th>
<th>$50</th>
<th>$50</th>
<th>$50</th>
<th>$50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Tuition Deposit**</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Tuition Per Credit Hour**</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
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<tr>
<td>Tuition Per Credit Hour**</td>
<td>$815</td>
<td>$815</td>
<td>$815</td>
<td>$815</td>
<td>$815</td>
<td>$815</td>
</tr>
<tr>
<td>Digital Resource Fee</td>
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<td>$800</td>
<td>$800</td>
<td>$800</td>
<td>$800</td>
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<tr>
<td>Culinary Lab Fee**</td>
<td>$1,400</td>
<td>$1,300</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Tuition &amp; Fees</td>
<td>$28,990</td>
<td>$28,940</td>
<td>$24,374</td>
<td>$24,374</td>
<td>$24,374</td>
<td>$24,374</td>
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</tbody>
</table>

*Please be advised that the Tuition Deposit is already included in Total Tuition and Fees shown.
**Based on the current credit hour rate. Total cost will increase with each credit hour
***All prices are subject to change. Current published prices effective from March 1, 2015 to February 28, 2015. Ank is included. These costs are not calculated into the Total Tuition & Fees.
****Digital Resource Fee includes the cost of the digital textbooks as well as other digital resources used throughout the course.
†The Digital Resource Fee is calculated using the total cost of each course and is based on the number of credit hours required.
††The total cost is the cost of the course and may vary by program. The total cost includes the cost of the Digital Resource Fee.
‡The total cost will be charged automatically in addition to tuition. If a student does not see digital resources, the student remains responsible for purchasing the required text and materials. The digital resource fee is $367 per course.

The above total dollar values may increase if institutional policy and state government regulations for tuition and fees are affected.

NOTES: The Student Financial Plan Projection is an estimate to the Enrollment Agreement.
# Houston North General Degrees Tuition & Fees

**Financial Information:** The current tuition and fees applicable to the Art Institute of Houston — North Programs are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Art Design, $100 credits</th>
<th>Design, $100 credits</th>
<th>Digital Photography, $100 credits</th>
<th>Fashion &amp; Retail Design, $100 credits</th>
<th>Game Design, $100 credits</th>
<th>Graphic Design, $100 credits</th>
<th>Graphic &amp; Web Design, $100 credits</th>
<th>Interior Design, $100 credits</th>
<th>Media Arts &amp; Animation, $100 credits</th>
<th>Video &amp; Motion Graphics, $100 credits</th>
<th>Web Design &amp; Interactive Design, $100 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$70</td>
<td>$70</td>
<td>$70</td>
<td>$70</td>
<td>$70</td>
<td>$70</td>
<td>$70</td>
<td>$70</td>
<td>$70</td>
<td>$70</td>
<td>$70</td>
</tr>
<tr>
<td>Tuition Deposit</td>
<td>$100</td>
<td>$180</td>
<td>$180</td>
<td>$180</td>
<td>$180</td>
<td>$180</td>
<td>$180</td>
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<tr>
<td>Tuition Fee (Per Credit Hour)</td>
<td>$100</td>
<td>$180</td>
<td>$180</td>
<td>$180</td>
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<td>$180</td>
<td>$180</td>
<td>$180</td>
<td>$180</td>
<td>$180</td>
<td>$180</td>
</tr>
<tr>
<td>Digital Resource Fee**</td>
<td>$2,000</td>
<td>$3,900</td>
<td>$3,900</td>
<td>$2,900</td>
<td>$2,900</td>
<td>$2,900</td>
<td>$2,900</td>
<td>$2,900</td>
<td>$2,900</td>
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</tr>
<tr>
<td>Supplies**</td>
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<td>$250.21</td>
<td>$250.21</td>
<td>$250.21</td>
<td>$250.21</td>
<td>$250.21</td>
<td>$250.21</td>
<td>$250.21</td>
<td>$250.21</td>
<td>$250.21</td>
</tr>
<tr>
<td>Total Tuition &amp; Fees***</td>
<td>$3,050</td>
<td>$5,350</td>
<td>$5,350</td>
<td>$3,650</td>
<td>$3,650</td>
<td>$3,650</td>
<td>$3,650</td>
<td>$3,650</td>
<td>$3,650</td>
<td>$3,650</td>
<td>$3,650</td>
</tr>
</tbody>
</table>

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**Houston North Diploma Tuition & Fees**

**Financial Information:** The current tuition and fees applicable to the Art Institute of Houston — North Programs are as follows:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Tuition</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Tuition (Per Credit Hour)</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Digital Resource Fee**</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

---

*Please be advised that the Tuition Deposit is already included in Total Tuition and Fees.
* **The digital resource fee includes the cost of the digital textbook as well as other digital resources which are packaged into the course and vary by program. The fee includes costs for each installed course that is completed. Certain courses may not have digital resources. Courses that include any digital resources for the course in the program curriculum and the fee will be charged accordingly. In addition to tuition, if a course does not use digital resources, the student would pay for these costs.
*** The above total tuition costs may increase if transferable college credits are accepted. The total cost will also increase with each credit hour that the student earns.

The Art Institute of Houston provides average fees to completion and average credit loads for each type of program offered at the campus. Please visit our Student Consumer Information page to find the average fees to completion for the on-campus enrollment students for each program type — associate degree, certificate, diploma, and bachelor's degree. The fees and credit loads are based on an average of expenses incurred by students during the academic year. These costs are not calculated for the total tuition fee. The average costs include the cost of the digital textbook as well as other digital resources which are packaged into the course and vary by program. The fee includes costs for each installed course that is completed. Certain courses may not have digital resources. Courses that include any digital resources for the course in the program curriculum and the fee will be charged accordingly. The digital resource fee may increase if transferable college credits are accepted. The total cost will also increase with each credit hour that the student earns. These costs are not calculated for the total tuition fee. The average costs include the cost of the digital textbook as well as other digital resources which are packaged into the course and vary by program. The fee includes costs for each installed course that is completed. Certain courses may not have digital resources. Courses that include any digital resources for the course in the program curriculum and the fee will be charged accordingly. The digital resource fee may increase if transferable college credits are accepted. The total cost will also increase with each credit hour that the student earns.
**Austin Design and Media Arts Tuition & Fees**

**FINANCIAL INFORMATION:** The current tuition and fees apply. The art institutes of Austin programs are as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Application Fee</th>
<th>Student Enrollment</th>
<th>Student/General Appliance Feed</th>
<th>Social Services Fee</th>
<th>Non-credit Appliance Fee</th>
<th>Non-credit Mailing Fee</th>
<th>Non-credit Mailing Fee</th>
<th>Non-credit Mailing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>currently credited scores</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,850</td>
<td>328.84</td>
<td>2,850</td>
<td>1,417.21</td>
<td>2,850</td>
</tr>
<tr>
<td>weights</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,850</td>
<td>328.84</td>
<td>2,850</td>
<td>1,417.21</td>
<td>2,850</td>
</tr>
<tr>
<td>debts</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,850</td>
<td>328.84</td>
<td>2,850</td>
<td>1,417.21</td>
<td>2,850</td>
</tr>
<tr>
<td>credits</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,850</td>
<td>328.84</td>
<td>2,850</td>
<td>1,417.21</td>
<td>2,850</td>
</tr>
<tr>
<td>upon a</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,850</td>
<td>328.84</td>
<td>2,850</td>
<td>1,417.21</td>
<td>2,850</td>
</tr>
<tr>
<td>hour</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,850</td>
<td>328.84</td>
<td>2,850</td>
<td>1,417.21</td>
<td>2,850</td>
</tr>
<tr>
<td>T</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>2,850</td>
<td>328.84</td>
<td>2,850</td>
<td>1,417.21</td>
<td>2,850</td>
</tr>
<tr>
<td>Finance</td>
<td>91,168.4</td>
<td>92,252.1</td>
<td>91,168.4</td>
<td>91,168.4</td>
<td>91,168.4</td>
<td>45,848.4</td>
<td>91,168.4</td>
<td>45,848.4</td>
</tr>
<tr>
<td>Graphics</td>
<td>91,168.4</td>
<td>92,252.1</td>
<td>91,168.4</td>
<td>91,168.4</td>
<td>91,168.4</td>
<td>45,848.4</td>
<td>91,168.4</td>
<td>45,848.4</td>
</tr>
</tbody>
</table>

**Notes:**
- Application Fee: The fee covers the cost of the digital enrollment; it is not guaranteed for the cost of the digital enrollment. The fee will be charged to the student, or the student will be responsible for paying the digital enrollment fee. The fee is a 10% fee per credit.
- Student Enrollment: The fee covers the cost of the digital enrollment; it is not guaranteed for the cost of the digital enrollment. The fee will be charged to the student, or the student will be responsible for paying the digital enrollment fee. The fee is a 10% fee per credit.
- Student/General Appliance Fee: The fee covers the cost of the digital enrollment; it is not guaranteed for the cost of the digital enrollment. The fee will be charged to the student, or the student will be responsible for paying the digital enrollment fee. The fee is a 10% fee per credit.
- Social Services Fee: The fee covers the cost of the digital enrollment; it is not guaranteed for the cost of the digital enrollment. The fee will be charged to the student, or the student will be responsible for paying the digital enrollment fee. The fee is a 10% fee per credit.
- Non-credit Appliance Fee: The fee covers the cost of the digital enrollment; it is not guaranteed for the cost of the digital enrollment. The fee will be charged to the student, or the student will be responsible for paying the digital enrollment fee. The fee is a 10% fee per credit.
- Non-credit Mailing Fee: The fee covers the cost of the digital enrollment; it is not guaranteed for the cost of the digital enrollment. The fee will be charged to the student, or the student will be responsible for paying the digital enrollment fee. The fee is a 10% fee per credit.

This A & D provides average time to completion and average enrollment costs for each type of program offered at all campuses. Please visit our Student Consumer Information page to find the average time to completion for all campus studies. Students completing individual courses in less than 16 weeks can expect to complete their individual course in less than 16 weeks. Changing programs, beginning programs at the end of the quarter, starting late, using remedial courses, taking time off, continuing, transferring in other credits or learning initiatives, or course completion will likely increase the total length of the program and will affect the total cost of tuition. Any credits transferred toward your program will likely decrease the overall length of your degree.
Austin Culinary Tuition & Fees

FINANCIAL INFORMATION: The current tuition and fees applicable to The Art Institute of Austin programs are as follows:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Full-Time Fee</th>
<th>Part-Time Fee</th>
<th>Full-Time Fee</th>
<th>Part-Time Fee</th>
<th>Full-Time Fee</th>
<th>Part-Time Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Enroll Deposit</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Tuition Per Credit Hour*</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
<td>$488</td>
</tr>
<tr>
<td>Baking Art***</td>
<td>$775.18</td>
<td>$775.18</td>
<td>$775.18</td>
<td>$775.18</td>
<td>$775.18</td>
<td>$775.18</td>
</tr>
<tr>
<td>Digital Resource Fee****</td>
<td>$1,000</td>
<td>$1,200</td>
<td>$2,600</td>
<td>$2,600</td>
<td>$1,250</td>
<td>$1,250</td>
</tr>
<tr>
<td>Culinary Lab Fees</td>
<td>$1,500</td>
<td>$1,600</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total</td>
<td>$4,245.18</td>
<td>$4,764.18</td>
<td>$9,286.18</td>
<td>$9,246.18</td>
<td>$9,236.18</td>
<td>$9,495.18</td>
</tr>
</tbody>
</table>

The Art Institute provides average time to completion and average credit loads for each type of program offered at this campus. Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each program type – Associate Degree, Bachelor Degree, or Diploma/Certificate – based upon a student enrolling 12 credit hours minimum for full-time enrollment status (or 15 or 16 credit hours for half-time enrollment status) each quarter. Completing programs, beginning programs at the first-quarter start date, taking remedial courses, taking time off (summer, etc.), or transitioning to a non-continuous enrollment status, will increase the overall length of the program and the overall cost of education. The above costs are estimates and may vary from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

* Tuition Per Credit Hour. This cost will increase by a fixed per credit hour tuition increase.

** All prices are subject to change. Current published prices effective from March 1, 2015 - February 28, 2016. This is optional.

*** Tuition resource fee includes the cost of the digital textbook, as well as other digital resources which are integrated into the course and may vary per program. All includes all applicable fees. The estimated fee includes fees required for a digital resource. However, some or all of these resources may be available at no cost or for a reduced fee. Additional costs for these resources will be listed in the registration material and the fee will be charged specifically to addition to tuition. If a course does not use digital resources, the student will be responsible for purchasing the required text materials. The digital resource fee is $25 per course.

**** Digital Resource Fee. This fee includes all applicable fees. The estimated fee includes fees required for a digital resource. However, some or all of these resources may be available at no cost or for a reduced fee. Additional costs for these resources will be listed in the registration material and the fee will be charged specifically to addition to tuition. If a course does not use digital resources, the student will be responsible for purchasing the required text materials. The digital resource fee is $25 per course.

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Austin Diploma Tuition & Fees

FINANCIAL INFORMATION: The current tuition and fees applicable to The Art Institute of Austin programs are as follows**:

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Fashion &amp; Beauty</th>
<th>Culinary Arts &amp; Hospitality</th>
<th>Fine Arts &amp; Animation</th>
<th>Graphic Design &amp; Advertising</th>
<th>Interior Design</th>
<th>Media Design &amp; Interactive Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Tuition Deposit</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Tuition Per Credit Hour*</td>
<td>488</td>
<td>488</td>
<td>488</td>
<td>488</td>
<td>488</td>
<td>488</td>
</tr>
<tr>
<td>Sterling Kit**</td>
<td>775.18</td>
<td>775.18</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Digital Resource Fee***</td>
<td>1,400</td>
<td>1,200</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Designer Tool Fee****</td>
<td>600</td>
<td>650</td>
<td>600</td>
<td>800</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>Total Tuition &amp; Fees***</td>
<td>29,765.18</td>
<td>29,615.18</td>
<td>24,374</td>
<td>24,374</td>
<td>24,374</td>
<td>24,374</td>
</tr>
</tbody>
</table>

The Art Institute provides average time to completion and average credit loads for each type of program offered at all campuses. Please visit our Student Consumer Information pages to find the average time to completion for continuously enrolled students for each program type. Bachelor degree, Associate degree, or diploma (credit load) = hours credited divided by credits required. For fully online programs, 1 hour of credit load is 1 credit. If a program offers both online and campus enrollment, the average time to completion may be affected by the number of students choosing to take their classes online. If a program has guaranteed employment assistance, it is noted at the bottom of this page. The final cost will depend on the actual number of credits taken and the number of credits transferred from another institution. Students credits associated toward your program will help determine the cost of tuition and fees.

**The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.

***The digital resource fee includes the cost of the digital textbook as well as other digital resources which are integral to the course and vary by program. The fee is automatically charged to the student's account unless a student uses digital resources, the student enrolls in the program online, or the student is registered for a transitional study course or a Web-based course. The digital resource fee is $50 per course.

****The additional Tool fee is $50 per course. This fee is not refundable and will not be automatically charged to the student's account unless a student enrolls in the program online, or the student is registered for a transitional study course or a Web-based course. The Tool fee is not refundable and will not be automatically charged to the student's account unless a student enrolls in the program online, or the student is registered for a transitional study course or a Web-based course.

†Refunds: The request for a refund must be made in writing and received by the date specified in the Refund Policy. The date specified in the Refund Policy will be noted on the current published program catalog. Students who have not started classes at the time of the request for a refund will be refunded all tuition and fees, less an administrative fee. Students who have started classes at the time of the request for a refund will be refunded tuition and fees based on the number of credits completed and the number of credits recently completed. The date specified in the Refund Policy will be noted on the current published program catalog. Students who have not started classes at the time of the request for a refund will be refunded all tuition and fees, less an administrative fee. Students who have started classes at the time of the request for a refund will be refunded tuition and fees based on the number of credits completed and the number of credits recently completed.

††The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.

‡The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.

The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.

The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.

The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.

The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.

The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.

The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.

The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.

The above-mentioned prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional.
San Antonio General Degree Tuition & Fees

Financial Information: the current tuition and fees applicable to The Art Institute of San Antonio programs are as follows*:

<table>
<thead>
<tr>
<th>Program</th>
<th>Application Fee</th>
<th>Tuition Deposit</th>
<th>Tuition Per Credit Hour*</th>
<th>Starting Kit**</th>
<th>Digital Resource Fee***</th>
<th>Total Tuition &amp; Fees†</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising, AAS</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Design &amp; Technical Graphics, BFA</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Digital Filmmaking &amp; Video Production, BFA</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Digital Photography, BFA</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Fashion Design, BFA</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Fashion &amp; Retail Management, BFA</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Game Art &amp; Design, BFA</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Graphic Design, AAS</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Graphic &amp; Web Design, BFA</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Graphic &amp; Web Design, AAS</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Graphic &amp; Web Design, Concentration</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Graphic &amp; Web Design, Concentration</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Interior Design, BFA</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Media Arts &amp; Animation, BFA</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Visual Effects &amp; Motion Graphics, BFA</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
<tr>
<td>Web Design &amp; Interactive Media, AAS</td>
<td>50</td>
<td>100</td>
<td>488</td>
<td>325</td>
<td>2,800</td>
<td>90,690</td>
</tr>
</tbody>
</table>

* Based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.

** Kit prices are subject to change. Current published prices effective from March 1, 2014 - February 28, 2015. Kits are optional. These costs are not calculated into the Total Tuition & Fees.

*** The Digital Resource Fee is $35–$75 per course and includes the cost of the digital textbook as well as other digital resources which are integrated into the course and vary by program. The fee includes all applicable taxes. Not all courses use digital resources. Courses that include an e-Book will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use e-Books, the student remains responsible for purchasing the required text and materials.

† Tuition Deposit is not added to tuition and fees.

‡ The above total tuition costs may increase if transitional study classes are needed. The total cost will also increase with each per credit hour tuition increase.

The Art Institute provides average time to completion and average credit loads for each type of program offered at this campus. Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each program type – Bachelor’s degree, Associates degree, or diploma/certificate. Based upon a student taking 12 credit hours (minimum for full-time enrollment status) or 15 or 16 credit hours (full load) per quarter. Changing programs, beginning programs at the mid-quarter start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will likely 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.
San Antonio Culinary Tuition & Fees

Financial Information: the current tuition and fees applicable to The Art Institute of San Antonio programs are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Baking &amp; Pastry Arts</th>
<th>Culinary Arts</th>
<th>Culinary Management</th>
<th>Food &amp; Beverage Management</th>
<th>Hospitality Management</th>
<th>Restaurant &amp; Culinary Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Tuition Deposit</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Credit Hour</td>
<td>488</td>
<td>488</td>
<td>488</td>
<td>488</td>
<td>488</td>
<td>488</td>
</tr>
<tr>
<td>Starting Kit**</td>
<td>775</td>
<td>775</td>
<td>775</td>
<td>775</td>
<td>775</td>
<td>775</td>
</tr>
<tr>
<td>Culinary Lab Fee***</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Digital Resource Fee****</td>
<td>1,550</td>
<td>1,100</td>
<td>2,550</td>
<td>2,550</td>
<td>2,600</td>
<td>1,200</td>
</tr>
<tr>
<td>Total Tuition &amp; Fees</td>
<td>46,820</td>
<td>46,870</td>
<td>92,490</td>
<td>92,540</td>
<td>92,590</td>
<td>46,970</td>
</tr>
</tbody>
</table>

* Based on the current credit hour rate. Total cost of tuition and credit per credit hour is applicable. It includes Room & Board. ** At prices are subject to change. Current published rates effective from March 1, 2019. Please apply. Rates are calculated into the total tuition & fees. *** The Digital Resource Fee is $75/$150 per course and includes the cost of the digital textbook. ** The Digital Resource Fee is $75/$150 per course and includes the cost of the digital textbook, as well as other digital resources which are integrated into the course and vary by program. The fee includes all applicable fees. Digital Resources fee are applicable to the credit hour classes. These fees vary with the number of credits. The fee for credit hour classes is charged automatically in addition. In the tuition & fee column does not include textbooks, the student assumes responsibility for purchasing the required textbooks and materials. § Tuition Deposit is not added to tuition and fees. The Art Institute of San Antonio provides average time to completion and average credit loads for each type of program offered at this campus. Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each program type – associate degree, Associate degree, or diploma/certificate – based upon a student taking 12 credit hours per quarter (full-time enrollment status) or 15 or 16 credit hours in a full-time, full-time quarter. Changing programs, beginning programs at the mid-quarter start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will likely 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.

The Art Institute of San Antonio provides average time to completion and average credit loads for each type of program offered at this campus. Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each program type – associate degree, Associate degree, or diploma/certificate – based upon a student taking 12 credit hours per quarter (full-time enrollment status) or 15 or 16 credit hours in a full-time, full-time quarter. Changing programs, beginning programs at the mid-quarter start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will likely 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.
San Antonio Diploma Tuition & Fees

Financial Information: the current tuition and fees applicable to The Art Institute of San Antonio programs are as follows*:

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Tuition Deposit ‡</th>
<th>Tuition Fee*</th>
<th>Credit Hour*</th>
<th>Deposit</th>
<th>Per Hour Rate</th>
<th>Lab Fee**</th>
<th>Digital Resources Fee***</th>
<th>Total Sushi &amp; Sake</th>
<th>Total Design &amp; Innovation (Communication)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>100</td>
<td>488</td>
<td>775</td>
<td>300</td>
<td>600</td>
<td>28.690</td>
<td>28.740</td>
<td>24,274</td>
<td>24,274</td>
</tr>
</tbody>
</table>

* Based on the current credit hour rate. Total cost will increase with each credit hour taken.

‡ All programs are subject to change. Current published prices effective from Spring 2017 - 2018. Effective February 26, 2019. Kitезн.:

† These costs are not calculated into the total Tuition & Fees.

§ The Digital Resource Fees ($300.00 - $75.00 per course) includes the cost of special software (e.g., Adobe Creative Cloud) and the cost of some online resources. These costs are not calculated into the total Tuition & Fees.

|| The above total tuition costs may increase if transitional study sessions are required. The total cost will change with each credit hour taken.

四是 Tuition Deposit is not added to tuition and fees.

The Art Institute provides average time to completion and average credit load for each type of program offered at this campus. Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each program type: Bachelor’s degree, Associate degree, or diploma/certificate – based upon a student taking 12 credit hours (minimum for full-time enrollment status) or 15 or 18 credit hours in full-time enrollment per quarter. Changing programs, beginning programs at the mid-quarter start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will likely 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.
# Academic Calendar

**CALENDAR YEAR 2014**

<table>
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**CALENDAR YEAR 2015**

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