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

- Audio Production, BA
- Baking & Pastry, D, AAS
- Culinary Arts, D, AAS
- Culinary Management, BA
- Design Management, BA
- Design & Technical Graphics, BA
- Digital Filmmaking & Video Production, AAS and BA
- Digital Photography, AAS and BA
- Fashion Design, BA
- Fashion Marketing & Management, BA
- Food & Beverage Management, BA
- Game Art & Design, BA
- Graphic & Web Design, AAS and BA
- Interior Design, BA
- Media Arts & Animation, BA
- Visual Effects & Motion Graphics, BA
- Web Design & Interactive Communications, D

D   Diploma
AAS  Associate of Applied Science
BA   Bachelor of Arts

AFFILIATION, LICENSING, AND ACCREDITATION

AFFILIATION

STATE LICENSING
The Art Institute of Colorado is authorized to award Diplomas, Associate of Applied Science degrees, and Bachelor of Arts degrees by the Commission on Higher Education, 1560 Broadway, Suite 1600, Denver, CO 80202.

INSTITUTIONAL ACCREDITATION

The Art Institute of Colorado is in transition during a change of ownership. We remain accredited as a candidate school seeking accreditation under new ownership and our new non-profit status. Our students remain eligible for Title IV. Higher Learning Commission (230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 1.800.621.7440, www.hlcommission.org/).

PROGRAMMATIC ACCREDITATION

The Associate of Applied Science in Culinary Arts, Associate of Applied Science in Baking & Pastry, Bachelor of Arts in Culinary Management, and the Bachelor of Arts in Food & Beverage Management degree programs are accredited by The Accrediting Commission of the American Culinary Federation Education Foundation.

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

This school is authorized under Federal law to enroll nonimmigrant alien students.
WELCOME TO THE ART INSTITUTE OF COLORADO

AN EXCITING PLACE TO LEARN AND GROW

For over 60 years The Art Institute of Colorado (www.artinstitutes.edu/denver) has been a vital resource to the metro Denver community, with more than 12,000 graduates working both locally and around the world. The school is one of The Art Institutes (www.artinstitutes.edu), a system of over 50 education institutions throughout North America, providing an important source of design, media arts, fashion, and culinary professionals. The Art institute of Colorado prepares graduates to seek entry-level careers in the design, arts, and culinary industries.

Working as a team, we carefully tailor each program to accommodate the opportunities of a changing job market. The Art Institute of Colorado offers the dedication of our faculty and staff to every student admitted. It is an honor to present you with the chance to acquire the proficiencies necessary to graduate with a mastery of your craft and develop your career with artistic direction.

We recognize that this is a time to dream, to explore, to discover, and to work toward the realization of your goals, and we would be privileged to help you reach them. We encourage you to review our catalog and discover the options available to you as you seek an innovative career.

Throughout this catalog The Art Institute of Colorado may be referred to as “The Art Institute”, “College”, or “The Institute”.

THE EXECUTIVE COMMITTEE

Elden Monday, Interim President
Dr. Benjamin A. Valdez, Vice President and Dean of Academic Affairs
Joshua Jones, Senior Director of Admissions
Terry Bargas, Director of Financial Services
Shandra Adair, Human Resource Generalist II
Daniel Snyder, Director of Student Services
MISSION, VALUES, AND VISION

MISSION STATEMENT
The mission and primary responsibility of The Art Institute of Colorado shall be to provide higher education programs leading to professional opportunities in the fields of culinary arts, art and design, and technology, which prepare graduates for job entry and career advancement.

The mission is accomplished by:
- Fostering student success
- Employing faculty who possess industry experience and who exhibit excellence in teaching
- Promoting growth through program offerings that meet employment needs
- Ensuring program integrity and graduate outcomes
- Fostering personal and professional growth for faculty, staff, and students
- Implementing a comprehensive and ongoing program for assessing student learning as a key component of institutional effectiveness
- Continual institutional improvement and effective management of change
- Encouraging and valuing diversity within our students, faculty, and staff

VALUES
We believe there is a need to begin with a shared understanding of our basic philosophy about how we will be a business. These values will serve to provide a common standard by which we can calibrate our decisions and actions.

We believe that operating from these five basic values will ensure a successful experience for our students, faculty, staff, and employers. The five basic values agreed upon by the executive committee, after input from key staff and faculty, are:
- **Integrity** with our people, program, and outcomes
- **Respect and fairness** in our educational process, employee relationships, and business dealings
- **Quality and excellence** in our service, education, and placement
- **Creative and innovative** in our programs, policies, and operations to accommodate the changing climate and needs of our students, employees, employers, and community
- **Service** to our constituency of students, employees, and the community

VISION
The Art Institute of Colorado is committed to being the premier provider of design, media arts, fashion, and culinary education.
THE ART INSTITUTE OF COLORADO LEADERSHIP AND OWNERSHIP

All operations are governed by either The Art Institute of Colorado’s Board of Trustees or The Art Institute of Colorado’s Executive Committee. The Board of Trustees includes the following members: Yorgo Koutsogiorgas, Board Chair, President and CEO of Giordano’s; Dr. Dorothy Fenwick, President, Association of Commissions; Dr. Jo-Ann M. Sipple, D.A., a consultant to higher education nationwide; Joseph F. Kolenda, Director- Career and Technical Education and Principal- The Guthrie Center, Spring Branch Independent School District-Texas; Lea Marshall, Regional Vice President, Human Resources, The Art Institutes, and Steve Planey, Student Financial Services, The Art Institutes.

The Art Institute of Colorado Executive Committee consists of an six-member board including Elden Monday, Interim President; Dr. Benjamin A. Valdez, Vice President / Dean of Academic Affairs; Joshua Jones, Senior Director of Admissions; Terry Bargas, Director of Financial Services; Shandra Adair, Human Resource Generalist II; Daniel Snyder, Director of Student Services. All members are located at 1200 Lincoln Street, Denver, CO 80203.

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

DREAM CENTER EDUCATION HOLDINGS LLC
On January 19, 2018, The Art Institute of Colorado was acquired by Dream Center Education Holdings (DCEH), a subsidiary of the Dream Center Foundation, a California 501(c)3 non-profit Foundation.
DREAM CENTER EDUCATION HOLDINGS, LLC BOARD OF MANAGERS

Brent Richardson – Co-Chairman and Chief Executive Officer

Randall K. Barton, Esq. – Co-Chairman and Chief Development Officer

Rev. Matthew Barnett – Co-Founder of the Los Angeles Dream Center, founder of the Dream Network

Timothy P. Slottow – Retired President of the University of Phoenix and former CFO of the University of Michigan.

Dr. Rufus Glasper, CPA – President and CEO of the League for Innovation in the Community College and Chancellor Emeritus of Maricopa Community College.

Jack DeBartolo – Prominent architect in the Southwest and Senior Architect for The Pain Centers.
HISTORY HIGHLIGHTS

1952  Colorado Institute of Art opens at 16 West 13th Avenue.
1957  First class graduates from the Commercial Art program.
1960  Colorado Institute of Art is purchased by a group of investors including, John Jellico, founder of The Colorado Institute of Art and former Assistant Director of The Art Institute of Pittsburgh.
1975  Education Management Corporation (EDMC) of Pittsburgh purchases the school.
1981  The Colorado State Board grants The Colorado Institute of Art the authority to award an Associate in Occupational Studies degree.
1991  Curriculum of General Education courses added to all The Art Institute programs. The Colorado Institute of Art is granted the authority to award the Associate of Applied Science degree.
1994  Culinary Arts is added to The Colorado Institute of Art degree program offerings. The Culinary Arts program is located at 675 South Broadway in the Denver Design District.
1996  The Colorado Institute of Art begins to offer Bachelor of Arts degree programs.
2000  The Colorado Institute of Art relocates to its current location at 1200 Lincoln Street in Denver's Golden Triangle neighborhood in Downtown Denver, but the Industrial Design School remains at the 200 East 9th Avenue location. The school formally changes its name to The Art Institute of Colorado.
2002  50th anniversary of training creative professionals is celebrated. The Towers student housing facility opens to accommodate up to 240 students.
2004  Interior Design Bachelor of Arts program is introduced and accredited by the Council for Interior Design Accreditation.
2008  The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) has accredited The Art Institute of Colorado for a five-year period and congratulated the school for its compliance with the HLC Criteria for Accreditation.
2009  Culinary Arts AAS program accreditation renewed for five years from American Culinary Federation Education Foundation.
2010  The International Culinary School at The Art Institute of Colorado program enrollment reaches over 650 students.
2011  The Interior Design Bachelor of Arts program accreditation renewed for six years by the Council for Interior Design Accreditation.
2013  The Art Institute of Colorado builds and opens a fully functional Audio Studio to assist students in pursuit of their degree programs.
2015  Culinary Arts AAS program accreditation renewed for three years from American Culinary Federation Education Foundation.
2018  On January 19, 2018, The Art Institute of Colorado was acquired by Dream Center Education Holdings (DCEH), a subsidiary of the Dream Center Foundation, a California 501(c)3 non-profit Foundation.
WHY THE ART INSTITUTE OF COLORADO?

INSPIRATION. NEW POSSIBILITIES. DIVERSE PERSPECTIVES.
The Art Institute of Colorado is a community of creative individuals with diverse life experiences and perspectives. It’s the place students choose because they are already artists and designers. They also know they will find a community of peers and mentors who can help them develop their talents. It’s a place where they can be inspired to push themselves to new ideas and potential.

Fostering the idea that innovation is a top differentiator in today’s market, The Art Institute of Colorado has been an important source of design, media arts, fashion, and culinary arts for over 60 years. Many of The Art Institute of Colorado’s programs focus on real-world challenges, giving students opportunities to immerse themselves in complex design problems, collaborate with real clients, and produce portfolios.

Our school offers smaller, specialized classes, tailored curricula, and support services designed for those who want to obtain an education directly related to their career goals. Some of The Art Institute of Colorado’s graduates have gone on to work with leading national and local companies, or have successfully created their own entrepreneurial businesses and studios.

The Art Institute of Colorado is a pragmatic choice for both graduating high school students and working adults who have a career goal and who are willing to invest themselves to realize their goals.

LOCATION
The Art Institute of Colorado is an urban campus located in downtown Denver in the heart of the arts district, and is situated against the backdrop of the majestic Rocky Mountains. An energetic young city that enjoys 300 days of annual sunshine, Denver is home to more than 300 restaurants, an amazing collection of museums and galleries, and the second largest performing arts center in the nation. Clean and green, Denver has over 200 parks and 650 miles of bike and pedestrian trails. Within Denver, The Art Institute of Colorado is comprised of two facilities, including the 1200 Lincoln Street main campus, a Culinary building, as well as housing, all designed for the creative student.

FACILITIES
- **1200 Lincoln Street** boasts 100,000 square feet, which includes 30 classrooms, 10 computer labs, library, digital and traditional photography studios, digital video, animation, and sound studios, office space, gallery, and parking garage with 246 spaces in the Golden Triangle District in downtown Denver.
- **The International Culinary School at The Art Institute of Colorado** is located at 675 S. Broadway in the Denver Design District with three labs for production of hot and cold foods, one baking and pastry lab, and one computer lab along with our student-operated restaurant, Assignments.
LEARNING AND STUDENT RESOURCES

At The Art Institute of Colorado, students have access to a wide array of creative learning experiences, resources, and facilities. Students enjoy small class sizes and classes are led by faculty who are not only skilled instructors, but also working professionals in their fields with industry experience.

In addition to faculty instruction, specialized equipment and technology, The Art Institute of Colorado students have access to a wealth of learning resources inside and outside the classroom. The school has support services and resources, including a tutoring lab, Student Services resource center, school activities, and clubs.

Our school is located in the heart of the arts district and is within walking distance of the Denver Public Library, the Denver Center for the Performing Arts, Denver Art Museum, and numerous galleries, museums, and theaters. All offer students the opportunity to broaden their educational experience with exposure to exhibitions, art, lectures, performances, publications, and productions.

The Art Institute of Colorado provides students with technology and access to specialized computer software on both Mac and Windows platforms. To further support and enhance our students' learning experience, additional resources include digital and traditional photo labs, a video production suite, a green screen suite, an audio suite and audio studio, two-dimensional and three-dimensional animation labs, digital film editing work stations, a rapid prototyping studio, fully-equipped culinary labs, service bureau, interior design resource room, patternmaking and construction lab, media services, gallery, and a comprehensive library.

ACADEMIC SERVICES CENTER AND TUTORING SERVICES
The Academic Services Center is located in the library and assists students with their academic skills by providing individual tutoring support. Tutors are available to assist in the areas of math, English, computers, reading, writing, test preparation, note taking, etc. Hours are posted on a quarterly basis to meet the needs of the students. Students can drop in during hours of operation or make an appointment as needed.

ANIMATION LAB
The Art Institute of Colorado offers a full computer lab equipped with Wacom Cintiq monitors. These monitors allow students to utilize pressure sensitive applications with direct tangible feedback in 3-D modeling, 2-D animation, digital image manipulation, and digital painting. Animation software from the Adobe, AutoDesk, and Toon-Boom! Animation suites, which includes, Maya, 3-D Studio Max, MudBox, Photoshop, After Effects, Animate, Storyboard Pro and Harmony. Programs such as zBrush and Final Cut Pro are also available for animation and video editing. Students also have access to a video production suite, audio suite, and a green screen studio, traditional and digital drawing labs.

ASSIGNMENTS RESTAURANT
A well-kept secret nestled in the heart of the Denver Design District, Assignments Restaurant is located inside the International Culinary School at The Art Institute of Colorado. We are a learning environment for all, driven by a passionate and professional student staff. The ambiance of the dining room invites our guests to partake in an intimate and exciting experience through the clean, crisp décor and the entertainment of the visible kitchen. Our guests are in constant view of our educational experience, observing the dedication and organization it takes to run a restaurant.
Assignments Restaurant is a stepping stone of great hospitality, led by professional Chefs and experienced service leaders. The professional and detail oriented student staff promote a genuine and heartfelt service. Our students are striving to achieve academic and culinary excellence as they transition into the culinary world.

Assignments Restaurant offers a menu influenced by classic international and current American cuisine and consists of authentic ingredients, artistically prepared by future chefs. We provide fresh, local and seasonal courses, creating a unique community experience. Our Tasting Menu includes a choice of starter and a choice of main course and dessert.

**AUDIO SUITE AND STUDIO**
The digital audio suite is comprised of three control rooms, professional Whisper Room Inc. whisper booths for vocal recording, broadcasting, voiceover, practice, hearing and equipment testing, and a Foley space to create post-production sound effects to a student’s multimedia work. All rooms are physically connected, allowing students visual synchronization, ADR, MIDI, and Dolby Digital surround sound.

A new Audio Studio was added to assist students in their studies. It includes a 48 channel SSL Mixing Console, as well as other equipment, making it a fully functional production style recording studio. It is up to date for teaching students audio production skills in both studio and live venue settings.

**STUDENT SERVICES RESOURCE CENTER**
Within the Student Services Department, students and alumni can utilize the Resource Center to conduct an online job search and industry research.

**COMPUTER LABS**
The Art Institute of Colorado offers a variety of computing options at all facilities with over 190 computers on both Mac and Windows platforms for student use. Our computer labs are upgraded with software applications to provide students with industry-utilized technology.

**CONSTRUCTION/PATTERN DRAFTING LABS**
The Fashion Design program has two Construction/Pattern Drafting Labs with specialized sewing equipment, including industrial sewing machines, sergers, coverstitch machine, and pattern drafting tables. Fashion students also have access to specialized software, including Gerber products, Adobe Illustrator, and Photoshop.

**CULINARY KITCHEN LABS**
The International Culinary School at The Art Institute of Colorado is located at 675 S. Broadway in the Denver Design District with three labs for production of hot and cold foods, one baking and pastry lab, and one computer lab along with our student-operated restaurant, Assignments.

**DELI**
Designed for quick service on the run, the Deli features a variety of popular made-to-order sandwiches and salads, burritos, pizza, burgers, hot dogs, fresh fruit, desserts, snacks, and a variety of beverages, including coffee specialty drinks.
DIGITAL PRINT LAB
The Digital Print Lab encompasses wide-format digital printing services for the reproduction of high-end archival photographic artwork for class assignments and graduate portfolios. This lab is equipped with superior computers outfitted with industry-utilized photographic editing software.

GALLERY
The John Jellico Gallery, named after the founder of The Art Institute of Colorado, features exhibits designed to enrich students’ academic experience and provide opportunities to view the work of faculty members, current students, alumni, and other outstanding professionals. The Gallery is located on the first floor of the main building at 1200 Lincoln Street.

HD VIDEO PRODUCTION SUITE
To enhance the curriculum, resources and technology are available to students, including the Video Production Suite that is equipped to accommodate students working in all relevant video and audio disciplines. The facilities include a shooting and lighting studio, control room, digital editing work stations, and video transfer equipment. Various types of video cameras are available for student use. Computer resources include over 300 Windows and Mac workstations with a full professional range of production and editing software. Our computer labs are upgraded with software applications to provide students with industry-utilized technology.

INTERIOR DESIGN RESOURCE ROOM
The Interior Design Resource Room affords students easy access to resource materials needed for their classes. The Resource Room is located on the 6th floor of the 1200 Lincoln Street building. It houses catalogs, material samples, design resource books, fabrics, and other resources supplied by industry professionals and specific to the program of study.

LIBRARY
The Library supports The Art Institute of Colorado’s educational goal of preparing students to seek entry-level careers in creative fields. It provides integral support to the curriculum and plays a vital role within The Art Institute of Colorado. The Library is committed to responding to the innovative nature of the diverse and specialized technical and creative educational career programs offered at The Art Institute of Colorado.

The Library has an extensive collection of over 35,000 separately cataloged items, including 22,000 unique titles, video tapes, DVDs, and over 150 periodicals. In addition to the print books, the library provides online journal and image databases. There is seating for over 100 patrons and open when classes are offered. A full-time Library staff is available to provide tours and specialized instruction, and to assist students with research and use of equipment.

The Library's book catalog (Voyager) is online and may be accessed by students, faculty, and staff from any computer workstation in the Library, via the Student Portal or from home. The Library also subscribes to many online resources, providing access to magazine and newspaper articles, graphic images, business information and software tutorials. These electronic resources are accessible through the student portal.

MEDIA SERVICES
The Art Institute of Colorado provides equipment and resources for specific skill development and independent work located throughout the main facility. Media services provides cameras, tripods, studio lighting, meters, stands, etc., that may be checked out by students in the Digital Photography and Digital Filmmaking & Video Production programs.
PHOTOGRAPHY STUDIO AND LABS
Digital Photography students have access to both traditional darkroom processing and printing facilities as well as digital print labs. The Photography Department has a large studio space with a two walled cove. A wide variety of cameras, both film and digital in a variety of formats are available to students as well as both tungsten and strobe lighting equipment.

SENDWORDNOW
In the case of emergency or some other urgent situation that requires rapid wide-scale notification of the Art Institute of Colorado community, the Art Institute of Colorado participates in an emergency notification alert program known as SendWordNow. Students, faculty, and staff are strongly encouraged to sign up for the complimentary service. In the event of a non-weather related closing (with the exception of severe and immediate life threatening weather conditions such as an approaching tornado), an alert can be sent via voice message to home, cell, personal and school email accounts. For more information call 303.824.4919.

SERVICE BUREAU
The Service Bureau provides copy/print services on-campus, including inkjet prints, color laser prints, fax services, and CD/DVD duplication and printing to help students produce complete work for review or for their portfolio. The Service Bureau also offers 3D printing services with two MakerBot 3D printers.

STUDENT PORTAL
MyAiCampus.com is the portal for The Art Institute of Colorado students. It is a simple and easy-to-use tool for accessing a wide range of online services and web resources needed to fulfill their goals at The Art Institute of Colorado. Students can register online, check email and grades, pay their bills, receive school news, event and activity information, and have access to information regarding a wide range of student services, including counseling, financial aid, and other useful links.

STUDENT SUPPLY STORE
The Supply Store is a specialized retail outlet that carries art, photo and related supplies, and required textbooks needed by students, as recommended by the instructors and Academic Directors. Snacks and drinks are also available. It is conveniently located on the second floor. The store accepts cash, personal checks and major credit cards.
STUDENT LIFE: A CREATIVE COMMUNITY
We have an active student body comprised of an energetic community of creative individuals with diverse life experiences and perspectives. There are a variety of resources available to students, including programs, clubs, and activities, promoting student interaction, leadership, and community service.

As a student at The Art Institute of Colorado, you will become a member of this community of innovative individuals. There's a vibrant energy here, one that fuels a desire for you to do your best. You will be supported by a community bound by mutual respect for individuality and vision. An education at The Art Institute of Colorado is not a process where skills and knowledge are handed to you. You must take responsibility and get involved. Here, you can learn from artists and professionals in a hands-on environment. You will have the opportunity to make both professional contacts and lifelong friends. On your part, it means engaging fully with eyes and mind wide open.

STATEMENT OF STUDENT COMMITMENT
- I choose to attend class regularly and participate actively in learning activities.
- I demonstrate ethics in the work I produce.
- I perceive myself as artistic and creative.
- I believe in myself and am committed to the work I do.
- I am a success.

GETTING THE MOST FROM YOUR EDUCATION
At The Art Institute of Colorado, our role is to provide educational services to help you develop your potential. An education at The Art Institute of Colorado is a process of learning and exploring. We cannot simply hand you skills and knowledge. You must be a full partner in this interactive learning process. Remember, at the college level of education, you must be responsible to seek out and ask for the help and resources you need to succeed. If you have questions or need assistance, don’t hesitate to ask!

Your responsibilities as a student of The Art Institute of Colorado reflect the expectations of a professional environment. These include:
- Meet deadlines
- Attend class
- Arrive on time
- Make use of faculty, staff, and campus resources
- Participate actively in class
- Ask questions
- Get involved outside of class

ENRICHMENT OPPORTUNITIES

STUDENT BODY
Students come to The Art Institute of Colorado from all over the world. The student body is comprised of men and women who have enrolled directly after completing high school, have transferred from colleges and universities, or have left employment situations to prepare for a new career.
ACTIVITIES, CLUBS AND EVENTS
Students are encouraged to get involved in the campus clubs, organizations, and activities. Student organizations provide wonderful social, academic, and professional networking opportunities. Students can choose from a variety of student organizations at The Art Institute of Colorado, including academic, and social clubs. For up-to-the-minute information on student clubs and activities, call 303.824.4919, see the Student Portal, or stop by Student Services (1200 Lincoln Street, room 219).

Among these activities are:

- A wide variety of **student clubs and organizations** that provide social, recreational, and professional activities, as well as foster networking. Check with Student Services for more information about current clubs.

- **Student Chapters of Professional Organizations.** Participation has numerous benefits, including getting to know and work with faculty members in your program, networking with professionals, getting to know more advanced students in your program, and developing leadership skills which will be of interest to future prospective employers. For more information see Student Services

- **SPECTRUM** showcases students’ creative work.

- **Service Learning** is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Student Services and Academic Affairs collaborate to sponsor service-learning opportunities for students, faculty, and staff, which include an annual food drive for students in crisis. Depending on student interest, they are various community-linked volunteer opportunities.

- In various classes at The Art Institute of Colorado, students **donate their creative talent and services to local non-profit organizations** including Urban Nights, the Denver Dumb Friends League, Dress for Success, Colorado Scholastics Art Show, Colorado State Capital, Adams 12 School District, Jefferson County Schools, Westword Music Festival, Brent’s Place, Lincoln Elementary, and more.

STUDENT HOUSING:
At The ArtWalk at City Center students are within walking distance of a variety of restaurants and retail stores, the Englewood Public Library, and the Englewood Light rail station. Located approximately 6.8 miles from AiC Main and approximately 4.5 miles from AiC Culinary, the ArtWalk at City Center has the conveniences of the city in smaller community setting.

Housing students have access to all the amenities of the ArtWalk at City Center. This includes a year round pool and hot tub access, 24 hour fitness room, recreational room, and business center including wifi, computers and printers.

All student housing apartments are two bedroom/two bath and are shared with four AiC students. These apartments are fully furnished with twin sized beds and one 5 drawer chest per student, one couch, one armchair, one coffee table, one lamp, and one dining table with four chairs. Each apartment also has a full size kitchen complete with dishwasher and built in microwave, and a full size washer and dryer. Electricity, water, gas, and trash pickup service fees are included in the cost of housing.

With student housing you will not begin the journey alone. The Resident Assistant is a student leader who lives and works at the ArtWalk at City Center to provide assistance and support to our
housing students. The Residence Life Coordinator is a full time professional staff member who lives onsite to offer further support and guidance.

**ArtWalk at City Center AMENITIES**

**Community Amenities**
- 24 Hour Fitness Center with Free Weights, Cardio and Weight Machines
- BBQ Grills and Picnic Area
- Bike Storage
- Business Center and Cyber Café
- Clubhouse with Complimentary Wi-Fi and Pool Table
- Courtyard with Stylish Patio Seating Areas
- Sparkling Pool and Spa
- Yoga Studio

**Apartment Amenities**
- 9’ Ceilings
- Central Heat & Air Conditioning
- EnergyStar® Appliances
- Linen Closets
- Open Concept Layouts
- Pantry
- Separate Dining Area
- Vinyl Plank Flooring
- Walk-In Closet
- Washer/Dryer Furnished

**Off-Campus Housing**
The Office of Student Services assists students with locating housing. Information is available about housing options including rent, utilities, amenities, and landlord contact information. The Art Institute of Colorado does not endorse or investigate the quality of off-site housing. Students are responsible for making contacts with landlords, investigating properties, and securing housing.

**Starting Your Career**
The Art Institute of Colorado is committed to helping students seek entry-level careers after graduation and assists enrolled students with seeking part-time employment. Student Services provides The Art Institute of Colorado students and alumni with the tools, resources, and services to help them achieve their career goals and pursue entry-level jobs in their professions. To assist each individual, Student Services is staffed with Career Service Advisors who work with current students, recent graduates, and Alumni to assist them with finding opportunities in their fields.

**Career Advising**
Through one-on-one consultations, Career Services provides career development and job search assistance to currently enrolled students. The department offers industry-specific workshops, guest lectures, studio tours, and quarterly internship fairs. The Career Services Department assists students with resume preparation, individualized job search strategies, and interviewing skills.
INTERNSHIPS
Internships provide meaningful industry experience through structured mentorship while allowing the student an opportunity to create their own network of valuable contacts. Most students in each graduating class have participated in at least one internship which is required by some programs. Career Services coordinates a quarterly internship meeting in week 3 of the quarter, and an internship fair with employers representing all disciplines seeking interns. Students can work one-on-one with the career service advisor to enhance the internship experience. All internships need to be approved by the Program Chair/Coordinator and guidelines vary according to the program.

GRADUATION AND PORTFOLIO REVIEW
Career Services is committed to developing and cultivating key employer relationships that connect students and graduates to the creative, business, and culinary communities. In support of this effort, Student Services organizes a mandatory Quarterly Graduate Portfolio Show. Students participate in the Portfolio Show in their final term of enrollment. The outcome of this event introduces fresh and creative talent to industry professionals. Ad hoc interviews are conducted; some of which may result with job offers and professional contacts for new graduates.
FROM THE VICE PRESIDENT AND DEAN OF ACADEMIC AFFAIRS

Dear Students:

As the Vice President and Dean of Academic Affairs let me start by welcoming you to The Art Institute of Colorado.

It is an exciting time at The Art Institute of Colorado and we are eager to partner with you to meet your educational goals. What you are embarking upon is not about The Art Institute of Colorado, but instead it is about you and how we can provide the tools so that you can have an impact on your life. It is about developing a culture that will foster your lifelong learning and career development.

The Art Institute of Colorado provides a variety of degrees within the career fields of design, media, arts, fashion, and culinary. The curriculum is delivered by faculty who come to The Art Institute of Colorado with a wealth of educational and industry experience. Your learning is supplemented with curriculum that is technologically relevant in today’s economy.

We pride ourselves on our small class size. This allows faculty to work with you as an individual, to get to know you personally, and to help you develop skills sets that apply to your career goals.

Please take time to look through the catalog and learn more about our school and the programs we offer. On behalf of the faculty and staff at The Art Institute of Colorado, we are excited that you have chosen us to be part of your educational life.

Sincerely,

Dr. Benjamin A. Valdez
Vice President and Dean of Academic Affairs
PROGRAM OVERVIEWS

ACADEMIC PROGRAMS

- Audio Production, BA
- Baking & Pastry, D, AAS
- Culinary Arts, D, AAS
- Culinary Management, BA
- Design Management, BA
- Design & Technical Graphics, BA
- Digital Filmmaking & Video Production, AAS and BA
- Digital Photography, AAS and BA
- Fashion Design, BA
- Fashion Marketing & Management, BA
- Food & Beverage Management, BA
- Game Art & Design, BA
- Graphic & Web Design, AAS and BA
- Interior Design, BA
- Media Arts & Animation, BA
- Visual Effects & Motion Graphics, BA
- Web Design & Interactive Communications, D

D = Diploma
AAS = Associate of Applied Science
BA = Bachelor of Arts

GENERAL EDUCATION

To enhance all programs of study, students in degree programs are required to take general education courses to complement the technical training they receive. With a broad and comprehensive foundation of knowledge, general education courses are designed to increase skills, knowledge, and critical thinking that students need to be lifelong learners.

For all programs, please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.
ABOUT THE PROGRAM
The tools for recording, editing, and delivery of audio are evolving at a rapid pace. 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 meet the needs of the industry by offering a curriculum which provides students with a solid background in technology, theory, and industry practices. Practical hands-on experience with recording and live production equipment is essential to being prepared for the contemporary market place.

BACHELOR OF ARTS DEGREE IN AUDIO PRODUCTION
Total quarter credit hours: 180

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AUDA403  Senior Project II                3
AUDA406  Internship                      3
AUDA408  Business & Culture of Audio     3
AUDA409  Portfolio II                    3
AUDA418  Media Business Practices        3
GS1402   Critical Thinking               4
GS1403   English Composition I           4
GS1405   Western Civilization to 1600    4
GS2403   Quantitative Reasoning          4
GS2406   Speech                          4
GS2405   Sociology                       4
GS3404   Geometry                        4
GS3407   English Composition II          4
GS3408   Fundamentals of Statistics       4
GS4412   Psychology                      4
GS4420   College Physics                  4
GS4313   Spanish I                       3
GS4314   Spanish II                      3
GS4425   General Education Capstone      4
Program Elective I                      3
Program Elective II                     3
Program Elective III                    3
Program Elective IV                     3
Program Elective V                      3
BAKING & PASTRY

DIPLOMA/ASSOCIATE OF APPLIED SCIENCE

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

ABOUT THE PROGRAM

The Baking & Pastry program at The International Culinary School at The Art Institute of Colorado is designed to prepare students to seek entry-level job opportunities and career paths in the specialized industry within culinary. The baking and pastry industry is a specific area of concentration within the culinary world. It focuses specifically on the creation, production, and display of various baked goods and pastries, and applies basic culinary concepts and principles.

Whether focused on producing baked goods for a grocery store, restaurant, or a neighborhood bakery, or concentrated on creating delicious desserts for a high-end restaurant, this program is designed to guide students through the fundamentals of culinary and specializes in the art of producing baked goods, pastries, and cakes, and utilizes confectionery elements, including candies and sculpture pieces.

Students in both programs are introduced to the fundamentals and techniques of baking and pastry. Specifics according to individual curriculum tracks are explored. Students in the Associate of Applied Science degree program move onto specific areas of baking and pastry cuisine and confectionery skills.

DIPLOMA

Baking & Pastry Diploma students obtain a foundational knowledge and skills in the fundamental techniques and theories of the baking and pastry 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 baking, pastry and 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 to seek entry-level employment in the culinary industry such as entry-level pastry cooks, entry-level bakers, entry prep cooks, and entry-level line cooks.

Program Outcomes:

Upon successful completion of the program, graduates should be able to:

- Establish and maintain safety and sanitation procedures.
- Prepare standardized recipes using a variety of cooking, baking and pastry techniques as well as appropriate equipment and tools.
- Produce various baked goods and a variety of international and classical pastries and desserts using basic as well as advanced techniques, which meet industry quality standards.
- Design, produce, assemble and decorate display and wedding cakes using various finishing methods which meet industry quality standards.
- Seek employment in retail, commercial and institutional food service settings in entry-level job positions.

Please visit ge.artinstitutes.edu/programoffering/911 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Diploma in Baking & Pastry program.
**Diploma in Baking & Pastry**

Total quarter credit hours: 55

### COURSE LISTING

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ASSOCIATE OF APPLIED SCIENCE
The Associate of Science degree program in Baking & Pastry is a six-quarter program, which provides students with culinary skills combined with a focus on baking and pastry skills. The combination of culinary, baking and pastry skills, as well as business courses enhances the students’ ability to meet the challenges of an increasingly demanding and rapidly changing field. Students develop competencies in breads, plated and restaurant desserts, cake production, and buffet centerpieces. The program focuses on both production and individual skills necessary to be prepared for entry-level employment in bakeries, restaurants, hotels, resorts, and other catering or foodservice institutional settings.

Program Outcomes:

Upon successful completion of the program, graduates should be able to:

- Seek an entry-level skill position in the food service industry.
- Prepare standardized recipes using a variety of cooking, baking and pastry techniques as well as appropriate equipment and tools.
- Produce various baked goods and a variety of international and classical pastries and desserts using basic as well as advanced techniques, which meet industry quality standards.
- Design, produce, assemble and decorate display and wedding cakes using various finishing methods which meet industry quality standards.
- Describe and perform tasks related to common business practices within the foodservice industry including inventory, menu planning, cost control and food purchasing.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN BAKING & PASTRY
Total quarter credit hours: 90

COURSE LISTING
CU1303 Concepts & Theories of Culinary Techniques 3
CU1315 Latin Cuisine 3
CU1350 Management, Supervision & Career Development 3
CU1602 American Regional Cuisine 6
CU1610 Fundamentals of Classical Techniques 6
CU1615 Introduction to Baking & Pastry Techniques 6
CU2300 Management by Menu 3
CU2310 Capstone 3
CU2325 Food & Beverage Operations Management 3
CU2331 Artisan Breads & Baking Production 6
CU2337 European Cakes and Tortes 3
CU2347 Advanced Patisserie & Display Cakes 6
CU2351 Sustainable Purchasing & Controlling Costs 3
CU2610 À La Carte 6
CU2640 Chocolate, Confections & Centerpieces 6
GS1402 Critical Thinking 4
GS1403 English Composition I 4
GS1405 Western Civilization to 1600 4
GS2403 Quantitative Reasoning 4
GS2406 Speech 4
GS2420 Nutrition Science 4
CULINARY ARTS
DIPLOMA/ASSOCIATE OF APPLIED SCIENCE

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

ABOUT THE PROGRAM
The Culinary Arts program at The International Culinary School at The Art Institute of Colorado is designed to prepare students with a wide range of basic culinary skills, experience, and knowledge necessary to adapt to a specific culinary career path. Culinary Arts is the applied art of cooking and, namely, how to cook. The art encompasses fundamental cooking techniques and an understanding of trends, varying cuisines, and the process from start to plating.

Students in a Culinary Arts program have the opportunity to experience a practical, hands-on approach to innovative methods and classic techniques for preparing numerous cuisines. The program combines practical training and industry experience to prepare students to seek entry-level careers in the diverse food service industry.

DIPLOMA
Culinary Diploma students have the opportunity to 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 to seek entry-level employment in the culinary industry such as entry-level prep cooks and line attendants.

Program Outcomes:
Upon successful completion of the program, graduates should be able to:

- Establish and maintain safety and sanitation procedures.
- Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
- Prepare a variety of recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
- Define and articulate the core values of the culinary professional.
- Seek entry-level positions in commercial and institutional food service settings.

Please visit ge.artinstitutes.edu/programoffering/3100 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Diploma in Culinary Arts program.
**Diploma in Culinary Arts**  
Total quarter credit hours: 55

**Course Listing**

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<td>GS2420</td>
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</table>
ASSOCIATE OF APPLIED SCIENCE

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 seek entry-level employment in restaurants, hotels, resorts, and other catering or foodservice institutional settings.

Program Outcomes:

Upon successful completion of the program, graduates should be able to:

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

ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS

Total quarter credit hours: 90

COURSE LISTING

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CULINARY MANAGEMENT
BACHELOR OF ARTS

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

ABOUT THE PROGRAM
The Culinary Management program at The International Culinary School at The Art Institute of Colorado is designed to provide students with the necessary skill sets by integrating cooking and culinary business aspects. Culinary Management not only encompasses the art of cooking but also goes beyond to include the legalities, guidelines, and operations to owning and running a restaurant and the business side of the culinary industry.

The culinary industry requires a combination of both technical and conceptual skills including:

- Identifying and applying cooking techniques, food preparation methods, and equipment
- Accurately following any recipe and achieving specified outcome
- Describing and articulating wine culture and performing food and wine pairing
- Recognizing and applying principles of nutrition, sanitation, safety, and labor laws
- Knowledge of current developments and trends in the culinary and food service industry
- Understanding and applying various management techniques

This professional career requires planning, analytical, and decision-making skills, which are the focus of the program. Students have the opportunity to develop management skills in a professional culinary atmosphere and can learn to solve problems while accomplishing the daily tasks necessary in food service operations.

BACHELOR OF ARTS DEGREE IN CULINARY MANAGEMENT
Total quarter credit hours: 180

COURSE LISTING
BC3334 Legal Issues & Ethics for Culinarians 3
BC3338 Catering & Event Management 3
BC3340 Innovation & Entrepreneurship 3
BC3342 Global Management & Operations in the Hospitality Industry 3
BC3344 Foodservice Financial Management 3
BC3346 Facilities Management & Design 3
BC4330 Foodservice Technology & Information 3
BC4332 Quality Service Management & Training 3
BC4333 Introduction to Accounting 3
BC4337 Exploring Wines & the Culinary Arts 3
BC4339 Human Resource Management 3
BC4345 Hospitality Marketing 3
BC4346 Leadership & Organizational Development 3
BC4350 Management Externship 3
BC4445 Senior Culinary Practicum 3
BC4650 Senior Project – Capstone 3
CU1303 Concepts & Theories of Culinary Techniques 3
CU1315 Latin Cuisine 3
CU1350 Management, Supervision & Career Development 3
CU1602 American Regional Cuisine 6
CU1610 Fundamentals of Classical Techniques 6
CU1615 Introduction to Baking & Pastry Techniques 6
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DESIGN & TECHNICAL GRAPHICS

BACHELOR OF ARTS

ABOUT THE PROGRAM
The Design & Technical Graphics designer is a skilled CAD/CAM technician as well as a designer. This type of designer is often needed to meet the needs of evolving and complex media and delivery formats. Virtually all major design and production processes now rely on computer-aided design (CAD) and computer-aided manufacturing (CAM). Today's designer must not only be knowledgeable with traditional principles of color, composition, and content, but also be conversant with bitmap and vector graphics, image resolution, color depth, digital and analog delivery formats, and the ways in which digital imaging software programs interact. This visualization specialist will be able to both create and execute, reflecting today's professional standards for business and engineering applications.

Design & Technical Graphics designers require a combination of both technical and design skills including:

- Comprehensive knowledge of products and manufacturing; ability to design for the needs of the intended user
- Demonstrating advanced working ability in computer-aided design applications
- Demonstrating advanced skills in CAD/CAM, technical illustration, graphic art, and 2-D/3-D computer visualization
- Developing, analyzing, and communicating concept ideas
- Advanced knowledge of industry-related software used for graphic design, industrial design and interior design
- Application of critical thinking and problem-solving skills
- Comprehension of business and entrepreneurial practices related to Design & Technical Graphics

The Design & Technical Graphics Program (DTG) is designed to prepare students to seek careers in the architectural, engineering, manufacturing, graphic design, and general business sectors. The program offers educational content appropriate for CAD/CAM specialists, graphic artists, and designers, reflecting today's professional standards of graphics for business and engineering applications.

The program begins with foundational coursework in design, visual expression, and technical documentation, and progresses to more advanced skills in these areas. This coursework is designed to equip students with a robust set of developmental, expositional, and presentation tools necessary for their chosen profession. The core of the program is an intensive twelve-quarter sequence of CAD/CAM instruction, 2-D design fundamentals, color fundamentals, typography, page layout, digital imaging, technical illustration, and 3-D modeling and rendering. Additional coursework covers business applications, file management and delivery options, production technology, and professional practice.

Students are first introduced to the fundamental skills, materials' properties and processes, and basic graphic design skills. The mechanics of design and role of computer-aided design programs are examined.

Building upon the foundational and technical skills associated with design, students have the opportunity to delve deeper into the applications of computer-aided design processes and begin to focus on specific product design and drawing.
Students are then required to create and design a capstone project and prepare a portfolio encompassing pieces of work that reflect the skills and knowledge acquired throughout the program, including an internship for design and technical graphics. Emphasis is placed on entrepreneurial and career development.

**BACHELOR OF ARTS DEGREE IN DESIGN & TECHNICAL GRAPHICS**
Total quarter credit hours: 180

**COURSE LISTING**

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**DESIGN MANAGEMENT**

**BACHELOR OF ARTS**

**ABOUT THE PROGRAM**

Design Management is the art of bridging the disciplines of management, design, and production. An essential component to successful business strategies, design management creates the conditions in which successful new ventures may be conceived, designed, produced, and consumed. The Design Management program at The Art Institute of Colorado is designed to prepare students to manage creative projects and teams, and utilize the analytical skills necessary to identify opportunities for innovation. Operating on a business level, Design Management serves as a powerful strategic tool to differentiate a company through innovative and creative products, services, and brands.

Design management requires a depth of conceptual skills including:

- Identifying, analyzing, and solving design problems and implementing design concepts
- Demonstrating competency in design business strategy from concept to completion
- Working knowledge of business practices including accounting, marketing, public relations, and promotion
- Critical thinking regarding current trends and business practices
- Application of professional, leadership, and team standards related to industry

Students have the opportunity to begin by establishing a vision and conceptualizing ideas that can be put into practice within an organization. They can become proficient in project management and brand strategy to help create new business, develop new products, and fuel investment.

In today’s highly competitive marketplace, Design Management blends strategy, communication, marketing, technology, and design to support various industries as they grow and succeed.

Students are introduced to the fundamentals of design and design applications. Before students can delve deeply into business practices, they have the opportunity to build a strong foundation of design knowledge and proficiency.

Students are introduced to the fundamentals of business and management, and are expected to apply these practices to design and its application. Business behavior, standards, and practices are the primary focus as students work to integrate strategy and creativity.

Students can continue to hone their business skills and incorporate brand strategy and global perspectives. Students have the opportunity to gain industry-related experience by participating in required externships and compiling complete projects to be presented in a portfolio.

*Major and minor studio electives are completed in a specific area of design or media concentration.*
**BACHELOR OF ARTS DEGREE IN DESIGN MANAGEMENT**

Total quarter credit hours: 180

**COURSE LISTING**

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DIGITAL FILMMAKING & VIDEO PRODUCTION

BACHELOR OF ARTS

ABOUT THE PROGRAM
Digital Filmmaking & Video Production is the telling of narratives through the application of time-based media (film or video). The Digital Filmmaking & Video Production program at The Art Institute of Colorado is designed to prepare students to create high-quality content through a combination of traditional video production techniques and digital tools. This program teaches students a range of skills necessary for film production and attracts individuals who can combine creative, technical, and managerial skills.

Digital Filmmaking & Video Production requires a combination of both technical and conceptual skills including:

- Planning, executing, and delivering production pieces, using digital filmmaking techniques
- Demonstrating technical proficiency with industry-related tools and software
- Advanced knowledge of the video production process from conception to production
- Application of professional standards and business concepts related to filmmaking and video production

Students are first introduced to the fundamentals of Digital Filmmaking & Video Production. Computer applications and elements of design are woven into the foundation of studies.

Students can then delve into the specifics of design and examine different digital media concepts and applications. Different modes of media are explored and production aesthetics are introduced.

Finally, students have the opportunity to focus on the elements and styles of production as they work toward completing a portfolio of work. Industry standards and media legal issues are examined as students prepare to see entry to the field as working professionals.

BACHELOR OF ARTS DEGREE IN DIGITAL FILMMAKING & VIDEO PRODUCTION
Total quarter credit hours: 180

COURSE LISTING
AUDA101 Fundamentals of Audio 3
DFVA101 Survey of Digital Filmmaking & Video Production 3
DFVA102 Introduction to Filmmaking Applications & Design 3
DFVA103 Fundamentals of Video Production 3
DFVA105 Conceptual Storytelling 3
DFVA111 Principles of Cinematography 3
DFVA113 Fundamentals of Editing 3
DFVA107 Fundamentals of Producing & Directing 3
DFVA123 Intermediate Video Production 3
DFVA133 Lighting for Digital Film 3
DFVA201 Fundamentals of Scriptwriting 3
DFVA202 Digital Cinematography 3
DFVA203 Intermediate Editing 3
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DIGITAL FILMMAKING & VIDEO PRODUCTION

Associate of Applied Science

ABOUT THE PROGRAM
Digital Filmmaking & Video Production is the art of storytelling encompassing video, editing, and distributing a finished video product. In digital video production, the final product comes together to create a cohesive message and can be in the form of television production, commercial video production, and corporate and event videos.

The Digital Filmmaking & Video Production requires a combination of both technical and conceptual skills including:

- Advanced knowledge of video production process from source to finished product
- Demonstrating the use of aesthetic elements of photography and design in media content
- Advanced knowledge of industry-related software and equipment
- Understanding the function of audio, lighting, editing, animation, and scriptwriting
- Critical thinking, regarding current trends and business practices

The Digital Video Production program at The Art Institute of Colorado is designed to prepare students with the necessary skills to creatively envision and produce artistically strong work. Students are trained to see a project through – from concept to script, from the studio to the final product.

Working in live action, video production produces films in a wide variety of genres such as documentary, experimental, narrative, and for diverse outlets, including installations and interactive media. Throughout the program students have the opportunity to analyze and solve technical and aesthetic problems in video production to give a hands-on approach to learning and content.

Students are introduced to the fundamentals of video production and accompanying computer applications. Specific components of video production are integrated, including audio, lighting, and scriptwriting.

Students can continue to hone their technical skills and move toward understanding the final stages of production. Basic business practices and industry-related issues are covered, and students are required to create and present a final portfolio project with complete production pieces.
**ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILMMAKING & VIDEO PRODUCTION**

Total quarter credit hours: 90

**COURSE LISTING**

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<td>Introduction to Filmmaking Applications &amp; Design</td>
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DIGITAL PHOTOGRAPHY

BACHELOR OF ARTS/ASSOCIATE OF APPLIED SCIENCE

ABOUT THE PROGRAM
The Digital Photography program is designed to teach students composition, lighting, and equipment use. Techniques, color, and design are explored both on location and in a studio. You'll develop business skills as you fine-tune your eye for detail. Graduates are prepared to seek entry-level employment in positions such as commercial photographer, digital photographer, industrial photographer, photo lab technician, or photojournalist.

ASSOCIATE OF APPLIED SCIENCE
The Associate's Degree Program in Digital Photography is a six-quarter, 90 credit program.

Students are introduced to the basic principles and history of photography, along with technical skills in lighting, metering, and printing.

Students then have the opportunity to build upon the foundational and technical skills associated with photography and begin to explore the different concentrations and specialty areas within the industry.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN DIGITAL PHOTOGRAPHY
Total quarter credit hours: 90

COURSE LISTING

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BACHELOR OF ARTS
The Bachelor's Degree Program in Digital Photography is a twelve-quarter, 180 credit program.

Students in the Bachelor of Arts degree program have the opportunity to examine different career options and create a comprehensive portfolio of original, professionally relevant work based on their self-selected career path. Emphasis is placed on conceptual thinking, business, management, and marketing. Students should be able to work in a variety of media and place their work in an historical context.

BACHELOR OF ARTS DEGREE IN DIGITAL PHOTOGRAPHY
Total quarter credit hours: 180

COURSE LISTING
FND110 Observational Drawing 3
FND135 Image Manipulation 3
FND150 Digital Color Theory 3
GS1402 Critical Thinking 4
GS1403 English Composition I 4
GS1405 Western Civilization to 1600 4
GS2403 Quantitative Reasoning 4
GS2405 Sociology 4
GS2406 Speech 4
GS3407 English Composition II 4
GS3408 Fundamentals of Statistics
   -OR- GS3404 Geometry 4
GS3420 Art History II: Art History of the Renaissance to 1800 4
   -OR- GS3411 Western Civilization from 1600 4
GS4313 Spanish I 3
GS4314 Spanish II 3
GS4412 Psychology 4
GS4420 College Physics 4
GS4425 General Education Capstone 4
PHOA101 Principles of Photography 3
PHOA102 Introduction to Photography Applications 3
PHOA103 Digital Image Management 3
PHOA105 Photojournalism 3
PHOA112 Photographic Design 3
PHOA113 Lighting 3
PHOA115 History of Photography I 3
PHOA122 View Camera Theory 3
PHOA123 Color Management & Printing 3
PHOA202 Studio Photography 3
PHOA203 Photographic Post-Production 3
PHOA205 Advertising / Art Direction 3
PHOA208 Business of Photography 3
PHOA212 Editorial Photography 3
PHOA213 Time-Based Media I 3
PHOA222 Web Design for Non-Majors 3
PHOA223 Advanced Lighting 3
PHOA232 Portraiture 3
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**PROGRAM ELECTIVES**

| Elective I | 3 |
| Elective II| 3 |
| Elective III| 3 |
| Elective IV| 3 |
| Elective V | 3 |
FASHION DESIGN
BACHELOR OF ARTS

ABOUT THE PROGRAM
Fashion Design is an applied art dedicated to the design of clothing and lifestyle accessories created within numerous cultural and social influences. The discipline offers creative opportunities to transform design ideas into garments and accessories. For renowned fashion designers, inspiration for stunning fashions comes from modern artists, ancient costumes, yesterday's society, and the youth of today.

Fashion designers require a combination of both technical and conceptual skills including:

- Developing and presenting advanced concept ideas
- Demonstrating advanced ability in technical skills, including pattern making, draping, and garment construction
- Advanced knowledge of industry-related software used for design
- Critical thinking regarding current trends and business practices
- Application of professional standards and business concepts related to fashion design

The Fashion Design program at The Art Institute of Colorado is designed to prepare students to meet the requirements of the fashion industry. With the understanding that a designer needs the foundational and technical skills to function effectively as a professional, the program highlights each stage of the apparel design process with everything from functional to experimental clothing to merchandising and product development.

The curriculum is designed to combine skill sets to help students create original and creative apparel and accessories consistent with established fashion trends including inspiration, design concepts, patternmaking, construction, product development, and merchandising.

The world of fashion is very dynamic with new trends evolving every day. The Fashion Design program is designed to give students the opportunity to learn how to adapt to changing styles and thought processes, and how to apply these skills to their designs.

Students are first introduced to the fundamentals and history of fashion design, creating a strong foundation of knowledge to build upon. Along with foundation-level skills, students have the opportunity to develop competencies in research, visioning and critiquing, and computer applications.

Students then have the opportunity to build upon the foundational and technical skills associated with apparel design and move into the intermediate stages of patternmaking and construction. Students proceed on to advanced construction, patternmaking, apparel design, and concept development.

Finally, students have the opportunity to create and design a comprehensive collection of work, which encompasses the skills and knowledge acquired throughout the program and reflects their own personal style and creativity. Emphasis is also placed on the business and marketing aspects of the industry.
BACHELOR OF ARTS DEGREE IN FASHION DESIGN
Total quarter credit hours: 180

COURSE LISTING
FADA ELEC100 Design Studio Elective I 3
FADA ELEC200 Design Studio Elective II 3
FADA ELEC300 Design Studio Elective III 3
FADA ELEC400 Design Studio Elective IV 3
FADA101 Elements of Garment Construction 3
FADA102 Fashion Illustration 3
FADA103 Textile Fundamentals 3
FADA108 Textiles Applications 3
FADA111 Survey of the Fashion Industry 3
FADA113 Fundamentals of Patternmaking 3
FADA121 Fundamentals of Construction 3
FADA131 Intermediate Construction 3
FADA201 Advanced Construction 3
FADA202 Technical Drawing 3
FADA203 Intermediate Patternmaking 3
FADA207 Early History of Fashion 3
FADA208 Trends & Forecasting 3
FADA212 Advanced Fashion Illustration 3
FADA213 Advanced Patternmaking 3
FADA217 Modern History of Fashion 3
FADA223 Computer Patternmaking 3
FADA233 Draping 3
FADA243 Specialized Sewing Techniques 3
FADA302 Fit Analysis 3
FADA303 Advanced Computer Patternmaking 3
FADA308 Fundamentals of Business 3
FADA312 Sourcing and Technical Design 3
FADA313 Computer Production Systems 3
FADA322 Senior Collection Concept 3
FADA332 Surface Design 3
FADA402 Digital Textile Design 3
FADA403 Senior Collection Technical 3
FADA406 Internship 3
-OR- Design Studio Elective V 3
FADA409 Portfolio I 3
FADA413 Senior Collection Production 3
FADA419 Portfolio II 3
FMMA103 Survey of Manufacturing & Product Development 3
FND105 Design Fundamentals 3
FND110 Observational Drawing 3
FND135 Image Manipulation 3
FND150 Digital Color Theory 3
GS1402 Critical Thinking 4
GS1403 English Composition I 4
GS1405 Western Civilization to 1600 4
GS2403 Quantitative Reasoning 4
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FASHION MARKETING & MANAGEMENT
BACHELOR OF ARTS

ABOUT THE PROGRAM
Fashion Marketing & Management is the intersection of the fashion and business world. It focuses on the marketing, management, and retailing of fashion, based on consumer purchasing trends.

Fashion Marketing & Management requires a range of practical and conceptual skills including:
• Developing and communicating fashion concepts and business strategies
• Demonstrating advanced knowledge in fashion retailing, manufacturing, marketing, and public relations
• Critical thinking regarding consumer behavior, current trends, and business practices
• Application of professional standards and business concepts related to the fashion industry

The Fashion Marketing & Management program at The Art Institute of Colorado is designed to integrate studies in fashion, business management, marketing, and events to prepare students to seek entry to the fashion industry.

The market-driven curriculum is designed to teach students to utilize problem solving and critical thinking skills, which meet the expressed needs of the retail industry. The program’s core brings together instruction in Fashion Marketing & Management with the related technical and professional areas of fashion merchandising, retailing, and the art of entrepreneurship.

Students are introduced to the fundamentals and history of fashion in association with basic business practices. Emphasis is placed on introduction to the fashion industry, textiles and color theory.

Students additionally gain a deeper understanding of the business and marketing aspects of the fashion industry.

Current trends and concepts in fashion are examined and advanced stages of business planning and practices are covered. Students are required to produce a complete business plan and strategy for a portfolio.

BACHELOR OF ARTS DEGREE IN FASHION MARKETING & MANAGEMENT
Total quarter credit hours: 180

COURSE LISTING
ADVA201 Fundamentals of Marketing 3
ADVA204 Consumer Behavior & Persuasive Sales Techniques 3
ADVA307 Brand Strategy 3
ADVA328 Public Relations 3
ADVA348 Leadership & Organizational Behavior 3
ADVA407 E-Commerce Strategies & Analytics 3
FADA ELEC100 Program Elective I 3
FADA ELEC200 Program Elective II 3
FADA ELEC300 Program Elective III 3
FADA ELEC400 Program Elective IV 3
FADA ELEC500 Program Elective V 3
FADA103 Textiles Fundamentals 3
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<td>Trends &amp; Forecasting</td>
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FOOD & BEVERAGE MANAGEMENT

BACHELOR OF ARTS

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

ABOUT THE PROGRAM

In the past half-century, the food and beverage industry has blossomed from a collection of small, independently-owned businesses to a trillion-dollar powerhouse led by huge international corporations. The Food & Beverage Management program at The International Culinary School at The Art Institute of Colorado is designed to develop professionals to understand and acquire the skills and competencies necessary to successfully manage food and beverage operations. Graduates will be prepared to seek entry-level opportunities.

The Food & Beverage Management program requires a combination of both technical and conceptual skills including:

- Demonstrating a solid foundation of culinary skills
- Acquiring theoretical and practical expertise in alcoholic and non-alcoholic beverages
- Ability to effectively manage people and supervise others
- Proficiency of basic food service managerial skills

The program offers a variety of classes where students have the opportunity to acquire comprehensive knowledge in culinary arts, beverage, and hospitality management. Course instruction includes hands-on laboratory experience and interaction with the food and beverage industry, as well as traditional classroom lectures and demonstrations.

Students are introduced to the fundamentals of culinary techniques, concepts, and theories, which create a foundation of knowledge to build upon. Along with foundation-level skills, students have the opportunity to develop competencies in Latin, American Regional, and Asian cuisines, as well as Food & Beverage Operations Management.

Students have the opportunity to build upon the foundational and technical skills with management, marketing, and operations classes, as well as exploring wines. Students move beyond the basics and into upper-level course related to food and beverage management.

Students can refine their skills and knowledge acquired throughout the program, culminating with their senior project. Emphasis is also placed on advanced courses in entrepreneurship, management, finances, and legalities.

Graduates with a Bachelor of Arts in Food & Beverage Management may seek restaurant, club or food service entry-level management positions as trainee or assistant managers by acquiring instruction in supervisory management, hospitality accounting and law, food preparation and management, nutrition, and beverage control.
BACHELOR OF ARTS DEGREE IN FOOD & BEVERAGE MANAGEMENT

Total quarter credit hours: 180

COURSE LISTING

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<td>BC3338</td>
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<td>BC3344</td>
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<td>BC3340</td>
<td>Innovation &amp; Entrepreneurship</td>
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<td>BC3346</td>
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<td>BC4330</td>
<td>Foodservice Technology &amp; Information</td>
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<td>Quality Service Management &amp; Training</td>
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<td>BC4337</td>
<td>Exploring Wines &amp; the Culinary Arts</td>
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<td>CU2348</td>
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GAME ART & DESIGN
BACHELOR OF ARTS

ABOUT THE PROGRAM
The Game Art & Design program at The Art Institute of Colorado encourages students to learn traditional skills through a variety of fundamental art courses. Students have the opportunity to learn to use 2-D and 3-D design tools to create characters, backgrounds, animations, and textures used in producing digital games and related interactive media. Students also have the opportunity to gain awareness about the terminology used in programming and scripting.

The Game Art & Design program is designed to prepare students for a career in interactive multimedia design through exposure to a variety of specialized conceptual skills, including designing concepts and interactions, or creating stories, as well as artistic skills, including drawing, sketching or creating 3-D models or animation. The apt interactive media designer also possesses managerial skills, such as budget determination and project management.

BACHELOR OF ARTS DEGREE IN GAME ART & DESIGN
Total quarter credit hours: 180

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<td>GADA102  Interactive Storytelling</td>
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<td>GADA202  Game Design &amp; Game Play</td>
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<td>GADA205  Concept Design &amp; Illustration</td>
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<td>GADA222  Advanced Level Design</td>
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<td>GADA223  Advanced Hard Surface &amp; Organic Modeling</td>
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<td>GADA243  Programming for Artists</td>
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<td>GADA302  Mobile &amp; Social Game Design</td>
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<td>GADA303  Game Prototyping</td>
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<td>GADA313  Advanced Game Prototyping</td>
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GS1405  Western Civilization to 1600       4
GS2403  Quantitative Reasoning        4
GS2405  Sociology                     4
GS2406  Speech                        4
GS3407  English Composition II       4
GS3404  Geometry                      4
GS3420  Art History II: Art History of the Renaissance
to 1800                                4
GS4313  Spanish I                     3
GS4314  Spanish II                    3
GS4412  Psychology                    4
GS4420  College Physics                4
GS4425  General Education Capstone    4
MAAA102  Life Drawing & Gesture       3
MAAA111  Animation Principles         3
MAAA202  Character & Object Design    3
MAAA213  3D Modeling                   3
MAAA223  Hard Surface and Organic Modeling  3
MAAA232  3D Animation                  3
MAAA242  Character Modeling            3
MAAA243  Material & Lighting          3
MAAA303  3D Character Rigging          3
Program Elective I                     3
Program Elective II                    3
Program Elective III                   3
Program Elective IV                    3
Program Elective V                     3
Program Elective VI                    3
GRAPHIC & WEB DESIGN

Bachelor of Arts/Associate of Applied Science

ABOUT THE PROGRAM
The Graphic & Web Design program at The Art Institute of Colorado is the first step toward a career in creativity. Initially, students develop an understanding of color, composition, and technology. As they progress through the program, students are trained in creative problem solving and have the opportunity to learn to offer solutions that are effective in the business world and applicable on various mediums. Emphasis is placed on concept development and creative problem solving as it relates to technology, design, and development. Skills and techniques of advanced technologies are often taught by industry professionals. Tools include scanners, digital cameras, handheld devices, and various hardware and software. Upper level courses that provide training in the Bachelor’s degree include the execution of assignments encountered during industry internships.

ASSOCIATE OF APPLIED SCIENCE
The Associate’s Degree Program in Graphic & Web Design is a six-quarter, 90 credit program.

Students are introduced to the fundamentals of drawing and design, and the technical application of appropriate computer software. Specifics in design elements are integrated to give substance and creativity to pieces.

Students then have the opportunity to move beyond the technical skills of graphic design and begin to incorporate production and printing components. Components of website design are introduced and production on portfolio begins.
**ASSOCIATE OF APPLIED SCIENCE IN GRAPHIC & WEB DESIGN**

Total quarter credit hours: 90

COURSE LISTING

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<tr>
<td>PHOA101</td>
<td>Principles of Photography</td>
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BACHELOR OF ARTS

ABOUT THE PROGRAM
The Bachelor of Arts in Graphic & Web Design program is a twelve-quarter, 180 credit program. The Graphic & Web Design degree program teaches students how to express themselves creatively while visually communicating a message, all while not losing sight of the end user. Course topics in the Graphic & Web Design Bachelor's degree program include typography, illustration, layout, corporate identity, interface design, and web development. With a Graphic & Web Design Bachelor degree, graduates will be prepared to seek entry-level jobs such as graphic designer, production artist, web designer, and interactive designer.

BACHELOR OF ARTS IN GRAPHIC & WEB DESIGN-WEB DESIGN CONCENTRATION
Total quarter credit hours: 180

COURSE LISTING
ADVA407  E-Commerce Strategies & Analytics  3
FND105  Design Fundamentals  3
FND110  Observational Drawing  3
FND135  Image Manipulation  3
FND150  Digital Color Theory  3
GS1402  Critical Thinking  4
GS1403  English Composition I  4
GS1405  Western Civilization to 1600  4
GS2403  Quantitative Reasoning  4
GS2405  Sociology  4
GS2406  Speech  4
GS3407  English Composition II  4
GS3408  Fundamentals of Statistics -OR- GS3404  Geometry  4
GS3411  Western Civilization Since 1600  4
GS4313  Spanish I  3
GS4314  Spanish II  3
GS4410  Environmental Science  4
OR GS4420  College Physics  4
GS4412  Psychology  4
GS4425  General Education Capstone  4
GWDA101  Applications & Industry  3
GWDA103  Digital Illustration  3
GWDA105  Concept Design  3
GWDA111  Introduction to Layout Design  3
GWDA112  Typography – Traditional  3
GWDA122  Typography – Hierarchy  3
GWDA123  Programming Logic  3
GWDA132  Informational Architecture  3
GWDA133  Fundamentals of Web Design  3
GWDA201  Audio and Video  3
GWDA202  Interface Design  3
GWDA204  Introduction to Writing for Interactive Media  3
GWDA209  Portfolio I  3
GWDA213  Timeline Animation & Interaction  3
GWDA222  Intermediate Layout Design  3
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**PROGRAM ELECTIVES**

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Elective III 3
Elective IV 3
BACHELOR OF ARTS IN GRAPHIC & WEB DESIGN-GRAPHIC DESIGN CONCENTRATION

Total quarter credit hours: 180

COURSE LISTING

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**PROGRAM ELECTIVES**

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- Elective II                     | 3       |
- Elective III                    | 3       |
- Elective IV                     | 3       |
- Elective V                      | 3       |
INTERIOR DESIGN
BACHELOR OF ARTS

ABOUT THE PROGRAM
Interior design is the study and application of design, decor, and functionality of a space, whether the space is commercial, industrial or residential. Interior design engages other fields and clients to determine the structure of a space, the needs of the occupants, and the style that best suits both.

Interior designers require a combination of both technical and conceptual skills, including:
- Demonstrating ability to comprehend creative processes and problem-solving skills
- Demonstrating proficiency in technical skills, including drafting, perspectives, rendering, and construction
- Knowledge of products and materials for the environment and design solution
- Advanced knowledge of industry-related software
- Demonstrating an understanding of fundamental business principles, ethics, and career opportunities

The Interior Design program at The Art Institute of Colorado is designed to educate students in the creative, critical, and technical methodology of a built interior environment. Students have the opportunity to learn to enhance the function and quality of interior spaces and to integrate the components of sustainability, health, safety, and welfare into each project.

Within the program, students can incorporate other fields of learning, including architecture, environmental studies, and business planning and sustainability. Students have the opportunity to become proficient in utilizing color, fabric, and furniture, budgeting and communication, procurement, installation, and maintenance of all objects that define a space.

Interior design helps create efficient, functional, and aesthetically pleasing places where we live, work, play, and gather in everyday life.

Students are first introduced to the fundamentals and history of interior design and have the opportunity to examine the industry from an architectural standpoint. Along with foundation-level skills, students have the opportunity to develop competencies in rendering, drafting, and various computer applications.
**Bachelor of Arts in Interior Design**

Total quarter credit hours: 180

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MEDIA ARTS & ANIMATION
BACHELOR OF ARTS

ABOUT THE PROGRAM
The Media Arts & Animation program at The Art Institute of Colorado is designed to prepare students to seek entry-level opportunities in multimedia design and animation by providing a broad range of design and technology skills to generate visual solutions across media platforms. Through the integration of traditional media and emerging digital technology, new generations of designers have transpired who express their visual creativity through technology. Media Arts & Animation is the art of communicating concise ideas with images across various modes of media. Animation brings concepts to life and imagination into existence, and is used to effectively communicate messages through various forms of media. The multimedia animation artist is a highly skilled and specialized visual communicator.

Media Arts & Animation requires a combination of both technical and conceptual skills including:

- Developing and presenting advanced concept ideas through design and illustration
- Demonstrating advanced ability in technical skills including drawing, typography, lighting, and modeling
- Advanced knowledge of industry-related computer applications and channels of media used for animation
- Employing production elements into the project management process
- Recognizing and applying various animation processes used in the industry

The Media Arts & Animation program is designed to build proficiency in drawing and media-based skills, creativity in concepts and problem solving, awareness of art and design history, and fluency in technological tools and software. In an increasingly global visual marketplace, a degree in Media Arts & Animation is designed to prepare students to position themselves in a communication industry where technical and conceptual knowledge can pave the way to opportunity.

Students are introduced to the fundamentals of animation, illustration, and design. Computer applications are used to incorporate creative and technical knowledge as conceptual ideas are brought to life.

Students then have the opportunity to learn advanced techniques in animation and focus on conceptual storytelling and messaging. Technical classes in modeling, 2-D/3-D animation and Web design are woven into the curriculum.

Students can work on production aspects of animation and media art, and are required to prepare a portfolio from conceptualization to final production. Industry-related business practices are examined and students are encouraged to seek out externship opportunities.
**Bachelor of Arts in Media Arts & Animation**

Total quarter credit hours: 180

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<td>MAAA403</td>
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<td>MAAA419</td>
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<td>Program Elective V</td>
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VISUAL EFFECTS & MOTION GRAPHICS
BACHELOR OF ARTS

ABOUT THE PROGRAM
Visual Effects & Motion Graphics is conceptual design in motion and involves creating special effects with computer-based animation and graphics. To create layered and textural landscapes, an artist will creatively weave video clips, graphic elements, and sound with live-action footage for the most impact. This is accomplished through the agility of digital compositing and, more importantly, the artist’s vision.

Visual Effects & Motion Graphics require a combination of both technical and conceptual skills including:

- Identifying, analyzing, and creatively solving design-based problems
- Demonstrating advanced ability in storyboarding, lighting, shooting, and broadcasting video
- Advanced knowledge of industry-related software used for visual effects and motion graphics especially related to sound and audio
- Demonstrating technical knowledge and application of animation, compositing, editing, and post-production techniques
- Advanced knowledge and use of studio equipment such as lighting grids and dimmers
- Identifying major contributions to the evolution of visual and special effects

The Visual Effects & Motion Graphics program at The Art Institute of Colorado is designed to prepare students to effectively communicate and entertain through captivating content that engages both the mind and the emotions.

When real world images or concepts are impossible to capture, visual effects and motion graphics are employed to achieve a vision. By fusing the latest computer application with creative talent, students have the opportunity to learn that the craft of visual effects and motion graphics involves a combination of technological innovation and craft. Through digital compositing, animation, and cinematography, students are offered the tools necessary to create commercially valuable visuals that help tell a story, entertain, or make a statement.

Students are introduced to the fundamentals and basics of visual effects and motion graphics including basic design, layout, and typography. Skill sets in imaging and layout are combined with computer applications to begin the formation of video pieces.

Students have the opportunity to build upon the basics and move into advanced work in computer techniques, including modeling, animation, lighting, and audio. By integrating technical and conceptual skills, students have the opportunity to learn to create story messages and points.

Students are required to complete advanced work in technical skills and are introduced to studio production. The production stages are integrated into final portfolio pieces.
**Bachelor of Arts in Visual Effects & Motion Graphics**
Total quarter credit hours: 180

**COURSE LISTING**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>AUDA101</td>
<td>Fundamentals of Audio</td>
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<td>DFVA103</td>
<td>Fundamentals of Video Production</td>
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<td>DFVA105</td>
<td>Conceptual Storytelling</td>
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<td>DFVA113</td>
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<td>DFVA133</td>
<td>Lighting for Digital Film</td>
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<td>DFVA202</td>
<td>Digital Cinematography</td>
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<td>DFVA212</td>
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<td>DFVA308</td>
<td>Media Delivery Systems and Distribution</td>
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<td>Advanced Editing</td>
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<td>DFVA353</td>
<td>Compositing for Digital Film</td>
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<td>FND105</td>
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<td>FND135</td>
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<td>FX3318</td>
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<td>FX3319</td>
<td>Paint, Rotoscoping &amp; Morphing</td>
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<td>GS1403</td>
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<td>GS1405</td>
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<td>GWDA103</td>
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<td>GWDA112</td>
<td>Typography - Traditional</td>
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<td>GWDA133</td>
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<td>GWDA242</td>
<td>Graphic Symbolism</td>
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<td>MAAA213</td>
<td>3D Modeling</td>
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<td>MAAA222</td>
<td>Storyboarding and Animantics</td>
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<td>MAAA232</td>
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<td>MAAA243</td>
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<td>RS2315</td>
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<td>RS2368</td>
<td>Advanced Image Manipulation</td>
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<td>RS3346</td>
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<td>RS4335</td>
<td>Dynamics &amp; Simulation</td>
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<tr>
<td>RS4385</td>
<td>Externship</td>
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WEB DESIGN & INTERACTIVE COMMUNICATIONS

DIPLOMA

ABOUT THE PROGRAM
The Web Design & Interactive Communications diploma program is designed to teach students how to create the look, feel, and functionality of World Wide Web pages for client websites with a specific emphasis on professional standards and practical deployment. This course of study extends foundation principles in visual communications and interactive media as related to dynamic delivery through multiple channels including mobile technologies. Students have the opportunity to develop abilities in computer languages, usability principles and information architecture in a team-oriented environment that prepares them for the professional world. Students can also be trained in current web technologies and in project management on assignments that will enhance their personal portfolio.

Please visit ge.artinstitutes.edu/programoffering/3094 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Diploma in Web Design & Interactive Communications program.

DIPLOMA IN WEB DESIGN & INTERACTIVE COMMUNICATIONS
Total quarter credit hours: 48

COURSE LISTING
FND135  Image Manipulation          3
GWDA103  Digital Illustration           3
GWDA111  Introduction to Layout Design        3
GWDA112  Typography – Traditional         3
GWDA123  Programming Logic          3
GWDA132  Information Architecture            3
GWDA133  Fundamentals of Web Design        3
GWDA202  Interface Design          3
GWDA209  Portfolio I                    3
GWDA213  Timeline Animation & Interaction      3
GWDA243  Object-Oriented Scripting         3
GWDA273  Intermediate Web Design        3
GWDA283  Advanced Web Design            3
GWDA303  Interactive Motion Graphics       3
GWDA382  Design for Mobile Devices         3

PROGRAM ELECTIVES
Elective I                              3
COURSE DESCRIPTIONS

The Art Institute of Colorado reserves the right to revise course content and course titles, subject to applicable regulatory approval.

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.

ADVA101  Fundamentals of Advertising  
3 credits  
Prerequisite: None  
Examines various methods, objectives and types of advertising and marketing communications in the context of current and emerging trends and cultural influences necessary to produce a variety of advertising campaigns.

ADVA201  Fundamentals of Marketing  
3 credits  
Prerequisite: None  
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.

ADVA204  Consumer Behavior & Persuasive Sales Techniques  
3 credits  
Prerequisite: ADVA201  
Examine the cultural, social, psychological and individual variables involved in consumer behavior. Review marketing practices that influence buyer decisions. Focus on the essential skills and persuasive techniques to affect a sales cycle.

ADVA307  Brand Strategy  
3 credits  
Prerequisite: FADA308  
The role of branding and brand identity. Examines brand value, framework and positioning and their importance to building strong, enduring brands.

ADVA328  Public Relations  
3 credits  
Prerequisite: None  
Examines the role of public relations, showing the principles, methods and means of influencing public opinion.

ADVA348  Leadership & Organizational Behavior  
3 credits  
Prerequisite: FADA308  
Examine human relations theory and individual, group and organizational performance in relation to the structure of a business. Explore the dynamics of successfully leading a diverse workforce through organizational change.
ADVA407  E-Commerce Strategies & Analytics  
3 credits  
Prerequisite: FADA308 or GWDA308 or GWDA318  
Explore various metrics and analytics tools for tracking the social and consumer behaviors of online visitors. Students will apply these tools by selecting appropriate key performance indicators (KPIs) for a campaign, identifying and responding to trends in real time, and generating and evaluating reports to determine campaign success. Students will formulate appropriate recommendations and data-driven decisions to optimize online activities.

AUDA101  Fundamentals of Audio  
3 credits  
Prerequisite: None  
This course covers the principles of recording sound and study of sound characteristics, basic acoustics, ergonomics, and basic techniques for field recording. The role of sound in media production is explained and exemplified.

AUDA102  Music Theory for Audio Professionals I  
3 credits  
Prerequisite: None  
This course is an introduction 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.

AUDA103  Audio Technology I  
3 credits  
Prerequisite: None  
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.

AUDA111  Survey of the Audio Industry  
3 credits  
Prerequisite: None  
This course explores the audio industry and its constituent sectors. There will be special emphasis on strategies for networking and utilizing industry organization.

AUDA112  Music Theory for Audio Professionals II  
3 credits  
Prerequisite: AUDA102  
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.
AUDA113  Digital Audio I: Introduction to the Interface  
3 credits  
Prerequisite: None  
This course introduces 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. Students develop knowledge and skills needed to operate non-linear audio workstations.

AUDA123  Video Production for Audio  
3 credits  
Prerequisite: None  
This course introduces students to the technical terms, equipment and techniques of video production.

AUDA133  Audio Recording I  
3 credits  
Prerequisite: AUDA103  
This course covers theoretical foundations presented in Audio Technology I are reinforced in this course through practical, hands-on applications. Students learn the operational techniques of basic audio systems with an emphasis on mixdown of prerecorded multitrack sessions.

AUDA143  Electronics I  
3 credits  
Prerequisite: AUDA103  
Students are introduced 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.

AUDA202  Synthesis & Sound Design I  
3 credits  
Prerequisite: AUDA223  
In this course students develop 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.

AUDA203  Production Sound  
3 credits  
Prerequisite: AUDA123  
This course is an introduction to the science and art of production sound. Students learn how to use microphones, field mixers and digital sound equipment to record dialogue and sound effects in a variety of settings. The fundamentals of sound editing and mixing are introduced.

AUDA205  Listening & Analysis  
3 credits  
Prerequisite: AUDA113  
This course covers ear-training and critical listening 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.
AUDA213  Audio Technology II  
**3 credits**

*Prerequisite: AUDA103*

Students continue to study the principles of audio signals and the equipment used to record, process, and distribute audio content in this course. 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.

AUDA215  Acoustics  
**3 credits**

*Prerequisite: AUDA213*

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, basic studio and room acoustics, and sound isolation.

AUDA223  Midi Systems  
**3 credits**

*Prerequisite: AUDA113*

Students 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.

AUDA233  Post-Production Sound  
**3 credits**

*Prerequisite: AUDA203*

This course focuses on the artistic and technical problems of preparing sound in relation to picture. Students will learn the terminology and techniques of editing, mixing, and sound design.

AUDA243  Digital Audio II: Digital Audio Systems  
**3 credits**

*Prerequisite: AUDA113*

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.

AUDA253  Audio Recording II  
**3 credits**

*Prerequisite: AUDA133*

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, mixdown, 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.
AUD263  Live Sound Reinforcement I
3 credits
Prerequisite: AUD133
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.

AUD273  Electronics II
3 credits
Prerequisite: AUD143
Students explore the concepts, building, and application of transformers and filters and learn to read, interpret, and utilize data from more advanced schematic circuit diagrams. Emphasis is placed upon applying these electronic devices to the operation and troubleshooting of audio equipment.

AUD283  Audio Distribution Technologies
3 credits
Prerequisite: None
This course addresses the end part of media 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 relationships between delivery systems and distribution methods and evaluate the relative efficiency, cost and effectiveness of each.

AUD230  Synthesis & Sound Design II
3 credits
Prerequisite: AUD202
In this course, students explore and implement available synthesis methods that enhance the narrative in various media. Analytical listening sessions will expose students to synthesis methods in various contexts.

AUD303  Advanced Post-Production Sound
3 credits
Prerequisite: AUD233
This course focuses on practical experience in advanced sound design and audio production for video. The course includes applied techniques used in Automated Dialog Replacement (ADR), and the creation of realistic, synchronized sound effects (Foley), and multi-track recording, editing, and mixing in the post-production story-telling process.

AUD308  Business Fundamentals
3 credits
Prerequisite: 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.
AUDA309  Portfolio I
3 credits
Prerequisite: Program Chair Permission
This course is designed to prepare students for the transition to the professional world. This course can prepare students for the industry by helping them compile a portfolio. Students will demonstrate their sound design, sound organization, presentation, 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.

AUDA312  Special Topics
3 credits
Prerequisite: AUDA323
This course addresses emerging technologies and techniques in the field of Audio Production. The course will also provide an intense examination of issues relevant to the Audio industry in a specific geographic region or sector of the Audio industry (Broadcast, Live Sound Reinforcement, Recording Techniques, etc.)

AUDA313  Digital Audio III: Mixing
3 credits
Prerequisite: AUDA243
This course covers digital audio theory and interacts with analog consoles, digital recorders, external DSP, software signal routing, interfacing equipment, and synchronizing digital audio streams. Topics include analog-to-digital/digital-to-analog conversion, dithering, error correction and concealment, digital storage media, encoding methods involving data compression, digital audio interface standards, DAW interchange standards and synchronization methods.

AUDA322  Senior Project I
3 credits
Prerequisite: Program Chair Permission
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.

AUDA323  Advanced Recording Techniques I
3 credits
Prerequisite: AUDA253
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 mixdown strategies.
AUDA333  Sound For Interactive Media  
3 credits  
Prerequisite: AUDA233  
Students learn the techniques of recording, mixing, and mastering for various interactive media such as CD-ROM, DVD, and the internet. The unique challenges of memory allocation and optimization are examined with a focus on quality differences between different formats. In addition, students examine coding and compression techniques.

AUDA343  Advanced Recording Techniques II  
3 credits  
Prerequisite: AUDA323  
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 multitrack formats, use digital audio sampling for sound replacement, and integrate software and MIDI sequencers 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.

AUDA353  Live Sound Reinforcement II  
3 credits  
Prerequisite: AUDA263  
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.

AUDA403  Senior Project II  
3 credits  
Prerequisite: AUDA322  
This course continues the two-quarter long comprehensive project begun in Senior Project I. Students will employ cumulative skills to produce a significant, sophisticated, multi-track digital audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

AUDA406  Internship  
3 credits  
Prerequisite: Program Chair Permission  
Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will compete 100 internship hours during their field experience. 100 internship hours.

AUDA408  Business & Culture Of Audio  
3 credits  
Prerequisite: Program Chair Permission  
In this course students look at the industry from a non-technical perspective and examine the business side of the production facility as well as its role in a changing market and the impact that emerging technologies have on them. Issues of personality and attitude as they relate to working in the culture of an audio environment will also be covered as this class serves as a prerequisite to the Internship process.
AUDA409  Portfolio II  
3 credits  
Prerequisite: AUDA309 or Program Chair Permission  
This course aims to prepare students to seek entry-level employment within the industry by assisting them with the development and presentation of an audio production portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, sound design, sound organization, presentation, 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.

AUDA418  Media Business Practices  
3 credits  
Prerequisite: None  
This course covers basic business theory and practices for the media professional, as well as key legal requirements for artistic industries are addressed in this course.

BC3334  Legal Issues & Ethics for Culinarians  
3 credits  
Prerequisite: CU1350  
This course is designed to give the student an overview of legal issues arising in the food service 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; introduces students to the foundations, purpose, and content of ethical codes and approaches to ethical decision-making.

BC3335  Spirits, Beers, and Brews  
3 credits (elective)  
Prerequisite: CU2325  
This is an introductory course that provides the student with the basic understanding of the main types of spirits, beers, and sake. Emphasis is given to methods of production, raw materials, origin, and other factors as they affect price, quality, and style. Students are exposed to the terminology pertinent to the spirits industries.

BC3338  Catering & Event Management  
3 credits  
Prerequisite: None  
This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding the catering’s role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project driven which requires significant creative and independent work.
BC3340  Innovation & Entrepreneurship  
**3 credits**  
*Prerequisite: Program Chair Permission*  
This course provides an introductory overview to the knowledge and skills needed for entrepreneurship. The course offers a chance to gain new knowledge and skills about how to identify and pursue entrepreneurial opportunities that can be applied to a student’s own interests. Topics include: how entrepreneurs find, screen, and evaluate ideas and new business opportunities.  
- **Creativity**: Imagination, ingenuity; the ability to create; the act of relating previously unrelated things; the application of a person's mental ability and curiosity to discover something new.  
- **Innovation**: The introduction of something new; the development of new processes, methods, devices, products, and services for use by oneself and/or others.  
- **Entrepreneurship**: The pursuit of opportunity without regard to resources currently controlled; the process of creating value by combining resources in unique ways to exploit opportunity. Involves taking responsibility for implementing innovative concepts.

BC3342  Global Management & Operations in the Hospitality Industry  
**3 credits**  
*Prerequisite: None*  
This course provides students with an introduction to the dimensions and nature of the international hospitality industry. It is designed to review the principles of management and to apply management theory to the global marketplace. Students examine the social, cultural, political and economic environments within which international hospitality operators compete for survival and growth. Topics emphasized include cultural dimensions of management, international management strategy, international marketing and international human resource management.

BC3344  Foodservice Financial Management  
**3 credits**  
*Prerequisite: Any lower division Mathematics course such as GS2403*  
In this course, students develop a working knowledge of the current theories, issues and challenges involved in financial management. Students are introduced to the tools and skills that financial managers use in effective decision-making. Topics include budgeting, cash management, cost concepts and behavior, investment analysis, borrowing funds, and financial forecasting.

BC3345  Etiquette for Today's Professional  
**3 credits (elective)**  
*Prerequisite: None*  
This course presents the fundamentals of business and hospitality etiquette as they apply to modern multicultural and global business environments. Topics include the importance of the first impression, polite conversation, personal appearance, office politics, diplomacy, telephone and cell phone etiquette, proper oral and written communications, and the protocol of meetings. Students participate in a formal dining experience.

BC3346  Facilities Management & Design  
**3 credits**  
*Prerequisite: None*  
This course provides students with information related to hospitality facility design and maintenance. Food service layout and design is related to operating issues, new building construction, and renovations. Planning and design of facilities including equipment, space and functional relationships, cost and operating efficiencies; emphasis on maintenance programs, safety regulations, building code requirements and energy conservation.
BC4330  Foodservice Technology & Information
3 credits
Prerequisite: 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.

BC4332  Quality Service Management & Training
3 credits
Prerequisite: CU2325
This class will examine the role of service in the food service industry and explore how to give quality customer service. Service systems and training programs in quality operations will be examined through the use of case studies and hypothetical scenarios. The course will cover employee training and development from both a strategic and operational perspective. The class will culminate by examining Charlie Trotter’s service standards in what is often the best-rated restaurant in the United States.

BC4333  Introduction to Accounting
3 credits
Prerequisite: GS2403
This course introduces the basic concepts of financial accounting, including the principles upon which the determination of a company’s net income and financial position are based. The course presents the accounting cycle, recording process, financial statements, budgetary planning, and performance evaluation. Students examine basic financial statements and the items included in these reports.

BC4337  Exploring Wines & the Culinary Arts
3 credits
Prerequisite: CU2325
This course provides an introduction to the production of wine from vineyard to bottle, as well as a review of the basic grape varietals that are used to make wine. Through lectures, research and tasting, students are exposed to different types, styles and quality levels of wine. Students will become familiar with the world’s most important wine regions and learn the common criteria by which wines from these different regions are evaluated. This course is designed to teach students the applied approach to matching wine and food, using flavors, textures, and components present in food and wine as complementing strategies. The course emphasizes menu planning, preparation of foods, cooking methods, and tasting wines with food.
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

BC4339  Human Resource Management
3 credits
Prerequisite: CU1350
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.
BC4345  Hospitality Marketing
3 credits
Prerequisite: 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 included but 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.

BC4346  Leadership & Organizational Development
3 credits
Prerequisite: CU1350
Students examine leadership, organizational management and culture, focuses on the role of the managers as facilitators of change within the organizations. The course emphasizes the concepts of motivation, interpersonal relationships, group dynamics, leadership, and organization culture. Examination of leadership styles, development of strategic plans, and critical problem solving in the hospitality industry are covered in the course.

BC4350  Management Externship
3 credits
Prerequisite: Program Chair Permission
Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will complete 100 internship hours during their field experience. 100 externship hours.
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

BC4445  Senior Culinary Practicum
3 credits
Prerequisite: Program Chair Permission
This course is intended to be a practical capstone for the culinary management curriculum. It will draw on the majority of disciplines presented earlier in the program. In this class students will plan, organize, and execute functions that will be booked and/or sold to the public. Students in effect, will experience the necessary functions of opening their own restaurant.
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BC4650  Senior Project – Capstone
3 credits
Prerequisite: Program Chair Permission
This course is a continuation of the Associates level Capstone. While the Associates level Capstone focuses on the operational aspects of the business plan, the Baccalaureate Capstone focus on the managerial aspects of the business plan. Through the competencies developed with previous related studies course work, students will continue the development of a business plan for a minimum one hundred-seat restaurant. The project will include: Market Analysis and Marketing Strategy, Operating Budget, Sales Projections, Opening Inventories, Capital
Equipment, Balance Sheet, Income Statement, and Cost Analysis, Standardized Recipes and Costing for all standardized recipes, Menu, and Facilities Design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. Business related competencies are reviewed as necessary for completion of the project. Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CA2323   Two-Dimensional Animation Principles
3 credits
Prerequisite: RS1321, FND135
Students examine timing and weight through a series of projects designed to demonstrate the principles of animation. Topics include key-framing, in-betweening and cycling.

CA2387   Materials & Lighting
3 credits
Prerequisite: RS2330
This is an introduction to materials, textures, and lighting strategies to add detail and realism to objects without adding complexity to the model. Students simulate real-world surfaces containing reflection, radiosity and other effects.

CU1303   Concepts &Theories of Culinary Techniques
3 credits
Prerequisite or Co-requisite: Sanitation Certificate or Successful Completion of My ServSafe Lab
The fundamental concepts, skills and techniques involved in basic cookery are covered in this 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. Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CU1315   Latin Cuisine
3 credits
Prerequisite: CU1610
This course emphasizes both the influences and ingredients that create the unique character of selected Latin cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Mexico, South America and the Caribbean Islands. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.
CU1350 Management, Supervision & Career Development
3 credits
Prerequisite: None
This is a multifaceted course that focuses on managing people from the hospitality supervisor's viewpoint, and developing job search skills. 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 marketable skills, developing a network of contacts, generating interviews, writing a cover letter and resume, preparing for their employment interview, presenting a professional appearance, and interview follow-up.

CU1602 American Regional Cuisine
6 credits
Prerequisite: CU1610
The course reinforces the knowledge and skill learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills is accented. American Regional Cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. The concepts of mise en place, time-lines, plate presentation, and teamwork in a production setting are introduced and accentuated. Timing and organization skills are emphasized.

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CU1610 Fundamentals of Classical Techniques
6 credits
Prerequisite or Corequisite: CU1303
The fundamental concepts, skills and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients, cooking theories, and the preparation of stocks, broth, glazes, soups, thickening agents, the grand sauces and emulsion sauces. Lectures and demonstrations teach organization skills in the kitchen, work coordination, and knife skills. The basics of vegetable cookery, starch cookery, meat and poultry 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.

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CU1615 Introduction to Baking & Pastry Techniques
6 credits
Prerequisite: Sanitation Certificate or Successful Completion of My ServSafe Lab
This course is a combination of theory, lecture, demonstration, and hands-on production to provide an introduction 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 also placed on dessert plating and presentation. Students must pass a practical exam.

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CU2300  Management by Menu
3 credits
Prerequisite: None
This course is designed to prepare future food service managers by giving a clear picture of the important role menu planning plays within operations. It covers topics ranging from menu development, pricing, and evaluation to facilities design and layout. Students will benefit because good menu development is crucial to the success of any foodservice operation, i.e., a planning tool, source of operational information, and a merchandising method for reaching patrons.

CU2310  Capstone
3 credits
Prerequisite: Program Chair Permission
Through competencies developed with previous related studies course work, students will develop a business plan for a minimum one hundred-seat restaurant. The project will include: Market Analysis and Marketing Strategy, Operating Budget, Sales Projections, Opening Inventories, Capital Equipment, Standardized Recipes and Costing for all standardized recipes, Menu and Facilities Design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. Business related competencies are reviewed and tutored as necessary for completion of the project. 

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CU2322  World Cuisine
3 credits
Prerequisite: CU1610
This course emphasizes both the influences and ingredients that create the unique character of selected World cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Spain, Middle East, Turkey, Greece, Africa and India. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

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CU2325  Food & Beverage Operations Management
3 credits
Prerequisite: 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. 

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CU2330 Classical European Cuisine
3 credits
Prerequisite: CU1610
This course emphasizes both the influences and ingredients that create the unique characters of selected classical European cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of the British Isles, Italy, France, Germany, Austria, Switzerland, and Scandinavian countries. Emphasis is placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

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CU2331 Artisan Breads & Baking Production
6 credits
Prerequisite: CU1615
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 hand crafted 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.

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CU2337 European Cakes and Tortes
3 credits
Prerequisite: CU1615
Students will build on competencies previously learned and apply those skills into new products to create more elaborate tortes and cakes 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; glazed, iced, molded, and cream filled cakes, and bombes.

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CU2347 Advanced Patisserie & Display Cakes
6 credits
Prerequisite: CU1615
This course explores the techniques of plated desserts and the theory behind building edible art for 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.

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CU2348  Asian Cuisine  
3 credits  
Prerequisite:  CU1610  
This course emphasizes both the influences and ingredients that create the unique character of selected Asian cuisines. Students prepare, taste, serve, 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.

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CU2351  Sustainable Purchasing & Controlling Costs  
3 credits  
Prerequisite: 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 introduction to the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, and food, beverage, and labor cost controls.

CU2601  Garde Manger  
6 credits  
Prerequisite: CU1610  
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.

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CU2610  À La Carte  
6 credits  
Prerequisite: CU1610, CU1602, CU1615, CU2601, CU2325  
Introduces students to the A La Carte kitchen, emphasis is 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 la 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 selected 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.

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CU2636  Art Culinaire
6 credits
Prerequisite: CU1610, CU1602, CU1615, CU2601, CU2325
This course will celebrate the culinary styles, restaurants, restaurateur 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 products.
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CU2640  Chocolate, Confections & Centerpieces
6 credits
Prerequisite: CU1615
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.
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

DFVA101  Survey of Digital Filmmaking & Video Production
3 credits
Prerequisite: None
A survey of the digital filmmaking and video production field within the larger framework traditional mass media and emerging communication technologies.

DFVA102  Introduction to Filmmaking Applications & Design
3 credits
Prerequisite: None
Introduction to professional software applications used for the creation and design of digital filmmaking and video production.

DFVA103  Fundamentals of Video Production
3 credits
Prerequisite: DFVA111 or Program Chair Permission
Students begin the implementation of fundamental terminology, concepts, equipment and techniques of video production.

DFVA105  Conceptual Storytelling
3 credits
Prerequisite: DFVA101 or GS1403
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.

DFVA107  Fundamentals of Producing & Directing
3 credits
Prerequisite: DFVA103
Focuses on the production processes from the perspectives of a producer and director.
DFVA111    Principles of Cinematography
3 credits
Prerequisite: None
Introduction to the history and principles of visual design for motion pictures through the use of a camera.

DFVA113    Fundamentals of Editing
3 credits
Prerequisite: DFVA111 or Program Chair Permission
Introduces the student to the editing of visuals and sound using non linear editing software.

DFVA123    Intermediate Video Production
3 credits
Prerequisite: DFVA103
Covers the principles of visual design for motion pictures, develop the student’s ability to evaluate the visual potential of locations, and determine the proper technical tools and use of motion picture elements to achieve the story’s intended look.

DFVA133    Lighting for Digital Film
3 credits
Prerequisite: None
Students will be introduced to the basic concepts and principles of lighting for cinematography. Fundamentals of utilizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image.

DFVA201    Fundamentals of Scriptwriting
3 credits
Prerequisite: DFVA105
Students explore the writing and creative elements needed to create scripts. They will also acquire knowledge of all elements from research to proposal to treatment to script.

DFVA202    Digital Cinematography
3 credits Prerequisite: DFVA123 or Program Chair Permission
Explores various cameras, lighting techniques and styles used in digital filmmaking and video production. Discussions will cover advanced concepts and principles of camera operation, camera movement, use of lenses, composition and lighting techniques.

DFVA203    Intermediate Editing
3 credits
Prerequisite: DFVA113
Students will learn to utilize creative problem-solving skills through editing using approach, pace, tone, and rhythm of sequences.

DFVA204    Acting & Directing
3 credits
Prerequisite: DFVA107
Develops students’ understanding of the role and responsibilities of a director and their role in helping actors bring characters to life.
DFVA205 History of Film & Media
3 credits
Prerequisite: None
Focuses on the history of film and media, with the goal of delivering a clear outline and analysis of its key developments and innovations.

DFVA208 Media Business Practices
3 credits
Prerequisite: None
Addresses basic business theory and practices for the media professional, as well as key legal requirements for artistic industries.

DFVA212 Broadcast Graphics I
3 credits
Prerequisite: DFVA113
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.

DFVA213 Studio Production
3 credits
Prerequisite: DFVA111
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.

DFVA214 Scriptwriting
3 credits
Prerequisite: DFVA201
A presentation of the professional scriptwriting process, from pitching, through treatment, and the development process to final draft.

DFVA222 Broadcast Graphics II
3 credits
Prerequisite: DFVA212
Reinforces compositing concepts, techniques and vocabulary acquired in Broadcast Graphics I and introduces more sophisticated tools and techniques.

DFVA233 Electronic Field Production
3 credits
Prerequisite: DFVA213
Students will learn video field production in two styles: Electronic News Gathering and Electronic Field Production.
DFVA303  Multi-Camera Production
3 credits
Prerequisite: DFVA213
Students work together as a team to produce in-studio and/or remote multi-camera productions of live performances.

DFVA306  Internship
3 credits
Prerequisite: Program Chair Permission
Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will compete 100 internship hours during their field experience. **100 internship hours.**

DFVA307  Media Theory & Criticism
3 credits
Prerequisite: DFVA205
Introduce students to the major theories used to analyze various media, including film, television and audio.

DFVA308  Media Delivery Systems & Distribution
3 credits
Prerequisite: DFVA353
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.

DFVA309  Portfolio I
3 credits
Prerequisite: Program Chair Permission
This course is designed to prepare student for the transition to the professional world. This course can 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.

DFVA313  Sound Design
3 credits
Prerequisite: DFVA223
Explores the various methods and techniques for digital sound composition and design in film and video.

DFVA316  Media Production Workshop
3 credits
Prerequisite: DFVA323
Working in production teams, students in this workshop class will deal with real clients, typically representatives of non-profit organizations. Guided by a 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.
DFVA323  Short Media Production  
3 credits  
Prerequisite: DFVA233  
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, or dramatic content for multiple delivery platforms.

DFVA332  Senior Project Preparation  
3 credits  
Prerequisite: Program Chair Permission  
Initiates a multi-quarter, comprehensive project which will be integral to students’ final portfolios. With department approval, students will employ their cumulative skills to pre-produce a digital film in a chosen genre.

DFVA333  Senior Project Production  
3 credits  
Prerequisite: DFVA332  
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.

DFVA343  Advanced Editing  
3 credits  
Prerequisite: DFVA203  
Using advanced editing methods; this course focuses on processing audio and video elements in media content and organizing such content for total effect and final delivery.

DFVA353  Compositing for Digital Film  
3 credits  
Prerequisite: DFVA222 or MAAA233  
Students in this course learn the concepts, techniques, and vocabulary of compositing. Students apply rotoscoping, match moving, keying, layering to finalize their multiple-source projects.

DFVA403  Senior Project Post Production  
3 credits  
Prerequisite: DFVA333  
This course concludes the three-quarter long comprehensive project begun in Senior Project Preparation and created in Senior Project Production. Students will employ cumulative skills to post-produce a significant, sophisticated digital film in a chosen genre.

DVFA409  Portfolio II  
3 credits  
Prerequisite: DFVA309  
Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, 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.
DMG1301 Introduction to Design Management
3 credits
Prerequisite: None
This course is an overview of the field of design management. It introduces students to how design is managed within organizations to further business objectives. Topics include managing creativity, the value of branding and the strategic use of design.

DMG1354 Technology & Productivity
3 credits
Prerequisite: None
Students explore how businesses use technology to reach objectives. Students use current business productivity software.

DMG3381 Design Management Studio
3 credits
Prerequisite: Program Chair Permission
Using both their studio skills and business knowledge, students work on projects for nonprofit organizations.

DMG3394 Information Technology & Databases
3 credits
Prerequisite: DMG1354
This course introduces the basic skills to integrate information technology into businesses and organizations. The focus is on operating systems, networking and troubleshooting, as well as an introduction to databases and their uses.

DMG3398 Managing Creativity And Innovation
3 credits
Prerequisite: RS2322
Students examine the theoretical foundations of creativity and innovation. New and innovative approaches to business problem solving help students to improve their skills and the skills of people who they will manage.

DMG4362 Design Management Externship
3 credits
Prerequisite: Program Chair Permission
Students apply acquired subject matter and career/professional skills in a real and practical situation. With the opportunity to observe and participate in the operation of a company related to their field of study, students gain experience needed to seek entry to design management. 100 externship hours

DMG4371 Portfolio For Design Management
3 credits
Prerequisite: Program Chair Permission
Building upon the preliminary collection of work from Portfolio Preparation, students determine and design the final organization and presentation of their graduation portfolio. Students work with an instructor to select projects that reflect their personal style, design abilities and management skills. Major and minor studio electives are incorporated into the final portfolio projects and presentation to an audience.
DMG4382 Design Management Seminar Strategic Design  
3 credits  
Prerequisite: Program Chair Permission  
Current thinking and practices in the design management industry are examined through case studies.

DTG1354 Mechanical Drawing  
3 credits  
Prerequisite: None  
Students use mechanical drawing tools to develop basic drafting skills used in industrial design. Students examine scale and dimension, design small devices, and prepare basic working drawings in orthographic projection.

DTG1356 Fabrication Techniques  
3 credits  
Prerequisite: RS1304  
This is an introduction to the principles of model making. Students explore the use of various media to become familiar with a variety of current tools and techniques.

DTG1384 Concept Drawing  
3 credits  
Prerequisite: FND110  
Students use various techniques and media to improve their creative processes, visual presentations and ability to transform concept ideas into finished designs.

DTG2310 Storyboarding & Scriptwriting  
3 credits  
Prerequisite: DTG1384  
Students develop storyboarding and scriptwriting techniques used in the creation of technical graphics. Students learn storyboard formats and the processes used in planning and preparing graphic presentations.

DTG2332 Human Factors  
3 credits  
Prerequisite: DTG1356  
This course examines the psychological and physical factors that affect humans as they interact with products, facilities and the environment.

DTG2340 Advanced Computer-Aided Modeling  
3 credits  
Prerequisite: DTG2367  
This course explores advanced three-dimensional computer modeling techniques. Students use three-dimensional design software to produce advanced designs.

DTG2363 Consumer Product Design  
3 credits  
Prerequisite: DTG1356  
Students examine how products are developed and incorporate the use of concepts, working drawings and model making. Topics include prototype development, mass production, and marketability of product design.
DTG2365  Exhibition Design  
3 credits  
Prerequisite: Program Chair Permission  
Students design and create exhibits for commercial trade shows, retail stores and stage sets. Students incorporate into their designs the use of product displays, signage, graphics, lighting, space plans and working drawings.

DTG2367  Computer-Aided Modeling  
3 credits  
Prerequisite: Program Chair Permission  
Students explore the use of various design-related software programs that professional designers use to create basic three-dimensional shapes, layouts and computer-generated renderings.

DTG3305  Digital Sketching  
3 credits  
Prerequisite: DTG1384  
Students use various software applications and hardware devices to rapidly visualize design concepts. Computer methods are used to enhance manual sketching techniques.

DTG3308  Training & Instructional Design  
3 credits  
Prerequisite: Program Chair Permission  
This course examines various methods and techniques used in industry to develop training and instructional materials.

DTG3310  Presentation & Delivery Techniques  
3 credits  
Prerequisite: Program Chair Permission  
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.

DTG3320  Computer-Aided Rendering  
3 credits  
Prerequisite: INTA103  
Students explore digital media and design, and render product designs. Students explore the use of digital media to design and render products and environments.

DTG3325  Design for Manufacturing  
3 credits  
Prerequisite: DTG4381, DTG2367  
This course continues to develop the manufacturing theory presented in Material Properties and Manufacturing Processes. The appropriate use of various manufacturing methods and materials is explored. Students prepare detailed mechanical drawings of product designs.

DTG3370  Principles of Mechanical Engineering  
3 credits  
Prerequisite: DTG2367  
This is an introduction to the fundamentals of mechanical engineering, its application to design principles and to the designer’s individual vision.
DTG3398  Packaging & Point-of-Sale  
3 credits 
Prerequisite:  GWDA103, FND135 
This course examines 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.

DTG4300  Visualizing Information  
3 credits 
Prerequisite: Program Chair Permission 
This course examines the techniques used to present complex information in visual formats. Students use computer graphics to create visual images that aid in understanding complex phenomena.

DTG4305  Capstone – Research & Concept Exploration  
3 credits 
Prerequisite: Program Chair Permission 
Students select an area from the field of design and technical graphics to use as a foundation for their capstone project, using class time to research and schedule the project. Students then explore various concepts and select the best one for further development.

DTG4315  Portfolio Preparation for Design & Technical Graphics  
3 credits 
Prerequisite: Program Chair Permission 
This course is designed to prepare students for entering the field of design & technical graphics. Students define their career goals and prepare and revise a comprehensive portfolio of their work. Students work individually with the instructor to select and refine projects that reflect their personal style and design sensitivities. Students develop self-promotion skills and strategies for conducting an effective job search.

DTG4320  Capstone – Design and Presentation  
3 credits 
Prerequisite: DTG4305 
Students develop the selected concept into a completed project. Students then present and defend their capstone project.

DTG4325  Externship for Design & Technical Graphics  
3 credits 
Prerequisite: Program Chair Permission 
Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will compete 100 internship hours during their field experience. 100 externship hours

DTG4330  Computer Portfolio for Design & Technical Graphics  
3 credits 
Prerequisite: Program Chair Permission 
Students develop digital portfolio projects using computer-generated presentation techniques. The result is a professional quality portfolio suitable for presentation to industry.
DTG4360  Advanced Construction Drawings
3 credits
Prerequisite: INTA203
Students create a complete set of working drawings and specifications of a current or previous design project with a focus on formatting and cross referencing drawings.

DTG4381  Material Properties & Manufacturing Processes
3 credits
Prerequisite: DTG1354
Students explore various materials, their properties, and the methods of production associated with manufacturing today’s products. Students tour production line facilities, workrooms and small shops.

ELBC100  Elective I for Culinary Management
ELBC200  Elective II for Culinary Management
ELBC300  Elective III for Culinary Management
ELBC400  Elective IV for Culinary Management
3 credits each
Prerequisite: Program Chair Permission
Electives give Culinary Management students the opportunity to study other disciplines offered from the current Art Institute of Colorado catalog. Students can choose from any course which is not already part of their current degree program and for which they meet the prerequisite requirements, from the following programs: Baking & Pastry, Culinary Arts, and Food and Beverage Management to satisfy this elective choice. They may also choose from the standard program elective courses offered during the year. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

ELFB100  Elective I for Food & Beverage Management
ELFB200  Elective II for Food & Beverage Management
ELFB300  Elective III for Food & Beverage Management
3 credits each
Prerequisite: Program Chair Permission
Electives give Food & Beverage Management students the opportunity to study other disciplines offered from the current Art Institute of Colorado catalog. Students can choose from any course which is not already part of their current degree and for which they meet the prerequisite requirement, from the following programs: Baking & Pastry, Culinary Arts, and Culinary Management to satisfy this elective choice. They may also choose from the standard program elective courses offered during the year. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

ELMG300  Minor Studio Elective I for Design Management
ELMG400  Minor Studio Elective II for Design Management
ELMG500  Minor Studio Elective III for Design Management
ELMG600  Minor Studio Elective IV for Design Management
ELMG700  Minor Studio Elective V for Design Management
3 credits each
Prerequisite: Program Chair Permission
Electives give Design Management students the opportunity to study other disciplines of design offered from the current Art Institute of Colorado catalog. Students can choose from any course which is not already part of their current degree and for which they meet the prerequisite requirement, from the following programs: Design and Technical Graphics, Digital Filmmaking and Video Production, Graphic and Web Design, Interior Design, Media Arts and Animation, Photography, and Visual Effects and
Motion Graphics to satisfy this elective choice. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

ELMG 310      Major Studio Elective I for Design Management
ELMG 410      Major Studio Elective II for Design Management
ELMG 510      Major Studio Elective III for Design Management
ELMG 610      Major Studio Elective IV for Design Management
ELMG 710      Major Studio Elective V for Design Management
ELMG 810      Major Studio Elective VI for Design Management
ELMG 910      Major Studio Elective VII for Design Management
ELMG 1000     Major Studio Elective VIII for Design Management
ELMG 1100     Major Studio Elective IX for Design Management
ELMG 1110     Major Studio Elective X for Design Management
ELMG 1200     Major Studio Elective XI for Design Management

3 credits each
Prerequisite: Program Chair Permission
Electives give Design Management students the opportunity to study other disciplines of design offered from the current Art Institute of Colorado catalog. Students can choose from any course which is not already part of their current degree and for which they meet the prerequisite requirement, from the following programs: Design and Technical Graphics, Digital Filmmaking and Video Production, Graphic and Web Design, Interior Design, Media Arts and Animation, Photography, and Visual Effects and Motion Graphics to satisfy this elective choice. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

ELTG100      Elective I for Design & Technical Graphics
ELTG200      Elective II for Design & Technical Graphics
ELTG300      Elective III for Design & Technical Graphics

3 credits each
Prerequisite: Program Chair Permission
Electives give Design & Technical Graphics students the opportunity to study other disciplines of design offered from the current Art Institute of Colorado catalog. Students can choose from any course for which they meet the prerequisite requirement from the following programs: Audio Production, Design Management, Digital Filmmaking and Video Production, Fashion Design, Fashion Marketing & Management, Graphic Design, Graphic and Web Design, Interior Design, Media Arts and Animation, Photography, Visual Effects and Motion Graphics, and Web Design and Interactive Media to satisfy this elective choice. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

FADA101 Elements of Garment Construction
3 credits
Prerequisite: None
This course introduces the student to the basic concepts of garment construction. The student will have an overview of the industrial equipment, the processes of measuring, cutting, sewing, and sequence of assembly.

FADA102 Fashion Illustration
3 credits
Prerequisite: FND110
This course covers rendering the fashion figure, garments, details, and textiles using various media.
FADA103 Textile Fundamentals  
**3 credits**  
*Prerequisite: None*  
Students study textiles exploring natural and manufactured fibers, structure, production, uses, and characteristics.

FADA108 Textiles Applications  
**3 credits**  
*Prerequisite: FADA103*  
Introduction to the regulations and laws that apply to the apparel industry. They will research and source textile manufacturers and mills relevant to product development. Students will develop a further understanding of the end uses and applications of textiles.

FADA111 Survey of the Fashion Industry  
**3 credits**  
*Prerequisite: None*  
This course is an overview of the fashion industry, examining how garments are designed, created, produced and marketed.

FADA113 Fundamentals of Patternmaking  
**3 credits**  
*Prerequisite: FADA121*  
This course is an introduction to the principles of patternmaking through drafting basic block and pattern manipulation. Working from the flat pattern students will apply these techniques to the creation of a garment design.

FADA121 Fundamentals of Construction  
**3 credits**  
*Prerequisite: FADA101*  
Students continue their introduction to apparel industry sewing standards and techniques. Through the completion of samples and the construction of basic garments, students apply fundamental garment construction skills utilizing industrial equipment.

FADA131 Intermediate Construction  
**3 credits**  
*Prerequisite: FADA121*  
In this course students study the application of intermediate and industrial construction techniques to further refine construction skills.

FADA201 Advanced Construction  
**3 credits**  
*Prerequisite: FADA131*  
In this course students study advanced construction techniques applied to structured garments.

FADA202 Technical Drawing  
**3 credits**  
*Prerequisite: FADA103*  
Development of presentation boards and technical illustrations manually and by computer aided design technology.
FADA203 Intermediate Patternmaking
3 credits
Prerequisite: FADA113
Flat pattern techniques in accordance with garment trade practices. Emphasis will be on the manipulation of patterns for more complex designs.

FADA207 Early History of Fashion
3 credits
Prerequisite: None
Students study evolution of garments and accessories from the ancient Egyptians through the French Revolution.

FADA208 Trends & Forecasting
3 credits
Prerequisite: FADA217
The course focuses on the study of trends, trend forecasting, demographics and social issues that affect fashion.

FADA212 Advanced Fashion Illustration
3 credits
Prerequisite: FADA102
Student utilize advanced techniques in rendering the fashion figure, garments, details, and textiles using various media with a focus on application of color and texture. Students will begin to develop a personal illustrative style.

FADA213 Advanced Patternmaking
3 credits
Prerequisite: FADA203
Students study advanced patternmaking and construction techniques including stretch fabric blocks for garment creation.

FADA217 Modern History of Fashion
3 credits
Prerequisite: None
Students study evolution of garments and accessories from the French Revolution to the present.

FADA223 Computer Patternmaking
3 credits
Prerequisite: FADA203
In this course students will utilize industry standard software to further their patternmaking skills.

FADA233 Draping
3 credits
Prerequisite: FADA203
The course is an introduction to the principles and techniques of draping. Proportion, line, grain and fit are analyzed.
FADA243 Specialized Sewing Techniques  
**3 credits**  
*Prerequisite: FADA201*  
This course explores tailoring, advanced sewing, and finishing techniques. Students learn appropriate fabric selection, proper cutting and marking, and inner construction methods.

FADA302 Fit Analysis  
**3 credits**  
*Prerequisite: FADA233*  
This course provides the foundation for defining fit by applying techniques for accurately fitting garments on a body. Students will demonstrate understanding by translating changes back to a flat pattern.

FADA303 Advanced Computer Patternmaking  
**3 credits**  
*Prerequisite: FADA223*  
This course will focus on the advanced use of Computer Aided Design in patternmaking. Students will utilize industry software and hardware to engineer patterns from original designs in a laboratory setting. Work will be initiated for presentation in the final portfolio of student work.

FADA308 Fundamentals of Business  
**3 credits**  
*Prerequisite: None*  
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed.

FADA312 Sourcing and Technical Design  
**3 credits**  
*Prerequisite: GWDA103*  
Through a variety of in-depth research and analysis, students create computer generated production package consisting of costing analysis, size specification, construction standards, sourcing materials and production methods, detailed front and back flats.

FADA313 Computer Production Systems  
**3 credits**  
Prerequisite: FADA303  
This course covers industrial application of patternmaking through the creation of production ready patterns including grading and marker making.

FADA322 Senior Collection Concept  
**3 credits**  
*Prerequisite: Program Chair Permission*  
Students develop a final collection beginning with market research, development of concepts, illustrations, and the sourcing of materials.

FADA332 Surface Design  
**3 credits**  
*Prerequisite: FADA108*  
Students utilize manual surface design applications of colors, prints, and motifs on a variety of fabrications.
FADA402 Digital Textile Design
3 credits
Prerequisite: FADA303
Using pixel and vector based software students explore applied and structural techniques for textile print design and fabric development exploring applied and structural techniques using pixel and vector based software.

FADA403 Senior Collection Technical
3 credits
Prerequisite: FADA322
Students continue developing final collection through completion of technical drawings, specifications, patternmaking and fit.

FADA406 Internship
3 credits
Prerequisite: Program Chair Permission
Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will compete 100 internship hours during their field experience.

FADA409 Portfolio I
3 credits
Prerequisite: Program Chair Permission
This course prepares students for the transition to the professional world. This course is designed to 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.

FADA413 Senior Collection Production
3 credits
Prerequisite: FADA403
Students complete the final development phase of their senior collection including specification package. Emphasis placed on finished construction and presentation of original line.

FADA419 Portfolio II
3 credits
Prerequisite: FADA409 or Program Chair Permission
This course focuses on the completion of the portfolio. Students’ final portfolios should focus on their individual strengths. This work should reflect their uniqueness and their ability to meet demanding industry standards and prepare them for entry into the professional world.
FADA ELEC100  Fashion Design Studio Elective I
FADA ELEC200  Fashion Design Studio Elective II
FADA ELEC300  Fashion Design Studio Elective III
FADA ELEC400  Fashion Design Studio Elective IV
3 credits each
Prerequisite: Program Chair Permission
Electives give Fashion Design students the opportunity to study other disciplines of design and media offered from the current Art Institute of Colorado catalog. Students can choose from courses that are not already part of their current degree and for which they meet the prerequisite requirement. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

FB2300  Merchandising in Foodservice
3 credits
Prerequisite: 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.

FB2310 Beverage Purchasing, Inventory Control & Menu Authoring
3 credits Prerequisite: 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.

FB3310  Viticulture and Vinification I
3 credits (elective)
Prerequisite: CU2325
This course is an inclusive overview of France's classic wine regions including varietals, growing conditions, and cellar practices essential to production. Students also explore the interrelationship of socio-cultural and historical attributes and their effect on French viniculture. Particular attention is given to developing the students' sensory evaluation skills, wine selection, recipe testing, and food pairing.

FB3350  Fundamentals of Professional Service
3 credits
Prerequisite: None
This introductory course will provide the student with the basic skills required to serve guests within various types of hospitality environments. These skills will include technology, service styles, organization skills, handling and storage procedures for Food and Beverages and other supplies. Communication methods between the front and back of the house will also be addressed. Emphasis will be placed on classic service techniques and how they have evolved in the modern context.

FB4300  Coffee, Tea & Non-Alcoholic Beverages
3 credits (elective)
Prerequisite: CU2325
This is an introduction to the essentials of coffees, teas, and other non-alcoholic beverages with a focus on the origins, socio-cultural attributes, and methods of production. Attention is given to developing sensory evaluation and quality assessment skills related to the beverage varieties.
FB4330  New World & Emerging Wines
3 credits
Prerequisite: CU2325
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 sensory evaluation skills and their application to wine
selection and food pairing.

FMMA101 Introduction to Retailing
3 credits
Prerequisite: None
Students will be introduced to all major retailing topics involving both large and small retailers,
brick and mortar retailers, E-commerce, direct marketers and their combinations. 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.

FMMA103 Survey of Manufacturing & Product Development
3 credits
Prerequisite: None
This course introduces students to manufacturing processes. Students develop a working
knowledge of terms, methods, and an understanding of production operations. By the end of the
course, students are able to apply these concepts to their own uses. Students study various
production-time and quality-assurance methods. Participation facilitates students in generating
decisions in production operations.

FMMA104 Sales Promotion
3 credits
Prerequisite: ADVA204
This course is a workshop in which students design and prepare a sales and promotion package.
Students will thoroughly explore the process of crafting a marketing and sales promotion that is
carefully targeted and positioned to reach the goal of generating sales. Students will explore
various presentation methods including multi-media formats, and practice techniques for
overcoming objections to achieve targeted results.

FMMA201 Merchandising Math
3 credits
Prerequisite: None
A survey of quantitative skills necessary for merchandise planning in the wholesale and retail
business environment.

FMMA202 3D Visual Merchandising I
3 credits
Prerequisite: FND135
This course will provide you with an introduction to concepts relating to basic space planning.
Through a combination of lectures, real world case study analysis, and hand-on exercises using
virtual 3D space planning software, you will complete the course having a solid foundation of
space planning fundamentals.
FMMA203 Event and Fashion Show Production  
3 credits  
Prerequisite: FND135  
The student will be introduced to a range of skills, needed to produce a successful store event or fashion show. During this course, the student will gain insight into the role of creative and technical experts involved with the runway, backdrop, special effects and lighting, music, models and choreography, hair and make-up and video teams.

FMMA208 FINANCE PRINCIPLES  
3 credits  
Prerequisite: FADA308  
This course introduces the nature and purpose of financial principles, presents the accounting cycle, and explains how to comprehend and analyze year end income statements.

FMMA211 Retail Buying  
3 credits  
Prerequisite: FMMA201  
This course provides a foundation for the study of retail buying. Theories are analyzed through the study of merchandise classifications and the calculation of open-to-buys.

FMMA212 3D Visual Merchandising II  
3 credits  
Prerequisite: FMMA202  
In this course you will study principles of store design with an emphasis on psychological motivation. Using 3D visual merchandising software you will practice store simulations, lighting scenarios, strategic product placement, and use of scenery and special effects to support merchandise.

FMMA218 Human Resource Management  
3 credits  
Prerequisite: FADA308  
This course is designed to provide an overview and foundation for all facets of human resource 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.

FMMA221 Merchandise Management  
3 credits  
Prerequisite: FMMA211  
An advanced course in the study of stock control and managing open-to-buys which provides a practicum in buying, utilizing computer spreadsheets for data analysis.

FMMA301 Elements of Retail Logistics & Distribution  
3 credits  
Prerequisite: FMMA211  
This course will explore the process of strategically managing the procurement, movement and storage of materials, parts and finished inventory (and the related information flows) through the organization and its marketing channels with the goal of balancing cost and service requirements in anticipation of demand.
FMMA302  Global Marketing
3 credits
Prerequisite: ADVA307
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.

FMMA303 Apparel Fit & Construction
3 credits
Prerequisite: None
This course is designed for fashion management students to evaluate the equation between quality and cost in garments as well as understanding body measurement points, fit and silhouette analysis. Students should be able to measure garments and identify components and textiles as well as analyze quality of trims, fabrics and construction in relationship to price point.

FMMA308 Fashion Business Law
3 credits
Prerequisite: FADA308
This course includes issues such as: intellectual property, licensing, counterfeiting, commercial operation/expansion (corporation, partnerships, sole proprietorship), selling and buying, employment law, marketing, advertising and promotion, retail leasing, and international aspects.

FMMA312 Fundamentals of Fashion Styling
3 credits
Prerequisite: FADA217
Through visual examples, assignments, and critiques this course introduces students to the field of fashion styling and its relationship to the fashion industry. Through completion of location and studio projects students develop basic requirements to produce contemporary fashion imagery. Students gain experience in how to source clothing and accessories necessary for styling, and they learn to create, to manipulate, and to rework concepts in order to communicate through images.

FMMA406 Internship
3 credits
Prerequisite: Program Chair Permission Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will compete 100 internship hours during their field experience.

FMMA408 Entrepreneurship
3 credits
Prerequisite: ADVA348
Studies explore innovation and rapid change as they relate to the entrepreneur. Discussion includes issues regarding financial, behavioral, organizational, and marketing challenges facing emerging enterprises. Students create a business plan for the start-up of a new fashion-related company, product, or service. Special emphasis is placed on the disciplines of planning that are vital to entrepreneurial success.
FMMA409 Portfolio I  
3 credits  
Prerequisite: Program Chair Permission  
This course is designed to prepare students for the transition to the professional world. This course can 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.

FMMA419 Portfolio & Professional Development  
3 credits  
Prerequisite: Program Chair Permission  
This course will guide students through the process of compiling their work into a final portfolio. 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.

FMMA ELEC100 Fashion Marketing & Management Program Elective 1
FMMA ELEC200 Fashion Marketing & Management Program Elective 2
FMMA ELEC300 Fashion Marketing & Management Program Elective 3
FMMA ELEC400 Fashion Marketing & Management Program Elective 4
FMMA ELEC500 Fashion Marketing & Management Program Elective 5

3 credits each  
Prerequisite: Program Chair Permission  
Electives give Fashion Marketing & Management students the opportunity to study other disciplines of design and media offered from the current Art Institute of Colorado catalog. Students can choose from courses that are not already part of their current degree and for which they meet the prerequisite requirement. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

FND105 Design Fundamentals  
3 credits  
Prerequisite: None  
This introductory course will explore the principles of design, and introduce and develop the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication.

FND110 Observational Drawing  
3 credits  
Prerequisite: None  
This course involves the observation and translation of three-dimensional form into two-dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition, line quality, through the use of tone light and shadow.
FND120  Perspective Drawing  
*3 credits*  
*Prerequisite: FND110*  
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.

FND135  Image Manipulation  
*3 credits*  
*Prerequisite: 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.

FND150  Digital Color Theory  
*3 credits*  
*Prerequisite: None*  
Introduction to the principles of color and an exploration of color theory as it relates to media.

FX2305  VFX Field Production  
*3 credits*  
*Prerequisite: DFVA103*  
This course is an introduction to the basic concepts and techniques in videography, as related to visual special effects. Students are exposed to basic theories and terminology in video production, and the handling of video equipment. They gain hands-on experience in single-camera video acquisition of images. Shot composition and camera movement are emphasized to obtain images of maximum quality. These images are translated into the digital environment for editing and compositing.

FX3318  Motion Tracking  
*3 credits*  
*Prerequisite: RS3320*  
This is an introduction to the various methods of matching the motion shot on a live-action video plate. Two- and three-dimensional tracking methods are introduced so that elements can be seamlessly blended within the frame.

FX3319  Paint, Rotoscopy & Morphing  
*3 credits*  
*Prerequisite: RS3309*  
Students explore various techniques to create and implement CGI into live action. Using various painting and compositing packages, the principles of rotoscoping, and digital painting are applied to rig removal and special effects.

FX3320  Motion Graphics Senior Project  
*3 credits*  
*Prerequisite: FX3318*  
In this portfolio-level production studio course, students plan, design, and produce a motion graphics campaign that incorporates all of their previous motion graphics skills and techniques. Emphasis is placed on generating engaging and unique motion graphic segments.
FX4315  Portfolio Preparation for Visual Effects & Motion Graphics
3 credits
Prerequisite: FX3318, RS3346
Students create treatments, scripts, storyboards, and shooting schedules for the acquisition of source material for their final portfolio.

FX4319  Portfolio Development for Visual Effects & Motion Graphics
3 credits
Prerequisite: FX4315
Students continue to refine their digital portfolio, applying time management, technical, and artistic skills to complete a final video.

FX4320  Production Studio I
3 credits
Prerequisite: RS3309, FX3318
Two group projects are produced, as students build upon the fundamental skills of broadcast design and visual effects. By simulating a real-world production environment, emphasis is placed on both the competitive and collaborative aspects of broadcast design production, as well as various professional methods, procedures, techniques, skills, resources, and equipment.

FX4322  Advanced Compositing
3 credits
Prerequisite: DFVA353, FX3318
Students apply advanced compositing techniques integrating CGI with live action plates, using node-based compositing.

FX4323  Portfolio Presentation for Visual Effects & Motion Graphics
3 credits
Prerequisite: FX4319
Students assemble their portfolios and produce a professional presentation reel. Students apply time and resource management principles to the development and production of visual effects projects.

FX4324  Production Studio II
3 credits
Prerequisite: FX4320
Students apply the disciplines used in animation and related industries, and work as a production team to develop visual effects projects.

GADA101  Introduction to Game Development
3 credits
Prerequisite: None
This course introduces students to the game industries. Specifically, it will focus on entry-level employment opportunities and responsibilities, career paths, industry products, and their characteristics. Students explore the production pipeline and industry standard software associated with game development.
GADA102  Interactive Storytelling
3 credits
Prerequisite: GS1403
This course will focus on storytelling including multi-threaded stories with fully realized characters and well developed plots, while considering the audience and thematic elements. Narrative scripting techniques will be used to emphasize characterization and plot. Students will utilize decision trees to create interactive content that supports the storyline.

GADA202  Game Design & Game Play
3 credits
Prerequisite: GADA101
A well-designed game is an integration of artistic and technological components that must have a clearly defined goal, a 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.

GADA203  Texture Mapping for Games
3 credits
Prerequisite: FND135
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 3-D software package, will be explored.

GADA205  Concept Design & Illustration
3 credits
Prerequisite: MAAA202
This course focuses on concept art for games. Students explore the concept design and development process to create several drawings from thumbnail sketches to fully rendered images.

GADA212  Level Design
3 credits
Prerequisite: GADA202
Building on concepts from previous courses, students analyze and extract level design needs. Students develop early stage block tests through finished level.

GADA213  Game Modeling
3 credits  Prerequisite: MAAA213
In this course students will create 3D models for use in a real-time environment, emphasizing game specific techniques using industry-standard 3D software.

GADA222  Advanced Level Design
3 credits
Prerequisite: GADA212
In this course students create advanced level designs using complex assets including: scripts, environments, characters, audio, artificial intelligence, flow, interaction, and game optimization techniques.
GADA223 Advanced Hard Surface & Organic Modeling
3 credits
Prerequisite: MAAA223
This course explores advanced modeling techniques used for building organic and hard surface objects and environments. Students will utilize industry standard techniques to produce 3D objects.

GADA233 Material & Lighting for Games
3 credits
Prerequisite: MAAA243
In this course students will apply a variety of engine based lighting and texturing techniques. Lighting for character and environments will be explored.

GADA243 Programming for Artists
3 credits
Prerequisite: MAAA232
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.

GADA253 Environmental Modeling
3 credits
Prerequisite: MAAA243
In this course students will create 3D environments for game integration. Topics in this course will include principles of lighting, architectural elements and using industry standard techniques for asset creation.

GADA302 Mobile & Social Game Design
3 credits
Prerequisite: GADA243
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 and restrictions of designing for mobile devices as well as test student-designed interfaces.

GADA303 Game Prototyping
3 credits
Prerequisite: GADA212
In this course students will perform individually or as members of a team to create functional game projects within an existing engine. Industry standard tools will be used for rapid prototyping of various electronic game genres.

GADA312 Game Animation
3 credits Prerequisite: MAAA232
Students explore game-specific animation and how it is applied in interactive environments. This course will also evaluate creative solutions to handle limitations unique to individual game engines.
GADA313  Advanced Game Prototyping
3 credits
Prerequisite: GADA303
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 Game Prototyping class. This course will conclude with the delivery of a complete project. Students will present game and associated marketing materials.

GADA314  Team Production Planning
3 credits Prerequisite: GADA222
In this course students research a Game Art & Design topic and begin the pre-production process for their game projects. The emphasis is on quantitative and qualitative research, scheduling of the project using milestones, methods of presentation, and qualitative results. Students will further reference, generate concept art, grey box models and game document.

GADA323 Team Production I
3 credits
Prerequisite: GADA314
This course will build upon the Team Project Planning course. Students will assume a specific role on the production team and, acting in a professional capacity, ensure that the game project is completed by deadline. Teams of 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 Production Team II.

GADA403 Team Production II
3 credits
Prerequisite: GADA323
This course will build upon the Team Production I course. Students will maintain their role on the production team and, acting in a professional capacity, ensure that the game project is completed. Teams of students will complete the game and all ancillary materials. Post-mortem will be presented upon conclusion of the course and students will create a personal archive of assets.

GADA406 Internship
3 credits
Prerequisite: Program Chair Permission
Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will compete 100 internship hours during their field experience.

GADA409 Portfolio I for Game Art & Design
3 credits
Prerequisite: Program Chair Permission
This course is designed to prepare students for the transition to the professional world. Students will demonstrate their conceptual, design and technical skills as they assemble and refine their assets. Working individually with an instructor, each student will select representative work that reflects their unique style. Students will learn the basic tools for designing a website and placing their work on the Internet. Emphasis is also placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
GADA419  Portfolio II
3 credits
Prerequisite: Program Chair Permission
This course is designed to prepare students for the transition to the professional world. Working individually with an instructor, each student will continue to refine their selected assets to reflect their unique style. Students will also continue to enhance their web presence and professional resources.

GS1402  Critical Thinking
4 credits
Prerequisite: None
Students identify and use critical thinking skills, processes and techniques that will assist them in their careers and personal lives. Students develop their ability to investigate and evaluate thinking from different viewpoints and synthesize their own positions based on the evidence available. Also, students practice techniques that enable them to maximize the results they create in any long-term learning experience, while identifying, analyzing and formulating solutions to problems as they arise.

GS1403  English Composition I
4 credits
Prerequisite: None
Students plan, write and revise various types of essays. Students review the fundamentals of grammar and punctuation, and increase their knowledge of style, voice, and audience.

GS1405  Western Civilization to 1600
4 credits
Prerequisite: GS1403
Students explore the major historical, economic, social, cultural and intellectual events, and the roles of key personalities who shaped Western civilization from the prehistoric era to 1600.

GS1410  Technical Writing
4 credits
Prerequisite: None
Students plan, write and revise various types of informational writing for industry and business. Students review the fundamentals of grammar and punctuation, and develop skills that can be applied to technical articles, memos and product manuals.

GS2403 Quantitative Reasoning
4 credits
Prerequisite: None
This course is designed to further students’ cognitive ability in mathematics, as well as appreciation for mathematics. Quantitative reasoning through analysis of real-world phenomena and realistic contexts will be used for problem-solving and decision making. Topics include numeral systems, measurement, descriptive statistics, mathematical modeling, finance, and geometry.

GS2405  Sociology
4 credits
Prerequisite: GS1403
Students explore the origin, history and structure of human society and its institutions. In addition, students observe and examine the dynamics of social behavior and discuss current issues.
GS2406  Speech
4 credits
Prerequisite: None
Students become more effective speakers and listeners by preparing and presenting informative
and persuasive speeches, and studying the dynamics of communication, including methods of
delivery and nonverbal communication. Also, the course emphasizes research and information
organization skills.

GS2410  Sociology: Special Topics
4 credits
Prerequisite: None
This course provides students with the opportunity for an in-depth exploration of special topics of
interest in sociology.

GS2420  Nutrition Science
4 credits
Prerequisite: None
This course centers on an explanation of the basic principles of nutrition and their relationship to
health. The structure, functions, and sources of 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.

GS3404  Geometry
4 credits
Prerequisite: GS2403
This course covers topics in classical and modern geometry with a focus on applications in topics
including physics, and programs such as Audio Production, Design, Photography and Animation.

GS3407  English Composition II
4 credits
Prerequisite: GS1403
Students incorporate critical evaluation, analysis and supporting materials to produce research
papers using the APA format. Formal presentation skills are emphasized, also.

GS3408  Fundamentals of Statistics
4 credits
Prerequisite: GS2403
This course is an introduction to the principles of descriptive statistics, probability and statistical
inference involving estimation and tests of hypotheses. Students work with data summarization
and presentation on problems related to their own interests or fields of study.

GS3411  Western Civilization Since 1600
4 credits
Prerequisite: GS1405
Students explore the major historical, economic, social, cultural and intellectual events and the
roles of key personalities who shaped Western civilization from 1600 to the present.
GS3420  Art History II: Art History of the Renaissance to 1800
4 credits
Prerequisite: None
This course is a general art history survey focusing on the major aesthetic movements throughout the Western world from the Renaissance and the Baroque to early Romanticism. This course explores the aesthetic perceptions, the economic and political realities, and the arts of the Western world including Europe and the Americas. The integration of the arts with the social, economic, political, and philosophical currents of each will form the basis for discussion.

GS4313  Spanish I
3 credits
Prerequisite: None
This course emphasizes basic Spanish pronunciation, grammar, vocabulary and conversational phrases. Students explore Spanish and Latin American cultural characteristics and are encouraged to speak Spanish both in the classroom and in settings outside of class.

GS4314  Spanish II
3 credits
Prerequisite: GS4313
This course emphasizes basic Spanish and expands vocabulary through listening, reading, speaking and writing activities. Students continue to explore Spanish and Latin American cultural characteristics and are encouraged to speak Spanish both in the classroom and in settings outside of class.

GS4410  Environmental Science
4 credits
Prerequisite: GS1403
This course is an introduction to the study of the physical environment and focuses on topics such as the nature of the environment, climatic factors, natural resources, solid and hazardous wastes, pollution, global environmental hazards and energy production. Students examine these topics in relation to population, land use, environmental ethics, and environmental management.

GS4412  Psychology
4 credits
Prerequisite: GS3407
Students examine the basic concepts, principles and methods involved in the scientific study and understanding of human behavior. The focus of this course is on topics such as emotion, personality, intelligence, stress and coping, consciousness, sensation, perception, learning and memory. In addition, students explore physiological, social, developmental and abnormal psychological processes.

GS4418  History & Culture of Cuisine
4 credits
Prerequisite: None
This course covers the major historical and geographical developments that affect cultural patterns, such as cooking habits, folkways, and the use of ingredients. Students will examine the power and impact of cultural symbols and how parents teach their children to honor their heritage.
GS4420  College Physics
4 credits
Prerequisite: GS2403
This course is an algebra-based and laboratory-supported physics course. The basic principles and laws of classical mechanics and electromagnetism are presented in-depth with an emphasis on the use of the scientific method and the development of a thorough understanding of concepts and ideas necessary to explain everyday classical phenomena. Connections of physics to other disciplines are explored.

GS4425  General Education Capstone
4 credits
Prerequisite: Completion of All General Education Courses, or Program Chair Permission
The General Education Capstone focuses on a single topic or group of topics that approach problem solving from multiple perspectives. Students research, propose and demonstrate the capability to organize and prepare an idea that results in a project. The coursework requires students to demonstrate higher order thinking and communication skills. In addition, the course emphasizes students’ ability to develop, expand and refine analytical and reflective skills to support their personal philosophies and professional objectives.

GWDA101  Applications & Industry
3 credits
Prerequisite: 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 credits
Prerequisite: FND110
This course introduces the philosophy behind illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. It also highlights the uses if illustration in the graphic design and advertising industries. Assignments will focus on black and white and color techniques, using contrast, values, composition and function.

GWDA103  Digital Illustration
3 credits
Prerequisite: 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.

GWDA105  Concept Design
3 credits
Prerequisite: GWDA111
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 credits*  
*Prerequisite: FND135*  
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.

GWDA112  Typography – Traditional  
*3 credits*  
*Prerequisite: None*  
This course is an introduction of 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.

GWDA122  Typography – Hierarchy  
*3 credits*  
*Prerequisite: GWDA111 or GWDA112*  
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 credits*  
*Prerequisite: GWDA133*  
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 credits*  
*Prerequisite: GWDA133*  
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.

GWDA133  Fundamentals of Web Design  
*3 credits*  
*Prerequisite: None*  
An introduction to the terms, technologies, trends, and best practices of the interactive design industry. Students design, develop, and upload a simple web site using HTML and basic CSS. The importance of writing valid and semantic code is emphasized. Basic web site production stages and requirements such as naming conventions, file organization, project development life cycle, and image optimization are also covered.
GWDA201  Audio And Video
3 credits
Prerequisite: GWDA283
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 credits
Prerequisite: GWDA111
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 & Print Production
3 credits
Prerequisite: GWDA111
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.

GWDA204  Introduction to Writing for Interactive Media
3 credits
Prerequisite: None
This course covers the process of copywriting for interactive media. Students explore the role of the writer as an individual or as a member of the creative team.

GWDA207  Design History
3 credits
Prerequisite: GWDA111
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 students study a variety of major design influences. The students also study how to research and utilize a wide variety of design styles.

GWDA209  Portfolio I
3 credits
Prerequisite: GWDA273
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.
GWDA212  Typography – Expressive & Experimental  
3 credits  
Prerequisite: GWDA122  
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 & Interaction  
3 credits  
Prerequisite: FND135  
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 credits  
Prerequisite: GWDA111  
This 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.

GWDA232  Form & Space  
3 credits  
Prerequisite: FND105  
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.

GWDA242  Graphic Symbolism  
3 credits  
Prerequisite: GWDA133  
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 credits  
Prerequisite: GWDA273  
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 credits
Prerequisite: GWDA222
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 for Interaction
3 credits
Prerequisite: GWDA283
Students combine experience design concepts with advanced programming solutions. Emphasis placed on learning object-oriented approaches to developing dynamic/reusable rich media modules combined with data applications.

GWDA262  Package Design
3 credits
Prerequisite: GWDA203
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 credits
Prerequisite: GWDA243
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 Id
3 credits
Prerequisite: GWDA222
Students will investigate the use of corporate design and identity for branding. Further exploration of corporate id as a branding tool in advertising, marketing and social media will be employed. Comprehensive corporate identity systems, as well as, additional business collateral and a Graphic Standards Manual will be developed.

GWDA273  Intermediate Web Design
3 credits
Prerequisite: GWDA133
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.
GWDA282  Collateral Design  
3 credits  
Prerequisite: GWDA252  
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 multipresentation techniques and media formats are emphasized.

GWDA283  Advanced Web Design  
3 credits  
Prerequisite: GWDA273  
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.

GWDA302  Information Design  
3 credits  
Prerequisite: GWDA222  
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 credits  
Prerequisite: GWDA273  
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 credits  
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.

GWDA308  Business Of Graphic Design  
3 credits  
Prerequisite: None  
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, and is designed to prepare students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed.
GWDA313  Emerging Technologies  
3 credits  
Prerequisite: GWDA213  
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.

GWDA317  Interactive Communication Planning & Research  
3 credits  
Prerequisite: GWDA204  
This course covers real-world pre-production methods and research for interactive media. Emphasis is on content research, assessing client needs, pre-production assets, and planning of advanced interactive communication publications.

GWDA318  Interactive Industry & Business Operations  
3 credits  
Prerequisite: GWDA101  
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, and is designed to prepare students as they transition into an interactive media and design profession.

GWDA 323  Design Team Pre-Production  
3 credits  
Prerequisite: GWDA209  
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.

GWDA372  Content Management Systems  
3 credits  
Prerequisite: GWDA243  
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.

GWDA382  Design For Mobile Devices  
3 credits  
Prerequisite: GWDA202  
Students will work in class with mobile devices to learn needs, restrictions of designing for mobile devices as well as test student-designed interfaces.

GWDA406  Internship  
3 credits  
Prerequisite: Program Chair Permission  
Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will compete 100 internship hours during their field experience.
GWDA407 Interactive Communication Usability & Prototyping  
3 credits  
Prerequisite: GWDA317  
Students design, prototype, and analyze effectiveness and usability of interactive projects.

GWDA409 Graphic Design Capstone  
3 credits  
Prerequisite: GWDA252  
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 credits  
Prerequisite: GWDA323  
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 Portfolio II  
3 credits  
Prerequisite: GWDA413  
This course aims to prepare students to seek 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.

GWDA453 Interactive Communication Development & Delivery  
3 credits  
Prerequisite: GWDA407  
Students individually develop, market, and present an advanced interactive digital publication.

GWDA ELEC100 Graphic & Web Design Elective I  
GWDA ELEC200 Graphic & Web Design Elective II  
GWDA ELEC300 Graphic & Web Design Elective III  
GWDA ELEC400 Graphic & Web Design Elective IV  
GWDA ELEC500 Graphic & Web Design Elective V  
3 credits each  
Prerequisite: Program Chair Permission  
Electives give Graphic & Web Design BA students the opportunity to study other disciplines of design and media offered from the current Art Institute of Colorado catalog. Students can choose from courses that are not already part of their current degree and for which they meet the prerequisite requirement. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.
HM2300  Introduction to the Hospitality Industry  
3 credits  
Prerequisite: None  
This course represents an introduction to the organization and structure of hotel, restaurants, and clubs. Students will also be introduced to the importance of industry contacts, resume writing, time management, and will perform a hospitality occupational interview. The student will receive an overview pertaining to forces that shape the hospitality industry, tourism, destinations, and how they interact with the hospitality industry, related businesses that serve the traveler, how services affect the industry, managing and working in the international market, and what the future holds for the industry.

HM3320  Club Operations Management  
3 credits  
Prerequisite: None  
This course is designed to give students the basic understanding of the organization and management of various types of private clubs including city, county, and other recreational and social clubs. It will provide students with the unique sensitivities required in managing and operating the increasingly lucrative club management market.

HM3360  Hospitality Law  
3 credits  
Prerequisite: CU1350  
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.

HM4305  Sales & Public Relations  
3 credits  
Prerequisite: 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 of the actual personal 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 a hospitality operation.

INTA101  Architectural Drafting  
3 credits  
Prerequisite: None  
This course is an introduction to the basic drafting techniques, terminology, and symbols used on drawings, including use of drafting equipment, lettering, plan and elevation construction with an emphasis on proper line weight, quality, and scale.

INTA102  Introduction to Interior Design  
3 credits  
Prerequisite: None  
Students are introduced to the responsibilities of today's interior design professional. Assignments require the application of the elements and principles of design for interior spaces to create aesthetic solutions. Basic lessons in ergonomics, space planning, and human factors introduce the skills used to make functional and purposeful design decisions.
INTA103    CAD I
3 credits
Prerequisite: INTA101
This course is an introduction to the principles and operation of computer-aided drafting to produce floor plans, elevations and other components of construction drawings.

INTA105    Sketching & Ideation
3 credits
Prerequisite: FND120
Students visually conceptualize design solutions through rapid sketching in this course.

INTA107    History of Architecture, Interiors, & Furniture I
3 credits
Prerequisite: None
This course covers the evolution of architecture, interiors, furniture, and design from the ancient world to the mid 19th Century. The cultural, political, social, and/or economic conditions of the times are included.

INTA111    Space Planning
3 credits
Prerequisite: None
This course begins the design series by introducing the interior design process including programming, schematics, design development, space planning and alternate design solutions.

INTA112    Design Basics 3D
3 credits
Prerequisite: INTA101
This course explores the basic elements and principles of three-dimensional design. Students will use traditional and/or digital tools to help them visualize their designs volumetrically and apply 3D design elements to the spatial envelope.

INTA122    Textiles
3 credits
Prerequisite: None
This course explores the nature of man-made and natural materials used to produce textiles for use in interior design. Content includes discussion of fibers, yarn, fabrics, finishes, design methods, construction and proper application of these materials from technical, environmental, and aesthetic approaches.

INTA201    Materials & Specifications
3 credits
Prerequisite: INTA122
This course explores materials and finishes utilized in interior applications through lecture, demonstrations, and/or field trips. Various methods of specification and estimation are covered. Students research and assess performance criteria including aesthetics, function, and environmental factors.
INTA202 Presentation Techniques  
3 credits  
Prerequisite: INTA103
This course explores alternate methods of creating and producing interior design presentations. Combining a variety of software, reproduction methods and digital rendering techniques, students explore ways to manipulate images into a cohesive graphic presentation.

INTA203 CAD II  
3 credits  
Prerequisite: INTA103
Students will enhance their CAD skills while increasing their speed and problem solving capabilities. Students will gain proficiency in computer-assisted drafting through progressively complex applications.

INTA207 History of Architecture, Interiors & Furniture II  
3 credits  
Prerequisite: None
This course covers the development of architecture, interiors, furniture and design from the Industrial Revolution to the present. The cultural, political, social and/or economic conditions of the times are included. Assignments provide opportunities to recognize how the styles of the past continue to influence design today.

INTA211 Codes & Regulations  
3 credits  
Prerequisite: None
This course studies the principles, policies and practices required by regulatory bodies and jurisdictions having authority over interior construction building, fire codes and ADA regulations as they apply to interior design projects.

INTA212 Residential Design I  
3 credits  
Prerequisite: INTA111
This course explores the design of residential interiors as a problem solving process, with applications to a variety of residential interiors. Areas of study include concept development, human factors, programming and space planning, color, furniture and finish selection as well as concepts of universal design and sustainability.

INTA222 Human Factors  
3 credits  
Prerequisite: None
This course covers the principles and considerations related to human factors, universal design, anthropometrics, ergonomics, and the psychological response of users to interior spaces.

INTA232 Lighting Design  
3 credits  
Prerequisite: INTA111
This course covers a comprehensive study of the various natural and artificial lighting techniques as they apply to interior environments.
INTA242  Commercial Design I 
3 credits  
Prerequisite: INTA111  
This course is the design and presentation of a commercial project with emphasis on the workplace environment.

INTA252  Interior Detailing 
3 credits  
Prerequisite: INTA203  
In this course students study the materials and fabrication techniques involved in the design and construction of interior details.

INTA262  Construction Documents I 
3 credits  
Prerequisite: INTA203  
This course introduces students to the contract document process for interior spaces.

INTA302  Residential Design II 
3 credits  
Prerequisite: INTA212  
This course is the design and presentation of a complex residential project with an emphasis on historic precedent.

INTA303  BIM, Building Information Modeling, 
3 credits  
Prerequisite: INTA202  
This course introduces students to 3D modeling software as a communication tool. Students produce design solutions volumetrically as part of the design process.

INTA306  Professional Practice 
3 credits  
Prerequisite: Program Chair Permission  
This course presents the principles governing the business, legal, and contractual aspects of the interior design profession.

INTA312  Global Design 
3 credits  
Prerequisite: INTA111  
This course covers the research and application of global design and the study of different cultures as they relate to design issues and concerns.

INTA313  Digital Modeling II 
3 credits  
Prerequisite: INTA303  
This course compliments the skills gained in 3D modeling. Students apply camera and lighting techniques as it applies to interior environments.
INTA322    Building & Mechanical Systems  
3 credits  
Prerequisite: INTA211  
This course is the study of the materials, principles and sustainable materials, principles and sustainable concepts utilized in basic construction, building, and mechanical systems for interiors.

INTA332    Environmental & Sustainable Design  
3 credits  
Prerequisite: INTA242  
This course covers the principles and practices of sustainable and environmental design as applied to a design project.

INTA342    Commercial Design II  
3 credits  
Prerequisite: INTA242  
This course is the design and presentation of a complex commercial project with emphasis on universal and barrier free design.

INTA352    Hospitality Design  
3 credits  
Prerequisite: INTA342  
This course is the design and presentation of team-based hospitality project with emphasis on innovation and creativity.

INTA402    Senior Studio I  
3 credits  
Prerequisite: Program Chair Permission  
Emphasis is on real-world needs that could be better met through more responsible interior design and architecture. Content includes problem identification, analysis of user needs, observation and information gathering. Ultimately a design program and schematic solution are prepared that will be further developed into a complete design solution in Senior Studio II for an interior environment that will better support the psychological and physiological health, safety and welfare of the public.

INTA406    Internship  
3 credits  
Prerequisite: Program Chair Permission  
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. 100 internship hours.

INTA412    Institutional Design  
3 credits  
Prerequisite: INTA342  
This course is the design and presentation of an Institutional Project with emphasis on anthropometrics, human factors, and human behavior.
INTA409  Portfolio  
3 credits  
*Prerequisite: Program Chair Permission*
This course aims to prepare students to seek entry level employment within the industry by assisting them with the development and presentation of an interior 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 related resources and standards, portfolio development and presentation strategies.

INTA422  Senior Studio II  
3 credits  
*Prerequisite: INTA262*
In this culminating studio course, students continue the development of a viable solution for the project indicated initiated in Senior Studio I. Skills from the entire program are leveraged into a final portfolio project motivated by environmentally sound, cost-effective and responsible design practices.

INTA432  Construction Documents II  
3 credits  
*Prerequisite: INTA262*
This course expands upon the concepts examined in Construction Documents I. Students produce an advanced set of design drawings to support their senior studio.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>INTA ELEC100</td>
<td>Design Studio Elective 1</td>
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<tr>
<td>INTA ELEC400</td>
<td>Design Studio Elective 4</td>
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3 credits  
*Prerequisite: Program Chair Permission*
Electives give Interior Design students the opportunity to take advanced classes as well as study other disciplines of design and related courses offered in the current Art Institute of Colorado catalog. Students can choose from courses that are not already part of their current degree and for which they meet the prerequisite requirement. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

MAAA101  Language of Animation & Film  
3 credits  
*Prerequisite: None*
Students explore fundamentals of animation through a historical survey. This course will consider trends and genres of animated film in a variety of media.

MAAA102  Life Drawing & Gesture  
3 credits  
*Prerequisite: FND110*
In this introductory course on drawing the human figure, students will continue developing their drawing skills. Course will focus on an interpretation of the human body, based on major masses organized by gestural line. Line of action, gesture, motion, measurement, and foreshortening will be covered in this course.
MAAA111 Animation Principles  
3 credits  
Prerequisite: MAAA102  
Students will explore and implement the principles of animation through projects that emphasize analyzing real-world movement, adapting that movement for the animation medium, and creating the illusion of life.

MAAA112 Short Format Storytelling  
3 credits  
Prerequisite: None  
This course introduces students to short format storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard.

MAAA122 Drawing & Anatomy  
3 credits  
Prerequisite: MAAA102  
Students will continue to develop drawing skills and will focus on basic anatomical structures of human and animal forms.

MAAA202 Character & Object Design  
3 credits  
Prerequisite: MAAA102  
This course focuses on designing and drawing characters or objects for animation using line to accurately delineate the form. Attention is given to appropriate proportion and form for an animated character or object. Characters and objects are created using various media.

MAAA203 Audio & Editing Techniques  
3 credits  
Prerequisite: MAAA112  
In this course, students use the features and functions of video editing and audio systems while employing the language of film. Students also explore various media available for video input and output. Students will learn to capture sound, apply it for audio enhancement, and learn how to produce appropriate audio effects and transitions.

MAAA204 Acting & Movement for Animators  
3 credits  
Prerequisite: MAAA111  
The introduction of acting as a tool of research through studies of animated movement. Characters' personality, expression, motivation, body language, and posture will be studied through classroom exercises in a variety of media.

MAAA212 2D Animation  
3 credits  
Prerequisite: MAAA111  
Students will apply animation principles to produce a sequence. Emphasis will be placed on timing and performance. Use of various image acquisition techniques, pencil tests, inking, and other 2D animation skills will be explored.
MAAA213 3D Modeling
3 credits
Prerequisite: FND135
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.

MAAA222 Storyboarding & Animatics
3 credits
Prerequisite: MAAA203 or Program Chair Permission
This course focuses on applying industry-standard storyboarding techniques for animation. Topics to be covered include the various purposes, formats, terminology, and concepts used in the creation of storyboards and animatics with audio.

MAAA223 Hard Surface and Organic Modeling
3 credits
Prerequisite: MAAA213
This course covers modeling techniques used for building organic and hard surface objects and environments. Students will utilize industry standard techniques to produce 3D objects.

MAAA232 3D Animation
3 credits
Prerequisite: MAAA213
Students are introduced to basic 3D animation techniques. Topics to be covered include hierarchical linking, keyframing, function curves, animated modifiers, basic morphing, animated cameras, and an introduction to character animation.

MAAA233 Motion Graphics
3 credits
Prerequisite: FND135
This course is an introduction to timeline based compositing for both creative and technical processes.

MAAA242 Character Modeling
3 credits
Prerequisite: MAAA223
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.

MAAA243 Material & Lighting
3 credits
Prerequisite: MAAA223 or Program Chair Permission
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.
MAAA252  Background Design & Layout  
3 credits  
Prerequisite: FND135  
This course focuses on the fundamentals of background layout with an emphasis on perspective, composition, design basics, staging, mood, texture and lighting. Students will utilize foreground, mid-ground, and background design elements.

MAAA302  3D Character Animation  
3 credits  
Prerequisite: MAAA242  
This 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.

MAAA303  3D Character Rigging  
3 credits  
Prerequisite: MAAA223  
This course is an introduction to the fundamentals of character setup. The character rig will be tested by animation assignments. During the course each student will create, set up and test a character model.

MAAA309  Portfolio Pre-Production  
3 credits  
Prerequisite: Program Chair Permission  
This course is designed to 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.

MAAA312  Animation Studio  
3 credits  
Prerequisite: MAAA302  
Students will use advanced animation techniques to create, design, produce and edit a fully realized concept.

MAAA313  Advanced Lighting & Texture  
3 credits  
Prerequisite: MAAA243  
In this class students will continue their exploration of and expand on their knowledge of materials, textures, lighting and rendering strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real world surfaces and textures.

MAAA323  Emerging Technology for Animation  
3 credits  
Prerequisite: MAAA232  
This course examines delivery methods of animation for various platforms. Students explore the capabilities and limitations of delivery systems and distribution methods, Assets will be generated and delivered based on given technical requirements for mobile and other platforms.
MAAA333  Dynamics & Simulation  
3 credits  
Prerequisite: MAAA232  
This course takes students through the process of making visual effects through the creation and control of dynamic simulations. Students will emulate properties of real world phenomena.

MAAA343  Pre-Production Team  
3 credits  
Prerequisite: Program Chair Permission  
This course will expose students to the pre-production processes used in animation and related industries. The primary components of the course will be a thorough review of all pre-production activities and project management. Students will participate in production teams and will focus on planning of all aspects of an animation production.

MAAA353  Technical Visualization  
3 credits  
Prerequisite: MAAA223  
In this course students will create detailed visualizations of engineered objects and spaces. Students also learn to illustrate physical effects of lighting, textures, and movement for animation and visualizations.

MAAA363  Advanced Illustration for Production  
3 credits  
Prerequisite: FND135  
Students will refine their illustration techniques through an advanced study of illustration media while solving design problems related to a variety of print and online venues. Personal style will be emphasized while students create an illustration portfolio using appropriate rendering techniques as well as typography. Deadlines and professional presentation will be stressed throughout the course.

MAAA402  Special Topics  
3 credits  
Prerequisite: MAAA309  
This course addresses emerging technologies and techniques in the field of Media Arts. The course will also provide an intense examination of issues relevant to the Media Arts industry in a specific geographic region or sector of the Media Arts industry (Animation, Rigging, 3D Modeling, etc.)

MAAA403  Production Team  
3 credits  
Prerequisite: MAAA343  
In this course students will work in a studio environment and will focus on the production and post-production of an animated short.

MAAA406  Internship  
3 credits  
Prerequisite: Program Chair Permission  
Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will compete 100 internship hours during their field experience. **100 internship hours.**
MAAA409  Portfolio Production  
3 credits  
Prerequisite: MAAA309  
This course prepares students to seek entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas such as conceptual thinking, 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.

MAAA419  Portfolio Presentation  
3 credits  
Prerequisite: MAAA409  
In this class students complete the portfolio process. Students assemble portfolios, web sites, resumes, marketing and self-promotion materials into a comprehensive presentation. Students participate in a thesis exhibition.

MD4324  Portfolio for Web Design & Interactive Media  
3 credits  
Prerequisite: MD4315 or Program Chair Permission  
Students complete and organize their portfolio for presentation, focusing on works that reflect and enhance their individual strengths as a designer. This course enables students to define and pursue their career paths. The focus of this course is the completion of portfolios so that students can begin their career search. Students begin the course with work for the portfolio, determine the quality of the work, and improve it where necessary. Also, students create a professional resume.

PHOA101  Principles of Photography  
3 credits  
Prerequisite: None  
Students will identify basic photographic tools and their intended purposes, including the proper use of aperture, shutter speed, ISO, focal length, and light metering. Students will analyze photographs and produce their own visually compelling images by employing professional photographic techniques and digital workflow.

PHOA102  Introduction to Photography Applications  
3 credits  
Prerequisite: None  
Introduces the student to an overview of vector, raster and time-based software tools used in the digital media industry. It sets expectations for future classes regarding standards for files, their construction and delivery within the classroom and professional studio.

PHOA103  Digital Image Management  
3 credits  
Prerequisite: None  
Introduces digital photographic workflow and asset management. Students become acquainted with the terms, concepts and processes of photographic editing. Areas of instruction include image acquisition, management, global and local adjustments and modes for output.
PHOA105  Photojournalism  
3 credits  
Prerequisite: None  
Addresses the photography as a narrative or illustrative medium used in support of the text content of publications. Students are shown examples of photojournalism and will be required to produce their own renditions.

PHOA112  Photographic Design  
3 credits  
Prerequisite: PHOA101  
Students 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.

PHOA113  Lighting  
3 credits  
Prerequisite: PHOA101  
Students will be introduced to the basic concepts and principles of lighting for photography. Fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image.

PHOA115  History Of Photography I  
3 credits  
Prerequisite: GS1403  
The history of photography through the discussion of recognized photographers and their influences on society and provides a framework for critically considering photographs through describing, interpreting, evaluating and theorizing. Students are expected to write papers and review exhibitions.

PHOA122  View Camera Theory  
3 credits  
Prerequisite: PHOA113  
Students will learn the operational principles, concepts and theories related to the view camera. In this course, students will explore the technical and visual context for view camera related equipment, consider the potential within their own work and examine the history of images produced with the view camera or associated tools.

PHOA123  Color Management & Printing  
3 credits  
Prerequisite: FND135  
Students learn and apply the techniques of digital color management including building and applying color profiles. The course covers the calibration of devices to produce consistent, predictable color. Students will refine printing skills and theory to create a benchmark for quality digital output. Students will develop proficiencies in file preparation, resolution selection, print-profiling, paper selection and soft-proofing techniques.

PHOA202  Studio Photography  
3 credits  
Prerequisite: PHOA122, or Program Chair Permission  
Students will develop the ability to solve visual communication problems through assignments designed to challenge their skills in lighting, camera operation, and commercial applications. All aspects of studio photography are discussed from lenses to lighting and people to products. This course emphasizes in-camera image production and problem solving.
PHOA203  Photographic Post-Production  
3 credits  
Prerequisite: FND135  
Students research, develop concepts, and execute digital montage methods to produce creative and surrealistic imagery not possible in the camera moment. Students will apply channels, masks, blending modes, vector tools, selections, filters and layers to photographs. In addition the course will cover post-production techniques, including retouching and compositing.

PHOA205  Advertising/Art Direction  
3 credits  
Prerequisite: PHOA223  
Students will learn photographic techniques directed toward contemporary advertising. In this production-driven class students will explore various client scenarios to produce studio and on-location images.

PHOA208  Business Of Photography  
3 credits  
Prerequisite: None  
An overview of current trends and an assessment of the skills and materials necessary for a student to comprehend small business operations and/or make themselves a productive member of a commercially viable team.

PHOA209  Portfolio I  
3 credits  
Prerequisite: Program Chair Permission  
This course is designed to prepare students for the transition to the professional world. This course can 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.

PHOA212  Editorial Photography  
3 credits  
Prerequisite: PHOA223  
Editorial photography is an exploration of the non-fiction narrative delivered through a variety of media. The class is devoted to subject research and creative photography. Emphasis is placed on storytelling, the production process and contemporary media output methods.

PHOA213  Time-Based Media I  
3 credits  
Prerequisite: PHOA102  
Introduces students to the technical components integral to time-based media and its relationship to photography. Students expand their knowledge of capturing, downloading, editing, and outputting digital audio and image files using time-based media software.

PHOA218  Marketing For Photographers  
3 credits  
Prerequisite: PHOA208  
Explores professional development tools, including résumés, cover letters, networking, and interviewing. Students apply the techniques used to research and identify efficient ways of selling work through agents and examine how to create a successful self-promotion campaign. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals.
PHOA222 Web Design for Non-Majors
3 credits
Prerequisite: PHOA102
Introduces some of the techniques, tools, software applications, and technologies associated with web development and interactive design for web. Students learn how to build a basic website using current HTML standards while incorporating an object-oriented programming language, various multimedia, or other interactive solutions.

PHOA223 Advanced Lighting
3 credits
Prerequisite: PHOA202
Synthesizes previously introduced lighting skills for products and people in both the studio and on location. Emphasis is placed on the creative application of lighting technique and style.

PHOA232 Portraiture
3 credits
Prerequisite: PHOA202
Students learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Emphasis is placed on creating the visual narrative through the effective use of portraiture techniques.

PHOA233 Advanced Photographic Post-Production
3 credits
Prerequisite: PHOA203
Students continue to develop and refine concepts to create images using advanced digital montage methods. Through planning and research students will apply advanced compositing techniques in order to create a series of digital illustrations exemplary of contemporary creative photography.

PHOA302 Location Photography
3 credits
Prerequisite: PHOA223
Explores the special needs of location photography. The tools and logistics of shooting on location are covered. Students develop photographic problem solving skills.

PHOA303 Time-Based Media II
3 credits
Prerequisite: PHOA213
Focuses on conceptual development, visual communication and storytelling through the use of time-based media.

PHOA305 History Of Photography II
3 credits
Prerequisite: PHOA115
Students examine emerging photographic styles and perspectives of a newer generation of photographers reacting to the cultural revolution of the 60’s and 70’s; the eruption in the 80’s of Post-Modernism and Critical Theory; and the digital revolution of the 90’s. Students will further examine contemporary issues focusing on the theoretical swing from Post-Modernism back to Modernist practices; and lastly a look at the popular trend of using alternative processes from the nineteenth century.
PHOA307  Photographic Essay  
3 credits  
Prerequisite: PHOA303  
Emphasis is placed on digital technologies and sound and video for inclusion into a multimedia package. Students will look at the importance of content and composition in their photography and multimedia projects and how it plays into the structure of a successful story.

PHOA308  Marketing For Photographers  
3 credits  
Prerequisite: PHOA308  
Explores professional development tools, including résumés, cover letters, networking, and interviewing. Students apply the techniques used to research and identify efficient ways of selling work through agents and examine how to create a successful self-promotion campaign. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals.

PHOA309  Portfolio II  
3 credits  
Prerequisite: PHOA209  
This course aims to prepare students to seek entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work.

PHOA312  Applied Portraiture  
3 credits  
Prerequisite: PHOA232  
Students will learn a variety of advanced portrait techniques including an examination of the professional production process. Marketing and business aspects are also discussed.

PHOA315  Creative Concepts  
3 credits  
Prerequisite: PHOA209  
Explores 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.

PHOA317  Photography Criticism  
3 credits  
Prerequisite: PHOA305  
Offers an in depth study into 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.
PHOA332  Special Topics I  
3 credits  
Prerequisite: PHOA209  
This course addresses emerging technologies and techniques in the field of Digital Photography. The course will also provide an intense examination of issues relevant to the Photography industry in a specific geographic region or sector of the Photography industry.

PHOA406  Internship  
3 credits  
Prerequisite: Program Chair Permission  
Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will compete 100 internship hours during their field experience. **100 internship hours.**

PHOA408  Photography Marketing & Portfolio Package  
3 credits  
Prerequisite: PHOA409  
Students will finalize a complete self-promotional and marketing package incorporating the knowledge acquired during the program. The developed materials will target a specific market in alignment with their career goals.

PHOA409  E-Portfolio  
3 credits  
Prerequisite: PHOA309  
Students will learn the basic tools for placing their photographs on the Internet and for archiving their portfolio on CD. Students will acquire the skills needed to develop, design and produce basic web pages.

PHOA412  Special Topics II  
3 credits  
Prerequisite: PHOA309  
This course addresses emerging technologies and advanced techniques in the field of Digital Photography. The course will also provide an intense examination of issues relevant to the Photography industry in a specific geographic region or sector of the Photography industry.

PHOA ELEC100  Digital Photography Elective I  
PHOA ELEC200  Digital Photography Elective II  
PHOA ELEC300  Digital Photography Elective III  
PHOA ELEC400  Digital Photography Elective IV  
PHOA ELEC500  Digital Photography Elective V  
PHOA ELEC600  Digital Photography Elective VI  
3 credits each  
Prerequisite: Program Chair Permission  
Electives give **Digital Photography BA** students the opportunity to study other disciplines of design and media offered from the current Art Institute of Colorado catalog. Students can choose from courses that are not already part of their current degree and for which they meet the prerequisite requirement. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.
RS2315  Special Topics
3 credits
Prerequisite: Program Chair Permission
Topics are addressed as they arise, based on important artistic or technological trends and developments in the animation and visual effects industry.

RS2317 Introduction To Revit
3 credits
Prerequisite: INTA203
This course introduces students to the concepts of parametric building information modeling (BIM) and Revit Architecture. Using Revit, students will explore the advantages and uses of parametric modeling in the development and documentation of interior design concepts and ideas. Students will advance their ability to work with BIM and Revit by taking a project from preliminary design through the completion of a preliminary set of construction documents.

RS2322 Organizational Behavior
3 credits
Prerequisite: 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.

RS2324 Business Communications
3 credits
Prerequisite: GS1403
This course focuses on written and oral communication skills used in a business environment. Written projects emphasize language, style and tone in developing letters, reports, memos, proposals, presentations, and e-mail communications. Students identify the requirements for different types of business communication and prepare oral presentations and written materials to communicate clearly and effectively to a variety of business and consumer audiences.

RS2366 Contracts, Negotiations and Copyrights
3 credits
Prerequisite: None
This course explores the current laws concerning contracts and copyright. In addition, students are introduced to the negotiation of successful business agreements.

RS2368 Advanced Image Manipulation
3 credits
Prerequisite: FND135
This class builds upon the Digital Image Manipulation course to integrate raster and vector graphics with concerns for varied formats, including Web and print graphics. Students create focused visual statements and gain an understanding of the differences in Web and print graphics.

RS2399  Motion Graphics II
3 credits
Prerequisite: MAAA233
Students explore the disciplines used in completing a digital film or video project, using composition software. The course reinforces composition, concepts, techniques and vocabulary from previous courses, and introduces more sophisticated tools and techniques. Technical skills include advanced compositing techniques, typography, animation, and design.
RS3309  Motion Graphics III
3 credits
Prerequisite: RS2399
This course covers more advanced compositing procedures that reinforce compositing concepts, techniques, and vocabulary covered in previous courses. The course focuses mainly on group projects. Each student has an important role in producing a group project involving animation, live-action video, editing, and compositing for a final portfolio project.

RS3346  Color Correction & Keying
3 credits
Prerequisite: MAAA233
The disciplines used in creating and compositing video shot on a blue or green screen are covered in this course. More sophisticated methods are introduced for color correcting and adjusting video to produce seamless composites. The course reinforces compositing concepts, techniques, and vocabulary that students have learned in previous courses. Each student produces a final edited project, using these skills. Topics include various methods of keying, matte extraction, garbage-matting, track mattes, traveling mattes, RGB color space, and color correction.

RS4335  Dynamics & Simulation
3 credits
Prerequisite: MAAA243
This course introduces dynamics and particle system, three-dimensional environments. Various particle and simulation generators, along with rigid and soft-body dynamics, are examined.

RS4345  Leadership And Teambuilding
3 credits
Prerequisite: RS2322
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.

RS4385  Externship
3 credits
Prerequisite: Program Chair Permission
Through a field internship experiences, 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 business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will compete 100 internship hours during their field experience.
EDUCATIONAL OPTIONS

Online Classes
The Art Institute of Colorado offers selected online courses through a consortium agreement with The Art Institute of Pittsburgh – Online Division. Online classes are 5½ weeks in duration. Students can work on their courses at any time within a 24-hour period and will be required to participate in the course on four out of seven days in the class week. Student participation in the course is required in addition to submitting formal assignments for the course. Log-ins are monitored.

An online course has the same course and exit competencies as the on-ground version of the same course. Online courses are designed to take advantage of technology, making the learning environment more efficient and maximizing relevance to the student’s prior learning and experience. As in traditional on-site 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. The Art Institute of Colorado reviews all course descriptions, course outcomes, and course syllabi for online courses to determine the educational integrity and equivalency of these courses to the related or equivalent courses that are offered on-ground at The Art Institute of Colorado.

The Art Institute of Colorado charges the same tuition for online courses as it charges for on-site courses.

Prerequisites for Participation in Online Courses
Students in any quarter of study at The Art Institute of Colorado are eligible to enroll in online classes. No more than 49% of the degree credits may be completed online. Portfolio preparation and portfolio courses as well as college preparatory courses cannot be taken online. Courses available online will be selected quarterly by Program Chairs and approved by the Vice President and Dean of Academic Affairs.

The assessment will also be reviewed by the Online Advocate.

Registration for Online Courses
Students can register for online courses during week seven of the quarter at The Art Institute of Colorado. Students not registered for online courses a week prior to the start of the quarter will not be able to add online courses to their schedule for the quarter. Students who are registered for online courses may use the schedule adjustment period to add or drop online courses through the sixth day of the quarter.

Online courses are offered in two consecutive 5½-week sessions. The first session begins on the first day of the quarter for on-ground courses and runs for 5½ weeks. The second sessions begin 5½ weeks from the start of the on-ground quarter. Students wishing to enroll in either or both online sessions must register during the registration period for that quarter and no later than one week prior to the start of the quarter. Registration is considered to be confirmed when a student has completed the required online academic orientation.
This online academic orientation for both sessions of the online courses will be offered prior to the start of the class. Any student not completing the orientation will be removed from the online course. This orientation is generally only required the first time a student enrolls online unless there are substantial changes to the online program. Continued enrollment in online courses is subject to prior success in online courses in which a student has enrolled. Students will also be required to log activity within the first week of class or they will be removed from the online course.

**International Sponsored 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.

**Mid-Session Classes**

Mid-session courses are offered for 5½ weeks, starting during week six of the academic quarter. These select offerings are designed for first-quarter students. Classes meet on two weekdays and Saturday. A mid-session orientation program is often held the day before class to acquaint new students with the school.

All policies and procedures in The Art Institute of Colorado catalog and student handbook apply to students enrolled in mid-session classes with the following exceptions:

- Students may make schedule adjustments within four days from the start of the mid-session class. Changes to a class schedule may change financial eligibility. Students are advised to contact the Student Financial Services Department before making any schedule adjustments.
- The return of Title IV funds is calculated using the mid-session start and end dates. Please refer to the Refund Policy for further details.
THE ART INSTITUTE OF COLORADO FACULTY AND STAFF

OFFICE OF THE PRESIDENT
Allison Gus, Administrative Assistant II

ACADEMIC AFFAIRS
Dr. Benjamin A. Valdez, Vice President and Dean of Academic Affairs
D.B.A., California Southern University
Ed.S., Liberty University
M.Ed., American InterContinental University
M.B.A., American InterContinental University
B.S., Western International University

Brady Haynes, Academic Advisor
B.A., Fort Lewis College

Martha Neth, Librarian
M.L.S., M.A. Indiana University

ACADEMIC PROGRAM CHAIRS /COORDINATORS
Dr. Bennett Yohe, General Education Program Chair
Ph.D., Colorado State University
Ed.S., University of Iowa
M.A., University of Iowa
B.A., University of Iowa

Susan Ciriello, Program Chair of Culinary Arts
M.B.A., Argosy University
B.S., Boston University
A.A.S., The Culinary Institute of America

Chris Chen Mahoney, Program Chair of Design
M.Des., Illinois Institute of Technology
B.S., Tong Ji University, Shanghai, China

Jay Peteranetz, Program Chair of Media Arts
M.B.F.A., Savannah., Savannah College of Art and Design
B.F.A. Savannah College of Art and Design

Mary Ann Thornam, Program Coordinator
Interior Design
M.A., Regis University
B.S., University of Nebraska at Lincoln

Registrar/Records
Lisa Barry, Lisa A. Barry, Registrar
University of Colorado at Denver
Metropolitan State University of Denver
Education Staff
Dr. Bennett Yohe, Director of Assessment
Dr. Dr. Julianne Attmann Chair of Faculty Development Committee
Michael Reed Brady Haynes and Martha Neth, Co-Chair of Retention Committee

FINANCIAL SERVICES
Theresa Bargas, Director of Financial Services
Suzanne Morfit, Student Accountant
Susan Santos, Associate Director
Kathleen Yruegas, Financial Aid Officer
Jeniece Montano, Financial Aid Officer
Alicia Lacrue, Financial Aid Officer
Kinsey Gilbreath, Financial Aid Officer

ADMISSIONS
Josh Jones, Senior Director of Admissions
Jenna Nord, Director of Admissions
Colleen Dunn, Assistant Director of Admissions
Gabriel Medina, Assistant Director of Admissions
John Kennedy, Assistant Director of Admissions
Leona Trujillo, Assistant Director of Admissions
Jasmine Roth, Enrollment Processor
Kim Wobermin, Reception Main Building
Joe Chavez, High School Representative

STUDENT SERVICES
Daniel Snyder, Director of Student Services
Lori Havard, Residence Life Coordinator/ Programming
Natalie Kersten, Senior Career Advisor
Stacy Said, Career Advisor

HUMAN RESOURCES
Shandra Adair, Human Resource Generalist II

SUPPLY STORE
Autumn Eggelton, Supply Store Key Holder

TECHNOLOGY
James Gomez, Senior Desktop Analyst

ACADEMIC DEPARTMENTS FACULTY
Audio Production
Daniel Buckley
M.S. University of Colorado-Denver
B.S University of Colorado-Denver

Culinary Arts, Culinary Management
Jeffrey Kennedy
M.A., Argosy University
B.A., The Art Institute of Colorado
A.O.S., Culinary Institute of America
Dr. Reza “Ray” Yazdani  
*Ph.D., Colorado State University*  
*M.B.A., University of Victoria*  
*B.A., University of Victoria*  

**Fashion**  
Dr. Julianne Attmann  
*Ph.D., University of Minnesota*  
*M.A., University of Minnesota*  
*B.S., South Dakota State University*  

**Foundations**  
Gregg Harvey  
*M.F. A., University of Colorado*  
*B.F.A., Cleveland Institute of Art*  

**General Education**  
Lori Amidei  
*M.P.S., University of Denver*  
*B.S., Colorado State University*  

Don Power  
*M.A., University of Colorado at Boulder*  
*B.A., University of Colorado at Boulder*  

**Graphic & Web Design**  
Edward Popovitz  
*M.F.A., University of Dallas*  
*M.A., University of Dallas*  
*B.F.A., Ball State University*  

Michael Reed  
*M.S., Capella University*  
*M.S., Capella University*  
*B.A., The Art Institute of Colorado*  

**Media Arts & Animation, Visual Effects & Motion Graphics, Game Art & Design**  
Edward Kramer  
*M.A., University of Texas*  
*B.S., Duke University*  

Steve Pierce  
*M.F.A., Notre Dame University*  
*B.S., West Virginia University*  
*B.F.A., West Virginia University*  

**Interior Design**  
Patrick Soran  
*M.Arch, University of Colorado*  
*B. Env. Design, University of Colorado*
Digital Photography

Todd Dobbs  
*M.F.A., University of Colorado  
*B.A., Ohio State University

*The Art Institute of Colorado also employs adjunct faculty from the above fields of study, on an as needed basis.
ADMISSIONS

Congratulations on your decision to pursue an education in the creative and applied arts. These programs are very specialized and it is important to seriously consider your program of study. Students must specify one program of study when applying to attend The Art Institute of Colorado. We hope that you will visit our campus, and learn about the accomplishments of our alumni and faculty. Our admissions staff will help guide you through the application and admissions process and answer your questions.

ADMISSION COMMITTEE LITERACY REVIEW ESSAY POLICY

A student must demonstrate literacy, defined as the ability to read and write at a level that allows him or her to be successful in a college level course, with reasonable remediation allowed, in order to be accepted into The Art Institutes. The admission essay will be assessed by a faculty/academic committee (ADCOM) and scored at one of two levels: Meets standard or Does not meet standard. No student may be admitted to an Art Institute without an essay that Meets Standard. An essay may only be rewritten one time for each start, and any appeal decision by the Dean or his or her designee is final. The evaluation of writing ability is useful in determining the applicant’s compatibility with the program’s course of study and in determining the applicant’s ability to write and develop ideas according to the rules of Standard English.

I. Essay Requirements
   a. Applicants must write an essay of at least 250 words, answering the following prompts:
      
      **What are your career goals and how do you expect your education at The Art Institute of Colorado to help you attain them? In what ways will you participate and commit to your education in order to be successful?**

   b. The documents/directions to be provided to the student are in Procedures for ADCOM Literacy Review Student Handout.

   c. All prospective students must be assessed for college readiness in literacy except applicants who have attended another Art Institute and who have documentation of an accepted essay to that school in the student file.

   d. If an applicant was accepted by another Art Institute and did not attend, or if the applicant attended and failed or withdrew from all classes, the student must apply through the normal admissions process.

   e. All members of ADCOM and admissions staff will be trained on the essay and the rubric.

   f. Scoring on the rubric is as follows:
      i. **Meets Standard:** Student is considered literate and may be accepted as long as all other admission requirements are met.
      ii. **Does not meet standard:** Student does not meet the literacy standard and may not be accepted even if all other admission requirements are met.
      iii. Students will be notified of their essay results in writing by the admissions office.

II. Appeals Process (Rewrite).
   a. The student may request to rewrite the essay only one time for each start and is advised to first meet with the appropriate academic official (Dean of the Campus or his or her designee) to discuss his or her score. That official may not be a member of the Admissions Committee (ADCOM).

   b. The applicant must submit the appeal (rewrite) essay to the Admissions representative (Enrollment Processor/Admissions Office Manager) for processing prior to the start date.
c. The Essay rewrite must follow the same requirements and guidelines as indicated in section I.
d. Any decision on the results of the rewrite is to be considered final.
e. The applicant must meet ALL admissions requirements for full acceptance to the school.

ADMISSIONS REQUIREMENTS
A prospective student seeking admission to The Art Institute of Colorado must be a high school graduate or hold a General Educational Development (GED®) Certificate or HiSET test. Individuals with portfolios or previous education are evaluated during the admissions process for potential advanced placement. All applicants who have graduated with an associate’s degree or higher (or its equivalent, if earned at an institution located outside of the United States) can provide official college transcripts to The Art Institute of Colorado, which will be evaluated to determine transcript equivalency to a U.S. high school degree. To begin the admissions process, please complete all the materials as outlined below. All applicants are evaluated by an Admissions Committee and may request additional information or require the applicant to meet with the Academic Director in the chosen program of study in order to make an accurate assessment.

The Art Institute of Colorado requires a minimum high school GPA of 2.0 for admission to the college. Prospective students whose high school GPA falls between 1.5 and 1.99 must demonstrate to the admissions committee that they are dedicated to improving their academic performance through a combination of the essay, transcripts, and placement tests.

Students whose high school GPA falls below 1.49 will not be considered for admission, with the exception of those individuals who have attended another college for a significant period of time, earned a minimum of 30 credits or with an approved appeal from the Admissions committee.

The following materials are required to complete your application:

- **A fully completed and signed application for admission.** An application can be found by contacting your Admissions Representative at The Art Institute of Colorado or you can complete our online application at the following link www.artinstitutes.edu/denver.

- **A fully completed and signed enrollment agreement,** by completing our online agreement: [http://content.artinstitutes.edu/assets/documents/denver/diploma-enrollment-agreement.pdf](http://content.artinstitutes.edu/assets/documents/denver/diploma-enrollment-agreement.pdf)

- **Official high school transcripts, GED, or HiSET test.** These should be sent directly to the Admissions Office from each issuing institution. If a student has obtained either an Associate’s or Bachelor’s degree from an accredited U.S. institution, an official transcript from the institution attended can substitute for the official high school, GED transcript, or HiSET test. Request your transcripts at the time of or prior to submitting your application. They will be held on file if they arrive before your application form. Students must have completed or anticipate completing high school, a General Equivalency Diploma (GED), or a HiSET test prior to their enrollment.

  *GED® is a registered mark of American Council on Education.

- **Accuplacer Test.** The Art Institute of Colorado uses the Accuplacer Test for incoming students to evaluate their preparedness to undertake college-level coursework in English and/or mathematics or official SAT or ACT scores for students currently enrolled in high school. These should be sent directly to the Admissions office from the applicable testing agency.

  *Students who submit acceptable ACT or SAT scores, or have earned an associate’s degree or higher from an accredited school, are waived from taking the Accuplacer Test.*
ADMISSIONS REQUIREMENTS FOR AUDIO PRODUCTION

Overview:

The Art Institute of Colorado has an admission requirement that a student who is accepted into Audio Production must have earned a high-school grade-point-average of at least 2.5 in order to enter the program. However, for students who do not meet the 2.5 HSGPA requirement, an additional level of consideration is needed to address whether they may, in fact, be qualified for entry into the Audio program. Note that the following procedures apply only to those who do not meet the normal 2.5 HSGPA requirement.

Addition to Audio Production Requirement:

For Audio, math ability is the key component needed by an applicant, as well as a clear “fit” between the applicant’s goals and the school’s Audio outcomes. For that reason, the following steps can be taken when the applicant does not meet the HSGPA requirement:

1. An interview with the Academic Director or Coordinator of the Audio Production Program to ascertain the student’s goals in the program and estimate the student’s likelihood of success.
2. An assessment of the applicant’s math ability through:
   a. A review of the student’s transcripts to see the quality of math courses taken, and the student’s performance; or
   b. A review of placement test results in the math area; or
   c. A review of standardized test math scores, e.g. SAT or ACT

Note that this will be a holistic process using the results of the interview and math assessment so that the Academic Director or Coordinator can make a final decision regarding the student’s suitability for the program.

ADMISSIONS REQUIREMENTS FOR GAME ART & DESIGN

Overview:

The Art Institute of Colorado has an admission requirement that a student who is accepted into Game Art & Design must have earned a high-school grade-point-average of at least 2.5 in order to enter the program. However, for students who do not meet the 2.5 HSGPA requirement, an additional level of consideration is needed to address whether they may, in fact, be qualified for entry into the Audio program. Note that the following procedures apply only to those who do not meet the normal 2.5 HSGPA requirement.

Addition to Game Art & Design Requirement:

For GAD, the strong feeling among the directors was that drawing ability was a key component needed by an applicant, along with ability in math. For that reason, the following steps can be taken when the applicant does not meet the HSGPA requirement:

1. Look more closely at the portfolio to ascertain drawing ability. The feeling among the directors is that, while the portfolio is a requirement, it is often not scrutinized carefully enough. A good portfolio could result in a decision to admit a student whose high-school academic performance was substandard.
2. An assessment of the applicant’s math ability through:
   a. A review of the student’s transcripts to see the quality of math courses taken, and the student’s performance; or
   b. A review of placement test results in the math area; or
c. A review of standardized test math scores, e.g. SAT or ACT

3. As needed, an interview with the applicant by the Academic Director or his/her designee(s) to ascertain the applicant's ability to be successful.

Note that this will be a holistic process using the results of the interview and math assessment so that the Academic Director can make a final decision regarding the student's suitability for the program.

**The Art Institute High School Graduation Validation Policy**

An applicant must be a high school graduate, possess a recognized high school equivalency (GED - General Education Diploma or HiSET test) or have an associate's degree (of at least two full academic years) that fully transfers to a bachelor's or higher degree from a recognized accredited institution. Students can meet the High School graduation requirement by submitting an official academic transcript that shows at a minimum a completed two-year program that is acceptable for full credit toward a bachelor’s degree at the school from which the two-year degree was earned.

Applicants to a graduate program may present a bachelor's degree as a form of proof of graduation from high school. Accreditation requirements must adhere to DCEH’s list of acceptable accreditation.

A student who is home-schooled must be able to present a high school credential evidencing that he or she completed secondary education or complies with applicable State requirements for home-schooling in the State in which the student resided during home-schooling.

The military document DD214 is NOT an acceptable means of proving high school/GED completion/HiSET test. There are specific types of diplomas that are not acceptable at The Art Institute locations (See Definitions):

- Certificate of Performance
- Certificate of Completion
- Certificate of Attendance
- Certificate of Achievement
- Modified Diploma
- Fast Track Online Degree
- Special Education Diploma.

A stand alone "Certificate of Completion" does not suffice for admission to The Art Institutes.

Should you receive a transcript with one of these types of diplomas, you must:

1. Immediately notify the ADA and S/DOA regarding this issue. The ADA/S/DOA will notify the applicant.

2. The application paperwork may NOT be submitted to Admissions Committee for review. Either the applicant must receive a regular (Traditional) diploma or take the GED or HiSET with passing test scores. If this is not an option, the application will need to be academically rejected after notification.

Students who have conflicting documentation in their file regarding completion of a high school diploma must have this situation resolved before the conclusion of the student’s first quarter (No Later than COB Week 9 or prior to final exams) with consultation of the Art Institute Chief Academic Officer or his/her designee as needed.
TOURS AND APPOINTMENTS
We encourage all prospective students to make an appointment with their Admissions Representative to visit our school to see our resources and facilities. These appointments are available Monday through Saturday. For more information and to schedule an appointment, call 303.837.0825 or 800.275.2420.

ACCEPTANCE NOTIFICATION
The Art Institute of Colorado will notify the applicant, in writing, of his or her acceptance. In the event the student is not accepted by The Art Institute of Colorado, all tuition fees and other charges, shall be refunded.

RE-ADMISSIONS
Any student who has left The Art Institute of Colorado for any time period must go through the formal re-entry process. A readmission student must follow the established procedures to insure a smooth transition back to college. The first person the student should contact for readmissions is the Assistant Director of Readmissions. The Assistant Director of Readmissions assists students wishing to return to The Art Institute of Colorado after a leave of absence, suspension or termination. Any student who has left the school for a period of time for any reason must go through a formal re-entry process and each student’s academic status must be evaluated before they can be considered for re-entry.

Students with a repeated pattern of withdrawal or academic concern will need to appeal to the Dean of Academic Affairs in writing, indicating reason for their withdrawal and their reason for return, and determining a plan for success upon their return. Conditions upon re-entry may include, but are not limited to, meeting with Academic Director or Advisors on a weekly basis.

The student’s previous academic standing, course of study, and length of time off are all reviewed and the appropriate adjustments are made during the re-entry process. Students who are academically terminated must appeal for re-entry in writing and may be required to appear before the Dean of Academic Affairs or academic appeal committee. If the appeal is granted, the re-entering student will be placed on academic probation during the quarter of return. The student must meet the minimum standards of the Satisfactory Academic Progress Policy to continue in the program. A student is allowed only one re-entry appeal after being academically terminated.

Please be advised that a student’s return to class cannot be finalized until s/he has completed all the steps listed below:

- A meeting with the Academic Director/Coordinator may be in order depending on several variables; and
- The student must be financially qualified and tuition and housing fees (if appropriate) must be paid. A student who is not financially qualified by the ninth week of the quarter preceding his or her return, will be considered on a first-come, first-served basis only, contingent upon space limitations and at the discretion of the Dean of Academic Affairs.

Since readmitted students have experienced an interruption in their education, any financial aid assistance must be reapplied for or reinstated for the returning quarter. Students who have questions regarding their financial aid status for readmission should contact Student Financial Services for an appointment with a Student Financial Aid Officer. Students who wish to request an academic or registration status change as noted above should contact the Registrar’s Office for procedural details.
Digital Bookshelf and Digital Textbooks
The school is enhancing the learning experience by converting traditional textbooks to electronic media. A majority of courses will have a Digital Textbook associated with the course. Courses that include a Digital Textbook will be noted in the registration material. Students enrolling in a course that includes a Digital Textbook will incur an additional Digital Textbook charge, in addition to the course tuition. Students that opt out of using digital textbooks for that course will not incur the additional Digital Textbook charge. Students that do not opt out will not need to purchase textbooks for courses using a Digital Textbook. Students that do opt out will be responsible for purchasing the required textbook. The Digital Textbook Charge allows student access to the Electronic Library and HTML versions of the textbook(s), and in some cases, other electronic media, which is integrated into the course.

If a student was charged for a Digital Textbook in a previous course and the student is required to use the same Digital Textbook for another course, the student will not incur the Digital Textbook charge again since students have access to the Digital Textbook for up to ten years. On average the price of the Digital Textbook charge is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges, immediate access to the materials, and interactive features that accompany the Digital Bookshelf.

Provision for Books and Supplies
Students who are Title IV eligible and are expected to receive excess Title IV funding will receive a stipend for the lesser amount of either their presumed excess Title IV funding or their book and supply budget to provide students the ability to purchase books (for courses that do not use Digital Textbooks) and supplies by the seventh (7th) day of the course start date within the payment period.

As described below, by the seventh (7th) day of each course start date within the payment period, The Art Institute will provide a method for students to obtain their books and supplies required for their courses.

- For newly enrolled students, a starting kit provided by The Art Institute consisting of basic equipment and materials needed for beginning each program and charged to the student account.

- For courses using a Digital Textbook and/or digital resources, a Digital Textbook provided by The Art Institute to be automatically redeemed with The Art Institute's contracted third-party vendor and charged to the student account.

Title IV funding, if the student is eligible, will be used to pay for these charges. Any books and supplies charged in excess of Title IV and other financial aid funding on the student account are the responsibility of the student. A detailed listing of charges is disclosed on The Art Institute’s Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of The Art Institute’s method, the student account will not be charged and the student is responsible for purchasing the required books and supplies for her/his courses. For courses using a Digital Textbook, the charge will be reversed on the student account after the Add/Drop Period.

Starting kit and Digital Textbook (for courses using Digital Textbooks) charge information is disclosed on The Art Institute’s Enrollment Agreement and in the Catalog, or a supplemental disclosure.
If the student opts out of The Art Institute’s method, s/he will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, the student is not due to receive one, s/he is responsible for purchasing the required books and supplies for her or his courses.

The student may request a modification at any time for a subsequent payment period, regarding her or his choice to use The Art Institute’s method to obtain books and supplies, but not retroactively, by contacting the Student Financial Services Department.

**INTERNATIONAL STUDENT ADMISSIONS POLICY**

All international students must meet the same admissions standards as all other students when seeking to enroll in The Art Institute of Colorado. 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 Colorado requires nonimmigrant students present in Visa Waiver, B-1, and B-2 status to change visa to F-1 or other qualifying status prior to enrolling in programs of study (other than a vocational or recreational courses). Students in F-2 or M-2 status may enroll on a part-time basis where available. Please note that some programs may not be eligible for international students requiring Form I-20 sponsorship. Please ask to speak to an The Art Institute of Colorado International Admissions Representative for more detail.

**Important International Student Disclosure** – International students attending Art Institute locations under F-1 visas (Form I-20) are required to maintain a “full course of study” during each academic term of their programs of study. For undergraduate (non-degree, Diploma, Associates, and Bachelors-level programs) students, this is defined as a minimum of 12 credits per academic term. Graduate programs will vary by program of study. Not more than 1 online course or 3 online credits per academic term may be counted toward meeting the “full course of study” requirement. Please note that not all Art Institute locations offer online courses. Speak with an Admissions Representative for more information. Program and course offerings are subject to change and international students may be required to take additional courses to meet the full course of study requirement. International students should work closely with the International Student Advisor to ensure all requirements of their visa statuses are met.

**This School is Authorized Under Federal Law to Enroll Nonimmigrant Alien Students.**

**ADMISSIONS REQUIREMENTS FOR STUDENTS REQUIRING FORM I-20 SPONSORSHIP**

International students requiring The Art Institute of Colorado Form I-20 must submit the following items in addition to the standard documents required for admission:

- Original or official copies of all educational transcripts and diplomas (secondary and post-secondary if applicable)
- English language translation(s) of education transcripts and diplomas, if applicable
- If used to meet admissions requirements above, official credential evaluation of post-secondary, non-U.S. transcripts and diplomas required for admission. NOTE: evaluations must be prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member organization
• Proof of English Language Proficiency (see English Language Proficiency Policy)
• Proof of financial responsibility to cover costs of tuition and fees and living expenses (and dependent costs if applicable) for at least one academic year (official bank statements, Sponsor’s Statement of Support, if required)
• Photocopy of student’s “bio-info” page of passport to provide proof of birth date and citizenship
• For all nonimmigrant applicants residing in the United States, provide a copy of passport visa page and Entry Record or Form I-94 card
• For all non-immigrant applicants currently in F, M, or J status, provide a copy of all Forms I-20 or Forms DS-2019
• Transfer Clearance Form for students currently in F, M, or J status at another institution

ENGLISH LANGUAGE PROFICIENCY POLICY
As the lectures, seminars, materials, and discourse which comprise programs of study at The Art Institute of Colorado are presented in English, The Art Institute of Colorado 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 HiSET test 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.

<table>
<thead>
<tr>
<th>Minimum Acceptable Proof of English Language Proficiency Standard</th>
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<tbody>
<tr>
<td><strong>ELP TEST</strong></td>
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<td>TOEFL PAPER</td>
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<td>TOEFL i-BT</td>
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<td>IELTS</td>
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<td>American College Testing (ACT) English</td>
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<td>EF International Language Schools</td>
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<td>ELS Language Schools</td>
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<td>iTEP</td>
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<tr>
<td>Pearson</td>
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<td>Michigan English Language Assessment Battery (MELAB or “Michigan Test”)</td>
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</table>
Scholastic Aptitude Test (SAT)-English Section** 420  526  572
Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Section 453*  526  572
TOEIC (Academic Test)  600  650  700

*The scale for the Prueba Aptitud Academica has changed and now closely reflects the SAT.

**As of April 2005, the SAT verbal test is replaced with the SAT critical reading test.

Undergraduate (diploma, associate and bachelor level) applicants may also satisfy the minimum standard of English language proficiency by submitting official documentation of one of the following:

- Successful completion of a minimum of two semesters or quarters of post-secondary course work at a regionally accredited college or university or a college or university accredited by an approved national accrediting body in which English is the language of instruction. Successful completion is defined as passing all courses for which the student was registered during the two semesters;
- U.S. High School Diploma, GED, or HiSET test administered in English;
- Equivalent of a U.S. High School Diploma from a country in which English is the official language (equivalency must be verified by a recognized evaluator of international credits);
- Satisfactory completion of English 101 or 102 at an English speaking college or university within the U.S., achieving a grade of “C” or higher.

Please contact an International Student Admissions Representative for questions about acceptable alternative measures of English Language Proficiency.

ADMISSIONS EVENTS
Every year The Art Institute of Colorado Admissions Department hosts numerous events that allow prospective students and their families, high school teachers, counselors, and other interested groups to get information about the college and meet Art Institute of Colorado faculty and staff. These events and activities are designed to provide the information you are looking for in order to make an informed decision about what The Art Institute of Colorado has to offer.

Open Houses
The Art Institute of Colorado holds Open Houses several times a year at which students and their families can visit the campus, meet with academic directors and faculty, and get first-hand information about our facilities, student housing, and curriculum. A typical Open House will also feature presentations about financial planning, the admissions process, and our Student Services Department. General Open Houses usually occur on Saturdays, but Open Houses are sometimes offered on weekday evenings for our evening programs.

College Fairs
The Art Institute of Colorado attends some of the major college fairs. At these events, numerous colleges will come together at a convention-style event, allowing prospective students to visit a wide variety of educational institutions.

High School Presentations
Our High School Representatives travel to high schools, counseling centers, and community colleges, giving presentations about potential career opportunities and the programs at The Art Institute of Colorado. The presentations last about an hour and give students a chance to see
The Art Institute of Colorado student portfolio work and informational videos. If you would like to schedule a presentation, please call The Art Institute of Colorado.

**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, practica, studio work, and other academic work leading to the award of credit hours.
TUITION AND FEES
Tuition and fees are effective June 18, 2017.

<table>
<thead>
<tr>
<th>Program of Study</th>
<th>Credit Hours</th>
<th>Program Length (Qtrs)</th>
<th>Instructional Weeks</th>
<th>Tuition per Credit Hour</th>
<th>Lab Fee1</th>
<th>Digital Textbook2</th>
<th>Starting Kit Fee3</th>
<th>Approx. Tuition &amp; Fees / Program4</th>
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The table above is calculated at full load, which is an average of 15 credit hours per quarter. The calculation would be based on 12 credit hours per quarter if a student were to take the minimum allowable credits required to still be considered a full time student.

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

1 Labs fees above represent the total for the program and are charged per course or quarter. Lab fees are treated as tuition for refund purposes.

2 Not all courses include a Digital Textbook. Courses that include a Digital Textbook will be noted in the registration material and the Digital Textbook will be charged in addition to tuition unless the student chooses to opt out. Students who do not opt out will not need to purchase textbooks for courses using a Digital Textbook. The purchase of the Digital Textbook is not refundable. Students who do opt out will be responsible for purchasing the required textbook. If a course does not use a Digital Textbook, the student is responsible for purchasing the required textbook. The Digital Textbook charge is $50 per course for most courses; however, some courses may have more than one Digital Textbook and carry a Digital Textbook charge of $75 per course.

3 The starting kit is optional and consists of basic equipment and materials needed for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at the school or at most supply stores. Kit prices do not include applicable sales tax and are subject to change.

4 Approximate total cost is based on the current tuition credit hour rate. Total cost will increase with each per credit hour tuition increase.

Beginning May 2, 2018, The Art Institutes Schools and The Art Institute of Colorado will begin charging a $7 fee for all transcript requests.
FINANCING A COLLEGE EDUCATION

FINANCIAL PLANNING
Students should visit Financial Services to receive information about financial aid or discuss concerns. Financial Services assists qualified students with securing financial assistance such as educational loans. A Financial Aid Officer (FAO) is assigned to each student and available to answer questions about or make changes to financial aid plans. We understand that financing an education may seem overwhelming, but it doesn’t have to be. There are a wide variety of financing options available to those who qualify. Financial Aid is more than just loans. It may also include scholarships, grants, and part-time employment.

To be eligible to receive federal or state financial aid, among other criteria, you must:

- Be a U.S. citizen or eligible noncitizen
- Have a valid social security number
- Be registered with Selective Service, if required
- Be enrolled in a degree program
- Not be in default on any federal funds or owe a refund on a federal grant
- Demonstrate satisfactory academic progress

Apply for financial aid by following these steps:

- Complete and return the school admissions application.
- Complete your Free Application for Federal Student Aid (FAFSA) or renewal FAFSA on the Web at fafsa.ed.gov or call at 1.800.433.3243 to receive a printed copy. FAFSA is a standard form used to determine the student’s eligibility for financial aid programs, including Federal loans, Federal Work-Study, state-sponsored grants and loans, and possibly private scholarship, grants, and loans.
- List The Art Institute of Colorado as a recipient school on the FAFSA (section 8 on the Web). Our school code is 013961.
- If you file on the Web, make sure you receive a confirmation number and save the number for your records.
- Keep a printout of the FAFSA data from the website or make a photocopy of the paper version for your records.
- For questions when applying for FAFSA, call 1.800.433.3243.
- Once you apply for federal financial aid, a Financial Aid Officer (FAO) is assigned to you. The SFSA will review the forms and determine your eligibility for financial aid. The FAO will work with you and your family to devise a Student Financial Plan. This individual payment plan is created to make your educational expense payments affordable.
- Students must re-apply for financial aid eligibility each year. Application deadlines are announced each year during the fall quarter. Student Financial Services Department is always available for students and their families. Your FAO will help you apply and reapply for financial aid. The amounts and types of aid for which you are eligible may change from year to year.

No FAFSA is required for international students.
FINANCIAL SERVICES
The Financial Services staff works with students and their families to develop a personal financial plan so that students can pursue their educational and career goals. They guide families through the process of assessing educational costs, applying for financial aid programs, completing financial aid paperwork (including the FAFSA), and developing a payment plan. All students are eligible to apply for financial assistance under these federal and state programs:

- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loan (if you are classified as a dependent student, your parent(s) may apply for this loan)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- School-sponsored scholarships
- State Grant Programs
- VA educational programs

Depending on the program and for those who qualify, awards under these programs are based on your financial need as determined by the results of the FAFSA and the availability of funds. For detailed and complete information on all financial aid awards, processes, requirements, and deadlines, please refer to the school’s current Financial Aid Guide, the Student Consumer Information on the school’s website, or contact Student Financial Services directly.

STUDENT RESPONSIBILITIES WHEN RECEIVING FINANCIAL ASSISTANCE
If you receive all or part of your financial assistance in the form of loans, it is very important that you remember that in accepting loan support, you undertake certain obligations. Chief among them is to do your very best to ensure success in your academic program. It is also important that you pay back the money you have borrowed. Defaulting on student loans is serious and carries severe consequences.

Your responsibilities include:

- You must confirm and sign your financial plan before you begin classes at The Art Institute of Colorado.
- If you receive any type of federal assistance, you must meet all compliance and verification requirements. This may include providing additional documentation.
- If you receive federal student loans, you must complete entrance counseling online where the rights and responsibilities of these programs are explained.
- You must inform the Financial Services office of any changes that may impact your student financial plan, including program changes, failed classes, or adjustments to expected credit hours.
- Your student financial plan covers the entire length of your educational program. Nonetheless, you must resubmit financial information, applications, and supporting documentation annually or as needed.
- To continue to receive financial assistance, you must maintain satisfactory academic progress. Please refer to the Undergraduate Satisfactory Academic Progress Policy. In the case of inadequate academic performance, you will be required to submit a written
appeal with documentation for reinstatement of financial aid, in addition to the procedure for academic reinstatement.

- If you have received student loans, you must complete exit counseling online to receive information on repayment, deferment, penalties of default, etc. This is scheduled when you graduate, take a leave or withdraw from college.

- If you withdraw from The Art Institute of Colorado prior to completing the requirements for graduation, you may owe a balance to The Art Institute of Colorado. Please refer to the Refund Policy for more information.

It is your responsibility to keep track of your yearly and aggregate loan and Pell grant information. However, if you have any concerns about your current status, don’t hesitate to ask for help. Our staff is always available to assist you.

For more information on financial assistance, contact the Student Financial Services Office.

FINANCIAL AID POLICIES
In accordance with federal regulations, The Art Institute of Colorado enforces a Satisfactory Academic Progress (SAP) policy, which applies to all students receiving financial aid. To receive financial aid funding, including scholarships offered by The Art Institute of Colorado, students must have a 2.5 GPA, and successful completion of 67% of credits attempted. The maximum total credits attempted cannot be more than 150% of a specific degree or diploma’s published length. For the full SAP Policy, please see policy description under “Academic Affairs” of this catalog.

Vocational Rehabilitation Programs
Every state has programs to help people with physical and mental disabilities. Some states offer retraining programs for people who have been out of the job market for a length of time, for example. Eligibility criteria and amounts vary according to federal, state and private agency regulations. Students must apply directly to and be approved for benefits through the appropriate federal, state, or private agency. For more information, contact your local vocational rehabilitation office, unemployment office, or your state department of human resources.

Veterans Education Act
The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. If you are a veteran or the dependent of a veteran, contact the local Veterans Affairs office in your region, visit www.gibill.va.gov.

U.S. Departments of Veterans Affairs and Defense Education Benefits
The school has been approved by the Colorado Office of Veterans Education and Training for the training of veterans and eligible veterans’ dependents. Where applicable, students utilizing the Department of Veterans Affairs education benefits may receive assistance from the School Certifying Official in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (refer to the Academic Affairs section of the catalog for more information). Students receiving veterans’ benefits must report all prior education and training. The school will evaluate prior credit and accept that which is appropriate. Students with questions should contact the Colorado Office of Veterans Education and Training, 9101 East Lowry Boulevard, Denver, CO 80230-6011, Phone: 303-595-1622, Fax: 303-595-1621, www.cccs.edu/veterans-education-training/.

For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following website:
http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

As a Department of Defense Memorandum of Understanding education institution participant and signatory, the school is approved for Tuition Assistance. Eligibility for Tuition Assistance varies by military branch. Military spouses may also be eligible to use Department of Defense educational benefits under the Military Spouse Career Advancement Scholarship (MyCAA) program. Service members or military spouses wishing to use Department of Defense education benefits must obtain approval from their respective military branch or the Department of Defense prior to starting the course.

While benefit and eligibility information is provided by the school, the ultimate approval of a student’s ability to use a particular benefit is determined by the respective government agency offering the benefit. Eligible service members, veterans and dependents may contact the Student Financial Services department at the school to learn more about these programs and participation. For additional information, visit www.artinstitutes.edu/admissions/details/military-benefits.


REFUND POLICY

Examples of the calculations for these policies are available in the Student Accounting Office

Refund Policy

As allowed under Federal, state, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes. Students dropping all courses in a term are considered withdrawn for refund purposes. All students will be subject to the institutional refund policy. In addition, students who receive Federal student aid are also subject to the Return of Title IV Funds Policy.

Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled On-Ground

For purposes of this Initial Period of Enrollment Policy, a first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended, please see the Refund Policy Prior to Class Start section of the enrollment agreement and catalog.

The school provides all new applicants seeking a first-time enrollment in any on-ground undergraduate program of study, including hybrid programs, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to the start of the term or within seven (7) calendar days following the first day of the student’s first scheduled class, whichever is later (referred to as the “Initial Period”).
A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student’s first day of the term or first scheduled class, whichever is later, will be considered a cancellation. The school will refund any monies paid on the student’s behalf and will remove any charges from the student’s account. All refunds will be made within thirty (30) calendar days of the date of the cancellation.

During a first-time student’s Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the seventh (7th) calendar day following the student’s first scheduled class or does not meet the requirements for admission to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the ninth (9th) respective calendar day (the day after the first calendar day plus seven (7) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student’s program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student’s first term or first scheduled class day, whichever is later, including the withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

In order to qualify for aid, students must be a regular student and meet all federal, state, or other types of aid eligibility requirements.

Cancellation Refund Policy Student Examples for On-Ground Students:

Example 1:
1. Student’s first scheduled class is January 5th.
2. Student ceases to attend and his or her last date of attendance is January 9th (the 4th day).
Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.

Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

1. Student’s first scheduled class is January 5th.
2. Student remains enrolled and attends class through January 14 (the 9th day), then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day ten (10) of the class.
4. Student would be eligible for Title IV, veteran’s benefits, state aid, and other aid programs, if all other conditions are met for admission and aid eligibility, since he or she became a regular student after January 11th (the 7th day).
5. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Starting kits purchased from The Art Institute will only be subject to the refund provisions, found above, if returned to the school in condition for resale within twenty-one (21) calendar days from the first scheduled class.

Refund Policy Prior to Class Start

Applicants may cancel their enrollment by notifying the school prior to the beginning of classes.

1. The school will notify the student, in writing, of his or her acceptance or rejection. In the event that an applicant is rejected by the school, all tuition, fees, and other charges will be reversed and any payments made will be refunded.

2. The applicant may cancel the contract and receive a full refund of all monies paid if cancellation is requested by the applicant prior to the beginning of classes or within five (5) business days after submitting an application, whichever is later, and making an initial payment.

3. If the student has not visited the school prior to enrollment, all tuition and fee monies paid by an applicant will be refunded if requested within five (5) business days after his/her first tour of the school and inspection of equipment or if requested within five (5) business days of his/her attendance at the regularly scheduled orientation program for his/her starting quarter, whichever is sooner.

4. Refunds will be made within thirty (30) calendar days after the applicant’s/student’s request or within thirty (30) calendar days after the school has determined that the student is not intending to begin his or her program.

Refund Policy after Class Start

In the event of withdrawal by the student or termination by the school 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 school shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within thirty (30) calendar days of the notification date, unless the student is withdrawing at the end of the quarter.
3) Refunds for a student notifying the school prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within thirty (30) calendar days of the last day of that quarter.

4) For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) calendar days of the first scheduled day of class in the quarter in which the student was expected to return.

5) The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.

6) A student who must withdraw due to documentable mitigating circumstances, such as extreme illness or personal emergency, that make it impractical for the student to complete the quarter, may file an appeal requesting an adjustment to his/her account balance for the term in which the student withdrew. A written appeal must be submitted to the Dean of Academic Affairs or the Appeals Committee for review. The written appeal must be supported with appropriate documentation of the mitigating circumstance(s). If the student’s appeal is approved, the student may be eligible to receive a financial credit, to be determined by the school, to the student account balance at the time of return.

7) A separate lease agreement and refund policy exists for students who leave housing accommodations arranged by the school. The school reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is owed.

8) Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week’s attendance is considered a full week of attendance for adjustment to tuition and fee charges only.

9) Session II academic terms are approximately five and one-half (5 ½) weeks in duration. The calculation of refunds is based upon the last day of attendance within the term. Any portion of a week’s attendance is considered a full week of attendance for refund purposes. Information in the catalog or student handbook will apply except for the following changes specific to Session II classes. For students only scheduled to attend Session II, the add/drop period is four (4) days from the start of Session II classes. If you add or drop one or more classes, your financial aid eligibility may change. Please see your Financial Aid Officer before you add or drop a class.

10) In the event the school cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, the school will refund all monies paid by the student for the course or program within thirty (30) calendar days, except that this provision shall not apply in the event the school ceases operation.

11) If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student’s last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student’s last date of attendance within the academic term will be reversed for the Institutional Refund Policy, or State Refund Policy, where applicable. The reversal of applicable charges will be completed after the Return of Title IV Policy. For the Return of Title IV, the evaluation period and term charges include the entire period in which the student registered.
12) If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student’s last date of attendance in the academic term using the academic term charges, aid disbursed during the academic term, and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

**Adjustment of Charges for Quarter or Mid-Quarter Start or Single Course**

In accordance with school policy, the school will earn tuition and fees as follows, based on the week in which the student withdraws:

- **Week One**: 25%
- **Week Two**: 50%
- **Week Three**: 75%
- **After Week Three**: 100%

**Online Course Withdrawal**

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 way as if they withdrew from an on-ground class. Session II classes begin the day after Session I classes and run five and one-half (5 ½) weeks. The ending date of the second session may not coincide with the ending date of the on-ground classes.

**Official and Unofficial Withdrawal**

To officially withdraw, the student will need to notify the Office of the Registrar in person or in writing. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school’s withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records. The refund policies shall apply in the event that a student withdraws, is suspended, or is terminated from school.

The Art Institutes are dedicated to serving and assisting our students. A student who encounters issues that require him/her to discontinue attendance in his/her course(s) within or following a quarter, but intends to continue taking courses in a subsequent quarter, may request to reenter and register for the appropriate term. The student must complete a Withdrawal Form obtained by contacting his/her Academic Counselor or the Office of the Registrar. Students who provide a return start date may be scheduled into new or retake courses. Students may also request a re-entry appointment with Financial Aid during the official withdrawal process. The date of determination would be the date the student provides notice. All students will be subject to the necessary refund policies as outlined.

A student who withdraws from a program before the end of week nine (9) of an eleven (11) week term (before the end of week four (4) of a five and one-half (5 ½) week term) will be assigned a “W” code for each course within that quarter. Every course for which a student receives an “F”, a “UF”, or a “W” grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade will be computed in the grade point average. Tuition is charged for repeated courses.
When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Academic Director or Chair and the Dean of Academic Affairs. Withdrawals and failed courses can affect the student’s Incremental Completion Rate and ability to succeed.

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies the school of withdrawal or of the date of withdrawal.
2. The school terminates the student’s enrollment in accordance with institutional policies.
3. The student exceeds the number of absences allowed in accordance with institutional policies, and must be withdrawn from school. The date of withdrawal shall be deemed the last date of recorded attendance.
4. All refunds and return of funds will be made within thirty (30) calendar days of the date of determination.

Kits, Components of the Kits, Books, or Supplies Return Policy

Students who leave school during the first four weeks of the first quarter of attendance may return the starting kit and/or individual components of the starting kit within twenty (20) calendar days of the student’s last day of class attendance. A refund or a credit will be given if the item returned is in good condition and is resalable. Unused equipment purchased from the Supply Store may also be returned directly to the Supply Store provided the item is in good condition, is resalable, and is accompanied by a receipt.

All refunds and return of funds will be made within thirty (30) calendar days of the date the student notifies the school of the withdrawal.

Return of Federal Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term or session if the student is only attending a session. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (100) percent of the Federal student financial assistance. The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance.

To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five (5) or more days, it will reduce the term length. If the scheduled break is before the student’s last date of attendance, it will also reduce the calendar days completed. If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS
Loans, needs to provide permission before any loan funds may be disbursed on the student’s account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student’s authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered to the student.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

· The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
· The entire amount of unearned funds. If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note.

If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

If students are only scheduled to attend Session I or Session II, the Return of Title IV calculation as described in the Enrollment Agreement will be applied to the applicable session attended using the session start and end dates.

Financial Aid Refund Distribution Policy

All students receiving financial aid who withdraw from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal PLUS
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other federal, state, private, or institutional aid programs, if required by the program
8. Students
SCHOLARSHIPS

SCHOLARSHIPS FOR PROSPECTIVE STUDENTS
The Art Institute of Colorado offers various merit and competition scholarships. Students interested in applying for a scholarship program should contact the Admissions Department at The Art Institute of Colorado for more details and deadlines at 1.800.275.2420.

THE ART INSTITUTE OF COLORADO REGIONAL HIGH SCHOOL DISTRICT SCHOLARSHIPS
The Art Institute of Colorado annually awards scholarships to winners of regional school district art shows. Participating school district shows may include but are not limited to the Colorado Scholastic Arts Competition, Denver Public Schools’ Art Award Show, Jefferson County Art Awards. The work will be judged by The Art Institute of Colorado faculty and staff.

THE ART INSTITUTE OF COLORADO/THE ART INSTITUTES HIGH SCHOOL SENIOR SCHOLARSHIP COMPETITION
The Art Institute of Colorado offers scholarships to creative and talented high school students who are interested in pursuing an education in the creative arts. Scholarships are available each year to qualified high school seniors who enroll for the summer or fall quarters of the year in which they graduate. The student must be a high school senior from a U.S. high school or equivalent foreign institution. The student must have submitted an application to The Art Institute of Colorado for the degree program in which he or she is applying for the scholarship. All general admissions requirements must be fulfilled. Deadlines vary every year.

THE ART GRANT
The Art Grant can earn new and current students a grant award toward your tuition on average of up to 20% for Bachelor’s degree programs and up to 15% for Associate degree programs. For every 12 credits earned, as you maintain continuous enrollment and satisfy other eligibility criteria, you can earn an Art Grant to be applied to tuition.

EARLY ACCEPTANCE GRANT
The Early Acceptance Grant is designed to provide a $1,000 tuition award to incoming Art Institutes students with unmet financial need. To qualify, you must be accepted into The Art Institutes, complete all steps in the financial aid process, and accept this grant no later than Tuesday, May 1, 2018.

ACADEMIC ACHIEVEMENT SCHOLARSHIP
Deadline: Students need to begin classes by August 16, 2018
The Academic Achievement Scholarship allows qualifying new students to earn up to a 20% tuition scholarship, up to $17,532, by maintaining an honors level Grade Point Average (GPA) and completing community service related projects in their field of study while attending as a full-time student.
ENTRY REQUIREMENTS & CRITERIA

Student must be registered for full time as defined in the catalog.

ACT and SAT scores recommended but not required.

Must have a cumulative GPA of 3.5 to 4.0 from high school or prior college; transcripts must be provided for verification.

Must maintain a cumulative GPA of 3.5 to 4.0 while attending.

Three letters of recommendation; combination of high school guidance counselor and teachers or three teachers or community leaders.

Must show portfolio of work

- 1st and 2nd year recipients must complete two community service projects in their field of study and submit the projects to be reviewed by a committee.
- 3rd year recipients must complete one community service project in their field of study and submit the project to be reviewed by a committee.

Must remain continuously enrolled, with no breaks in enrollment.

Must maintain Satisfactory Academic Progress (SAP), as defined in the catalog.

Must be enrolled in a Certificate, Diploma, Associate degree, or Bachelor degree academic program at one of The Art Institute locations.

Must have the Memorandum of Understanding completed, signed, dated, and on file with the institution in order for the Scholarship to be disbursed.

Employees or eligible immediate family members participating in the DCEH Tuition Voucher Program are not eligible to participate in the Scholarship program.

Maintain a GPA of 3.8 to 4.0 on a cumulative basis each quarter to receive up to a 20% tuition scholarship value, up to $17,532. *

Maintain a GPA of 3.5 to 3.79 on a cumulative basis each quarter to receive up to a 15% tuition scholarship value, up to $13,149. *

*The Scholarship amount is based on the initial award. In the event the student earns a higher or lower cumulative GPA in a subsequent quarter, if applicable, the student must maintain the cumulative GPA identified from the initial award in order to continue receiving the Scholarship. Your actual total grant award may vary by program, degree, amount of credits to be completed in a program after the effective date of Academic Achievement Scholarship availability, violations of school policies, or breaks in enrollment. Your total tuition charges may be impacted by course drops, course withdrawals, or failing grades. Check with the school for exceptions and details.
COLORADO ASSOCIATION OF CAREER COLLEGE AND SCHOOLS SCHOLARSHIP
Two scholarships valued at $1,000 each are awarded annually: one to a high school senior; one to a post-high school graduate or GED recipient. Contact CACCS Scholarship Foundation at P.O. Box 46125, Denver, CO 80201 or at: www.coloradoprivateschoolassociation.com/scholarship for entry requirements, application, and deadline.

SKILLSUSA CHAMPIONSHIP
Open to high school students and post-secondary who are members of SkillsUSA and participate in competitions in the categories of Advertising Design, Culinary, and Photography (6 nationwide scholarships available in each category), as well as 3-D Visualization & Animation, Web Design, and Television Production (12 nationwide scholarships available in each category). Scholarships are awarded on first-come, first-served basis.

1st place: $10,000-$20,000 tuition scholarship*
   *amount varies depending on the program in which the student enrolls
2nd place: $5,000 tuition scholarship
3rd place: $2,500 tuition scholarship

NATIONAL ART HONOR SOCIETY
Three nationwide scholarships are available and are awarded to high school seniors graduating in 2017 who are members of the National Art Honor Society.

1st place: $20,000 tuition scholarship
2nd place: $10,000 tuition scholarship
3rd place: $5,000 tuition scholarship

THE ART INSTITUTES SCHOLARSHIP COMPETITION
Partial tuition scholarship to high school seniors and international students graduating in 2018 who demonstrate outstanding ability and commitment to succeed in a creative career. The number of scholarships offered varies and every Art Institutes school may not participate. Please contact your school of interest for detailed scholarship information.

DECA
Open to high school seniors graduating in 2017 who are DECA members. There are varying numbers of DECA scholarships available nationwide and in various categories.

DECA scholarship: up to $1,000
DECA state scholarship: up to $1,500
DECA international scholarship: up to $5,000

Future Business Leaders Of America National Scholarship Program
Three $10,000 nationwide tuition scholarships will be awarded to high school seniors graduating in 2017 who are FBLA members; students with a first-year GPA of 3.0 may earn an additional $5,000 tuition scholarship.
THE SCHOLASTIC ART & WRITING AWARDS
Four nationwide $10,000 scholarships will be awarded to eligible high school seniors graduating in 2017 who are Scholastic National Award recipients; awarded on a first-come, first-served basis.

FCCLA COMPETITION (Family, Career and Community Leaders of America)
Open to high school seniors graduating in 2017 who are members of FCCLA and participate in competitions in the categories of Culinary (3 nationwide scholarships available), Interior Design (2 nationwide scholarships available), Fashion Design and Fashion Construction (1 nationwide scholarship available in each category), and Hospitality (3 nationwide scholarships available). Tuition scholarships are renewable for up to 4 years.

1st place: $3,000 tuition scholarship ($12,000 maximum)
2nd place: $2,000 tuition scholarship ($8,000 maximum)
3rd place: $1,000 tuition scholarship ($4,000 maximum)

Careers Through Culinary Arts Program (CCAP) Tuition Scholarship
High school seniors graduating in 2018 who are enrolled in a CCAP culinary program may compete for one $50,000 tuition scholarship to be used for either a two or four-year Culinary Arts (AS) or Culinary Management (BS) degree program at The Art Institute of Phoenix. Tuition scholarships are not redeemable for cash. The tuition scholarship covers academic tuition only and may not be applied against fees, housing, living expenses, or program supplies and may not be transferred between affiliate schools.

For more information on how to apply for CCAP, speak to the CCAP Director at your high school, visit www.ccapinc.org, or call 212-974-7111.

Terms of the scholarship are as follows:

- The chosen winner agrees to sign a Memorandum of Understanding accepting their award by July 1, 2018
- The winner must submit their Application and Enrollment Agreement for the July 2018 Summer Quarter
- The winner must begin their program of study in the July 2018 Summer Quarter
- Students must maintain satisfactory academic progress by completing an 18-month Associate Degree program in 21 months or a 36-month Bachelor Degree program in 39 months.
- Students must maintain a GPA of 2.5 or higher to retain the scholarship. The scholarship will be suspended in quarters where the cumulative grade point average falls below 2.5
- The scholarship covers tuition only, valued at $50,000. The scholarship will be awarded in the form of a tuition credit and will be prorated over the length of the program. It may not be applied against fees, living expenses, housing, supplies or other non-tuition related expenses.
PROSTART
High school seniors graduating in 2017 who complete the ProStart program with a C average or above and obtain a certificate of achievement may receive Advance Placement credits to any U.S. school of The International Culinary Schools at The Art Institutes.

NATIONAL PROSTART INVITATIONAL
High school seniors graduating in 2017 who are enrolled in a ProStart program are eligible for the National ProStart Invitational Culinary Competition Scholarship (15 available nationwide) and Management Competition Scholarship (15 available nationwide). Competition winners may receive partial tuition scholarships.

1st place: $10,000 non-renewable tuition scholarship
2nd place: $7,500 non-renewable tuition scholarship
3rd place: $5,000 non-renewable tuition scholarship

PROSTART STATE
State level ProStart Scholarships are awarded to high school seniors graduating in 2017 who are first-place winners in ProStart Culinary Arts and Culinary Management competitions in 41 states and the District of Columbia. The number of scholarships awarded varies by state. First-place award is a $3,000 scholarship, renewable for up to 4 years for a maximum of $12,000.

OTHER SCHOLARSHIPS
A variety of scholarships may be offered every year to students competing in local, district, regional or state competitions sponsored through school districts, community organizations or other related groups.

SCHOLARSHIPS FOR ENROLLED STUDENTS
Our Financial Aid Department offers a wide range of scholarships to enrolled students based on academic achievement and/or financial need. A list of scholarships and links to websites are available on the school’s website under the Financial Aid section: https://www.artinstitutes.edu/financial-aid or by visiting our student portal at: www.myaicampus.com. All scholarship amounts may vary per quarter. Please speak to the Financial Aid Department for more information.

THE EDUCATION FOUNDATION SCHOLARSHIP
The Education Foundation was established in 2000 to offer scholarship support to students interested in continuing their education in the creative arts. Students must be a minimum of two quarters from official graduation and demonstrate acceptable academic performance/potential and financial need. Applications must include a personal statement, completed application form, and supporting documents. The scholarship is offered one time per year and the amount awarded can vary. Further information can be obtained through the Student Financial Services Department. The Art Institute of Colorado offers approximately $10,000 each academic year to recognize and support enrolled students who need financial assistance and demonstrate passion and excellence in the creative/culinary arts.
TRANSFER OF CREDIT GRANT
Recognizing that some students have been displaced due to school closures, the transfer grant is being offered to ease the burden of transferring to another institution and offset the cost of credits ineligible for transfer due to different curriculum requirements or campus transfer criteria.

Any student meets all admission requirements, and who earned at least 12 credits between the dates of 8/1/2015 and 8/31/2016 at another accredited institution that has ceased enrolling students, is eligible to receive an institutional grant. The grant amount is up to $7,500 for bachelor degree programs, up to $3,500 for associate degree programs, and up to $2,000 for certificate/diploma programs with no grant exceeding the amount of unmet financial need*. Students must be enrolled, confirmed and actively attending by February 24, 2017 to be eligible for this grant. The institutional grant will be disbursed per term, to enrolled students who meet the eligibility requirements.

Eligible students earn the grant by being enrolled at least half-time and meeting the minimum Satisfactory Academic Progress standards. The grant will be disbursed within 10 calendar days of each term start date. Students can receive only one institutional transfer grant. Any credit balance resulting from the grant will not be refundable and is not redeemable for cash.

Students transferring pursuant to an articulation agreement or from another DCEH school are not eligible for this grant.

In the event that the student’s enrollment is terminated either by the student or the institution, including but not limited to withdrawal, cancel, academic termination, financial termination, or expulsion; or in the event that the student fails to fulfill the terms of the grant, only the portion of the grant awarded for terms completed and partial terms attempted up to the date of determination will be honored. Any portion of the grant scheduled to be award after the date of determination becomes null and void.

* Unmet Financial need is determined by the Program Balance of Cost with school sponsored housing after all applicable and eligible financial aid and other educational benefits have been applied, minus a student’s EFC (Expected Family Contribution). Program Balance of Cost is determined by taking a full program’s tuition charges and fees minus all applicable and eligible financial aid and educational benefits, including the Art Grant.

John Jellico Scholarship
The John Jellico Scholarship is named after the founder of The Art Institute of Colorado and is awarded each quarter to one or more enrolled students studying in the culinary, design or technology disciplines. The scholarship carries the total value of tuition in the quarter the scholarship is granted, not to exceed 16 credit hours. For details, please contact Student Accounting.

Military and Veteran Institutional Scholarship Opportunities
The Art Institutes are proud to offer institutional scholarship opportunities to qualifying military and veteran students. Eligibility is based upon current or former military affiliation or relationship to a current military service member. Documentation will be required to prove eligibility. School personnel will be able to advise you regarding available scholarships, eligibility requirements and required documentation.
Military Personnel

The Art Institutes are pleased to offer a military tuition scholarship of 10% to eligible Active Duty, Active and Drilling members of the Reserve and National Guard and service member spouses as well as dependent children who are receiving military or veteran education benefits.

In addition to the 10% tuition scholarship, the online location’s military tuition scholarship will also offset the cost of the online lab fee for eligible Active Duty, Active and Drilling members of the Reserve and National Guard and service member spouses.

Veterans

For all programs at the online location, The Art Institutes offer eligible veterans as well as their dependents (spouses and children) who are receiving veteran education benefits the military tuition scholarship of 10%.
ACADEMIC AFFAIRS

Vice President and Dean of Academic Affairs, Academic Program Chairs/Coordinators, Academic Advisors, faculty members, the librarian, and the Registrar are dedicated to the excellence of the educational process. The faculty members not only have appropriate academic credentials, but equally importantly, they have professional experience and backgrounds in the career-related areas they teach. They have been selected because they enjoy communicating and working with students.

Students come to The Art Institute of Colorado to prepare to seek entry-level employment in the career fields of their choice. The focus of the educational process is devoted to the development of employable skills and professional attitudes, to prepare graduates for their demanding career fields. It is very important for students to use every resource at their disposal and obtain the maximum benefit from every course taken. Students should consult with the instructors, the appropriate school Deans, Academic Program Chairs/Coordinators, and Academic Advisors when in need of additional support.

THE ACADEMIC AFFAIRS EDUCATION TEAM

The Academic Affairs team integrates and coordinates the instruction and services necessary for quality education.

The Vice President/Dean of Academic Affairs has the ultimate responsibility for all curricula, the faculty, and the education policies and procedures. The Academic Program Chairs have direct management responsibility for particular programs of study. The instructors are the specialists in their particular areas of instruction and are responsible for developing the skills of their students in the classroom.

As a team, the Vice President & Dean of Academic Affairs, Academic Program Chairs, Academic Advisors, and instructors are responsible for the following education-related services:

- An industry-related curriculum that is periodically reviewed and updated to assure it is current with employers/industry needs;
- Portfolio and academic standards to assure excellence in the education processes;
- Continued development of Library and program resource materials;
- Selection of appropriate training equipment, materials, and supplies;
- Continuing academic and attendance counseling; and
- Maintenance of student records.

ACADEMIC ADVISING

Students have the responsibility to attend their classes, participate in special curricular activities, and follow their course syllabi. Students are also responsible for meeting all course and degree requirements.

Academic Program Chairs, First Quarter Academic Advisor, and faculty are educational resources at The Art Institute of Colorado. They assist the student in developing an educational plan, selecting classes, and guiding them toward career goals and successful completion of portfolio work.
Students who experience academic difficulty, as well as those who receive midterm warnings from their instructors, are strongly encouraged to immediately consult with their instructor(s) and contact their Academic Advisor or Academic Program Chair to develop an action plan for resolving their academic needs and concerns.

**Academic Department Chairs/Coordinators**

- Susan Ciriello, Academic Program Chair of Culinary, 303.824.4954
- Chris Chen Mahoney, Academic Program Chair of Design, 303.824.4975
- Jay Peteranetz, Program Chair, Media Arts & Animation, Game Art & Design, Audio Production Digital Filmmaking & Video Production, and Visual Effects & Motion Graphics, 303.824.4781
- Mary Ann Thornam, Program Coordinator, Interior Design, 303.824.3846
- Dr. Bennett Yohe, General Education Program Chair, 303.824.4776

**Academic Advisor**

- Brady Haynes, Academic Advisor, New Students, 303.824.4735

**ACADEMIC FREEDOM OF EXPRESSION**

The Art Institute of Colorado guarantees academic freedom to their students in the classroom within the parameters of their mission and academic policies and procedures as approved by the applicable licensing and accrediting agencies. Students are afforded freedom in the classroom to express their points of view and conclusions supported by relevant evidence. It is expected that students behave in a manner consistent with their status of members of a community of artists and scholars.

**INTERNATIONAL STUDENTS**

All students who attend The Art Institute of Colorado in valid nonimmigrant student status are required to comply with all United States Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) regulations.

Immigration information is available through a variety of formats and resources. If you are unsure about a policy (i.e., wish to change your course of study, travel outside of the United States, or accept employment), always check with the International Student Advisor (ISA), who is the key contact for all international students, housed in the Student Services Department.

The ISA serves as the Designated School Official on behalf of The U.S. Department of Homeland Security. They also provide assistance and guidance with policies and procedures regarding nonimmigrant student issues. The ISA is also available to answer questions regarding housing, medical insurance and school resources. International students will also find opportunities to take part in social activities with other students and share part of their country’s culture, as well as take part in American culture and life. The Art Institute of Colorado is authorized under federal law to admit nonimmigrant alien students. All international students are required to sign and submit an International Student Responsibilities Form to confirm their understanding and acceptance of federal regulations that govern their attendance. This form must be signed upon matriculation and periodically re-signed throughout the duration of a course of study, if federal regulations change.
The Art Institutes Grading Policy

Repeating Courses.

1. Students who must retake a **passed course** may only do so in accordance with the following DCEH Retaking Coursework Policy guidelines.

   o Retake coursework: If otherwise eligible, students may retake coursework for one of the following reasons:
     - **Failed the course**: Students who have failed the course and earned no credit hours.
     - **Withdrawn course**: Students who withdraw from a course will receive either a Withdrawal without penalty (W), Withdrawal with penalty (WF), or Unearned F (UF), Failing grade (F). Please refer to the grading section of the Satisfactory Academic Progress policy for information when a W, WF, UF, F grade will be granted.
     - **Stale course**: By State or Accreditation requirements a student must pass a course within a specific window of time. *For example*, the course must be passed within the last 5 years and the course was taken 7 years ago so it must be repeated.
     - **Meet Progress or Professional Requirements**: Students who have successfully completed the course and earned credit hours but are required to improve their grade point average (G.P.A.). For standard term-based programs, DCEH’s policy, as required by Department of Education regulation, will allow financial aid to cover a single repetition of a previously successfully passed course if the course is required as part of an academic plan to appeal a Satisfactory Academic Progress (SAP) termination or to help students who need a specific grade or G.P.A. to practice upon graduation or progress in the program, per the academic catalog or course requirements published and provided to students. For example, the student passed the course but the grade received is not sufficient for progression. The student receives a C but, in order to graduate, a B or better is required.

Retaking Coursework Policy

Note: Requirements below refer to enrollment for Title IV eligibility purposes. NSLDS Enrollment Reporting/Clearinghouse enrollment status is based on all enrolled courses regardless if it is funded by Title IV aid and/or VA benefits. VA recipients will need to follow the VA requirements. VA will only cover repeated courses if the student failed or does not meet the minimum grade requirement as established by the institution.

Standard Term-based Programs

Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, some DCEH’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, DCEH'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 and count the course in enrollment status for one retake of any previously passed course only if they meet one of the following conditions:

Specific State or Accreditation regulations require a student to retake a course which was previously successfully passed, as defined under State Course.

Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination, as defined under Progress or Professional Requirements. For students who need a specific grade or G.P.A. to practice upon graduation or progress in a program, as defined under Progress or Professional Requirements.

The student must have completed the course for it to be considered a repetition under this policy. Because only one repetition of a previously passed course may be included in the a student's enrollment status for purposes of Title IV aid, if the student failed the repeated course, the student is not eligible for an additional retake because the student is considered to have completed the course.

Non-term Based Programs
Student's coursework is divided into payment periods based the credit hours and weeks of instructional time in the program or the academic year, whichever is less. A student must successfully complete the credit hours and instructional weeks in a payment period, or withdrawal, in order to advance to the next payment period and academic year. Students who fail or withdrawal from a course will not earn credits for the payment period and academic year. Students who successfully completed a course (earned credits) and wish to repeat the course to earn a better grade or G.P.A., the course attempted and earned credits will not be included in the payment period and academic year credits requirement. Students may only use FSA funds to cover such repeated courses to the extent excess funds are available in the academic year.

ACADEMIC HONESTY/DISHONESTY POLICY
Academic honesty is at the very foundation of teaching and learning. Because trust is important, the sanctions for presenting the work of others as your own are severe. Students are ultimately responsible for maintaining academic honesty. Sometimes students are uncertain about what constitutes appropriate citation of work by others. If you are unsure how to document work written or presented by others, it is your responsibility to ask for help. Resources are available in the Academic Service Center located in room 401 in the Library (4th floor).

All work is expected to be your own and all referred sources included in the work must be appropriately cited. Plagiarism is the act of taking credit for any work, or portion of work, without proper reference. Plagiarism, as well as other forms of academic dishonesty, is a serious offense and may result in the assignment of a failing grade or expulsion from The Art Institute of Colorado.

Academic Dishonesty
The maintenance of academic integrity and quality education is the responsibility of each student within this school. Cheating or plagiarism in connection with an academic program is an offense for which a student may be given a disciplinary sanction. Academic dishonesty is an especially serious offense and diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes:

Cheating: Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Comments include:
Faculty members are encouraged to state in advance their policies and procedures concerning examinations and other academic exercises, as well as the use before examinations of shared study aids, examination files, and other related materials and forms of assistance.

Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversations with others, personal electronic devices, etc.) is prohibited unless specifically authorized by the instructor.

Students must not allow others to conduct research or prepare any work for them without advanced authorization from the instructor. The comment includes, but is not limited to, the services of commercial term paper companies.

Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.

**Fabrication:** Intentional fabrication or invention of any information or citation in any academic exercise. Comments include:

- “Invented” information may not be used in any ‘lab’ or academic exercise without notice to and authorization from the instructor. It would be improper, for example, to covertly ‘design’ a project that had previously been designed without proper acknowledgement of the original source of invention.

- Students who attempt to alter and re-submit returned academic work with intent to defraud the faculty member will be in violation of this policy. For example, a student may not change an answer on a returned exam and then claim that they deserve credit.

**Facilitating Academic Dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. For example, one who knowingly allowed another to copy from his or her paper during an examination would be in violation of this policy.

**Plagiarism:** Intentionally or knowingly representing the words, ideas or work of another as one’s own in any exercise. Examples include:

- **Direct quotations:** Every direct quotation must be identified by quotation marks, by appropriate indentation or by other means of identification, and must be properly cited in a footnote. Proper footnote style for any academic department is outlined by the APA Style Sheet.

- **Paraphrase:** Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. To acknowledge a paraphrase properly, one might state, “to paraphrase Smarte’s comment…” and conclude with a footnote identifying the exact reference. A footnote acknowledging only a directly quoted statement does NOT suffice to notify the reader of any preceding or succeeding paraphrased material.

- **Borrowed Facts or Information:** Information obtained in one’s reading or research, which is not common knowledge among students in the course, must be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific facts, general knowledge, etc.

Materials which contribute to one’s general understanding of the subject may be acknowledged in bibliography and need not be immediately footnoted. One footnote is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their
special information from one source. When direct quotations are used, however, quotation marks must be inserted and prompt acknowledgment is required.

**ASSESSMENT AND TESTING**

Students may obtain advanced standing by demonstrating their knowledge of General Education subject matter. The Art Institute of Colorado will award credit for satisfactory scores on CLEP examinations. Please check with your admissions representative for a list of approved CLEP examinations, minimum scores required, and amount of credit awarded. The CLEP code number for The Art Institute of Colorado is #8299.

**INTELLECTUAL PROPERTY POLICY**

I. Purpose or Scope

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational university, however, and whether the use of copyrighted material without permission falls with “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a “fair use” and therefore may be a violation of the law. A violation of The Art Institute of Colorado’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from The Art Institute of Colorado.

**Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and
fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

The Art Institute of Colorado’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using The Art Institute of Colorado information technology system. The Art Institute of Colorado’s policies prohibit use of The Art Institute of Colorado’s computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission.

As a creative community of teachers, artists and scholars, The Art Institute of Colorado is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of The Art Institute of Colorado itself, which supports this creative and scholarly work.

This document expresses The Art Institute of Colorado’s policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of The Art Institute of Colorado – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with The Art Institute of Colorado, and this Policy governs in all circumstances, unless The Art Institute of Colorado has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between The Art Institute of Colorado and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit “fair use” as defined by U.S. laws.

II. Definitions (if applicable)

The following terms are used throughout the Policy and are defined as follows:

A. Copyright - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).

B. Commissioned Work - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.

C. Independent Academic Effort or Creative Activity - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or
technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.

D. Institutional Employee - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.

E. Intellectual Property - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.

F. Patent - A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.

G. Sponsored Work - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.

H. Student - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as “special status students”: e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.

I. Substantial Institutional Resources - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not “commonly provided”, is considered a use of “Substantial Institutional Resources.” This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use
of these latter resources may constitute the use of “Substantial Institutional Resources.” Resources not considered “commonly provided” include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.

J. **Trademark and Service Mark** - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party’s goods or services from those of others.

K. **Work** - The term “Work” as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.

L. **Work Made for Hire** - A “Work Made for Hire” is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.

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**

1. **General Rule.**

Subject to the exceptions noted in this Policy, as a general rule, The Art Institute of Colorado does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and Students.

2. **Exceptions to the General Rule.**

Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:

(a) The Intellectual Property is developed as a Sponsored Work.

(b) The Intellectual Property is developed as a Commissioned Work.

(c) The Intellectual Property is developed using Substantial Institutional Resources.
(d) The Intellectual Property is developed by the creator within the scope of his or her employment with The Art Institute of Colorado and constitutes a Work Made for Hire.

(e) The Intellectual Property is developed by a creator who is assigned, directed or funded by The Art Institute of Colorado to create the Intellectual Property.

(f) The Intellectual Property is developed under a grant, program or agreement which provides The Art Institute of Colorado with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2(a) through (f) above, the Intellectual Property shall be owned by The Art Institute of Colorado (or by The Art Institute of Colorado and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by The Art Institute of Colorado under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by The Art Institute of Colorado’s President, and to execute any document deemed necessary by The Art Institute of Colorado to perfect legal rights in The Art Institute of Colorado and enable The Art Institute of Colorado to file applications for registration when desired.

3. Ownership Rights in Specific Types of Works.

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

   (a) Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by The Art Institute of Colorado. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to The Art Institute of Colorado.

   (b) Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by The Art Institute of Colorado as Works Made for Hire or otherwise.

   (c) If any Intellectual Property to be owned by The Art Institute of Colorado under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, the parties respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.

   (d) Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of The Art Institute of Colorado will develop a
written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to The Art Institute of Colorado.

(e) Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.

(f) Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her own, or developed in the context of a course, is owned by the Student and The Art Institute of Colorado will not use the Student’s Work without the Student’s permission to do so.

(g) Students working on a project governed by an existing written agreement to which The Art Institute of Colorado is a party are bound by all terms of that agreement.

(h) Students hired to carry out specific tasks that contribute to Intellectual Property of The Art Institute of Colorado retain no rights of ownership in whole or in part to that Intellectual Property or to the Student’s contribution to that work.

(i) Students who wish to work collaboratively with Institutional Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to The Art Institute of Colorado outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.

(j) The rights of The Art Institute of Colorado to a perpetual, worldwide license (exclusive or non-exclusive, as The Art Institute of Colorado deems necessary), to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non- Institution sponsor.

B. Independent Contractor Works.

As a general rule, The Art Institute of Colorado will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or The Art Institute of Colorado has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If The Art Institute of Colorado does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor in the course of performance of the contract, in accordance with the parties’ agreement.

IV. Institution’s Usage Rights

To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, The Art Institute of Colorado shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now
known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of The Art Institute of Colorado. Where practicable, The Art Institute of Colorado will use best efforts to cite the creator of the Work if The Art Institute of Colorado exercises such usage rights.

V. Institution’s Marks

Intellectual Property comprised of or associated with The Art Institute of Colorado’s Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the “Marks”) belongs exclusively to The Art Institute of Colorado and/or its affiliates. This Policy is designed to protect the reputation of The Art Institute of Colorado and its affiliates, and to prevent the illegal or unapproved use of The Art Institute of Colorado’s Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of The Art Institute of Colorado. However, faculty, staff, and Students may identify their status or professional affiliation with The Art Institute of Colorado as appropriate, but any use of The Art Institute of Colorado’s Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, The Art Institute of Colorado. No products or services may be marked, offered, sold, promoted or distributed with or under The Art Institute of Colorado’s Marks without The Art Institute of Colorado’s prior written permission and compliance with the licensing policies of The Art Institute of Colorado. All requests for use of Institution Marks must be submitted in writing to an officer designated by the President. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise The Art Institute of Colorado’s Marks.

VI. Substantial Use of Institution Resources

Although “Substantial Institutional Resources” is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of The Art Institute of Colorado, modes of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of “substantial use” from time to time and implement any changes or clarification to the definitions which The Art Institute of Colorado deems necessary in order to establish an appropriate standard.

VII. Review Scheme

Questions concerning this Intellectual Property Policy should be addressed to the Dean of Academic Affairs.

VIII. Reservation of Rights

The Art Institute of Colorado reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. The Art Institute of Colorado agrees, however, that it will endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.
IX. Effective Date

This Policy supersedes any preexisting Intellectual Property policy of The Art Institute of Colorado and will remain in effect until modified or revoked by The Art Institute of Colorado. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with The Art Institute of Colorado 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.

ATTENDANCE POLICY

COURSE ATTENDANCE (GROUND)

The Art Institutes maintain an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, or examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in class. Although some absences are unavoidable because of illness or emergency, due to the nature of the program, there are no excused absences.

Students will not be penalized for pregnancy or related conditions, including recovery from childbirth. Students who are absent due to pregnancy or related conditions may receive an exception to the attendance policy and/or be permitted to make up missed work for as long as the student’s absence is medically necessary. To avoid being administratively withdrawn, students must contact their academic advisor or registrar about the need for a pregnancy-related exception. As with other students seeking exceptions for medical-related reasons, students seeking a pregnancy-related exception to the attendance policy must provide a doctor’s note indicating that the absences were medically necessary. Failure to provide evidence of medical necessity for any absence may result in the student being administratively withdrawn from school, and the student may not be allowed to make up any missed assignments. Please note that a pregnancy exception to the attendance policy is only applicable to the current course and cannot be carried over into any subsequent courses.

A student who is absent for three cumulative weeks (three classes for those that meet once a week or six classes for those that meet twice a week) in an 11-week term * will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid quarter ground term**) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. A student is allowed only one appeal per class. In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the registrar office.
Appeal Process – Withdrawn from Course (Ground)

Students who are administratively withdrawn from a single course for violating the attendance policy may submit a one-time appeal per course per term to the Dean of Academic Affairs for reinstatement into their course(s) in the active term. Students who appeal must do so in writing prior to the next class meeting for each course being requested for reinstatement. The instructor must determine that the student still has the potential of successfully completing the course(s) to earn a successful appeal. A copy of this appeal must be put into the student’s file.

CONSECUTIVE DAYS ABSENCE GRADING POLICY (GROUND)

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid quarter ground term), will be withdrawn from the Institute and will receive W’s (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid quarter ground term) students will be withdrawn from the Institute and will receive WF’s (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

APPEAL PROCESS – CONSECUTIVE DAYS ABSENT (GROUND)

Students who are administratively withdrawn from school for violating the consecutive days absence attendance policy may submit an appeal to the Dean of Academic Affairs for reinstatement into their course(s) in the active term based on mitigating circumstances. Students, who appeal, must do so in writing and must include documentation of mitigating circumstances.

Mitigating circumstances may include one of the following reasons:

1. Death of an immediate family member
2. Student illness requiring hospitalization (this includes mental health issues)
3. Illness of an immediate family member where the student is the primary caretaker
4. Illness of an immediate family member where the family member is the primary financial support
5. Abusive relationships
6. Divorce proceedings
7. Previously undocumented disability
8. Natural disaster
9. Family emergency
10. Financial hardship such as foreclosure or eviction
11. Documentation from a Professional Counselor
12. A doctor documented illness of the student for a significant period of time
13. Military deployment
14. Military Permanent Change of Station (PCS)
15. Special Circumstances
New students at on-ground campuses who attend the first week of a course and fail to attend the second week of classes will be cancelled for the term start.

Continuing students at on-ground campuses who do not attend any of their classes through close of business Wednesday of the second week of classes may be withdrawn from the Institute. They must contact the campus registrar to indicate their intent to return. Additionally, the cumulative week policy (above) will still apply to any classes not attended in week 1 and beyond.

Students who receive Veteran Affairs (VA) educational benefits must understand VA benefits, including tuition and fees, the monthly housing allowance, book stipend, and Yellow Ribbon benefits are based in whole or in part on the number of credit hours certified. The school is required to monitor and report enrollment status to the VA. Accordingly, any violation of the school attendance policy will result in the adjustment or termination of VA benefits. Adjustments in enrollment will likely affect payment of VA benefits, and reductions in enrollment may result in a debt to the VA for any education benefits already received. The school will report enrollment as follows:

- VA Students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- VA students who are administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- VA students who complete the term with all non-punitive “F” and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

*Reports will be available in SIS for this information; please see Course Attendance Process.

**Students in Mid quarter ground courses that meet for 5.5 weeks who miss two cumulative weeks will be withdrawn from the course and will receive a Withdrawal (W) grade before week 4 or Withdrawal/Fail (W/F) grade after week 4.

**There may be additional conditions placed on veterans for pursuing their education. VA students should see their VA Student Certification Officer (VASCO).

ATTENDANCE VERIFICATION
Students may verify their attendance at any time during the term by speaking with their instructor. In addition, they may go to the campus academic advisors. Students who need information regarding their attendance will need to request it in person. Any discrepancies should be discussed with the individual instructors.

QUALIFYING MILITARY SERVICE, DISASTERS, NATIONAL EMERGENCIES
To assist individuals who are performing qualifying military service and individuals who are affected by disaster, war or other military operation or national emergency, an attendance exception may be granted. A student is declared as military deployed upon receipt of official activation orders documentation by the school. Similarly, appropriate documentation for students residing in an area declared as a disaster area must be submitted to the school. The school’s registrar office will record the student’s actual last date of attendance and then provide an attendance exception. If the documentation shows that the student knew she/he was going to be deployed prior to the term or course start date and still decided to start, the school will not provide this military attendance exception. For these reasons, it is required that the school personnel request deployment paperwork/orders to verify deployment status or to document evidence of a disaster area declaration prior to applying the attendance exception. The school must record the student’s actual last date of attendance regardless of the exception granted.
ONLINE ATTENDANCE POLICY AND SUBSTANTIVE PARTICIPATION CRITERIA (PLUS & AIPOD)

Students taking online classes (including students taking PLUS courses) must submit at least one academically-related posting in the learning management system each full attendance week. For online classes beginning on a Monday, the full attendance week is defined as beginning on Monday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Sunday. For online classes beginning on Thursday, the full attendance week is defined as beginning on Thursday at 12:00 a.m. MST to 11:59 p.m. MST the following Wednesday.

1. For attendance purposes, an academically-related posting can include, but may not be limited to, posting a drop box submission, posting to a threaded discussion forum, and taking a test/quiz. If a third-party system such as MyLabs is required, usage of that system may also count for student attendance if also recorded within an approved learning management system. For attendance purposes, simply logging into an online class does not count toward attendance. It does not include orientation, reading the courses or programs syllabus or activity prior to the start date of the course.

2. Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:
   a. Student submission of an academic assignment
   b. Student submission of an exam
   c. Documented student participation in an interactive tutorial or computer assisted instruction.
   d. A posting by the student showing the students participation in an online study group that is assigned by the institution.
   e. Posting by the student in a discussion forum showing the students participation in an online discussion about academic matters, and
   f. An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a faculty member about the subject studied in the course.

Online students are required to meet the first week’s attendance in order to be confirmed as an active student. Failure to do this could negatively impact a student's financial aid.

During the last half week of a 5.5 week class, students taking online classes must submit at least one academically-related posting in the classroom on at least one day. For online classes that end on a Wednesday, the half week is defined as beginning on Monday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Wednesday. For online classes that end on a Saturday, the half week is defined as beginning on Thursday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Saturday.

Students who fail to meet the attendance requirements for a week will be given an absence for that attendance week. AiPOD students who fail to meet the attendance requirements for two consecutive attendance weeks (cumulative for PLUS students) during a course will be administratively withdrawn from the course. If the student is administratively withdrawn from all current courses, the student will be withdrawn from the institution.

If the student is administratively withdrawn due to attendance on or before the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a W grade for the course. If the student is administratively withdrawn due to attendance after the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a grade of WF for
the course. The last date of attendance will be the last day where the student met the attendance requirements.

In the specific case where a student has a current course grade of F but did not complete the final assignment of the course and failed the course, the final course grade of F will be considered an unearned F as it pertains to Title IV financial aid purposes.

CLASS SCHEDULE
Classes are in session six days a week, Monday through Saturday. Students’ schedules are created to meet their total weekly hour requirement through a combination of morning, afternoon, and evening classes. The weekly hour requirement is scheduled to be completed in accordance with the class schedule issued by the Registrar. Individual times and days of attendance vary by department and quarter level. The average length of instruction is 20 hours per week for a student taking a full load (16 credits). Students in the AAS/BA culinary programs can average 16-23 hours per week, depending on lab classes.

The Art Institute of Colorado reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that students’ educational goals are met. When size and curriculum permit, classes may be combined to contribute to the level of interaction among students. Therefore, certain class schedules may vary. From time to time, instructional activities may occur at an off-campus location appropriate for the particular activity.

GRADUATION COMPLETION RATES AND REQUIREMENTS FOR GRADUATION
Information on graduation/completion rates for first-time, full-time students are available through the Admissions Department. These rates are calculated according to guidelines in the “Student Right to Know” Act.

To be qualified to graduate, a student must:

- Receive a passing grade or credit for all required course work;
- Earn the minimum required credits for the program;
- Achieve a minimum CGPA of 2.0;
- Meet portfolio or other requirements, if applicable, and as outlined in the student handbook;
- Submit a graduate application;
- It is the practice of The Art Institute of Colorado to round to the nearest tenth percent, GPA and CGPA calculations for the purpose of determining academic progress. Also required for graduation are 180 quarter credits for Bachelor of Arts; 90 quarter credits for the Associate of Applied Science degree. There are 48 quarter credits required in each diploma program, Culinary Arts and Baking & Pastry diploma programs which require 55 quarter credits. No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average.
- Satisfy all financial obligations to The Art Institute of Colorado.

The Art Institute of Colorado awards Associate of Applied Science degrees in Baking & Pastry, Culinary Arts, Digital Filmmaking & Video Production, Digital Photography, and Web Design & Interactive Media.*

Diplomas are awarded in Culinary Arts, Baking & Pastry, Web Design & Development*, and Web Design & Interactive Communications.

*These programs are no longer enrolling students. The information is included for the benefit of currently enrolled students only.

CULINARY STANDARDS

To participate in any program in The International Culinary School at The Art Institute of Colorado, each student, with or without reasonable accommodations, must be able to safely and effectively:

- Attend and participate in both day and night shift (including first and fourth shifts) classes
- Communicate in person with co-workers, students and guests and process written and verbal instructions
- Attend and participate in laboratory and production classes of up to 6 hours in length
- Regularly lift and transport food and other culinary product, equipment, small wares and utensils weighing up to 40 pounds
- Regularly lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables where guests are seated
- Pour and serve liquids and beverages, including hot liquids up to temperatures of 180-185 degrees Fahrenheit (82.2 – 85 degrees Celsius)
- Use knives and other commercial cooking utensils
- Perform repetitive motion skills required in the kitchen and the food industry, such as whisking, dicing, or piping
- Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetables, and fruit products
- Handle and bake/cook using different flours – including all grains – as well as chocolate, fruits, and nuts
- Operate commercial cooking and food service equipment
- Stand or maneuver in professional or commercial kitchens, dining rooms and related facilities for up to 2 hours
- Sit on a kitchen stool or at a classroom desk for up to 50 minutes
- Visually assess, and evaluate the taste, appearance, texture and aroma of food and beverage products
- Use commercial cleaning and sanitizing equipment and materials
- Produce food products within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical

The foregoing technical standards are essential to the programs of instruction in The International Culinary School at The Art Institute of Colorado and also reflect industry requirements and standards.
LATE START POLICY

The Art Institute of Colorado does not allow new students to start late. A late start is defined as someone who would enter on or after the first day of the scheduled start, including the drop/add or schedule adjustment period.

In order to start at the next scheduled start, a student must be:

1. Completed and submitted an application by 5 p.m. one week before the start day (Monday – Main Start, Friday – Mid-Session Start)
2. Accepted, as defined in the ADCOM policy, planned at a 4 or 5 financial status, registered, by the Wednesday preceding the start date. (Main Start) and Monday for a mid-session start.
3. Must meet attendance and confirmation policies for the first week of class.

All placement tests must also be completed if the student is to be entered into a class that requires it; for instance, English or online. If a student is transferring credits in lieu of a placement test, transcripts (either official or unofficial) must be in the admission packet in order to place a student into the appropriate classes.

Orientation

Every incoming undergraduate student, both new and re-entering, who has not earned 24 prior credits at the post-secondary level must complete the institution’s web-based orientation, consisting of 23 modules, before beginning classes. Students also are strongly encouraged to attend the campus on-ground orientation program, designed to introduce them to their learning community, campus facilities, resources, and personnel provided to support them throughout their educational journey.

Students need only complete the new orientation requirements one time, regardless of whether they defer start dates or withdraw and return. Students transferring from one campus to another, without a break in enrollment, are not required to complete orientation. Students not continuously enrolled, prior to transferring, will be treated as new students and must complete the new orientation requirements, unless they have 24 earned credits or have already completed orientation requirements at their prior campus.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicates academic progress. Receiving D or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Aid Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student’s responsibility to immediately contact the Dean of Academic Affairs or Registrar’s Office.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Dean of Academic Affairs or Campus Registrar within four (4) business days of determination. Administrative actions will
be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic/Financial Aid Dismissal, a student may appeal the Academic/Financial Aid Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend or receive Title IV aid at the Institute.

The Satisfactory Academic Progress Policy contains the following information:

- Criteria for Honors Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
- Academic/Financial Aid Warning
- Procedure for Appealing Academic/Financial Aid Dismissal
- Procedure to Apply for Re-Entry after Academic/Financial Aid Dismissal
- Academic/Financial Aid Probation and an Academic Plan
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student’s Satisfactory Academic Progress (SAP) and are considered to be punitive grades. Failing courses, being suspended or terminated from courses, or withdrawing from courses could result in the loss of financial aid and/or veterans education benefits and academic dismissal. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program without attempting more than 150% of the credits in the program. Refer to the Metrics of SAP section below for additional information regarding the calculation of CGPA, ICR and MTF.

While the terms Academic/Financial Aid Warning, Academic/Financial Aid Dismissal, and Academic/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

Criteria for Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarter basis and upon graduation.

Quarter Honors Designations (at the completion of a quarter)

Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

<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 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).

2. At the end of the second quarter, students must attain a minimum CGPA of 1.50 and an ICR of 50.00%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal. Students who are only participating in Transitional studies courses are considered to be maintaining SAP.

3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal.

4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic/Financial Aid Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time.

5. Reentries: To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements). Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.

6. Students should note that if they are on Academic/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their academic advisor concerning their exact requirements.

7. Transitional Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count
in the CGPA. Additionally, the courses do not count in determining the maximum time frame allowable to earn the certificate or diploma or in the incremental completion rate as attempted credits and, if successful, earned credits.

8. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is dismissed and there is no right to appeal the termination.

9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

10. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation, or on academic/Financial Aid Dismissal.

11. Compliance with SAP is reviewed every quarter for Certificate and Diploma programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

<table>
<thead>
<tr>
<th>CERTIFICATE/DIPLOMA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evaluation Point</strong></td>
</tr>
<tr>
<td>End of First Quarter</td>
</tr>
<tr>
<td>End of Second Quarter</td>
</tr>
<tr>
<td>End of Third Quarter and every quarter thereafter</td>
</tr>
<tr>
<td>At Any Time</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 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Dismissal.
2. At the end of the second academic year, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

3. Starting the quarter after the sixth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Failure to meet these standards will result in Academic/Financial Aid Warning unless the student was on Financial Aid Warning the previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal.

4. **Students may not attempt** more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic/Financial Aid Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time.

5. *Placement into Transitional* Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the transitional study course(s) do not count in determining the maximum time frame allowable to earn the degree and do not count in the incremental completion rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same Transitional Study upon a third attempt.

6. *Transitional* Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the dismissal.

7. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation or on **Academic/Financial Aid Dismissal**.

8. For Degree programs, compliance with SAP is reviewed every academic year during a student’s first two years and then quarterly thereafter. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

10. **Reentries:** To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the Winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Degree Programs Evaluation Point Milestones.
(CGPA/ICR) and requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**

### DEGREE PROGRAMS

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Both Milestones (CGPA and ICR) Must be Met</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>
</tr>
<tr>
<td>End of Second Academic Year</td>
<td>&lt; 2.00 and/or 66.67%</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
<tr>
<td>End of Seventh Quarter and 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 2nd time)</td>
</tr>
<tr>
<td>At Any Time</td>
<td>Anything in excess of 150%</td>
<td>MTF 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 may be appealed. Please see the Appeal Process below.

A student enrolled in Transitional Studies courses must be able to pass the same Transitional Studies course after three attempts or that student will be placed on Academic/Financial Aid Dismissal.

If the review of a student’s Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next mandatory check point, the student will result in Academic/Financial Aid Dismissal from the Institution.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirements at the next applicable measuring point.

**Procedure for Appealing Academic/Financial Aid Dismissal**

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Dean of Academic Affairs for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.

The Dean of Academic Affairs or an Appeals Committee will review the student’s appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Dean of Academic Affairs or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final. Following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
• Student illness requiring hospitalization (this includes mental health issues)
• Illness of an immediate family member where the student is the primary caretaker
• Illness of an immediate family member where the family member is the primary financial support
• Abusive relationships
• Divorce proceedings
• Previously undocumented disability
• Natural disaster
• Family emergency
• Financial hardship such as foreclosure or eviction
• Documentation from a Professional Counselor
• A doctor documented illness of the student for a significant period of time
• Military deployment
• Military Permanent Change of Station (PCS)
• Special Circumstances

Students should understand that by having a mitigating circumstance it does not automatically mean the appeal will be approved. The Appeal Committee will review that the student sufficiently providing documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

A student who is successful in his or her appeal is able to apply for re-entry and if otherwise eligible, receive financial aid for one quarter; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. A student on Academic/Financial Aid Probation may receive financial aid (if otherwise eligible) for one quarter. If the appeal is denied, aid cannot be paid and the student is dismissed.

Students who have an appeal denied can reapply however the passage of time by itself does not impact the Appeal Committee’s decision.

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating Circumstance in regards to severity, timing and duration of the mitigating circumstance, and for determining whether the student’s situation has changed that would allow the student to demonstrate satisfactory academic progress at the end of the Academic/Financial Aid Probation or the end of the period of the Academic Plan. Any consideration of the conditions outside of the list provided should be discussed with the Art Institute Vice President of Academic Affairs. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor’s opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student’s circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

If a student’s appeal is successful, the student will be placed on Academic/Financial Aid Probation for one quarter (or two if eligible) following re-admittance. The student will be eligible for financial aid during the Academic/Financial Aid Probation period. Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must develop, document and maintain as part of the appeals process a concrete Academic Plan for how a student will complete his remaining coursework and meet the minimum requirements of Satisfactory Academic Progress by end of either the Academic/Financial Aid Probation period or by the end of the quarter included in the Academic Plan. The Academic Plan must detail specific time frames and student success measures and cannot be greater than one
(1) quarter for certificate or diploma programs but for degree programs may be up to two (2) quarters if necessary for the student to meet the minimum requirements of Satisfactory Academic Progress. The Academic Plan must be reviewed with the student so that designated Academic Plan is being met and the student will remain on track to achieve the success measures within the approved timeframe. For students in degree programs that may have an Academic Plan for more than one quarter, the student must meet the academic targets of the Academic Plan at the end the first quarter when the student is on Academic/Final Aid Probation and by the end of the Academic Plan, the student must meet the minimum requirements of Satisfactory Academic Progress. If the student meets the academic goals and requirements under the Academic Plan for the first quarter while on Academic/Final Aid Probation, he or she may complete the second quarter under the Academic Plan and be eligible to receive financial aid. Failure to meet the established goals included in the Academic Plan will result in Academic/Final Aid Dismissal.

Registrars will ensure that Academic Advisors or Academic Department Directors have notified students in writing that they are in Academic Warning/Final Aid Warning, Academic Probation/Final Aid Probation, or Academic/Final Aid Dismissal with a student signed Satisfactory Academic Progress Prediction Calculation Form.

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last quarter of attendance. Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted. The appeal procedure described in the preceding section applies.

Upon the Appeals Committee decision, the student is notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final.

Any student who is on Academic/Final Aid Dismissal can no longer attend school nor get Title IV at the Institution.

Academic/Final Aid Dismissal Appeals not Allowed

A student who attempts but does not pass the same Transitional Studies course three times is Dismissed and there is not a right to appeal the dismissal.

Additional Appeal Procedures:

While an appeal can be made for Maximum Time Frame, the Institution and the Art Institute Vice President of Academic Affairs must review the appeal.

If a student who has successfully appealed an Academic/Final Aid Dismissal is later again dismissed, the student can file one additional appeal as long as the appeal is based on different mitigating circumstances from any previous appeal, the new mitigating circumstance occurred after the previous successful appeal, the student is showing significant Satisfactory Academic Progress and mathematically the student can meet the next SAP evaluation points requirements.

In addition to the Institution’s Review of the Appeal, it must also be reviewed by the Art Institute Vice President of Academic Affairs.
Explanations of Related Issues

Calculation of CGPA

A student’s cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Institute uses a 4.0 scale in assigning grade points. Note: that if there is a change of programs, only courses applicable to the new program will be considered in the CGPA.

Transitional Studies Courses

Many Art Institutes require academic assessments. Depending on assessment scores, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, they do not count in determining the maximum timeframe and the incremental completion rate.

While Transitional Studies course(s) are not included in the CGPA, each individual Transitional Studies course may be attempted no more than three times. Failure to pass the courses within the attempts permitted will result in dismissal from the Institution and there is no right to appeal the dismissal.

Repeated Courses and Grades

As courses are retaken, only the highest grade will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the incremental completion rate (ICR). Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate as credit hours attempted but not earned. The grade Incomplete (I) is calculated as if it is an F for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade.

Remediation of Academic Deficiencies

It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent quarter to improve academic performance.

Transfer Credits from another Postsecondary Institution

Credits from transfer courses are calculated in the maximum allowable credits and incremental completion rate requirements as credits attempted and credits earned. Grades for credits transferred from any other postsecondary institution will be recorded as Transfer Credit (TR) and will not be calculated in the student’s CGPA

Change of Program

Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate’s program to a bachelor’s program in the same major is not considered a change of major. Courses that apply to the second major will be recorded as earned credit and will affect the student’s CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student’s academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating
circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in the Institution then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Incremental Completion Rate as credits attempted and credits earned.

**Transfers from another Art Institute**

A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another affiliated Art Institute must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer. An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

Please note that course credits and applicability of those credits at each Art Institute for a program can vary from location to location. Please carefully discuss any possible transfer with the Art Institute you wish to attend.

**Grading System**

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student’s academic transcript, which is updated each quarter. The criteria for determining a student’s grade shall be as follows (on a percentage of total point basis):

**The Metrics of SAP**

**Academic Grading System**

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<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>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)
This grade is assigned only when some portion of a course has not been completed for good and sufficient reason. Courses in which “IPA” grades are assigned must be completed no later than the end of the next regular term in which the student is enrolled or the grade will be recorded as “F” on the permanent record in the term in which the grade is granted to replace the IPA. IPA does not affect CGPA/ICR/MTF.

**IPA = Incomplete Pass**
This grade is assigned only when some portion of a course has not been completed for good and sufficient reason. Courses in which “IPA” grades are assigned must be completed no later than the end of the next regular term in which the student is enrolled or the grade will be recorded as “F” on the permanent record in the term in which the grade is granted to replace the IPA. IPA does not affect CGPA/ICR/MTF.

**IP = In Progress**
This identifier is used when a student is actively registered and attending a course. This does not affect the CGPA/ICR/MTF.

**S = Suspension**
Affects ICR/MTF/CGPA (Computes as an F)

**NC = No Credit**
This grade is reserved for zero-credit courses only. Non-credit courses are not computed in the CGPA/ICR/MTF.

**NP = Not passing/Fail**
This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course. Does not affect ICR/MTF.

**P or PR = Proficiency Credit by Exam or Portfolio**
This does not affect CGPA. They do impact ICR and MTF.

**PA = Pass**
This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.

**SP or SA = Satisfactory/Pass**
This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.

**T = Termination from course**
Affects ICR/MTF/CGPA (Computes as an F)

**TR = External Transfer Credit**
Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.

**U = Unsatisfactory**
Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.

Students who met the course requirements by completing the final assignment in the course. Final assignment includes a final exam, final project, final paper, portfolio presentation, or capstone project. If a student completed all assignments including the final assignment of the course, but did not pass the course, the F grade will be considered earned. The course’s instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.

Students who failed the course AND did not complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If the student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a “UF” grade on the transcript. The course’s instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.
W = Withdrawal

When a student withdraws from the total program of study by the end of the ninth week of the quarter or from individual classes after drop/add but before the end of the ninth week of the quarter. The “W” is not used in the calculation of the GPA or CGPA but is considered attempted credits but not earned credits.

WF = Withdrawal Fail

When a student withdraws from individual classes or a total academic program of study after the ninth week of classes. The “WF” is calculated as an “F” in the GPA and CGPA. The “WF” also counts as attempted credits and not earned credits.

WV = Waiver

Commonly used when waiving a Transitional courses and does not affect ICR/MTF/CGPA

WX = Course was registered for but never attended

Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses

Grades earned in repeated courses will replace grades of ‘F’, “UF”, ‘W’, or ‘WF’. Course credits with grades of ‘F’, ‘UF’, ‘W’, or ‘WF’ are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an ‘F’ if a grade change is not submitted by the end of the second week of the following term. The grade ‘I’ indicates Incomplete and is calculated as if it is an ‘F’ until it is changed to another grade and the course will be included as course credits attempted, but not earned. Only if it is part of an Academic Plan may students retake courses in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted. The highest grade earned will be used in the CGPA calculations.

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

Appealing a Final Course Grade:

A student who is concerned with a final grade in a course should initially speak with the course instructor in order to understand how the grade was derived based on the course grading criteria. If, after meeting with the instructor, the student is not satisfied with the explanation of the final grade and does not feel that the grade is justified or appropriate, the student should meet with the Program Chair or Program Coordinator to discuss the situation. If a resolution is not met at this level, the student may file an official grade appeal by submitting an Appeal Grade Change form, which includes a written account explaining their perspective as to why the grade is not appropriate based on the course grading criteria and the steps taken to remedy the situation. In addition, the student should include his or her name, phone number, and ID number. This written account should be provided to the Dean of Academic Affairs before the end of Week One of the quarter immediately following the finalized grade being appealed.
The Dean of Academic Affairs will convene a committee of qualified academic staff or faculty to review the appeal and reach a final decision. The student may be required to meet with the committee and to provide requested assignments and/or projects from the course. All decisions made by the appeal committee are final and will be communicated to the student within one business day and prior to the end of the schedule adjustment period.

Calculations

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute. Transitional study courses do not count in this calculation. Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

A = 4 grade points x 4 credit hours = 16 grade points earned
B = 3 grade points x 3 credit hours = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

16 grade points + 9 grade points = 25 total grade points

25 grade points earned divided by 7 total hours earned = student’s GPA for the quarter, 3.571 which is rounded to 3.57. Rounding occurs after the 4 digit of a CGPA is calculated and if the fourth digit is 5 or over, it is rounded up. If the fourth digit is 4 or lower it is rounded down.

A student’s CGPA is computed in the same way by dividing the student’s total grade points earned from all quarters/semester at The Art Institute by the student’s total credit hours earned from all quarters at The Art Institute.

Incremental completion rate is determined as follows (transitional study credits do not count in this calculation):

\[
\frac{\text{(EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)}}{\text{(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)}}
\]

The 150% MTF: Only the attempted 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 are calculated in the maximum time frame allowable credits and incremental completed rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be 180 \(\times 1.5 = 270\) credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as “TR” in the Student Information System and will not affect the student’s CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education as a campus that does not share the same leading six-digit OPE-ID number), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another affiliated Art Institute until he or she has been granted an appeal at the original school and is deemed to be making satisfactory academic progress.

### Changes in Program

Unless a second change is specifically approved for the specific student by the Dean, students are allowed only one change of program and must be making satisfactory academic progress at the time a request is made to change programs.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the SAP CGPA (SGPA). For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.

In the formulas below, the “CHANGE OF MAJOR” adjustment factor would be those credits from the previous major that we will NOT count in the student’s current major.
Incremental completion rate is determined as follows (Transitional credits do not count in this calculation):

\[
\frac{(\text{EARNED CREDITS in the New Program} + \text{TRANSFER CREDIT ACCEPTED}) \text{ minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}{\text{(ATTEMPTED CREDITS in the New Program} + \text{TRANSFER CREDITS Accepted}) \text{ minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}
\]

The 150% MTF Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining.

The 150% MTF is determined as follows:

\[
\text{TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5} = \text{TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.}
\]

Second Degree

When a student has graduated from The Art Institute in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will be applied to the student’s new program CGPA calculation.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds

Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, it may require a higher cumulative grade point average and/or a higher incremental completion rate. Examples of these education benefits are State Grants, Veterans’ Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Service Office for details.

STUDENT STATUS

Based on credit hours, status is defined as follows:

- Academic full-load: enrolled in 16 or more credit hours in an academic quarter;
- Federal Financial Aid full-time status: enrolled in 12 or more credit hours in an academic quarter;
- Three-quarter time: enrolled in 9-11 credit hours in an academic quarter;
- Half-time: enrolled in 6-8 credit hours in an academic quarter;
- Less than half time: enrolled in 1-5 credit hours in an academic quarter.
CANCELLATION OF CLASSES
Prior to opening the registration period, the Art Institute of Colorado makes every effort to provide sufficient course sections for students. The campus makes available the course schedule to students along with registration instructions and deadlines. Course offerings, instructors, days, times and class locations are not guaranteed and are subject to change at the discretion of the campus. If the campus determines that a course offering will be cancelled due to lack of enrollment or other reason, they will remove all students from the course and notify students of the change of schedule via email. Students are allowed to add or remove a course until the end of the add/drop period.

TRANSFER OF CREDIT POLICY
The sections below describe the various conditions under which credits might be transferred into or out of The Art Institutes. Please contact the office of The Dean of Academic Affairs for all matters related to Transfer Credit and Program Change.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS
In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. For this reason this institution does not imply, promise, or guarantee that credits earned will be accepted by another college or university. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. Students considering transferring to another college or university are responsible for determining whether that school will accept this institution’s credits. Students are encouraged to initiate discussions with the potential transfer school as early as possible.

TRANSFERRING FROM ONE ART INSTITUTE TO ANOTHER ART INSTITUTE
Students wishing to transfer from one Art Institutes school to another may do so only if they are in good standing at the sending school. Any student dismissed for academic progress cannot transfer to another affiliated Art Institute school until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress. (See the Student Academic Progress Policy-Transfer from another Art Institute). An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

TRANSFER OF CREDIT BETWEEN ART INSTITUTES SCHOOLS
Associate’s Degree Graduates to Bachelor’s Degree Programs: Every reasonable effort will be made to ensure that all credits earned by associate’s degree graduates of an Art Institutes school will transfer to the corresponding bachelor’s degree program within the system. However, differing state and accrediting regulations may require additional courses at the associate’s degree level. If the associate’s degree completed by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the associate’s degree level.

Such graduates of the related associate degree program will attain upper division status in the bachelor’s degree.

Associate’s degree credits earned by graduates of an Art Institutes school for which there is no corresponding bachelor’s degree program will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted (30 percent for Virginia schools). Under some
conditions, all general education courses in the associate degree may be brought forward into the Bachelor's 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 a 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 Program Chair/Coordinator prior to the class start. No more than 25 percent of a program’s required credits will be considered for any type of proficiency credit.

Portfolio Review for Credit
Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start. No more than 25 percent of a program’s required credits will be considered for any type of proficiency credit.

Total Allowable Transfer of Credit
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.
LIMITATION TO ONLINE EDUCATION QUOTIENT: Based on government and accreditation standards related to consortium agreements, students are limited in the total number of credits that can be earned in an online delivery mode. Students are required to complete more than 50% of their program credits in residence at the Art Institute School into which they have enrolled and from which they hope to graduate. Once the threshold of program credits has been exceeded, the student must be transferred to The Art Institute of Pittsburgh – Online Division for the completion of the program. Transfer between Art Institute campuses does not guarantee that all credits earned will transfer to the same program at the receiving campus, including The Art Institute of Pittsburgh – Online Division.

TRANSFER OF CREDIT FROM OUTSIDE COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTES SCHOOL

Transcripts
Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student’s first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

Course Descriptions
The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalog will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

Level of Transfer Credits
Only college-level credits (100 level course or equivalent and above) taken at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer.

Grades of Transfer Credits
Only courses with an earned grade of “C” (2.0 on a 4.0 scale) or higher will be considered for transfer credit.

Course Prerequisites and Sequence of Courses
Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

Proficiency Credit from External Sources
Official documents related to CLEP or AP scores or similar means to demonstrate proficiency for credit must be received by an Art Institutes school prior to the class start. No more than 25 percent of a program’s required credits will be considered for any type of proficiency credit.

- Advanced Placement. Some foundation courses can be obtained through College Board’s AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and
evaluated prior to the end of the schedule adjustment period (add/drop) of the student’s first quarter of attendance.

- **College Level Examination Program (CLEP).** Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to University courses prior to the end of the scheduled adjustment period (add/drop) of the student’s first quarter of attendance.

- **Articulation Agreement Credit.** Successfully complete programs included in articulation agreements that have been established between the University and their high schools.

- **Military Experience Credits.** Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on the Joint Service Transcript, the Community College of the Air Force Transcript or as recommended by the American Council on Education (ACE).

- **Internal Proficiency Testing for Credit.** Requests for testing out of specific courses approved by the Institute must be made through the Program Chair/Coordinator prior to the class start.

- **Experiential Learning.** Students may request advanced standing for experiential learning. Students will present relevant work or life experiences for review by the Dean of Academic Affairs or designee. The Dean of Academic Affairs or designee will have the necessary forms for the student to complete. Documentation such as portfolios, writing samples, publications, verification of employment, and references represents a sampling of what may be requested by the Program Chair/Coordinator from the student in order for the advanced standing review to be completed.

- **Portfolio Review for Credit.** Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

**Class Proficiency Test**

Requests for testing out of specific classes approved by the Institute must be made through the department Director prior to the class start.

No more than 25 percent credits will be considered for any type of proficiency credit.

**University Transcripts with Credit/No Credit Course Grades**

Accredited colleges and universities where courses are offered for credit/no credit and no allowable grade is earned in major courses according to existing regulations will be converted to a grade by the registrar’s office. Credit grades will be converted to a “C” and no credit grades will be converted to an “F”.

**Total Allowable Transfer of Credit**

Students must earn a minimum of 25 percent (30 percent at Virginia schools) 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 (70 percent at Virginia schools) of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.
TRANSFER OF CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT OR RE-ENTRY TO THE INSTITUTION) AT AN ART INSTITUTES SCHOOL

NOTE: Transfer credit after matriculation must be completed prior to the student’s final term of study.

**Concurrent Enrollment:** Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institutes school student’s full-time schedule (at the student’s own expense), and after a student’s matriculation at an Art Institutes school, may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met, and if the secondary institution permits concurrent enrollment.

**Approval Needed**
Requests for concurrent enrollment in a course at another college or university while the student is at full-time status at an Art Institutes school (according to the US Department of Education’s definition of the term) must be approved by the General Education Director, the Department Director, or the Dean of Academic Affairs prior to enrollment in the course.

**Full-time Status**
The student must be enrolled full-time at an Art Institutes school at all times during the concurrent enrollment at another college or university.

**One Course Limit**
Only one course per quarter in concurrent enrollment is permitted.

**Grading**
The concurrent enrollment course must be passed with a grade of “C” (2.0 on a 4.0 scale) or higher. The student’s record at The Art Institute will reflect a “TR” grade. The grade will not be factored into the GPA or the CGPA.

**Completion Deadline**
Credit will be awarded for the course when official documentation is provided by the secondary institution that the course was successfully completed, as defined above. Official Transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrollment course.

**Total Allowable Transfer of Credit**
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

**Transcripts**
Official Transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrollment course.

**Transfer Credit Upon Re-Entry to the Institution:** Requests for transfer of credit from accredited institutions of higher education for a course taken while a student was not in attendance at an Art Institutes school, but after a student’s initial matriculation at the school, may
be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

**Grading**
The concurrent enrollment course must be passed with a grade of “C” (2.0 on a 4.0 scale) or higher. The student’s record at The Art Institute will reflect a “TR” grade. The grade will not be factored into the GPA or the CGPA.

**CHANGE OF PROGRAM WITHIN AN ART INSTITUTES SCHOOL**
A student petitioning to change from one program to another within The Art Institute must obtain approval from the Program Chair/Coordinator of the department from which the student is changing. The student’s coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation. Only one change of program is allowed per student.

**Course Substitution Policy**
Students are expected to complete the program requirements outlined in The Art Institutes Catalog in effect at the time they enroll. However, programs are subject to change at the discretion of The Art Institutes. In these situations or due to other mitigating circumstances (e.g., change in program of study), courses previously completed at the Art Institutes or other accredited higher education institution will be reviewed by the campus academic staff to determine its acceptance or substitution. Students who wish to appeal a course substitution should submit a Course Substitution Form to the Program Director for consideration at their Campus; online students should submit the Form to their Academic Counselor. The Academic Counselor will forward the form to the Program Director for consideration. The Program Director will then forward the request and recommendation to the Campus Dean for approval. Substitutions for General Education courses will be reviewed by the appropriate General Education Program Director. To be considered for a substitution, the course must be successfully completed at The Art Institute, and satisfy the program student learning outcomes as listed in the Academic Catalog. Students should submit all requests within the timeline indicated in the Transfer of Credit section of the catalog.

Course substitutions not recommended by the Program Director, may be appealed to the Dean or designee. The decision of the Campus Dean is final.

**MINIMUM ACADEMIC ACHIEVEMENT STANDARDS FOR STUDENT RECEIVING DEPARTMENT OF DEFENSE TUITION ASSISTANCE**
In addition to The Art Institute of Colorado’s Standards of Satisfactory Academic Progress Policy, in order for a Service member student to continue to receive Tuition Assistance (TA) military education benefits for TA-funded courses, the following minimum academic standards must be achieved.

The Department of Defense requires reimbursement from the Service member if a successful course completion is not obtained. For the purpose of reimbursement, a successful course completion is defined as a grade of “C” or higher for undergraduate courses, a “B” or higher for graduate courses and a “Pass” for “Pass/Fail” grades. Reimbursement will also be required from the Service member if he or she fails to make up a grade of “I” for incomplete within the time
limits stipulated by the educational institution or 6 months after the completion of the class, whichever comes first.

Students using TA must maintain a cumulative grade point average (GPA) of 2.0 or higher after completing 15 semester hours/23 quarter hours, or equivalent, in undergraduate studies, or a GPA of 3.0 or higher after completing 6 semester hours/9 quarter hours, or equivalent, in graduate studies, on a 4.0 grading scale. If the GPA for TA funded courses falls below these minimum GPA limits, TA will not be authorized and Service members will use alternative funding (such as financial aid or personal funds) to enroll in courses to raise the cumulative GPA to 2.0 for undergraduate studies or 3.0 for graduate studies.

The Secretary of the Military Department will establish recoupment processes with the Service member directly for unsuccessful completion of courses.

STUDENT SERVICES AND RESOURCES

GENERAL INFORMATION
The mission of the Student Services Department is to supplement The Art Institute’s educational processes and to support its stated purpose by providing assistance and services to the student body in the areas of advocacy, disability, student development, counseling, international advising, housing, student employment and Career Services. The department actively encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, social interaction, and professional development. To fulfill its mission, the Student Services Department has established the following objectives:

1. Provide college-sponsored housing that is convenient and suitable to the students' needs and conducive to their educational goals.
2. Provide student support services.
3. Provide resources and assist international students with their transition into this country.
4. Provide Student Engagement and networking activities to complement your academic experience
5. Serve as the advising point of contact for military and veteran students.

Career Services
As you near the completion of your program of study, you will have the opportunity to meet individually with a career services advisor to review career goals, job-search strategies, interview techniques, and résumé development.

The Student Services Department coordinates the quarterly Portfolio Show and career focused activities. These events bring together prospective employers and soon-to-be graduates. Graduate employment information is available on the College website.

Alumni Services
The Student Services Department offers a variety of online services and resources to Art Institute graduates. The self-directed alumni website (www.alumni.artinstitutes.edu) is available to graduates and to students in their last quarter.
The website exists to support the creative endeavors of our graduates and to provide a forum for networking with fellow classmates. Art Institutes graduates can connect from anywhere around the world. Alumni can share their challenges and victories, access services to elevate their career, showcase artwork, and demonstrate their impact in their personal and professional communities. Information about career services, campus events, Art Institute news is also available.

The website is exclusive to Art Institute graduates and there are no costs, fees or dues to access these services. The Art Institutes values our talented alumni community and we strive to build and maintain the alumni relationship through e-communications, virtual events, and campus activities. Alumni are invited to share their personal and professional updates with The Art Institutes community!

For more information, visit www.alumni.artinstitutes.edu or email AiAlumniSupport@aii.edu

SUPPORT SERVICES

Health Services And Insurance
The Art Institute of Colorado does not maintain a health services office. All students are urged to carry a primary private insurance policy that covers comprehensive health care.

Students can enroll on-line in a student medical insurance program sponsored by National Collegiate Underwriters and Administrators, Inc. (NCUA). Log on to your Student Portal for the link to our insurance information. The Art institute makes no representation as to the quality or adequacy of medical care or insurance coverage provided to any student during his or her enrollment at The Art Institute.

Counseling Services (Talk One2One)
For many students, attending The Art Institute of Colorado marks the first time they are independent of their families or need support as they return to school as adult learners. All students have many questions and need assistance in transition to college life.

Counseling Services provide stop gap counseling and referral to community resources for students in need of emotional support or guidance. These community resources can assist with issues common to college students such as bill paying, study habits, roommate disputes, relationships, depression, anxiety and any other relevant issues. The Art Institute of Colorado provides students with the following benefits through Talk One2One:

- Unlimited telephonic counseling: 1.888.617.3362
- Short-term, face-to-face counseling for all students available 24/7 by calling 1.888.617.3362
- Help with financial issues
- Relationship issues
- Targeted and qualified resource searches and referrals for many supportive services

Disability Services
The Art Institutes provide accommodations to qualified students with disabilities. The Office of Disability Support Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institutes.
Students who seek reasonable accommodations should notify the Office of Disability Support Services at 1-855-855-0567 or via email at _TheCenterDSS@dcedh.org of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with The Office of Disability Support Services to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Office of Student Conduct and Resolution at studentresolution@dcedh.org. Complaints will be handled in accordance with the school’s Internal Grievance Procedure for Complaints of Discrimination and Harassment.
ART INSTITUTE OF COLORADO POLICIES & PROCEDURES

Students are on a continuing quarter-to-quarter enrollment basis and agree to comply with all published Art Institute of Colorado policies and procedures. The Art Institute of Colorado reserves the right to add to or delete policies and procedures as deemed necessary.

THE ART INSTITUTE OF COLORADO POLICIES TO COMPLY WITH THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a ‘fair use” and therefore may be a violation of the law.

A violation of the institution’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys’ fees. The government also can file criminal charges that can result in fines and imprisonment.

The Art Institute of Colorado’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system. The Art Institute of Colorado’s policies prohibit use of The Art Institute of Colorado’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).

STUDENT HANDBOOK


1200 Lincoln Street
Denver, CO  80203
(303) 837-0825
**Student Conduct Policy**

Section I – Guiding Principles

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute’s mission.

Section II - Scope

This Student Conduct Policy applies to all students and student organizations at the College.

Section III - Reach

The Student Conduct Policy shall apply to student conduct that occurs on college premises including online platforms, at college-sponsored activities, student organization sponsored events or in Campus Sponsored Housing. At the discretion of the Chief Conduct Officer (Director of Student Services, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President of the College), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Section IV - Responsibilities of Dual Membership

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

Section V - Disciplinary Offenses

The offenses listed below are given as examples only. The College may sanction other conduct not specifically included on this list.

Scholastic Dishonesty

- Plagiarism
• Cheating on assignments or examinations
• Engaging in unauthorized collaboration on academic work
• Taking, acquiring or using test materials without faculty permission
• Submitting false or incomplete records of academic achievement
• Altering, forging or misusing a college academic record
• Fabricating or falsifying data, research procedures, or data analysis
• Deceiving the College and/or its officials

Misuse or abuse of school assigned email address and log-in information Sharing your username or password for any school assigned system with any student or non-student individual

• Logging-in to a school assigned system with the intention to display classroom environment to other student or non-student individuals

• Allowing an individual access to post information in the on line environment on your behalf or with the intention of impersonation.
  o Note: on ground students cannot share or give access to other students or non-student individuals to access the student portal (unless designated for training purposes at the direction of a campus official)

Illegal or Unauthorized Possession or Use of Weapons

• Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on college property, Campus Sponsored Housing or at college sponsored functions, except where possession is required by law.

Sexual Assault or Nonconsensual Contact

• Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

Threatening, Violent or Aggressive Conduct

• Assault, battery, or any other form of physical abuse of a student or college employee.
• Fighting or physical altercation.
• Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees.

• Any conduct that threatens the health or safety of one’s own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student.

Theft, Property Damage and Vandalism

• Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guest.

• Extortion.

• Setting fires, tampering with fire safety and/or firefighting equipment.

Disruptive or Disorderly Conduct

• Disruptive Behavior, such as, Interference with the normal operations of the College (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other college activities)

Disruptive Classroom Conduct, such as:

• Engaging in behavior that substantially or repeatedly interrupts either the instructor’s ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or

• Written or verbal acts or uses of technology, which have the effect of disrupting the online classroom learning environment.

• Use of cell phones and pagers during scheduled classroom times.

Disorderly Conduct, such as:

• Disorderly, lewd, indecent, or obscene conduct.

• This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;

• Breach of peace on college property or at any college-sponsored or supervised program; or
• Any in-school, online classroom, or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol

• Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the College.

• Being under the influence of illegal or controlled substances on college property, or at any college function.

• Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the College.

• Being under the influence of alcohol on college property or at any college function is also prohibited.

Verbal Assault, Defamation and Harassment, Verbal Abuse of a Student or College Employee.

• Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.

• Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Hazing

• Any form of “hazing” and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. “Hazing” includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the College.

Falsification

• Willfully providing college officials with false, misleading or incomplete information.

• Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.
Abuse of the College’s Disciplinary System, including but not limited to:

- Failure to obey the summons of a disciplinary body or college official.

- Falsification, distortion, or misrepresentation of information before a disciplinary body or college official.

- Disruption or interference with the orderly conduct of a disciplinary proceeding.

- Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.

- Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.

- Failure to comply with the sanction(s) imposed under the student conduct policy.

- Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Unauthorized Use or Misuse of College Facilities

- Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

Violation of Federal or State Laws

- Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Director of Student Services within 5 days of the conviction.

Insubordination

- Persistent or gross acts of willful disobedience or defiance toward college personnel.

- Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties.

- Failure to exit during fire drill.

- Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties.
Violations of College Rules

- Violations by guest of a student on college property. Students are responsible for the actions of their guests.

- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.

- Smoking in classrooms or other college buildings or areas unless designated as a smoking area.

- Any violation of the student housing license agreement, rules and regulations and/or the College-sponsored housing student handbook.

- Any violation of the institution’s policies on the responsible use of technology including but not limited to:
  - The theft or abuse of computer, email, Internet or Intranet resources
  - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
  - Unauthorized transfer of a file
  - Unauthorized downloading of copyrighted materials in violation of law
  - Unauthorized use of another individual’s identification and/or password
  - Use of computing facilities to interfere with the work of another student, faculty member, or school official
  - Use of computing facilities to send obscene or abusive messages
  - Use of computing facilities to interfere with normal operation of the school’s computing system
  - Failure to satisfy school financial obligations.

The above list is illustrative only, and the College may sanction other conduct not specifically included on this list.
Section VI - Sanctions

The College may impose sanctions for violations of the Student Conduct Policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The College reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the Student Conduct Policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school’s standards and expectations.

2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.

3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.

4. Removal from Sponsored housing: The student will be immediately dismissed from Campus Sponsored Housing. The student will be required to vacate the premises according to the terms of the sanction.

5. Suspension: Separation of the student from the campus for a pre-determined period of time. The student may be able to return to campus once specified conditions for readmission are met. The student may not attend classes, visit campus-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.

6. Expulsion: The student will be expelled from the College immediately. The student will not be permitted to continue his or her studies at the College and may not return to the College or to Campus Sponsored Housing or activities at any time or for any reason.

7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Section VII – Disciplinary Procedures

Complaint

Any member of the College community may file a complaint against any student for misconduct or for otherwise being in violation of the College policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate
time and location of incident. The name of the victim, offender and any witness/s may be included.

3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred
unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or his/her delegate may review and investigate the complaint to determine if
the allegations have factual merit, to identify violations of the Student Conduct Policy, and to impose
sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to
provide this information, in writing, unless the College determines that the circumstances do not warrant
disclosure of some or all of the facts.

Search of Student’s Property

Students have no expectation of privacy in their personal property while on campus. The College reserves
the right to search the contents of students’ personal property or belongings at any time and for any
reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the
health, safety or welfare of students, and/or the school community exists and including searches pursuant
to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto
property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also
applies to student property in Campus Sponsored Housing, student e-mail and/or computers.

Notification and Determination of Violations that Warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential
attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who
may have relevant information. The Student should receive advance notice of the allegations and the
reason for the meeting.

2. After the meeting the Chief Conduct Officer or his/her delegate will determine whether it is more likely
than not that a violation occurred, may render and communicate the decision to the student in writing,
which shall describe the violation and the sanctions imposed, if any, and the student’s right to appeal. If
the Chief Conduct Officer determines that there was no violation, that decision may be documented in
writing to the student as well.

- If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may
  make a determination of violations of The Art Institute policies on the basis of the information
  available, and impose sanctions for such violations.

Notification and Determination of Violations that Warrant Disciplinary Hearing or Panel
In some cases, involving serious violations, the Chief Conduct Officer or his/her delegate, hereby referred to as “Hearing Officer”, in his or her sole discretion, may choose to assemble a Disciplinary Panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)

2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel.

3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.

4. The student may be accompanied by one person (family member, friend, etc.) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.

6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them. a) Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion. b) The Disciplinary Panel may ask questions and may seek information not provided to it.

7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel’s conclusions, any sanctions, and the student’s right of appeal.

9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student’s privacy rights.

Disciplinary Panel

A Disciplinary Panel may consist of members of the College Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the Panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the Panel. Failure to sign the permission constitutes an agreement to have no student on the Panel.
Administrative Interim Suspension

Students may be administratively suspended on an Interim basis when:

1. Serious allegations are being investigated;

2. Serious allegations are pending before a disciplinary panel;

3. In advance of a disciplinary panel hearing; or

4. When a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community.

During the Interim Suspension, students are denied access to Campus Sponsored Housing and/or to the school (including classes, labs, Library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or his/her designee may determine to be appropriate.

This Interim Suspension period should last no longer than three business days, and the Chief Conduct Officer or his/her delegate may make reasonable provisions to provide for accommodations of a student in Campus Sponsored Housing.

The Interim Suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

Section VIII – Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe themselves to have been treated in an arbitrary or biased fashion or without adherence to the College policies and procedures.

• During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from Campus Sponsored Housing must leave in accordance with the directions indicated in the decision

• The student must write a letter of appeal in the student’s own words, addressed to the President of the College or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to the College’s policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student’s receipt of the decision.

• Students should provide documentation to support the allegations of the appeal.
• The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.

• The President and/or the committee may decide to convene an appeal hearing. The student will be notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.

• The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

• The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.

• Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.

• Following appropriate review and deliberation, the committee will report to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

THE ART INSTITUTE OF COLORADO ANTI-HAZING POLICY
Hazing involving The Art Institute of Colorado’s students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at The Art Institute of Colorado. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College’s student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Director of Student Services. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others.
and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

**STUDENTS RIGHT-TO-KNOW ACT**

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, as published in the catalog, must be made available to current and prospective students. You may obtain this information in the Admissions Office.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Colorado (herein after, “the College”) 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 College 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 College 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 College 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, 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-forcible 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-forcible 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-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator - not the name of any other student, including a victim or witness - without the prior written consent of the other student(s)).

   a. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family
Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

12. To a parent regarding the student’s violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).

14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include, and the College does not provide: social security numbers, race, ethnicity, nationality, grade point average (GPA), grades, low performing student lists, religious affiliation, students with loans in default, veteran’s status, and students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Colorado officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Colorado will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student’s education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

The College 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 College 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,
V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.

2. The College 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 College 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 College. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

4. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.

5. If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.

6. If, as a result of the hearing, the College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph 6 above, the College 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 College 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

Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints

The Art Institute of Colorado values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at The Art Institute of Colorado and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how The Art Institute of Colorado will proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

I. Preliminary Issues & Important Definitions

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one’s biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity or in student housing; or (iii) off-campus, including at internship/externship/practicum sites, if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

A. What is “Sexual Misconduct”?

Sexual Misconduct includes:

- Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
• Non-Consensual Sexual Contact: Any intentional sexual touching with any body part or object by any person upon any person without Consent.

• Sexual Exploitation: An act attempted or committed through the abuse or exploitation of another person’s sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person’s knowledge.

• Indecent Exposure: the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

• Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

B. What is “Relationship Violence”?

Relationship Violence includes:

• Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.

• Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.

• Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property.

The following also constitute violations of this Policy:

• Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.

• Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual
Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

C. Who are “Complainants” and “Respondents”?
The Art Institute of Colorado is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a “Complainant” and to anyone who reportedly has engaged in Sexual Misconduct as a “Respondent.”

D. Defining Consent

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one’s responsibility to obtain Consent or negate one’s intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

E. Title IX Coordinator & Deputy Coordinators

The Title IX Coordinator for The Art Institutes schools is: Diane Rouda, Associate Vice President of Student Regulatory Affairs. The Title IX Coordinator is responsible for, among other things, coordinating the campus’s efforts to comply with and carry out the campus’s responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.
In addition, the School has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

II. Reporting & Confidentiality

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately.

Different employees on campus have different abilities to maintain confidentiality:

- **CONFIDENTIAL REPORTING:** Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by Talk One2One counselling services. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.

- **NON-CONFIDENTIAL REPORTING.** Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Director of Student Services, other Student Services staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The School will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School’s responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The School will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the School’s review and investigation of any complaint covered by this Policy. The School will honor a Complainant’s request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the School will endeavor to notify a Complainant or Reporter of the institution’s intent to report the matter to law enforcement in advance of any such report.

The School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School’s ability to take certain actions.
Other Code of Conduct Violations: The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in School housing. Therefore, the School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

III. Response Procedure

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Director of Student Services, or the Campus President. If a report is made verbally, the School will request a written statement by the student.

Upon receipt of a report, the School will generally proceed as described below.

A. Investigation Commencement
The School will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

B. Initial Response
Once the School is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

C. Interim Intervention
Pending a final determination, the Title IX Coordinator and/or Student Services staff will take appropriate interim measures. The University will take steps to prevent the recurrence of harassment and to correct its discriminatory effects on the Complainant and others, if appropriate. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications, and/or transfer or removal from an internship/externship/practicum site. Student Services staff may limit a student or organization’s access to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

D. Decision to Proceed to Investigation
If the Complainant is willing to participate in the review and investigation process, the School will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School’s responsibility to provide a safe and nondiscriminatory environment to all members of its community.
If a confidential investigation is requested and agreed to, the School will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The School, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

In the event that a campus-wide alert related to the incident is deemed necessary, the campus shall generally attempt to notify the Complainant of the alert and its content before it is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the message may be sent without his/her review.

E. Investigation Procedure

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Director of Student Services for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student or third party. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

F. Determinations

1. For cases where the Respondent is a student.

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

The School reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.
The investigator will present all evidence to the Ethics Committee of DCEH. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

3. For cases where the Respondent is a Third Party

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

If the Title IX Coordinator determines that this Policy has been violated by a third party at an associated off-campus location, such as an internship or practicum site, the Title IX Coordinator will review the terms of any contract or Affiliation Agreement and determine what appropriate action should be taken pursuant to the written agreement.

G. Standard of Proof

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

H. Potential Sanctions

If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees, and termination of any relationship/contract/Affiliation Agreement in the case of a third party.

I. Outcome Notifications

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

If the Respondent is a third party, the notice of outcome will include a finding of fact and a justification for the decision based on appropriate legal standards.

J. Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 business days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
2.  The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.

3.  Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five business days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party’s written statement if it is not submitted within the designated time limit.

The Campus President will endeavor to make a determination of the appeal within 15 business days of receipt. The President’s decision is final.

**Campus Security**

The College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Services office during regular business hours. Copies of the Crime Report are available on the College website at [https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-denver.pdf](https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-denver.pdf).

The College reports to the campus community concerning the occurrence of any crime includable in the annual security report is reported to campus security or local police and that is considered to be a threat to students or employees.

The College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

**NO HARASSMENT POLICY**

The Art Institute of Colorado is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

**FIREARMS POLICY**

The Art Institute is committed to maintaining educational environments that are free of violence. This obligation includes eliminating recognized hazards that contribute to violence or serious harm. This Policy applies to anyone on The Art Institute’s premises, unless otherwise prohibited by law.
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 Student Services or a member of management.

1. Firearms, including concealed weapons, are not permitted on The Art Institute’s premises and/or at The Art Institute’s events, only 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 The Art Institutes or to The Art Institute’s vendors and contractors (where approved by The Art institutes), may carry weapons.

2. Firearms are not permitted in any vehicle while the vehicle is parked on The Art Institute’s property, whether said property is owned or leased by The Art Institutes or provided to The Art Institutes for its use, except where otherwise required by law and provided that the employee, student or visitor is licensed to carry the firearm, the firearm is not loaded, and the firearm owner has informed the facilities’ owner/manager in advance of the presence of the unloaded firearm in the owner’s vehicle in accordance with any applicable law.

3. Any student who becomes aware of a violation of this Policy should immediately notify Student Services, the President, a member of management, or a member of school staff.

4. Violation of this Policy is considered a serious offense that endangers the safety of anyone on The Art Institute’s premises. Any person violating this policy may be required to leave The Art Institute’s premises. Students violating this Policy are subject to suspension or dismissal from school.

JURY WAIVER AND AGREEMENT TO BINDING, INDIVIDUAL ARBITRATION
Student and The Art Institute of Colorado irrevocably waive our rights to a trial by jury and agree instead that any and all disputes, no matter how described, pleaded or styled, between me and The Art Institute of Colorado (including its parent and past and present affiliates, employees, agents, and lenders) or related to any aspect of my relationship with or any act or omission by The Art Institute of Colorado (“Claim”) shall be resolved by individual binding arbitration, conducted by the American Arbitration Association (“AAA”) under its Commercial Arbitration Rules and applicable Supplementary Procedures for Consumer-Related Disputes (“AAA Rules”) and in accordance with the terms of this Jury Waiver and Agreement to Binding, Individual Arbitration (“Arbitration Agreement”). Student can obtain a copy of the AAA Rules at www.adr.org or by calling 1-800-778-7879. This Arbitration Agreement, however, does not modify Student’s right, if any, to file a grievance with any state educational licensing agency or accrediting body.

1. Student is strongly encouraged to first attempt to resolve the Claim by using the General Student Complaint Procedure outlined in the Catalog.

2. Neither party shall file or maintain any lawsuit in court against the other, and any suit filed in violation of this Arbitration Agreement shall be dismissed by the court in favor of arbitration conducted pursuant to this Arbitration Agreement. The parties agree that the moving party shall be entitled to an award of costs and fees of compelling arbitration.
3. The arbitration shall take place before a single, neutral arbitrator in the federal judicial district in which Student resides, unless the parties agree otherwise.

4. Student will be responsible for paying a portion of the AAA filing fee at the time his/her Claim is filed in an amount equal to $200 or the applicable filing fee of the court of general jurisdiction in the district/circuit near me, whichever fee is less. The parties shall bear the expense of their own attorneys, experts and witnesses, unless the applicable law provides, and the arbitrator determines, otherwise.

5. Student agrees not to combine or consolidate any Claims with those of other students, such as in a class or mass action, or to have any Claims be arbitrated or litigated jointly or consolidated with any other person’s claims. Further, the parties agree that the arbitrator shall have no authority to join or consolidate claims by more than one person. I understand that I may opt out of this single-case provision by delivering via certified mail return receipt a written statement to that effect to the Vice President and Senior Counsel of The Art Institute of Colorado /DCEH at 1400 Penn Avenue, Pittsburgh, PA 15222 within 30 days of my first execution of an Enrollment Agreement.

6. The Federal Arbitration Act (FAA), including all its substantive and procedural provisions, and related federal decisional law shall govern this Arbitration Agreement to the fullest extent possible. All determinations as to the scope, enforceability, validity and effect of this Arbitration Agreement shall be made by the arbitrator, and not by a court. However, any issue concerning the validity of paragraph 5 above must be decided by a court, and an arbitrator does not have authority to consider the validity of paragraph 5. If for any reason, paragraph 5 is found to be unenforceable, any putative class or mass action may only be heard in court on a non-jury basis and may not be arbitrated under this Agreement.

7. The arbitrator shall have the power to award any remedy that directly benefits the parties to this Arbitration Agreement (provided the remedy would be available from a court under the law where the Arbitration Agreement was executed) but not the power to award relief for the benefit of anyone not a party to this Arbitration Agreement.

8. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.

9. Notwithstanding any provision in the Catalog or Enrollment Agreement, this Arbitration Agreement shall not be modified except by written agreement signed by both parties. Any or all of the provisions set forth in this Arbitration Agreement may also be waived by the party against whom the Claim is asserted, but such waiver shall be in writing, physically signed (not merely electronically signed) by the party waiving, and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Arbitration Agreement.
10. This Arbitration Agreement shall survive the termination of Student’s relationship with The Art Institute of Colorado.

11. If any part(s) of this Arbitration Agreement are found to be invalid or unenforceable, then such specific part(s) shall be of no force and effect and shall be severed, but the remainder of the Arbitration Agreement shall continue in full force and effect.

STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE IS WAIVING HIS/HER RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY (EXCEPT AS PROVIDED IN THE AAA RULES), AND TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT. FURTHER, STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS ACTION AGAINST THE ART INSTITUTE OF COLORADO.

GENERAL STUDENT COMPLAINT PROCEDURE

If you have a complaint or problem, you are encouraged to follow the Student Complaint Procedure.

You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.

If you feel that the complaint has not been fully addressed, a written account should be submitted to the Director of Student Services if related to non-academic issues or to the Director of Student Services for academic issues. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.

The appropriate Art Institute of Colorado staff member or department will be notified of the complaint. A follow-up meeting with you and the Director of Student Services and/or the Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

    Colorado Department of Higher Education, Commission on Higher Education 1380 Lawrence Street Denver, CO 80202 highered.colorado.gov

Or you may contact:

    Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411

Please refer to the school’s Jury Waiver Agreement to Binding, Individual Arbitration Policy for additional information regarding disputes or claims.
STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct & Relationship Violence Policy.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether The Art Institute of Colorado 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 Director of Student Services at 1200 Lincoln Street, Denver, CO 80203-2172, (303) 824-4919 or with Dean of Academic Affairs at (303) 824-4879. Online students should file complaints with studentcomplaints@aii.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. The Art Institute of Colorado will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute of Colorado’s final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals’ privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the President's Office of The Art Institute of Colorado. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.

5. The Art Institute of Colorado will not retaliate against persons bringing forward allegations of harassment or discrimination.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.

7. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education.
NON-DISCRIMINATION POLICY STATEMENT

The Art Institute of Colorado does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by state, local, or federal law in our programs and activities. The College provides reasonable accommodations to qualified individuals with disabilities. The College will not retaliate against persons bringing forward allegations of harassment or discrimination. The Director of Student Services, 1200 Lincoln Street, Denver, CO 80203-2172, 303-824-4919 has been designated to handle inquiries and coordinate the institution’s compliance efforts regarding the Non-Discrimination Policy.

CALENDAR

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