2017 - 2018 Catalog
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See aiprograms.info for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info.
LICENSING, ACCREDITATION, MEMBERSHIP, OWNERSHIP

The Art Institute of Phoenix is one of The Art Institutes, a system of schools throughout the United States. Programs, credential levels, technology, and scheduling options vary by school and are subject to change. Not all online programs are available to residents of all U.S. states. Several institutions included in The Art Institutes system are campuses of Argosy University. The Art Institute of Phoenix, 2233 West Dunlap Ave, Phoenix, AZ 85021 © 2017 The Art Institutes. All rights reserved. Our email address is materialsreview@aii.edu.

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

The Art Institute of Phoenix is accredited by the Accrediting Council for Independent Colleges and Schools to award bachelor's degrees and associate's degrees. The Accrediting Council for Independent Colleges and Schools is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 1-202-336-6780.

Notice to students and prospective students: Education Management Corporation campuses have been placed on probation by their accreditor, the Accrediting Council for Independent Colleges and Schools (“ACICS”), based on financial stability standards.

Based on a letter received from ACICS after the August 2017 meeting, the Council considered the show-cause directive for the institutions. As a result of its review, the Council has acted to vacate the show-cause directive. In addition, the Council has acted to place the institutions on financial reporting.

The Art Institute of Phoenix is authorized by the Arizona State Board for Private Postsecondary Education (1740 West Adams Street, Suite 3008, Phoenix, AZ 85007, 1.602.542.5709, https://ppse.az.gov/).

The Associate of Applied Science in Culinary Arts, the Associate of Applied Science in Baking & Pastry, and the Bachelor of Arts in Culinary 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, www.accredit-id.org, 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503.

The Art Institute of Phoenix is authorized under federal law to enroll non-immigrant alien students.

The Art Institute of Phoenix is approved for the training of veterans and other eligible persons by the Arizona Department of Veterans' Services, Arizona State Approving Agency, (3839 North 3rd Street, Suite 209; Phoenix, AZ 85012; Phone: 602-255-5395; Fax: 602-297-6675; dvs.az.gov).

Department of Homeland Security: This school is authorized under federal law to enroll nonimmigrant alien students.
VISION & MISSION STATEMENT

VISION
The Art Institute of Phoenix (the “Institute”), an accredited degree-granting institution, strives to be the premier school for design, fashion, media, and culinary arts in the Greater Metropolitan Phoenix Area. This vision will be achieved through a learning-centered approach that fulfills the evolving needs of the marketplace in a variety of creative careers.

MISSION STATEMENT
The mission of The Art Institute of Phoenix is to provide employers with quality skilled graduates prepared by experienced faculty using market-driven competency-based curricula.

The objectives of the mission are:

• Involving employers in the development of curricula that is responsive to industry needs through Program Advisory Committees
• Employing faculty who possess appropriate academic credentials, industry-related experience, and who exhibit excellence in teaching.
• Enhancing institutional effectiveness by consistently assessing and improving student retention, employment assistance, learning outcomes, and graduate and employer satisfaction.
• Fostering a culture of learning and collaboration that assures academic freedom, professional development and encourages responsible decision-making and critical thinking among students, faculty, and staff.
• Assisting graduates in obtaining career-related employment.
• Providing alumni with continuing educational opportunities.
• Serving the community as a creative and educational resource through the active participation of students, faculty, and staff in a variety of outreach opportunities.
**INTRODUCTION**

**A Population of Creative Minds**
Students are attracted to The Art Institute of Phoenix from across the nation and around the world. Many have just graduated from high school; others seek new or expanded careers after considerable employment experience. What they all have in common is a keen desire to learn the creative skills they will need to apply their talents in rewarding careers.

These eager students, with their wide variety of talents, are guided by a faculty of men and women with the same kinds of creative minds. Many of the instructors enjoy careers of their own in the fields to which their students aspire. Many have years of experience teaching their skills and helping to prepare students for academic success.

**One of America’s Great Cities**
Phoenix evokes images of sun-drenched skies, world-class accommodations, and breathtaking desert scenery, surrounded by a constellation of mountain ranges. This is a city rich in Southwest history, and the gateway to towering pine forests, majestic saguaro cacti, the red-rock country of Sedona, and nature’s greatest wonder—the Grand Canyon. With its sunny days, low humidity, and an average yearly temperature of 72 degrees, it’s easy to see why Phoenix is one of the fastest growing cities in the nation.

**A School with Connections**
Creative people require creative careers. In the 21st century, our world is more visual and dynamic than any time in history. The Art Institute of Phoenix strives to prepare its graduates for these opportunities. Programs are designed to prepare students to seek entry-level employment in rewarding creative fields. Our programs focus on design, media, fashion, and culinary. These programs have been developed with an eye toward tomorrow’s technology.

Students have the opportunity to utilize program-specific equipment and learn from a faculty of experienced educators and professionals. The school is in session year-round.

For more information please contact the Admissions department at:

The Art Institute of Phoenix
2233 West Dunlap Avenue
Phoenix, Arizona 85021
602.331.7500
800.474.2479
602.331.5300 Fax
www.artinstitutes.edu/phoenix
MESSAGE FROM THE PRESIDENT

Welcome to The Art Institute of Phoenix!

Our faculty, staff, and students all share a common bond: creativity, dedication, and a commitment to excellence in their endeavors. We all take great pride that our campus is a wonderful place to teach, work, and learn.

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

Our general education offerings have been carefully chosen to complement the core curriculum. General education courses are designed to develop communication skills, stimulate creativity and originality, and help you embrace global perspectives and cultural diversity.

These courses are designed to enhance your program of study, and most importantly, will help to cultivate the intellectual curiosity required to be an active lifelong learner.

Our commitment to our students extends beyond graduation. As a member of The Art Institutes system of schools, graduates may continue the relationship socially and professionally throughout their lives.

Our success as a school is measured by your academic success. By taking an active role in your education, you will begin your path towards potential future success. We’re glad that you’ve chosen us as your partner as you continue your educational journey!

Sincerely,

Chad Williams, Institutional President
PROGRAMS OF STUDY*:
See aiprograms.info for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info.

ADVERTISING (BACHELOR OF ARTS)**
BAKING & PASTRY (DIPLOMA) **
BAKING & PASTRY ARTS (ASSOCIATE OF APPLIED SCIENCE)
CULINARY ARTS (DIPLOMA) **
CULINARY ARTS (ASSOCIATE OF APPLIED SCIENCE)
CULINARY MANAGEMENT (BACHELOR OF ARTS)
DIGITAL FILMMAKING & VIDEO PRODUCTION (BACHELOR OF ARTS)
DIGITAL PHOTOGRAPHY (BACHELOR OF ARTS)
FASHION DESIGN (BACHELOR OF ARTS)
FASHION MARKETING & MANAGEMENT (BACHELOR OF ARTS)
GAME ART & DESIGN (BACHELOR OF ARTS)
GRAPHIC & WEB DESIGN (BACHELOR OF ARTS)
GRAPHIC DESIGN (ASSOCIATE OF APPLIED SCIENCE)
HOSPITALITY FOOD & BEVERAGE MANAGEMENT (BACHELOR OF ARTS)
INTERIOR DESIGN (BACHELOR OF ARTS)
MEDIA ARTS & ANIMATION (BACHELOR OF ARTS)
VISUAL & GAME PROGRAMMING (BACHELOR OF ARTS)
VISUAL EFFECTS & MOTION GRAPHICS (BACHELOR OF ARTS)

* 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 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.

** This program is no longer accepting new students
ADVERTISING
BACHELOR OF ARTS - 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

This program is no longer accepting new enrollments.

The Bachelor of Arts in Advertising degree program is a creative advertising degree focusing on the profession within the commercial environment. In the Advertising program, students have an opportunity to acquire in-depth knowledge in branding, media, copywriting, marketing, and account supervision, while they learn both the creative and business side of advertising. Coursework in market research, consumer behavior, copywriting, mass communication, and creative and strategic planning can provide a foundation in the knowledge of the advertising industry.

The Advertising program at The Art Institute of Phoenix is designed to emphasize strategic and critical thinking with professional and communication skills necessary to seek entry-level opportunities in the advertising industry. Additionally, students will be introduced to the creative side and the various industries that collaborate with them as advertising professionals, such as graphic design, photography, web design, and art direction.

Graduates are prepared with the training and portfolio to seek entry-level employment in the advertising industry, in positions such as account executive, content writer, advertising coordinator, or other positions at advertising agencies, marketing companies, media companies, or private corporations.

Objectives - Upon completion of this program, graduates will have:

- Technical Acumen: proficiency with the tools and graphic techniques of the profession to plan and manipulate advertising media in the production of print collateral and video spots.
- Design: ability to effectively use aesthetic and layout concepts in the design process for advertising campaigns and marketing communications.
- Theory: apply industry knowledge and critical thinking skills to describe and develop key elements of effective advertising problems and solutions using the language and concepts of the profession.
- Critical Thinking: articulate and apply the professional standards of the industry through a demonstration of their ability to relate advertising/marketing techniques and visual communication skills to client-driven campaigns.
# Advertising

**Bachelor of Arts - 180 Credits**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>AD295</td>
<td>Advertising Design◊</td>
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<tr>
<td>ADVA101</td>
<td>Fundamentals of Advertising◊</td>
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<tr>
<td>ADVA201</td>
<td>Fundamentals of Marketing◊</td>
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<td>ADVA204</td>
<td>Consumer Behavior &amp; Persuasive Sales Techniques◊</td>
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<td>ADVA205</td>
<td>History of Advertising◊</td>
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<td>ADVA207</td>
<td>Creative &amp; Strategic Planning◊</td>
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<td>ADVA208</td>
<td>Principles of Market Research◊</td>
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<td>ADVA209</td>
<td>Portfolio I◊</td>
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<td>ADVA214</td>
<td>Advertising Copywriting◊</td>
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<td>ADVA215</td>
<td>Advertising Storyboarding &amp; Scriptwriting◊</td>
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<td>Introduction to Ad Campaigns◊</td>
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<td>ADVA303</td>
<td>Interactive Advertising◊</td>
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<td>ADVA307</td>
<td>Brand Strategy◊</td>
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<td>Account Planning◊</td>
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<td>ADVA328</td>
<td>Public Relations◊</td>
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<td>ADVA332</td>
<td>Intermediate Ad Campaigns◊</td>
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<td>ADVA338</td>
<td>Media Planning◊</td>
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<td>ADVA409</td>
<td>Portfolio Presentation◊</td>
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<td>ADVA412</td>
<td>Advanced Advertising Campaigns◊</td>
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<td>ADVA419</td>
<td>Portfolio II◊</td>
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<td>FND105</td>
<td>Design Fundamentals◊</td>
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<td>FND110</td>
<td>Observational Drawing◊</td>
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<td>FND135</td>
<td>Image Manipulation◊</td>
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<td>FND150</td>
<td>Digital Color Theory◊</td>
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<td>GR241</td>
<td>Advertising Concepts◊</td>
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<td>GWDA101</td>
<td>Applications &amp; Industry◊</td>
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<td>GWDA102</td>
<td>Rapid Visualization◊</td>
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<td>GWDA103</td>
<td>Digital Illustration◊</td>
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<td>GWDA105</td>
<td>Concept Design◊</td>
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<td>GWDA111</td>
<td>Introduction to Layout Design◊</td>
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<td>Typography-Traditional◊</td>
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<td>Fundamentals of Web Design◊</td>
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<td>Social/Behavioral Science Elective **</td>
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<td>Science Elective **</td>
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<td>Humanities/Fine Arts or Social/Behavioral Science Elective**</td>
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<td>English/Communications Elective **</td>
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** Program Elective Options

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<td>Writing for Interactive Media◊</td>
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<td>ADVA312</td>
<td>Emerging Media in Advertising◊</td>
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<td>ADVA318</td>
<td>Budge &amp; Financial Management◊</td>
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<td>ADVA322</td>
<td>Digital Media Campaigns◊</td>
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<td>ADVA348</td>
<td>Leadership &amp; Organizational Behavior◊</td>
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<td>ADVA402</td>
<td>Online Community Management◊</td>
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<td>ADVA406</td>
<td>Internship◊</td>
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<td>ADVA407</td>
<td>E-Commerce Strategies &amp; Analytics◊</td>
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<td>ADVA408</td>
<td>Advanced Account Planning◊</td>
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<tr>
<td>GWDA382</td>
<td>Design for Mobile Devices◊</td>
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<tr>
<td>GWDA392</td>
<td>User Experience: Protoyping◊</td>
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◊ Area of Concentration
** General Education
BAKING & PASTRY *
DIPLOMA - 55 CREDITS
FOUR 11-WEEK QUARTERS OR 44 WEEKS

This program is no longer accepting new enrollments.

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

The Baking & Pastry Diploma program is designed to provide students with culinary skills combined with a focus on baking and pastry. This combination skill set is designed to enhance each graduate’s ability to meet the challenges of an increasingly demanding and rapidly changing field. Two strengths of the program of study are an emphasis on culinary skills as well as the core baking and pastry courses. The program focuses upon both production and individualized skills necessary to pursue employment in bakeries, restaurants, and other catering or institutional settings. In addition to technical skills, the program offers food safety and sanitation, nutrition and kitchen supervision/career development and related business courses to support their professional skills for employment and supervision.

Graduates are prepared to seek entry-level positions such as prep cooks, line cooks, first cooks, and assistant pastry chefs.

Objectives - Upon completion of the program, graduates will be able to:
• Produce a wide variety of artisan breads, pastries and plated desserts.
• Create sugar, chocolate and pastillage centerpieces.
• Produce complex pastries and cakes involving multiple skills and techniques.

Please visit ge.artinstitutes.edu/programoffering/564 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Baking & Pastry Diploma program.

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<td>CU100</td>
<td>Fundamentals of Classical Techniques</td>
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<tr>
<td>CU110</td>
<td>Culinary Theory and Concepts</td>
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<td>CU124</td>
<td>Introduction to Baking and Pastry Techniques</td>
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<tr>
<td>CU130</td>
<td>American Regional Cuisine</td>
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<tr>
<td>CU165</td>
<td>Kitchen Management and Career Development</td>
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<tr>
<td>CU209</td>
<td>Artisan Breads and Baking Production</td>
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<td>CU219</td>
<td>European Cake and Tortes</td>
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<td>CU229</td>
<td>Advanced Patisserie and Display Cakes</td>
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<td>CU234</td>
<td>Classical European Cuisine</td>
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<tr>
<td>CU249</td>
<td>Sustainable Purchasing and Controlling Costs</td>
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<td>CU279</td>
<td>Chocolate, Confections and Centerpieces</td>
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<tr>
<td>SCI156</td>
<td>Nutritional Science</td>
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Total Credits 55

2233 West Dunlap Ave
Phoenix, AZ 85021
(602) 331-7500
BAKING & PASTRY ARTS
ASSOCIATE OF APPLIED SCIENCE – 90 CREDITS
SIX 11-WEEK QUARTERS, OR 66 WEEKS

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

The Associate of Applied Science in Baking & Pastry Arts degree program is proud to be part of The International Culinary School at The Art Institute of Phoenix.

The Baking & Pastry Arts program is designed to provide students with culinary skills combined with a focus on baking and pastry. This combination skill set and business knowledge is designed to enhance each graduate’s ability to meet the challenges of an increasingly demanding and rapidly changing field. Two strengths of the program of study are an emphasis on culinary skills as well as the core baking and pastry courses and the business courses.

The program is designed to focus upon both production and individualized skills necessary to pursue entry-level employment in bakeries, restaurants, and other catering or institutional settings. In addition to technical skills, the program offers food safety and sanitation, nutrition and kitchen supervision/career development and related business courses to support their professional skills to seek entry-level employment. The program culminates with a Capstone project. This project consists of a complete business plan to open a commercial baking and pastry facility.

Upon completion of the program, graduates may seek entry-level positions as a baker, food service worker, pastry chef, pantry chef, pastry assistant, manager, or cook.

Objectives - upon completion of the program, graduates will be able to:
- Produce a wide variety of artisan breads, pastries and plated desserts.
- Create sugar, chocolate and patellae centerpieces.
- Produce complex pastries and cakes involving multiple skills and techniques.
- Design a business plan for a commercial bakery or bakery-café.
# BAKING & PASTRY ARTS
## ASSOCIATE OF APPLIED SCIENCE – 90 CREDITS

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◊ Area of Concentration
* General Education

Total Credits 90
CULINARY ARTS *
DIPLOMA - 55 CREDITS
FOUR 11-WEEK QUARTERS OR 44 WEEKS

This program is no longer accepting new enrollments.

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

The Culinary Arts Diploma program is proud to be part of The International Culinary School at The Art Institute of Phoenix.

In the Culinary Arts Diploma program, students have the opportunity to learn from seasoned and qualified chefs. Students have the opportunity to study the fundamentals of cooking, baking, knife skills, nutrition, sanitation, safety, food production, kitchen operations, and food selection and purchasing. They have an opportunity to learn about modern, regional, and classic cuisine, covering a variety of international styles, practicing these skills in professional kitchens. Students also have an opportunity to learn the basic management skills they need to pursue their career goals.

Culinary Arts students also spend time working in The Gallery Café, the student-operated public dining lab, where students prepare and serve lunch or dinner and have the opportunity to learn to become food service professionals who meet the needs of their guests.

Objectives - Upon completion of the program, graduates will be able to:
- Cook and present various ethnic cuisines professionally.
- Work as a professional team member.

Please visit ge.artinstitutes.edu/programoffering/3065 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Culinary Arts Diploma program.

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CULINARY ARTS
ASSOCIATE OF APPLIED SCIENCE – 90 CREDITS
SIX 11-WEEK QUARTERS OR 66 WEEKS

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

The Associate of Applied Science in Culinary Arts degree program is proud to be part of The International Culinary Schools at The Art Institute of Phoenix.

In the Associate of Applied Science degree program, students have the opportunity to learn from seasoned and qualified chefs and become successful in this appetizing field.

Students have the opportunity to study the fundamentals of cooking, baking, knife skills, nutrition, sanitation, safety, food production, kitchen and restaurant operations, and food selection and purchasing. They have an opportunity to learn about modern, regional, and classic cuisine, covering a variety of international styles, practicing these skills in professional kitchens. Students also have an opportunity to learn the crucial management and marketing skills they need to achieve their career goals.

Culinary Arts students also spend time working in The Gallery Café, the student-operated public dining lab, where students prepare and serve lunch or dinner and have the opportunity to learn to become food service professionals who meet the needs of their guests.

Graduates are prepared to seek entry-level positions such as prep cooks, line cooks, first cooks, and assistant pastry chefs. They can pursue opportunities in entertainment establishments, restaurants, hotels, clubs, resorts, food companies, hospitals and other health care institutions, convention centers, and cruise ships.

Objectives - upon completion of the program, graduates will be able to:
  • Cook and present various ethnic cuisines professionally.
  • Work as a professional team member.
  • Design a business plan for a 100 seat restaurant.
# CULINARY ARTS
## ASSOCIATE OF APPLIED SCIENCE – 90 CREDITS

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**Total Credits** 90

◊ Area of Concentration  
* General Education
CULINARY MANAGEMENT
BACHELOR OF ARTS - 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

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

The Culinary Management Bachelor of Arts degree program is proud to be part of The International Culinary School at The Art Institute of Phoenix.

Today’s fast paced world has resulted in a change in the way we eat. The ability not only to cook, but also to manage personnel and develop items of varied appeal is central to the hospitality field.

This program offers students an opportunity to learn from seasoned educators and culinary professionals and seek a rewarding career in this exciting and demanding field. Students practice classical cooking techniques and their application in a variety of cuisines. Once grounded in the basics, students can develop skills in ethnic cuisines, food and wine pairing, and food styling. Cooking classes are complemented with hospitality-related coursework in management, entrepreneurship, restaurant design, and wine and spirits.

Graduates leave the school with a comprehensive portfolio of their work and are prepared to seek entry-level jobs with restaurants, hotels, food service institutions, catering, and other culinary or hospitality related business, such as food styling and food writing.

Objectives - Upon completion of the program, graduates will be able to:
• Cook and present various ethnic cuisines professionally.
• Manage restaurant finances and develop a detailed business plan addressing key finances and marketing.
• Demonstrate professional leadership skills in a culinary environment.
• Design menus and use the menu as a marketing tool.
• Identify and explain global business and organizational leadership models.
# CULINARY MANAGEMENT
## BACHELOR OF ARTS - 180 CREDITS

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◊ Area of Concentration  
* General Education

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<td>CU412 Senior Living and Special Needs</td>
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<td>CU421 Sales and Public Relations</td>
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2233 West Dunlap Ave  
Phoenix, AZ 85021  
(602) 331-7500
DIGITAL FILMMAKING & VIDEO PRODUCTION
BACHELOR OF ARTS - 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

The Bachelor of Arts in Digital Filmmaking & Video Production degree program is designed to provide a dynamic and fulfilling educational experience by providing instruction in the areas of digital filmmaking and video production. Students will have the opportunity to acquire an in-depth knowledge of the industry’s latest technologies, theories, and techniques, as well as to learn how to apply them to their own productions. Throughout the program students will have the opportunity to learn to utilize the fundamentals and the intricacies of preproduction, production, and postproduction to effectively take their creative ideas from concept to screen.

This integral process will be supported by a culminating senior project that will take students through four rigorous quarters preparing a festival-worthy project from start to finish. Graduates of the program will be prepared to seek entry-level opportunities in the digital filmmaking and video production industry as they actively pursue their talents, interests, and goals.

Students graduate from the Digital Filmmaking & Video Production program with the training and portfolio required to seek entry-level positions in the digital motion picture industry such as production assistant, production designer, videographer, and editor.

Objectives - upon completion of this program, graduates will be able to:

- Pre-Production: demonstrate skills in planning and project management, developing scripts and storyboards, and effective optimization for delivery methods.
- Production: demonstrate skills in design and composition, lighting techniques, audio integration, use of production tools, setting and talent development and documentation completion.
- Post-Production: demonstrate skills in capture and processing, editing, story development and delivery, element integration, and packaging and presentation.
- Presentation/Career Skills: articulate and apply the professional standards of the industry through a demonstration of originality, content quality, process book, portfolio/demo reel and presentation.
# DIGITAL FILMMAKING & VIDEO PRODUCTION
## BACHELOR OF ARTS - 180 CREDITS

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◊ Area of Concentration  
** General Education
DIGITAL PHOTOGRAPHY
BACHELOR OF ARTS - 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

The Bachelor of Arts in Digital Photography degree program is designed to prepare graduates to seek entry-level employment opportunities in the evolving field of photography. Compelling imagery carries much of the emotional power in today’s visual media, both print and electronic. This imagery is most commonly photographic. Students in the Bachelor of Arts in Digital Photography degree program must be creative, imaginative, and attentive to detail as they prepare to enter the field. While building an awareness of significance in visual style, students also have the opportunity to develop core values based in professional standards and practices and a skill set with a solid technical and design foundation.

Students have the opportunity to explore the principles of photographic design and the significance of visual style in the commercial sector; study the application of professional cameras, lenses, and related processes—including small, medium, and large formats—as they apply to commercial uses such as editorial or advertising photography; and to learn to use contemporary photographic imaging equipment and software in industry related facilities.

Students graduate from the Digital Photography program with the training and a portfolio that is designed to prepare them to seek entry-level positions such as imaging specialist and photo editor. They may work in studios, advertising agencies, publishing houses, photo labs or production companies, newspapers and magazines, or as freelancers.

Objectives - upon completion of this program graduates will be able to:

• Demonstrate skill and expertise in the areas of digital color management, digital asset management, lighting, composition, and image manipulation.
• Exhibit skill in HTML, Web, and video that supplement and enhance photographic foundations.
• Prove a sound knowledge of business fundamentals, business operations, marketing, communication, ethics, and professional behavior needed by photographers.
• Utilize numerous professional photographic formats and associated technical equipment and software.
• Display increased skills through the cultivation, research, development, and execution of an extensive body of photographic work.
## DIGITAL PHOTOGRAPHY

**BACHELOR OF ARTS - 180 CREDITS**

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**Program Elective Options**

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◊ Area of Concentration  
** General Education
FASHION DESIGN
BACHELOR OF ARTS DEGREE – 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

The Bachelor of Arts in Fashion Design degree program is designed to offer creative opportunities to transform design ideas into garments and accessories. Students are introduced to fundamental skills of garment construction, flat pattern drafting, and draping to provide a solid grounding in the basics of apparel engineering. Design courses are designed to emphasize the principles of good design, textile design and development, and the drawing and illustration techniques essential for design communication. Students will have the opportunity to learn to take an idea from the planning stage through the construction process to the finished garment.

Students have the opportunity to hone their creative problem-solving skills through a variety of design challenges utilizing computer-aided design. The combination of professional skills, technical knowledge, and creative problem-solving skills helps students prepare to seek entry level positions in the fashion industry.

The objective of the Bachelor of Arts in Fashion Design degree program is to help students attain a fundamental grounding in fashion design, including an introduction to the theory and practice of tailoring, draping, pattern drafting, construction and sewing, fashion illustration and creative design. These skills are enhanced through computerized pattern making and design hardware and software systems. Advanced courses provide students with the opportunity to focus upon surface design and select a professional direction in women’s, men’s, children’s, or accessory design.

Objectives - Upon completion of the program, graduates will be able to:

- Demonstrate the ability to analyze and apply appropriate patternmaking techniques and construction methodology utilizing industry standard technology.
- Translate a design from two dimensions to three dimensions and apply the design elements to ensure the aesthetic of the design is appropriate for the target market.
- Articulate and evaluate a garment for quality, including fit and functionality as they relate to design aesthetics.
- Apply textile knowledge to appropriate end use and define current regulations and laws, ethical business practices, and global diversity influences that apply to the textile and apparel industry.
- Demonstrate competency in industry standard software and the ability to apply these standards to the manufacturing process.
- Identify resources including library, internet, trade journals, and trend reports to research and develop a clothing line.
# FASHION DESIGN

**BACHELOR OF ARTS DEGREE – 180 CREDITS**

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**Program Elective Options**

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**Design Studio Elective Options**

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FASHION MARKETING & MANAGEMENT
BACHELOR OF ARTS DEGREE – 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

The Bachelor of Arts in Fashion Marketing & Management degree program is designed to prepare graduates to seek entry-level employment opportunities in retail, marketing, and merchandising apparel and related products. The program emphasizes innovation and creativity with professional skills and technical knowledge necessary for entry into the apparel, retail, and marketing industry.

Fashion Marketing & Management students have an opportunity to acquire in-depth knowledge of the apparel industry and fashion cycles. Course work in fashion history and design, manufacturing, and sales provide a foundation in the evolution of the apparel industry. Students explore consumer behavior and its role in driving fashion trends and purchasing patterns. Additionally, students can advance their skills in visual display design, catalog design, marketing, and advertising as well as business development and management.

Students graduate from the Fashion Marketing & Management program with the training and portfolio required to seek an entry-level position in retail management, marketing and promotions, retail buying, and within the fashion industry.

Objectives - Upon completion of the program, graduates will be able to:
• Purpose/Thesis Content: gather and produce materials that deliver a meaningful message which is supported by analysis, data and visual elements to capture the purpose of the content being presented.
• Overall Visual Presentation: apply industry knowledge and critical thinking skills to describe and develop key elements of effective fashion marketing problems and solutions using the language and concepts of the profession.
• Theory: effectively use aesthetic and visual concepts within the fashion industry to effectively deliver visual marketing communication strategy and business plan.
• Critical Thinking: articulate and apply the professional standards of the industry through a demonstration of their ability to relate fashion and marketing techniques along with visual communication skills to client-driven projects.
# FASHION MARKETING & MANAGEMENT

**BACHELOR OF ARTS DEGREE – 180 CREDITS**

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◊ Area of Concentration  
** General Education
GAME ART & DESIGN
BACHELOR OF ARTS - 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

The Bachelor of Arts in Game Art & Design degree program is designed to prepare graduates to seek entry-level employment in the video game industry. The game industry is a developing field in the United States today as more and more children and adults are learning about gaming. Students have an opportunity learn art foundation skills, 3D modeling, texture painting, game level design, and animation to help them design and create game art.

Some examples of entry-level game opportunities are working with the application of 3D modeling and animation software to create game art, utilizing 2D software to create backgrounds and 3D textures, obtaining positions as game-play testers, and working as members of development teams to produce video games, as well as other types of interactive entertainment and educational software products.

Graduates will also be prepared to seek entry-level employment as systems analyst, 3D animator, and game tester. They may work on assignments and projects that include designing game-play and back stories, creating characters and related environments, and applying knowledge of video games to evaluate game products.

Objectives - upon completion of this program the graduates will be able to:

- Demonstrate industry level technical expertise in 3D modeling, character and hard surface design and modeling, lighting, and texture mapping.
- Demonstrate art skills in a gaming context, including visual design and execution, style, concepts, and composition.
- Apply basic gaming principles of design and production, general game knowledge, level design and layout, game technology, and immersive game play.
- Present a level of professionalism that includes presentation skills, interviewing, resume building and game business knowledge critical to preparing for entry-level jobs in the game industry.
GAME ART & DESIGN  
BACHELOR OF ARTS DEGREE – 180 CREDITS

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** General Education

◊ Area of Concentration

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GRAPHIC & WEB DESIGN

GRAPHIC DESIGN CONCENTRATION

BACHELOR OF ARTS DEGREE - 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

The Bachelor of Arts in Graphic & Web Design degree program provides students with opportunity to develop the in-depth software and technology-based skills to visually communicate a client’s goals, objectives and message. An emphasis is placed on the student’s ability to strategically conceptualize, create and execute a print or web-based campaign with the theories and methodologies that govern successful design while meeting the technological challenges of an evolving industry.

Course topics include an advanced understanding of typography, layout, image manipulation, interface design, web development and print and web production. Students can also pursue special topics within the program that include, but are not limited to, package design, environmental graphics, animation design, database programming, application development, and motion design.

With a Bachelor of Arts degree in Graphic & Web Design, graduates may pursue entry-level jobs in the creative industry such as graphic designer, web designer, and web developer.

Objectives: Upon completion of the program, graduates will be able to:

• Demonstrate versatile, aesthetic solutions of layout and design. This includes proper understanding of usage of: space, line, color, shape, texture, form and value.
• Demonstrate conceptual thinking through work that reflects historical and contemporary trends by answering design problems with creative visuals and writings.
• Express a clear message to specific demographics using various mediums.
• Articulate their chosen design direction and solution by communicating their mastery knowledge of graphic design, problem solving, ethics, and industry standards in a visual presentation.

Students graduating with a concentration in Graphic Design will be able to:

• Demonstrate, through a printed and online portfolio, the application of competencies through projects that highlight their mastery of industry software and technology in the print design field.
• Master technical aspects of prepress, output, and quality reproduction as well as web design.
## GRAPHIC & WEB DESIGN

**GRAPHIC DESIGN CONCENTRATION**

**BACHELOR OF ARTS DEGREE - 180 CREDITS**

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◊ = Area of Concentration;
** = General Education

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**Total Credits** 180
### Major Electives – Choose five (5) courses from either area:

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### Program Electives – Choose two (2) from:

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The Bachelor of Arts in Graphic & Web Design degree program is designed to provide students with the opportunity to develop in-depth software and technology-based skills to visually communicate a client’s goals, objectives and message. An emphasis is placed on the student’s ability to strategically conceptualize, create and execute a print or web-based campaign with the theories and methodologies that govern successful design while meeting the technological challenges of an evolving industry.

Course topics include an advanced understanding of typography, layout, image manipulation, interface design, web development and print and web production. Students can also pursue special topics within the program that include, but are not limited to, package design, environmental graphics, animation design, database programming, application development, and motion design.

With a Bachelor of Arts degree in Graphic & Web Design, graduates may pursue entry-level jobs in the creative industry such as graphic designer, web designer and web developer.

Objectives - Upon completion of the program, graduates will be able to:

• Demonstrate versatile, aesthetic solutions of layout and design. This includes proper understanding of usage of: space, line, color, shape, texture, form and value.
• Demonstrate conceptual thinking through work that reflects historical and contemporary trends by answering design problems with creative visuals and writings.
• Express a clear message to specific demographics using various mediums.
• Articulate their chosen design direction and solution by communicating their mastery knowledge of graphic design, problem solving, ethics, and industry standards in a visual presentation.

Students graduating with a concentration in Web Design will be able to:

• Demonstrate, through a live web site, a mastery of interactive design and development using industry software, authoring systems, and/or web scripting.
• Apply and integrate advanced functionality within interactive business solutions for clients.
# GRAPHIC & WEB DESIGN

**WEB DESIGN CONCENTRATION**

**BACHELOR OF ARTS DEGREE - 180 CREDITS**

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**Total Credits**

180
GRAPHIC & WEB DESIGN
WEB DESIGN CONCENTRATION
BACHELOR OF ARTS DEGREE - 180 CREDITS

| Major Electives — Choose five (5) courses from the following areas: |
|---------------------------------|-----------------|-----|
| **Area: User Experience**       | **Course Code** | **Course Title** | **Credits** |
| GWDA307                         | User Experience: Research | 3   |
| GWDA343                         | User Experience: Development | 3  |
| GWDA392                         | User Experience: Prototyping | 3  |
| GWDA432                         | Digital Typography     | 3   |
| GWDA433                         | Advanced Motion Graphics | 3  |

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<th><strong>Course Code</strong></th>
<th><strong>Course Title</strong></th>
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<td>GWDA443</td>
<td>Advanced Scripting 2</td>
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| Program Electives — Choose two (2) from: |
|-----------------------------------------|-----------------|-----|
| **Course Code** | **Course Title** | **Credits** |
| AD341          | Brand Strategy and Marketing | 3   |
| AR131          | Principles of Photography   | 3   |
| CG215          | Advanced Image Manipulation | 3  |
| GR251          | Visual Indication          | 3   |
| GR325          | Design for New Media       | 3   |
| GR351          | Environmental Graphics     | 3   |
| IM232          | Writing for Interactive Design | 3  |
| IM451          | E-Learning Applications    | 3   |
| MW125          | Fundamentals of Marketing  | 3   |
| PD201          | Fundamentals of Business   | 3   |
| PD320          | Media Business Law         | 3   |
 GRAPHIC DESIGN
ASSOCIATE OF APPLIED SCIENCE DEGREE—90 CREDITS
SIX 11-WEEK QUARTERS OR 66 WEEKS

The Associate of Applied Science in Graphic Design degree program offers students an opportunity to work with experienced instructors to learn the fundamentals of graphic design and production. One of today’s primary methods of communication, graphic design has also become an exciting business that continues to grow and present new opportunities to creative people.

Students have the opportunity to study two- and three-dimensional design, marketing, and media design. They explore color theory, visual composition, typography, information graphics, electronic and print production processes, and business as it relates to the graphic arts. Students also have the opportunity to learn to use computer illustration, image manipulation, web layout and programming, and page layout programs to master design skills.

Graphic Design students also have an opportunity to learn the skills to write effective résumés and conduct successful job interviews. They graduate with a professional portfolio to show potential employers and are prepared to seek entrance into the industry in entry-level positions in fields such as advertising, publishing, television and motion pictures, architecture, and education.

Objectives - upon completion of this program graduates will have:
- Technical Expertise: vector graphics, image manipulation, page layout and website layout and design (if viewable at the portfolio review).
- Design/Graphics: continuity, conceptual, demographic considerations, style, composition, typography, craftsmanship.
- Design Process, Color Use, and Production: research, thumbnail sketches, and roughs, design execution, color use, craftsmanship.
- Presentation/Career: Presentation, portfolio, career focus, communication skills.
## GRAPHIC DESIGN

**ASSOCIATE OF APPLIED SCIENCE DEGREE—90 CREDITS**

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<th>Course Title</th>
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<td>Perspective◊</td>
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<td>AR181</td>
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<td>Image Manipulation◊</td>
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<td>Effective Speaking*</td>
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◊ Area of Concentration

* General Education
HOSPITALITY FOOD & BEVERAGE MANAGEMENT
BACHELOR OF ARTS DEGREE – 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

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

The Bachelor of Arts in Hospitality Food & Beverage Management degree program provides a wide variety of specialized education to students planning to pursue a management career in the food and beverage industry. The emphasis of the program is on the food and beverage management segment of the industry. Graduates of our program are prepared to seek entry-level employment opportunities such as food and beverage management in restaurants, hotels, resorts, casinos, cruise ships, bars, pubs, supermarkets, wineries, gourmet and wine boutiques and other businesses providing food and beverage services.

Objectives - Upon completion of the program, graduates will be able to:

- Create a business plan for a food service outlet or hospitality company.
- Apply customer service principles to marketing, merchandising and hospitality business development.
- Execute culinary and front of house skills.
- Understand the interrelation of different hospitality industry venues and how they are managed.
# HOSPITALITY FOOD & BEVERAGE MANAGEMENT

**BACHELOR OF ARTS DEGREE – 180 CREDITS**

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<td>American Regional Cuisine◊</td>
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<td>Asian Cuisine◊</td>
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<td>CU240</td>
<td>A la Carte◊</td>
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<td>Sustainable Purchasing and Controlling Costs◊</td>
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<td>CU255</td>
<td>Food and Beverage Operations Management◊</td>
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<td>New World Wines and Emerging Regions◊</td>
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<td>Senior Practicum◊</td>
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<td>Merchandising in Foodservice◊</td>
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<td>Fundamentals of Professional Service◊</td>
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<td>Club Operations Management◊</td>
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<td>Beverage Purchasing, Inventory, Control and Menu Authoring◊</td>
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<td>English/Communications Elective*</td>
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◊ = Area of Concentration;  
* = General Education

**Program Elective – All listed courses are 3 credits**

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<td>CU345</td>
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<td>Fundamentals of Bar Operations and Mixology</td>
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<td>FB481</td>
<td>Old World Wines</td>
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Total Credits 180
INTERIOR DESIGN
BACHELOR OF ARTS - 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

The Bachelor of Arts in Interior Design degree program curriculum is aligned with the Council for Interior Design Accreditation (CIDA) standards and offers students an opportunity to learn the fundamentals of the exciting and demanding profession of interior design and to work with the school’s experienced instructors. For Interior Design students at The Art Institute of Phoenix, space presents numerous opportunities.

Interior Design provides many challenges to creative people who enjoy blending their artistic designs with practical sensibilities. Students have the opportunity to explore the problems of designing environments, like those where we live and work, and to learn to develop creative and effective design solutions by studying the fundamentals of space planning, ergonomics and universal design, lighting and furniture design, sustainability, acoustics, and construction documents. They study the histories of art, design, architecture, and furniture design. Students also have an opportunity to learn to master computer-aided drafting and design programs, as well as desktop publishing programs that can allow them to present their creative design solutions in a variety of media.

Interior Design students examine materials used for the construction of residential and commercial sites, as well as furnishings and finishes used to complete interiors. They can explore the challenges of producing designs for office environments, healthcare facilities, hotels, and restaurants. They have an opportunity to study building and life-safety codes, as well as acquire the skills and resources necessary to manage the business of interior design.

Graduates develop a professional portfolio of their work to show to prospective employers and are prepared to seek entry-level work in many different areas of interior design, such as residential, commercial, institutional, corporate, healthcare, and hospitality design.

Graduates may develop designs for assisted living and retirement communities, day spas, corporate offices, retail shops, hotels, restaurants, residences, museums and other environments and explore opportunities with interior design and architectural firms, fabric and furniture companies, homebuilders, the kitchen and bath industry, marketing firms, and in sustainable design.

Objectives - upon completion of this program graduates will have:
- Design Fundamentals: develop foundation in art and design; analyze and apply design elements and principles; demonstrate theories of design, composition, and human behavior; utilize accurate craftsmanship; identify and relate historical and contextual knowledge of art, design, architecture and furniture to inform design solutions.
- Interior Design Studio: understand and apply the design process to research, analyze and synthesize client needs and program parameters; use methodology and current concepts in interior design, i.e. sustainability, barrier-free and universal design, globalization, and the needs of varying populations; coordinate and apply appropriate, aesthetic, and functional interior finishes and materials, furniture, fixtures and equipment; produce lighting design for interior applications.
- Communication Skills: communicate visually, orally, and in writing using a variety of traditional and digital media for a range of purposes; express and integrate design ideas clearly; accurately employ computer-aided design and other graphics-application and word-processing software to produce
properly formatted, cross-referenced working drawings, present and document design ideas.

- Technical Knowledge Skills: design within the context of building and environmental systems; select, apply and utilize system to specify appropriate materials and products based on physical, environmental, and performance characteristics; research, interpret, and comply with laws, codes, regulations, standards and practices that protect the health, safety, and welfare of the public.

- Professional Practices: apply processes and procedures for project management and contract administration of interior design; work cooperatively in a team and develop awareness of integrated design practices; adhere to professional ethics and standards in the practice of interior design; evaluate personal and professional skills relevant to their career.

- General Education: receive a liberal arts education alongside their program studies that stimulates creativity and originality, and helps students embrace global perspectives and cultural diversity, cultivating also intellectual curiosity required to be an active lifelong learner.
**INTERIOR DESIGN**

**BACHELOR OF ARTS DEGREE – 180 CREDITS**

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<td>CAD I◊</td>
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<td>Sketching &amp; Ideation◊</td>
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** Program Elective Options **

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◊ Area of Concentration
** General Education
MEDIA ARTS & ANIMATION
BACHELOR OF ARTS - 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

The Bachelor of Arts in Media Arts & Animation degree program is designed to provide graduates with art, design, technical, business, and life skills needed to seek entry-level employment in the animation and related media arts fields. The goal is accomplished through a focused curriculum based on industry validated outcomes.

In recent years, the animation industry has experienced dynamic change. The art of animation has now moved into the technology age. But computer animation skills are only part of what the graduate needs. The Art Institute of Phoenix wants to create competitive graduates. Students in the Media Arts & Animation program have the opportunity to receive the training necessary to seek entry-level positions in the animation industry through curricula that emphasize a range of job skills in traditional 2D and 3D animation. With a solid foundation in traditional art related skills and technology, graduates of the Media Arts & Animation program are prepared to seek entry-level employment in the animation and media arts industry.

Employment opportunities for graduates of the Media Arts & Animation program may represent a mixture of 2D, 3D, and production. Graduates are prepared to seek entry-level jobs as graphic designer, production designer and illustrator. Graduates may seek entry-level jobs in the entertainment, broadcast television, game, architecture, corporate communication, legal and medical animation industries.

Objectives - upon completion of this program, graduates will be able to:
- Demonstrate skill in 3D modeling that includes a variety of modeling techniques, lighting, and texture mapping skills.
- Demonstrate proficiency in animation including effective application of the 12 Principles of Animation, timing and weight, rigging, and camerawork.
- Produce an Art Process Book that demonstrates the application of learned concepts from traditional arts courses in the areas of life drawing, character development, concept art and storyboarding while showing process (concept to completion) on various projects.
- Demonstrate commitment to professionalism through effective self-marketing that includes the creation, assembly and presentation of portfolio elements that indicate a clear career focus.
# MEDIA ARTS & ANIMATION
## BACHELOR OF ARTS DEGREE – 180 CREDITS

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◊ Area of Concentration
* General Education
VISUAL & GAME PROGRAMMING
BACHELOR OF ARTS - 180 CREDITS
TWELVE 11-WEEK QUARTERS OR 132 WEEKS

The Bachelor of Arts in Visual & Game Programming degree program is designed to provide students who thrive on the technical aspects and principles of computer programming an opportunity to become an integral part of the team that brings 3D games and interactive motion graphics to life. It’s part art and part computer science, with plenty of room for creative types who want to delve deeper into technical principles of games and visual programming.

The Visual & Game Programming degree program is designed to combine artistic talent with the knowledge and skills of programming for 3D development, shading, motion capture, and animation. Graduates of this program are prepared to seek a wide range of entry-level employment opportunities in the entertainment and game production industries and other related industries (utilizing visual programming skills). The Visual & Game Programming program is designed to prepare students to seek entry-level positions that may include applications programmer, software analyst, and game tester.

Objectives - upon completion of this program, graduates will be able to:

- Demonstrate technical skills through setting up efficient models, rigging, texturing, shading, and lighting and demonstrate a solid consistent naming convention system in keeping with a production pipeline. Apply programming skills in object-oriented, 3D scripting, shell scripting and game scripting languages.
- Show artistic proficiency in the areas of visual design, color, and drawing within the context required for entry-level technical positions.
- Present a level of professionalism that includes presentation skills, interviewing, resume building and business knowledge critical to seeking an entry-level technical position in the game, animation, and special effects industries.
# VISUAL & GAME PROGRAMMING

## BACHELOR OF ARTS DEGREE – 180 CREDITS

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◊ Area of Concentration  
* General Education
The Bachelor of Arts in Visual Effects & Motion Graphics degree program is designed to prepare graduates in two major areas—visual effects and broadcast graphics. These interrelated fields deal with design, layering, and movement of digital imagery relative to enhancing or telling a visual story.

Both have become established areas of specialization in the broader field of media. Even limited budget productions now typically incorporate visually sophisticated graphics and effects. Audience awareness and expectations have fueled a growing demand for skilled artists and technicians in this field.

Motion graphics is designing screen visuals for media projects for broadcast and non-broadcast productions. A motion graphics specialist makes type, colors, and images move to communicate, educate, entertain, or build brand value. Visual effects use computer software to assemble various component images into a single, integrated believable scene. The components that are digitally layered could be live action shots, digital animations, or still images; combining them requires expertise in color and lighting adjustment, motion tracking, matte painting, set extensions, and other related skills using 2D and 3D techniques.

Graduates of the Visual Effects & Motion Graphics program are prepared to seek entry-level employment as production artists and graphics artists.

Objectives - upon completion of this program, graduates will be able to:

- Demonstrate skills in design and composition integration, visual communication, and typography.
- Demonstrate the ability to create a production plan, deliver to team projects, and complete projects in accordance to production plans.
- Demonstrate the ability to apply appropriate technology skills on projects.
- Apply required critical thinking skills and needs analysis to deliver to project requirements.
- Demonstrate a professional level of delivery on projects through the production process.
- Demonstrate the ability to create 2D and 3D effects that appear realistic and believable.
- Demonstrate the ability to create animations using typography and graphics.
- Demonstrate the ability to integrate camera work into a project, enhancing the subject and concept.
### VISUAL EFFECTS & MOTION GRAPHICS

**BACHELOR OF ARTS - 180 CREDITS**

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◊ Area of Concentration
* General Education

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<td>HUM102</td>
<td>Philosophy and Ethics*</td>
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<td>2D Animation Principles◊</td>
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<td>MA215</td>
<td>Principles of 3D Animation◊</td>
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<td>MA230</td>
<td>Hard Surface and Organic Modeling◊</td>
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<td>MA295</td>
<td>Digital Design and Motion◊</td>
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<td>VP115</td>
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<td>VP211</td>
<td>Post-Production◊</td>
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- Humanities/Fine Arts Elective* 4
- Social/Behavioral Science Elective* 4
- Science Elective* 4
- Humanities/Fine Arts Elective 4
- Math Elective* 4
- English/Communications Elective* 4

**Total Credits** 180
GENERAL EDUCATION ELECTIVES

General Education
Students in all degree programs take General Education courses where they have the opportunity to foster the skills, knowledge, creativity, and independent thinking needed for professional and personal success. They are given the opportunity to broaden and deepen their understanding of people, culture, ethics, mathematics, and the sciences, and learn to draw upon this understanding. The General Education faculty members are committed to supporting students’ personal and career development by encouraging intellectual inquiry and an appreciation of lifelong learning. We believe education is a shared enterprise; students and faculty have the opportunity learn from each other through the exchange of ideas, information, and points of view.

General Education Electives
Each degree program has specific General Education requirements. In addition, students in the Bachelor of Art degree programs have General Education elective opportunities, where they can choose from a variety of 4-credit electives. The Associate of Applied Science programs for Baking & Pastry Arts and Culinary Arts each have a foreign language elective. The chart below categorizes the General Education electives by discipline areas:

- English/Communications (ENG/COM)
- Humanities/Fine Art (HUM/FA)
- Mathematics (MAT)
- Science (SCI)
- Social/Behavioral Science (SBS)
## GENERAL EDUCATION ELECTIVES

### 4-credit electives

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<thead>
<tr>
<th>English / Communications</th>
<th>Science</th>
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<tbody>
<tr>
<td>COM291 Non-Fiction Writing</td>
<td>SCI100 Natural Science</td>
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<tr>
<td>COM401 Advanced Communications</td>
<td>SCI156 Nutritional Science</td>
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<td>ENG320 World Literature</td>
<td>SCI200 Chemistry</td>
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<td>ENG323 American Literature</td>
<td>SCI311 Kinesiology</td>
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<td>ENG402 Creative Writing – Fiction</td>
<td>SCI400 Physics</td>
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<td>ENG411 The Novel</td>
<td>SCI411 Environmental Science</td>
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<td>ENG491 Mythology</td>
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<td>FA106 Modern and Contemporary Art</td>
<td>SBS201 Cultural Anthropology</td>
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<td>FA108 American Art History</td>
<td>SBS210 Sociology</td>
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<td>FA201 Renaissance and Beyond</td>
<td>SBS211 Social Cultural Expression</td>
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<td>HUM200 Aesthetics</td>
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<td>SBS261 Psychology</td>
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<td>SBS301 U.S. History</td>
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<tr>
<td>HUM211 French Language and Culture</td>
<td>SBS302 U.S. History II</td>
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<tr>
<td>HUM220 Conversational French</td>
<td>SBS310 Developmental Psychology</td>
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<td>HUM225 Conversational Japanese</td>
<td>SBS311 World Civilizations</td>
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<td>HUM231 Humanities</td>
<td>SBS312 World Civilizations II</td>
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<td>HUM312 Storytelling and the Oral Tradition</td>
<td>SBS313 Organizational Psychology</td>
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<td>SBS314 Cognitive Psychology</td>
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<td>SBS315 Psychology of Diversity</td>
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<td>SBS321 Deviant Social Behavior</td>
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<td>SBS325 World Conflict</td>
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<td>SBS326 Historical and Political Issues</td>
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<td>SBS331 Government and Politics</td>
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<td>SBS341 History of Popular Culture</td>
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<td>MAT100 Liberal Arts Math</td>
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<td>MAT121 Traditional Geometry</td>
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<td>MAT124 Fundamentals of Trigonometry</td>
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<td>MAT210 Calculus</td>
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<td>MAT215 Statistics</td>
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COURSE NUMBERING SYSTEM

The course numbering system for The Art Institute of Phoenix consists of three major parts: a course prefix, an initial digit, and a two-number combination. The course prefix is a two-letter or three-letter designator for a major division of an academic discipline, subject-matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

The first digit of the course number identifies the academic year in which that course is generally taught. Lower-division courses, with a first digit of one (1) or two (2), are survey courses that include an introductory overview of a particular area of knowledge. These courses often do not include a prerequisite for enrollment and are usually offered during the first two years of study. Courses of this type are numbered 100-200 in this catalog.

Upper-division courses, with a first digit of three (3) or four (4), offer more specialized content and are more rigorous than lower-division courses. Frequently, they include at least one prerequisite. These courses are numbered 300-400 in the catalog.

The last two digits, when combined with the course prefix, designate a specific course title within the academic discipline, subject-matter area, or sub-category of knowledge. The only exceptions to this explanation are the transitional studies class, ENG001 Essentials of Composition. Based upon minimum admissions requirements and placement test scores, this course is designed to provide additional assistance to incoming students, in order to help prepare them for college level courses.

Course prefixes used at The Art Institute of Phoenix:

- AD Advertising
- ADVA Advertising
- AR Art Foundations
- AUDA Audio
- CG Computer Graphics
- CA Media Arts & Animation
- CS Computer Science
- COM Communications
- CU Culinary Arts
- DF Digital Filmmaking & Video Production
- DFVA Digital Filmmaking & Video Production
- DM Digital Media Production
- ENG English
- EX Externship
- FA Fine Art
- FD Fashion Design
- FADA Fashion Design
- FB Food & Beverage Management
- FM Fashion Marketing
- FMMA Fashion Marketing & Management
- FND Foundations
- FX Visual Effects & Motion Graphics
- GA Game Art & Design
- GADA Game Art & Design
- GE General Education
- GR Graphic Design
- GWDA Graphic & Web Design
- HUM Humanities
- ID Interior Design
- INTA Interior Design
- IM Web Design & Interactive Media
- MA Media Arts & Animation
- MAAA Media Arts & Animation
- MAT Mathematics
- MW Multimedia & Web Design
- PD Professional Development
- PH Digital Photography
- PHOA Digital Photography
- SBS Social/Behavioral Science
- SCI Science
- SDVA Software Development for Creative Technologies
- VG Visual & Game Programming
- VGPA Visual & Game Programming
- VP Video Production
- WS Web Scripting
COURSE DESCRIPTIONS

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

AD130 CREATIVE AND STRATEGIC PLANNING
3 Credits - Prerequisite: None
Students will learn basic skills that will support their learning throughout the course and help them create a foundation for nurturing creativity in their work and lives. They will be given the tools to help them identify and solve problems, formulate objectives, and create a plan to reach their objectives.

AD150 CONCEPTUAL THINKING
3 Credits - Prerequisite: AD211
This course will identify the components of the design process and explore research methods. Design solutions appropriate to a targeted market will be emphasized. Exercises in creative problem solving will strengthen and expand the student’s concept generation skills. Critical analysis, problem identification, and idea refinement will be the focus in producing media content for targeted audiences and intended delivery systems.

AD211 FUNDAMENTALS OF ADVERTISING
3 Credits - Prerequisite: None
This course is the basic introduction to advertising, its history, potential, and limitations. Students examine various definitions of advertising and different methods of communication, as well as advertising objectives, advertising copy, and federal regulations. Students also look at how advertising has affected the culture over the years, and how to place current events in context to understand how major events and trends can influence advertising. Students will learn to recognize emerging trends and capitalize on them.

AD221 DYNAMICS OF MASS COMMUNICATION
3 Credits - Prerequisite: None
This course explores the theory and application of the new media environment that is currently taking shape. Students are introduced to the major forms of mass communication, including television, radio, books, newspapers, magazines, the recording industry, the film industry, the Internet, and more. Students examine a model of mass communications and analyze its application to technology. The course also highlights the interrelationships among the media industries.

AD271 CREATIVE PRESENTATION TECHNIQUES
3 Credits - Prerequisite: COM201
Students will begin to develop skills needed for effective presentations that evoke appropriate emotion and persuade audiences to take action. Crafting and delivering both prepared and extemporaneous messages to alternative audiences will be explored through visual and oral presentation techniques. The use of current technology and attributes will also be discussed. Oral, written, and video critiques will be used to correct and perfect presentation style.

AD295 ADVERTISING DESIGN
3 Credits - Prerequisite: GR241
This course will examine the role of graphic design in an advertising context. Campaign strategies based on media and marketing realities will be investigated and applied.

AD311 ADVERTISING COPYWRITING
3 Credits - Prerequisite: ENG100
Students learn to use the power of words to move their audience. The course features writing and designing compelling copy for the printed word, including magazine and newspaper ads as well as the Internet, billboards, and emails.

AD321 PRINCIPLES OF MARKET RESEARCH
3 Credits - Prerequisite: MW125
The course focuses on the use of marketing research as a tool for solving management problems. Students learn research planning and design, sampling, data collection methods (including the Web), data analysis methods, and communicating research results, among other topics.

AD331 ADVERTISING SCRIPTWRITING
3 Credits - Prerequisite: ENG100
Students learn to write advertising copy for electronic, video, and film media, including commercials, public service announcements, Web based video, infomercials, corporate presentations, and others.

AD341 BRAND STRATEGY AND MARKETING
3 Credits - Prerequisite: None
Although good brands are easy to identify, they are hard to create.
This course addresses the factors which make a brand successful, and then approaches the factors—like price pressure, fragmented markets and media, and proliferating competition—that businesses must control to build a strong, successful brand. Marketing strategists need to learn how to create an identity for their products and services, and how to use that identity to support sales. This course is an introduction to the essential concepts and skills of brand strategy and marketing.

AD351 ART DIRECTION AND THE CREATIVE PROCESS
3 Credits - Prerequisite: AD321
This course examines the role of the Art Director in producing multifaceted graphic design and electronic projects. Working in teams, students coordinate their creative efforts, from concept to finished output. Encouraging the team approach further enhances student leadership, communication, organization, and negotiation skills.

AD361 E-BUSINESS AND MARKETING
3 Credits - Prerequisite: AD321
Students develop an understanding of e-business, including choosing domain names, media techniques, online monetary transactions, Internet security, and more. Marketing, legal, ethical, social, and global issues are also covered.

AD370 ADVERTISING MEDIA PRODUCTION
3 Credits - Prerequisite: MA295
This course advances students skills enabling them to prepare and present various forms of information (media) to professional audiences. Students will develop, prepare and present videos, moving graphics, graphics, and copy. They will create several short projects and a final project applying techniques and aesthetics discussed in the lectures, demos and readings. Professionalism and presentation techniques are also be covered.

AD391 PUBLIC RELATIONS
3 Credits - Prerequisite: ENG100 or Academic Chair approval
Public Relations plays a crucial role in today's business and communication industries. Students will learn to understand Public Relations, how it relates to them, businesses, communities, and the media. In addition, building relationships, strategizing, and crisis-solving for all aspects of Public Relations will also be explored.

AD401 MEDIA PLANNING AND BUYING
3 Credits - Prerequisite: AD321
The Media as part of a delivery channel for a marketing message is the focus of this course. Students learn to analyze and compare various media and make determinations on how best to utilize client dollars through cost effective media buying. Topics include traditional as well as alternative and new media.

AD411 ADVERTISING SALES AND RATINGS
3 Credits - Prerequisite: AD321
This course focuses on a review of advertising fundamentals, its potential and limitations, advertising methods, objectives, copy, federal regulations, salesmanship, and the proper positioning of a client. Students learn to sell for and against different media. Servicing accounts, interpreting rating data, interfacing with advertising agencies, and clients are also covered.

AD431 INTRODUCTION TO ADVERTISING CAMPAIGN
3 Credits - Prerequisite: AD351
Students study the promotional strategies used by clients in order to utilize various media in an effective advertising campaign. Students research, create, and present mixed media campaigns. The students learn the fundamentals of conceiving and executing an integrated local/regional advertising campaign that utilizes major advertising media.

AD461 ACCOUNT MANAGEMENT
3 Credits - Prerequisite: None
Students learn account management skills to meet the needs of the client. The class includes interpersonal and relationship building skills along
with a good understanding of business skills and keeping accounts. Students get a clear understanding of account management, its key disciplines, and best practices in the field.

**AD451 CONSUMER BEHAVIOR**
3 Credits - Prerequisite: AD321 or Academic Chair approval
This course examines the cultural, social, and individual variables involved in consumer behavior. Persuasive techniques are also examined. Among the topics covered are framing effect, emotional hot buttons, mass appeal, snob appeal, subliminal messages, and the bandwagon effect. Students use various media to learn to use predictable consumer behavior and conditions to achieve a desired effect on an audience.

**AD461 INTERMEDIATE ADVERTISING CAMPAIGN**
3 Credits - Prerequisite: AD431
During this course, students create a promotional/advertising campaign for a non-profit client with publishing and implementation as the ultimate goal. Students design and develop multiple projects from concept to final product, depending on the specific needs of the client. Students work with deadlines, inside of budgets, establish client relationships, and do a presentation of the final project.

**AD471 ADVANCED ADVERTISING CAMPAIGN**
3 Credits - Prerequisite: AD461
Students research and develop a fully integrated advertising/promotional campaign. The student’s senior project documents, supports, and argues the rationale and effectiveness of the campaign in written form. Students prepare, present, and defend a graduate project suitable for a professional audience.

**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 consumer decisions. Focus on the essential skills and persuasive techniques to affect a sales cycle.

**ADVA205 HISTORY OF ADVERTISING**
3 Credits - Prerequisite: None
Examines the origins and evolution of advertising and advertising and how it has changed over time; its history, potential, limitations and impact on current culture and emerging trends.

**ADVA207 CREATIVE & STRATEGIC PLANNING**
3 Credits - Prerequisite: ADVA201
Translate marketing objectives into advertising strategy. Take the business challenge the client has presented and translate it into a creative strategy with specific deliverables.

**ADVA208 PRINCIPLES OF MARKETING RESEARCH**
3 Credits - Prerequisite: None
Marketing research as a tool for developing strategies. The source of data, sampling procedures, questionnaire design, data collection and analysis.

**ADVA209 PORTFOLIO I**
3 Credits - Prerequisite: Academic Chair Approval
This course is designed to prepare 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.

**ADVA214 ADVERTISING COPYWRITING**
3 Credits - Prerequisite: ENG100
Developing effective advertising strategies and copy executions that underlie and enable creative marketing and advertising campaigns and cultivate clear, logical, and creative copywriting skills. The unique characteristics of digital media and the creation of copy for digital media will be explored.

**ADVA215 ADVERTISING STORYBOARDING & SCRIPTWRITING**
3 Credits - Prerequisite: ADVA214
Basic storyboard layouts and techniques are examined and
practiced. Students write scripts that convey messages in a clear, effective style that communicates to specific audiences. Emphasis is placed on developing concepts and researching, planning and writing scripts for broadcast commercials, public service announcements and interactive media communications.

**ADVA302 INTRODUCTION TO AD CAMPAIGNS**  
3 Credits - Prerequisite: ADVA209  
Students create an integrated advertising campaign consisting of multiple media executions of a single, unified theme or concept.

**ADVA303 INTERACTIVE ADVERTISING**  
3 Credits - Prerequisite: ADVA209  
Students compare and contrast traditional and interactive outlets in order to develop a clear understanding of the demand for advertising and marketing on-line. Students discover and apply new methodologies in developing and working with interactive e-commerce. Students learn the unique characteristics and techniques of media writing and apply them to interactive media production.

**ADVA304 WRITING FOR INTERACTIVE MEDIA**  
3 Credits - Prerequisite: ENG100  
This is a specialized writing course for interactive design production. Students identify the requirements of different types of writing and the unique characteristics and techniques of interactive media writing. Students examine how various forms of media work together to reach audiences. Students further explore how to use interactive media to express ideas. These techniques are then applied to various forms of media and creating an interactive resume.

**ADVA307 BRAND STRATEGY**  
3 Credits - Prerequisite: FADA308 or GWDA308  
The role of branding and brand identity. Examines brand value, framework and positioning and their importance to building strong, enduring brands.

**ADVA308 ACCOUNT PLANNING**  
3 Credits - Prerequisite: ADVA101  
The account planner represents the consumer focus in an advertising agency. Inside the agency, an account planner helps choose and integrate research and considers proposed advertising decisions from the perspective of consumer behavior. The planner integrates the marketing research, creative and account management perspectives into the development of the creative brief as the foundation for advertising creative development.

**ADVA312 EMERGING MEDIA IN ADVERTISING**  
3 Credits - Prerequisite: ADVA303  
Explore advanced industry concepts and practices in emerging media; discovering and applying these ideas to a campaign. Students prepare, present and defend a graduate project suitable for a professional audience.

**ADVA318 BUDGETING & FINANCIAL MANAGEMENT**  
3 Credits - Prerequisite: GWDA308  
Examine budgeting, short-term and long-term financing, billing, and the economics of financial markets as they impact organizations.

**ADVA322 DIGITAL MEDIA CAMPAIGNS**  
3 Credits - Prerequisite: ADVA201  
Students design and implement advanced marketing campaigns utilizing emerging digital media concepts, paradigms, and business models. Students combine and integrate interactive business models using both online and offline media. Students integrate knowledge of e-commerce and interactive media to include emerging technologies such as mobile marketing, social media marketing (SMM), viral advertising, and video and user generated content (UGC).

**ADVA328 PUBLIC RELATIONS**  
3 Credits - Prerequisite: None  
Examines the role of public relations, showing the principles, methods and means of influencing public opinion.

**ADVA332 INTERMEDIATE AD CAMPAIGNS**  
3 Credits - Prerequisite: ADVA302  
Students create integrated advertising campaigns, each consisting of different media executions of a single unified theme or concept. Social media executions are included in these campaigns.

**ADVA338 MEDIA PLANNING**  
3 Credits - Prerequisite: ADVA101  
Review of advertising channel options in delivery of the marketing message. Budgeting advertising buys, creating media proposals and articulating return on investment. Creating media sales opportunities.

**DVA348 LEADERSHIP & ORGANIZATIONAL BEHAVIOR**  
3 Credits - Prerequisite: FADA308 or GWDA308  
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.

**ADVA402 ONLINE COMMUNITY MANAGEMENT**  
3 Credits - Prerequisite: GWDA308  
Focus on developing the knowledge and skills for how to design, create and manage online communities as a business model for relationship marketing. Build and maintain a fan base using social networking tools and engage participants in ongoing conversation around a brand or idea.

**ADVA406 INTERNSHIP**  
3 Credits - Prerequisite: Academic Chair Approval  
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 seek entry-level positions in the field when they graduate. 90 internship hours.

**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.

**ADVA408 ADVANCED ACCOUNT PLANNING**  
3 Credits - Prerequisite: ADVA308  
Analysis of account planning by further synthesizing the two principle methods for successful account planning- implementing the creative brief into an advertising campaign and analyzing concepts based on creative strategy. In this Management capstone, students work with a real client to deliver a professional creative brief and support materials.

**ADVA409 PORTFOLIO PRESENTATION**  
3 Credits - Prerequisite: Academic Chair Approval  
Students will demonstrate their conceptual, design, craftsmanship and other skills as they assemble and refine portfolio elements in preparation for the transition into the professional world. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects their personal style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources. Elements of the digital portfolio are developed.

**ADVA412 ADVANCED ADVERTISING CAMPAIGNS**  
3 Credits - Prerequisite: ADVA332  
Students research and develop a fully integrated advertising/promotional campaign. Value is placed on the importance of deadline, budget, client relationship and presentation as they relate to the creative process. Final project should document, support and argue the rationale and effectiveness of the campaign. Students prepare, present and defend a graduate project suitable for a professional audience.

**ADVA419 Portfolio II**  
3 Credits - Prerequisite: ADVA409  
This course will guide students through the process of compiling their work into a final interactive portfolio. It will also stress the importance of professional development and help students complete their initial job search requirements including personal branding.

**AR101 FUNDAMENTALS OF DRAWING**  
3 Credits - Prerequisite: None  
Visual awareness is expanded through the observation and translation of three-dimensional forms into two-dimensional drawings. Starting with simple forms and progressing to more complex organic forms, students will increase their skill levels in construction techniques, composition, and line quality.

**AR111 FUNDAMENTALS OF DESIGN**  
3 Credits - Prerequisite: None  
The creative process is introduced using the visual elements of art to provide the student with a firm, workable foundation in design. This class is fundamental in learning how to make appropriate design decisions while organizing visual space. A variety of concepts, materials, and techniques are used to investigate the aesthetic, scientific, and psychological properties of design.

**AR121 PERSPECTIVE**  
3 Credits - Prerequisite: None  
Basic one-, two-, and three-point mechanical perspective with an emphasis on three-dimensional space perception is introduced in this course. Students learn the use of basic art and drafting tools.

**AR131 PRINCIPLES OF PHOTOGRAPHY**  
3 Credits - Prerequisite or Concurrent: CG131 or FND135  
This course introduces beginning students to the technical aspects of photography. Students complete photographic assignments related to basic camera operation and exposure control through the use of traditional and digital photographic techniques. This course does not include darkroom experience.

**AR141 ANALYSIS OF FORM**  
3 Credits - Prerequisite: FND110  
Drawing skills are enhanced through the development of critical observation. Analyzing forms, including the human figure and complex three-dimensional environments, provides students with the ability to communicate visual concepts through drawing. Drawing techniques from the classical tradition to immediate personal expression will be studied.

**AR181 COLOR THEORY**  
3 Credits - Prerequisite or Concurrent: AR111  
The creative process is introduced using the visual elements of both
additive and subtractive color and the basic principles of design. The psychological and cultural aspects of color will be examined in making appropriate design decisions. Color concepts used in a variety of disciplines will be explored. Students will be able to utilize the basic principles and elements of design theory as they apply to assigned projects.

**AR231 CREATIVE PHOTOGRAPHY**  
3 Credits - Prerequisite: AR131  
This course addresses technical and conceptual concepts in relation to contemporary photography. Students experiment with a variety of lighting techniques, digital solutions, and conceptual approaches in order to create visually compelling photographs. The collaborative relationship between the art director and photographer is also explored. This course does not include darkroom experience; the images are finalized digitally.

**AR241 3D DESIGN**  
3 Credits - Prerequisite: AR181  
This studio course explores three-dimensional form and space, and introduces students to the materials, techniques, and ideas that comprise the world of natural and artificial objects. The process begins with a study of concepts, materials, and observations. It continues through lectures, demonstrations, critical analyses, and class discussion.

**AR360 ADVANCED LIFE DRAWING**  
3 Credits - Prerequisite: MAAA122  
This course deals with the advanced aspects of drawing in relation to the human figure. Through extended observation and application of the disciplines of line, form, shape, and the rendering of related color and value, critical interpretation of the human figure enhances life drawing and rendering skills.

**AUDA101 Fundamentals of Audio**  
3 Credits - Prerequisite: None  
Addresses the principles of recording sound and covers sound characteristics, basic acoustics, and techniques for field recording. The role of sound in media production is explained.

**CA231 ADVANCED ANIMATION DRAWING**  
3 Credits - Prerequisite: MAAA102  
Building on basic skills, this course will begin to explore advanced techniques for life drawing, both human and animal. Characterization will be reviewed. The principles of mime and choreography will be employed as character studies, and character model sheets will be developed. Backgrounds, special effects, and other drawings for animations will be examined through a variety of media.

**CG131 IMAGE MANIPULATION**  
3 Credits - Prerequisite: AR111 or Academic Chair Approval  
This course is designed to examine photo-retouching and image manipulation using computers. Employing software applications to scan original artwork, photos, or public domain images, students will use filtering capabilities, interactive brightness and contrast controls, and other image manipulation tools to enhance and retouch the images.

**CG135 TRADITIONAL TYPOGRAPHY**  
3 Credits - Prerequisite: CG221 or Academic Chair approval  
Sound and video are critical ingredients in the production of successful visual presentations. Students use digital sound and video-editing equipment to organize audio and video clips to custom design video and narration to fit their media productions.
CG233 DESIGN FOR INTERACTIVE MEDIA
3 Credits - Prerequisite: WS110
Interactive computer animation programs can integrate text, sound, images, and full-motion video into interactive products such as games, edutainment, infotainment, simulated virtual reality, locally-based entertainment, computer-based training, and the Internet. This course will allow the student to explore the role of 2D animation in the production of interactive projects. Students will fine-tune their skills in scripting and storyboarding, and they will design an animated prototype using interactive multimedia software.

CG280 ADVANCED IMAGE MANIPULATION FOR ANIMATORS
3 Credits - Prerequisite: CG131
This course is designed to further enhance the skills acquired in previous image manipulation and technology-based classes. Emphasis will be placed on advanced applications relevant to animators. Integration of programs and technology to achieve a required product will also be emphasized.

COM201 EFFECTIVE SPEAKING
4 Credits (General Education) - Prerequisites: None
Students will learn how to communicate their ideas effectively to others through visual and oral presentations. Students will learn how to present and assimilate information logically and effectively, using available resources and demonstrating professional performance.

COM291 NON-FICTION WRITING
4 Credits (General Education) - Prerequisites: ENG100
This course is designed to offer students the practical ability to communicate technical aspects of various industries to diverse audiences. Students will learn how to analyze technical objects and processes, and will write reports, manuals, and end user instructions. They will enhance their writing skills using clear and concise language, integrating text with graphics, and designing documents.

COM401 ADVANCED COMMUNICATIONS
4 Credits (General Education) - Prerequisites: COM201
The purpose of this course is to examine the theoretical and practical aspects involved in effective communication. The course will emphasize essential elements of communication in both personal and professional environments, as well as identify and analyze efficient oral and written delivery techniques.

CU110 CULINARY THEORY AND CONCEPTS
3 Credits - Prerequisite: None
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

The fundamental concepts, skills, and techniques involved in basic cookery are covered. These include the study of ingredients and cooking theories; the preparation of stocks, broths, glazes, soups, thickening agents, the grand and emulsion sauces. The cookery basics for vegetables, starches, meat, fish, and poultry are also introduced, as well as techniques such as sautéing, roasting, poaching, braising, broiling, grilling, stir-fry. In addition to learning organizational skills and work coordination, students will learn the basics of classical culinary vocabulary, basic food chemistry and flavor profiles, as well as identification, application and use of equipment and tools.
CU124 INTRODUCTION TO BAKING AND PAstry TECHNIQUES
6 Credits - Prerequisite: None
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.
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 significance is placed on the study of ingredient functions, product identification, and weights and measures as applied to baking and pastry techniques. Instruction regarding 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.

CU130 AMERICAN REGIONAL CUISINE
6 Credits - Prerequisites: CU100, CU110
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.
The knowledge learned in CU100 Fundamentals of Classical Techniques is reinforced to build student confidence and strengthen the techniques of basic cookery. Attention is given to portion control, costing, plate presentation, and teamwork in production. American Regional Cuisine introduces culture, food, local growing, and regional cooking methods with emphasis on cooking and classical culinary techniques.

CU135 LATIN CUISINE
3 Credits - Prerequisite: CU110, CU100
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.
This course emphasizes both the influences and ingredients that create the unique character of selected 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.

CU165 KITCHEN MANAGEMENT AND CAREER DEVELOPMENT
3 Credits - Prerequisite: None
This course focuses on managing people from the hospitality supervisor’s viewpoint. The emphasis is on techniques for increasing productivity and controlling labor costs, managing time, facilitating change, motivating employees, and resolving conflict. This course also stresses effective communication and explains the responsibilities of a supervisor in the food service operation. Specific focus is placed on interviewing and hiring employees, and is explored from the perspective of a manager looking for staff, and as workers involved in a job search.

CU201 GARDE MANGER
6 Credits - Prerequisite: CU130
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.
This course introduces the multiple responsibilities of the cold kitchen. Basic recipes for dressings, marinades, and salads made from vegetables, cooked meat, seafood, and pastas, as well as the making of a variety of sandwiches, presentation, and combination of salads are covered. Hors d’oeuvres will be introduced, including hot, cold, zakuski, and canapés. The fine art of chaud-froid, its use, and its importance are emphasized. This course also explores the making, presentation, and accompaniment of paté and terrines. Sausage-making and its importance are covered. Students will learn how to make galantines, ballontines, and mousses.

CU209 ARTISAN BREADS AND BAKING PRODUCTION
6 Credits - Prerequisite: CU124
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.
This course 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.

CU219 EUROPEAN CAKES AND TARTES
3 Credits - Prerequisite: CU124 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.

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.

CU225 MANAGEMENT BY MENU
3 Credits - Prerequisite: CU249 or Academic Dir Chair ector approval
This course prepares 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 understanding menus is crucial to the success of any foodservice operation; menus are a planning tool, source of operational information, and a merchandising method for reaching patrons.

CU229 ADVANCED PATISSERIE AND DISPLAY CAKES
6 Credits - Prerequisite: CU124 Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

This course 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.

CU234 CLASSICAL EUROPEAN CUISINE
3 Credits - Prerequisite: CU130 or Academic Chair approval
This course emphasizes both the influences and ingredients that create the unique character of selected Classical European 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.

CU236 WORLD CUISINE
6 Credits - Prerequisites: CU130, CU249 or Academic Chair approval
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.
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.

Introduces students to the A La Carte kitchen, emphasis is on “a la minute” method of food preparation, plus dining room service standards in a public restaurant. 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 Art 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.

CU249 SUSTAINABLE PURCHASING AND CONTROLLING COSTS
3 Credits - Prerequisite: None
This course introduces the student to the methodologies and tools used to control costs, purchase supplies, and help the student value the purchasing, planning, and control process in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an emphasis placed on the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, food, beverage, and labor cost controls.

CU255 FOOD AND BEVERAGE OPERATIONS MANAGEMENT
3 credits - Prerequisites: None
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

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.

CU260 CULINARY CAPSTONE
3 Credits - Prerequisite: Academic Chair Approval
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

This course addresses the methodologies and tools used to control costs, purchase supplies, and help the student value the purchasing, planning, and control process in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an emphasis placed on the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, food, beverage, and labor cost controls.

CU271 ART CULINAIRE
6 Credits - Prerequisite: CU234, CU235, CU236
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

This course 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.
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.

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.

CU309 ETIQUETTE FOR TODAY'S PROFESSIONAL
3 Credits - Prerequisite: CU165
This course presents the fundamentals of business and hospitality etiquette as they are applied to the modern multicultural and global business environments. 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 will participate in a formal dining experience.

CU315 HUMAN RESOURCES AND MANAGEMENT
3 Credits - Prerequisite: CU165
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.

CU320 FOODSERVICE TECHNOLOGY
3 Credits - Prerequisite: CU225
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.

CU325 ADVANCED MENU DESIGN
3 Credits - Prerequisite: CU225
Students in this course learn the fundamentals of menu design and layout and focus on the applications of menu mix, inventory efficiency, seasonality, and merchandising for foodservice operations. Menus are based on service styles and facilities restrictions are discussed.

CU326 CATERING OPERATIONS
3 Credits - Prerequisite: CU201
This course introduces students to various aspects of catering, including sales, contracts, menu planning, food presentations, and operations management, with the goal of developing the expertise to operate a profitable catering business.

CU327 FOOD STYLING
3 Credits - Prerequisite: CU271 A
This course teaches students about the enhancement of food for presentation purposes. Students work as food stylists with photographic imaging students to create eye-appealing creations for film, print, and display.

CU345 INTRODUCTION TO ACCOUNTING PRINCIPLES
3 Credits - Prerequisite: MAT104
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. Basic financial statements are introduced, the items included in these reports and the economic events and accounting related to them. The course provides information to facilitate how to use and interpret accounting information.

CU347 FACILITIES MANAGEMENT AND DESIGN
3 Credits - Prerequisite: CU225
An assessment of effective architecture, floor planning, and seating in contemporary restaurant design. Cost-effectiveness, space maximization, and use of materials are reviewed. The effects of zoning laws, zoning restrictions and real estate law are discussed.

CU357 HOSPITALITY MARKETING
3 Credits - Prerequisite: CU225
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.

**CU370 LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT**  
3 Credits - Prerequisite: CU165  
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.

**CU380 FINANCIAL MANAGEMENT**  
3 Credits - Prerequisite: Any 100-level math course or Academic Chair approval  
In this course, the students develop a working knowledge of the current theories, issues and challenges involved with 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.

**CU403 QUALITY SERVICE MANAGEMENT AND TRAINING**  
3 Credits - Prerequisites: CU165  
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.

**CU410 CATERING AND EVENT MANAGEMENT**  
3 Credits - Prerequisite: CU201  
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding the caterer’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.

**CU412 SENIOR LIVING AND SPECIAL NEEDS**  
3 Credits - Prerequisite: CU260  
In this course, students will learn the management skills necessary in the rapidly growing senior services industry. Students will study the socio-economic impact of the aging population and associated trends. Emphasis will be placed on the medical, nutritional, spiritual, technological and legal needs of the generation. The role of HMOs and insurance carriers will also be explored.

**CU421 SALES AND PUBLIC RELATIONS**  
3 Credits - Prerequisite: CU225 or Academic Chair approval  
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.

**CU430 INTRODUCTION TO CULINARY COMPETITIONS**  
3 Credits - Prerequisite: CU271 or Academic Chair Approval  
This course provides students with a level of experience and understanding of the rules and regulations of student competition. Students will demonstrate a level of culinary skills in a laboratory setting that mirrors the competition environment. Course emphasis will be on reinforcing basic cooking techniques, knife skills, kitchen organization, and menu development, as well as the development of skills necessary to successfully compete in an officially sanctioned culinary salon. Students learn and demonstrate the elements of proper platter presentation, slicing, glazing, and classical and modern charcuterie techniques.

**CU447 EXPLORING WINES AND THE CULINARY ARTS**  
3 Credits - Prerequisite: CU255  
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and...
kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information. This course 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.

**CU450 MANAGEMENT EXTERNSHIP**
3 Credits - Prerequisite: Academic Chair approval
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

Students observe and participate in the supervisory operation of a successful foodservice business. They apply their professional skills to gain experience in order to enter and become successful in the foodservice business. Emphasis is placed on developing hospitality management skills. 150 externship hours

**CU460 INNOVATION AND ENTREPRENEURSHIP**
3 Credits - Prerequisite: CU225 or Academic Chair approval
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

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.

**CU480 VITICULTURE AND VINIFICATION I**
3 Credits - Prerequisite: CU255
Participation in this course may be limited by state drinking age requirements. Please contact local school for information.

This class provides comprehensive information pertaining to France’s classic 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.

**CU481 VITICULTURE AND VINIFICATION II**
3 Credits - Prerequisite: CU255
Participation in this course may be limited by state drinking age requirements. Please contact local school for information.

This class provides comprehensive information pertaining to the Old World’s other classic 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.

**CU485 SENIOR PRACTICUM**
3 Credits - Prerequisite: CU225 or Academic Chair approval
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.

**CU490 GLOBAL MANAGEMENT AND OPERATIONS**

*3 Credits - Prerequisite: CU260*

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.

**CU492 LEGAL ISSUES**

*3 Credits - Prerequisite: CU225 or Academic Chair approval*

Legal Issues provides an in-depth exploration of competitive business practices with emphasis on business formation, torts, negligence, and liability. Contractual and franchise relationships will be explored, along with the employer’s current obligations under immigration law.

**CU497 SENIOR CAPSTONE/PORTFOLIO**

*3 Credits - Prerequisite: CU225 or Academic Chair approval*

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

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.

**DF101 TOOLS, TECHNOLOGY AND TERMINOLOGY**

*3 Credits - Prerequisite: None*

This course discusses and identifies the different tools, technology, and resources available to a digital filmmaker during pre-production, production, and post-production, as well as the proper terminology associated with them.

**DF121 INTERMEDIATE VIDEO PRODUCTION**

*3 Credits - Prerequisite: VP111 and Co-Requisite: DF121 or Academic Chair approval*

Students are introduced to various editing processes including cuts-only, A/B roll – combining two or more sources of raw footage, offline, and non-linear editing. Students also learn project management, how the editing process begins in program design and pre-production, and how it continues through production to the final edit.

**DF211 FUNDAMENTALS OF EDITING**

*3 Credits - Prerequisite: VP111 and Co-Requisite: DF121 or Academic Chair approval*

This course explores the various camera and lighting techniques used in digital filmmaking and video production. Discussions will cover the basic physics of light and electricity as it relates to different film and video lighting applications in the field. This will include the qualities and colors of light from different sources and angles, and the basic techniques to match or manipulate them. The focus will be on field lighting with portable light kits and reflectors to light people and objects in a variety of situations. The basic differences between field lighting equipment and studio lighting will also be covered.

**DF215 INTERMEDIATE EDITING**

*3 Credits - Prerequisites: DF121, DF211*

This course explores online editing, including A/B roll- combining two or more sources of raw footage, SMPTE time code, video effects, audio mastering, and character generator capabilities. Emphasis is placed on artistic, ethical, and technical considerations. Utilizing non-linear editing systems, students explore the applications of desktop editing and special effects in video applications.

**DF221 DIGITAL CINEMATOGRAPHY**

*3 Credits - Prerequisite: DF121*

This course explores the various camera and lighting techniques used in digital filmmaking and video production. Discussions will cover
the general concepts and principles of camera moves and lighting techniques. Focus will be placed on applying lighting techniques to create the desired visual effects.

**DF231 ADVANCED LIGHTING**  
*3 Credits - Prerequisite: DFVA133*  
In this course the student will study complex applications of lighting and the emotional values it creates in storytelling. The use of lighting to accent beauty, ugliness, suspense, or comedy will be analyzed and rehearsed. Lighting applications in special effects will also be explored and applied, as well as the advanced use of filtering and lens techniques.

**DF241 ADVANCED DIGITAL CINEMATOGRAPHY**  
*3 Credits - Prerequisite: DF221*  
This course employs various cinematic techniques covered in DF221 Digital Cinematography and explores advanced application. Assignments will cover the advanced principles of camera dynamics, lighting, composition, equipment, and theme. Students will explore current and evolving technologies.

**DF251 ELECTRONIC FIELD PRODUCTION**  
*3 Credits - Prerequisite: DF215*  
In this course, students create a video from the idea phase to the final edited master. Special emphasis is placed on defining the roles of the production team and on the execution of tasks through completion of a final project. Aesthetic and utilitarian lighting techniques specific to various media are compared and contrasted. Students learn the fundamental skills required to make appropriate lighting choices under a variety of field conditions.

**DF271 HISTORY OF FILM AND MEDIA**  
*3 Credits - Prerequisite: None*  
This course focuses on the history of film and media. The goal is to deliver a historical analysis and comprehension of film and media. Students employ critical thinking, group discussions, and research methods to examine and evaluate cinematic aesthetics and media concepts in relation to our culture.

**DF300 FILM THEORY AND CRITICISM**  
*3 Credits - Prerequisite: DF271*  
In this course, students explore the different theories and approaches to media and their impact on society and culture, so as to inform and enrich their own work.

**DF305 SENIOR PROJECT: PREPRODUCTION**  
*3 Credits - Prerequisite: Academic Chair approval*  
This course initiates a three quarter long comprehensive project which will be integral to students’ final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, digital film in a chosen genre. Committee and/or faculty will approve the project content and genre of the digital film. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

**DF315 ADVANCED EDITING**  
*3 Credits - Prerequisite: DF215*  
Focused on advanced editing systems and methods, this course enables students to process audio and video elements in media content and organize such content for total effect and final delivery. Students apply a comprehensive set of critical and evaluative skills to make sound judgment calls and sophisticated editing decisions.

**DF321 DOCUMENTARY PRODUCTION**  
*3 Credits - Prerequisite: DFVA233*  
This course challenges students to produce documentary style video presentations utilizing research, writing, storyboard, production, and post production skills particular to the documentary genre of film making. Students are expected to work in teams of three or more and develop a documentary style video presentation from conception to completion.

**DF325 DIRECTING TECHNIQUE**  
*3 Credits - Prerequisite: DM321*  
This course exposes students to the functions and responsibilities of a director as they relate to the pre-visualization processes and the fundamentals and techniques of translating them to the screen.

**DF330 PROJECT DEVELOPMENT**  
*3 Credits - Prerequisite: VP161*  
Students employ the pre-production process for a significant project. Processes including pitch, script analysis and breakdown, talent auditions and selection, location scouting, lighting plan, storyboarding, pre-visualization, production scheduling (daily and overall), equipment planning, project management, and budgeting.

**DF350 SCREENWRITING**  
*3 Credits - Prerequisite: PD331*  
This course introduces students to the fundamentals of writing and developing a screenplay. Students will learn about story, structure, character, dialogue, action and formatting, and how to incorporate them within the context of their own screenplay.
DF405 SENIOR PROJECT: PRODUCTION
3 Credits - Prerequisite: DF305
This course continues the three-quarter long comprehensive project begun in DF305 Senior Project: Preproduction. 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.

DF410 SENIOR PROJECT: POSTPRODUCTION
3 Credits - Prerequisite: DF330
This course concludes the three-quarter long comprehensive project begun in DF305 Senior Project: Preproduction and created in DF405 Senior Project: Production. Students will employ cumulative skills to post-produce a significant, sophisticated digital film in a chosen genre.

DF421 SENIOR PROJECT: DEFENSE
3 Credits - Prerequisite: Academic Chair approval
Built on the preliminary collection of work, this course allows each student to determine and design the final organization and presentation of the graduation portfolio. Each student is expected to verbally present the portfolio and address audience questions as a format of defense.

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
Students begin the implementation of fundamental terminology, concepts, equipment and techniques of video production.

DFVA105 Conceptual Storytelling
3 Credits - Prerequisite: DFVA101
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 of the history and principles of visual design for motion pictures through the use of a camera.

DFVA113 Fundamentals of Editing
3 Credits - Prerequisite: DFVA111
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
Introduces students 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
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: DFVA202
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.

DFVA223 Intermediate Audio
3 Credits - Prerequisite: AUDA101
Explores the various methods and techniques for digital sound composition and design. Students will focus on using digital sound systems and manipulating sound elements for intended effects in media content.

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: Academic Chair Approval
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 seek entry-level positions in the field when they graduate. 90 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 and 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: Academic Chair Approval
This course is designed to prepare 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.

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: Academic Chair Approval
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: Academic Chair Approval  
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.

**DFVA409 Portfolio II**  
3 Credits - Prerequisite: DFVA309  
This course aims to prepare graduates 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. 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.

**DM111 SOUND DESIGN**  
3 Credits - Prerequisite: VP115  
This course focuses on voice, music and sound effects, and the impact they have on the visual image. It also explores the various methods and techniques for digital sound composition and design. Students will focus on using digital sound systems and manipulating sound elements for intended effects in media content.

**DM321 DIRECTING THEORY**  
3 Credits - Prerequisites: None  
This course exposes students to the functions and responsibilities of a director, and it helps them understand the process of reading a script, conceiving a vision, and communicating it to the cast and crew.

**DM341 MEDIA COMPOSITING**  
3 Credits - Prerequisite: CG231  
Focused on concepts and techniques of composing and integration, this course enables students to assemble media content elements for overall design and prepare the final product for delivery. Students will learn to manage various digital media files and process them to finalize the media content design.

**DM345 PRODUCTION DESIGN**  
3 Credits - Prerequisite: VP161  
This course is designed to help students create the overall “look” to their productions by understanding and utilizing the different elements of production design, such as: art direction, set design and construction, props, dressing, and shot selection.

**DM351 MEDIA DESIGN WORKSHOP**  
3 Credits - Prerequisite: DF330  
Working in production teams, students in this workshop class will deal with real clients, typically representatives of non-profit organizations. Guided by faculty, students interview the client to determine expectations, and work in a team to design and produce the media content for an intended delivery system.

**ENG001 ESSENTIALS OF COMPOSITION**  
0 Credits (Transitional) - Prerequisite: None  
This course emphasizes the skills needed to produce clear, competent English prose. Coursework concentrates on basic paragraph writing with its attendant skills: various sentence structures, spelling, subject/verb agreement, pronoun/antecedent agreement, punctuation, and correct verb tense. A cross-curricular focus will be encouraged, along with the use of appropriate computer-assisted instruction in the lab.

**ENG100 ENGLISH I**  
4 credits (General Education) - Prerequisite: ENG001 or satisfactory score on the placement exam  
English I introduces students to the research process and to college-level writing as a process of developing and supporting a thesis in an organized essay. This course emphasizes the use of a variety of rhetorical modes, appropriate diction and language, reading and responding to the writing of others and observing the conventions of Standard English including spelling, punctuation, grammar, and citing sources. APA style documentation is introduced.

**ENG200 ENGLISH II**  
4 credits (General Education) - Prerequisite: ENG100  
English II continues the research
process and the process of developing and supporting a thesis in an organized essay. This course emphasizes the use of a variety of rhetorical modes, appropriate diction and language, reading and responding to the writing of others and observing the conventions of Standard English including spelling, punctuation, grammar, and citing sources in APA format.

**ENG320 WORLD LITERATURE**
4 Credits (General Education) - Prerequisites: ENG100
This course expands and refines the objectives of ENG100 English I. It emphasizes critical and logical thinking skills, reading comprehension, problem definition, research strategies, as well as analytical, evaluative, and/or persuasive writing based off a selection of international literature.

**ENG323 AMERICAN LITERATURE**
4 Credits (General Education) - Prerequisites: ENG100
This course focuses on American literary selections. Topics include the critical evaluations of the literary genres, story, poetry, and drama.

**ENG402 CREATIVE WRITING - FICTION**
4 Credits (General Education) - Prerequisites: ENG100
This course will offer students the opportunity to explore the essential steps involved in writing, revising, and presenting their own fiction. In addition, students will be reading and critiquing the work of both their peers and professional writers.

**ENG411 THE NOVEL**
4 Credits (General Education) - Prerequisites: ENG100
In this course, students examine works in the genre of literary production called the novel. The novel is contrasted with other literary formats and understood in historical context. This course invites students on a quest to envision how authors create, “maps of the human heart in their fiction.” Students will also explore how the novel creates a sense of community for readers.

**ENG491 MYTHOLOGY**
4 Credits (General Education) - Prerequisites: ENG100
Mythology studies the myths and legends of civilizations that influenced the development of the English-speaking world. The course includes a comparison of the myths of other cultures.

**EX301 EXTERNSHIP**
3 Credits - Prerequisites: CGPA of 3.0 or higher and Academic Chair approval.
This course can be chosen as an elective for students in the Associates of Applied Science (A.A.S) in Graphic Design. Students enrolled in the externship participate by working part-time with cooperating employers. Field experience in the student’s area of interest is gained by applying competencies learned in previous courses. Coordinated by Career Advisors, administered by Academic Chairs, and evaluated by Faculty advisors, the experience is designed to enhance the student’s overall understanding of his/her chosen field. 90 externship hours.

**EX400 EXTERNSHIP**
3 Credits - Prerequisites: Completed a CGPA of 3.0 for Advertising BA, Graphic Design BA, Interior Design BA, Graphic & Web Design BA, and Visual & Game Programming BA; or 2.8 CGPA or higher for Digital Filmmaking & Video Production BA, Digital Photography BA, Fashion Design BA, Fashion Marketing & Management BA, Game Art & Design BA, Media Arts & Animation BA, and Visual Effects & Motion Graphics BA; and Academic Chair approval.
Students may choose as an elective to participate in an externship program by working part-time with cooperating employers. Field experience in the student’s area of interest is gained by applying competencies learned in previous courses. Coordinated by Career Advisors, administered by Academic Chairs, and evaluated by Faculty advisors, the experience is designed to enhance the student’s overall understanding of his/her chosen field.

**FA106 MODERN AND CONTEMPORARY ART**
4 Credits (General Education) - Prerequisites: None
This course is a history of art from neoclassicism to contemporary art. Concepts, artists, works, and styles of the periods will be studied through the use of the textbook, slides, videos and projects.

**FA107 ART HISTORY**
4 Credits (General Education) - Prerequisite: None
This course presents a comparative study and comprehensive presentation of visual images and design that chronicles the socioeconomic, political, technical, and philosophical evolution of Western Civilization from ancient times to the present. Students solve assigned design problems to demonstrate their understanding of art history.

**FA108 AMERICAN ART HISTORY**
4 Credits (General Education) - Prerequisites: None
This course provides a comprehensive overview of the history of art in America from prior
to colonization through the present. This course offers a comparative perspective to solve assigned studio problems.

**FA201 RENAISSANCE AND BEYOND**
4 Credits (General Education) - Prerequisites: None
This course introduces students to the art of the Renaissance, Mannerism, Baroque, Neoclassic, and Romantic periods. Students are exposed to a wide variety of artworks in the context of history, theory, and biography. Field trips and guest lecturers may be employed to enhance course material.

**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 TEXTILE APPLICATIONS**
3 Credits - Prerequisite: FADA103
This course is an 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 DESIGN 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: FADA101
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 & 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: Academic Chair Approval
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: Academic Chair Approval
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 seek entry-level positions in the field when they graduate. 90 internship hours.

FADA409 PORTFOLIO I
3 Credits - Prerequisite: Academic Chair Approval
This course is designed to prepare 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: Academic Chair Approval
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.
FB190 INTRODUCTION TO HOSPITALITY
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.

FB201 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.

FB210 FUNDAMENTALS OF PROFESSIONAL SERVICE
3 Credits - Prerequisite: None
Participation in this course may be limited by state drinking age requirements. Please contact local school for information.
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 is placed on classic service techniques and how they have evolved in the modern context.

FB212 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, country, and other recreational and social clubs. It will provide students with exposure to the unique sensitivities required to manage and operate in the club management market.

FB220 BEVERAGE PURCHASING, INVENTORY, CONTROL AND MENU AUTHORING
3 Credits - Prerequisite: None
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.
In this course, students acquire understanding of the planning and control process 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.

FB300 HOSPITALITY LAW
3 Credits - Prerequisite: None
This course covers the legal rules that apply to the hospitality industry. It is designed to give the student an excellent overview of operations, particularly of law, combined with a historical perspective and present-day application. The course will also address pertinent key industry issues with a critical eye towards those laws that may hinder the industry’s growth, as well as those laws that strengthen our rights as hospitality professionals.

FB330 FUNDAMENTALS OF BAR OPERATIONS AND MIXOLOGY
3 Credits - Prerequisite: CU255
Participation in this course may be limited by state drinking age requirements. Please contact local school for information.
This fundamental course introduces the student to the basic skills required for planning and operating bars that are appropriate for a variety of targeted hospitality environments and occasions. Emphasis is placed on comprehensive set-up and break-down of a bar, including facility design, health code compliance measures, and safety and sanitation practices. The course also provides exposure to the elements required for delivering quality beverage service, such as technology, proper storage, and operating procedures. In addition, basic mixology, wine, beer and cocktail service are addressed.

FB450 HOSPITALITY EXTERNSHIP
3 Credits - Prerequisite: Academic Chair Approval
Students observe and participate in the supervisory operation of a successful foodservice business. They apply their professional skills to gain experience in order to enter and become successful in the foodservice business. Emphasis is placed on developing hospitality
management skills. 150 externship hours

FB481 OLD WORLD WINES
3 Credits - Prerequisite: CU255
Participation in this course may be limited by state drinking age requirements. Please contact local school for information.
This class provides comprehensive information pertaining to the Old World's other classic 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.

FD120 FUNDAMENTALS OF CONSTRUCTION
3 Credits - Prerequisite: None
Introduction to apparel industry sewing standards, methods and techniques. Fundamental skills are applied to the construction of a basic garment utilizing industrial equipment.

FD125 FASHION ILLUSTRATION
3 Credits - Prerequisite: AR101, AR111
Rendering the fashion figure, garments, details, and fabric types.

FD201 DRAPING
3 Credits - Prerequisite: FD223
Introduction to the principles and techniques of draping. Proportion, line, grain and fit are analyzed.

FD203 FIT ANALYSIS
3 Credits - Prerequisite: FD201
Principles and techniques for fitting garments on a body and translating changes back to a flat pattern.

FD211 ADVANCED SEWING TECHNIQUES
3 Credits - Prerequisite: FD203
Couture sewing and patternmaking techniques involving fitting, fabric selection, proper cutting techniques, and inner construction methods.

FD220 FUNDAMENTALS OF PATTERNMAKING
3 Credits - Prerequisite: FD120
Introduction to the principles of patternmaking. Working from the flat pattern students will draft basic blocks.

FD221 APPLIED TEXTILES
3 Credits - Prerequisite: FM211
Textile development through the use of industry standard design software students will develop textiles for manufacturers. Complete boards, catalogs and swatches are created in this laboratory class.

FD222 INTERMEDIATE CONSTRUCTION
3 Credits - Prerequisite: FD120
Application of intermediate and industrial construction techniques to further refine construction skills.

FD223 INTERMEDIATE PATTERNMAKING
3 Credits - Prerequisite: FD220
Flat pattern techniques in accordance with garment trade practices. Emphasis will be on the manipulation of patterns for more complex designs.

FD224 ADVANCED CONSTRUCTION
3 Credits - Prerequisite: FD222
Advanced construction techniques applied to a structured garment.

FD225 ADVANCED FASHION ILLUSTRATION
3 Credits - Prerequisite: FD125
Advanced drawing techniques for rendering the fashion figure. A variety of media to render garment and fabric types will be utilized.

FD228 TECHNICAL DRAWING
3 Credits - Prerequisite: CG131, FD125
Development of presentation boards and technical illustrations manually and by computer aided design technology.

FD230 SPECIALIZED PATTERNMAKING
3 Credits - Prerequisite: FD201
Patternmaking and construction techniques for stretch fabrics.

FD236 SURFACE DESIGN
3 Credits - Prerequisite: FD221
Manual design applications of colors, prints, and motifs on a variety of mediums and fabrications.

FD301 COMPUTERIZED PATTERNMAKING
3 Credits - Prerequisite: FD223
Patternmaking which utilizes industry standard software.

FD303 ADVANCED CONCEPT DEVELOPMENT
3 Credits - Prerequisite: FD312
Advanced design processes and presentation skills utilizing computer aided design technology.

FD305 RESEARCH AND SOURCING FUNDAMENTALS
3 Credits - Prerequisite: FD303
Through a variety of in-depth research and analysis, students learn about manufacturing sources and costs that affect production of a garment and the financial viability of their choices.

FD312 CONCEPT DEVELOPMENT
3 Credits - Prerequisite: FADA208 and FADA202
Design principles applied to the
creation of marketable concepts and designs derived from research and practices within the fashion industry.

FD313 DESIGN STUDIO MENSWEAR
3 Credits - Prerequisite: FD211, FD303
Design and construct apparel for the men’s fashion market.

FD314 DESIGN STUDIO WOMEN’S WEAR
3 Credits - Prerequisite: FD211, FD303
Design and construct apparel for the women’s market.

FD322 COMPUTER PRODUCTION SYSTEMS
3 Credits - Prerequisite: FD301
Industrial application of patternmaking, including revising style lines, grading, and creating production ready patterns and marker making.

FD326 TECHNICAL DESIGN
3 Credits - Prerequisite: FADA202 and FADA313
Computer generated production package consisting of costing analysis, size specification, construction standards, materials and production methods, front and back flats.

FD336 DIGITAL TEXTILE DESIGN
3 Credits - Prerequisite: FD236
Textile print design and fabric development exploring applied and structural techniques using pixel and vector based software.

FD360 PRODUCT DEVELOPMENT
3 Credits - Prerequisite: FM111, FD221
Analysis of the manufacturing systems in the apparel industry. Product development, branding, licensing, quality management, pricing, production planning and management.

FD404 SENIOR COLLECTION CONCEPT
3 Credits - Prerequisite: FD303, FD326
Market research, development of concepts, technical drawings, and the sourcing of materials for final collection.

FD406 SENIOR COLLECTION TECHNICAL
3 Credits - Prerequisite: FD404
Completion of technical drawings, specifications, patternmaking and fit.

FD408 SENIOR COLLECTION PRODUCTION
3 Credits - Prerequisite: FD406
Final development phase of collection including specification package. Emphasis on finish construction and presentation of original line.

FD418 APPLIED PRODUCT DEVELOPMENT
3 Credits - Prerequisite: FD360, FD326
Simulation within a group setting of product development processes from concept to consumer.

FD426 PORTFOLIO PREPARATION
3 Credits - Prerequisite: Academic Chair approval
This course prepares students for the transition to the professional world. This course will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.

FD450 PORTFOLIO
3 Credits - Prerequisite: Academic Chair approval
This course focuses on the completion of a student’s the portfolio. Your final portfolio should focus on your individual strengths. This work should reflect your uniqueness and your ability to meet demanding industry standards.

FM100 SURVEY OF THE FASHION INDUSTRY
3 Credits - Prerequisite: None
An overview of the fashion industry, including design, production, and marketing of women’s, men’s, and children’s fashions, from the developing of fibers and fabrics to the strategies of fashion merchandisers and retailers.

FM111 TRENDS AND CONCEPTS IN APPAREL
3 Credits - Prerequisite: FM100
This course includes a comprehensive study of trend forecasting, demographics, and social issues that affect fashion and related industries. Students will analyze the importance of clothing with an emphasis on the twentieth century.

FM114 COSTUME HISTORY
3 Credits - Prerequisite: None
This course covers historical, national, and cultural themes in costume and fashion from ancient to modern times.

FM124 COSTUME HISTORY II
3 Credits - Prerequisite: FM114
This course covers historical, national, and cultural themes in costume and fashion from the late 19th century to the present.
FM203 MARKETING SEMINAR
3 Credits - Prerequisite: MW125
This course will consider advanced marketing issues and applications of those issues using team problem solving skills.

FM211 TEXTILES
3 Credits - Prerequisite: None
This course explores natural and synthetic fibers, their production uses, and characteristics. Content includes discussion of yarns, fabrics, design methods, aesthetic applications, and ordering specifications. Care and life are discussed and analyzed.

FM215 FASHION CONCEPTING
3 Credits - Prerequisites: FND135
With a focus on the fashion industry, students will explore various concepting techniques that include traditional drawing skills, software applications, and various image manipulation techniques.

FM220 COST AND LINE SPECIFICATIONS
3 Credits - Prerequisite: None
Develop costing and industry specifications and standards for given products. Production methods, materials, and labor are analyzed to develop product costs.

FM221 MARKETING DEVELOPMENT
3 Credits - Prerequisite: MW125
Fundamentals of Marketing
An advanced course in marketing that focuses on the advantages and opportunities of creative partnering. Students draw on competencies of earlier classes to develop innovative, cooperative marketing strategies and programs.

FM224 VISUAL TECHNIQUES AND DESIGN I
3 Credits - Prerequisite: None
Survey course exploring creative and technical approaches to window and interior store displays. Students work in a laboratory setting creating three-dimensional displays as they familiarize themselves with standards and innovative techniques.

FM250 APPAREL EVALUATION AND CONSTRUCTION
3 Credits - Prerequisites: FM111, FM211
This course analyzes construction standards and techniques used in the ready-to-wear market. Research serves as the foundation for developing skills in garment specifications, assembly, and finishing.

FM260 RETAIL BUYING I
3 Credits - Prerequisite: Any 100-level Math course or Academic Chair Approval
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.

FM301 INVENTORY AND STOCK CONTROL
3 Credits - Prerequisite: FM220
An advanced course in the study of stock control and managing open-to-buys, which provides a practicum in buying and utilizing computer spreadsheets for data analysis.

FM303 HUMAN RESOURCES MANAGEMENT
3 Credits - Prerequisites: PD201
This course provides a complete, comprehensive review of essential personnel management concepts and techniques.

FM313 PSYCHOLOGY OF DRESS
3 Credits - Prerequisite: None
This course is designed to acquaint students with the social aspects of the psychology of clothing, acknowledging that what we wear defines different aspects of ourselves at a given time and is influenced by the real, imagined or inferred behavior of others. Through several classroom projects, how we choose and wear clothing will be examined from individual, cultural and historical perspectives.

FM324 VISUAL TECHNIQUES AND DESIGN II
3 Credits - Prerequisite: FM224
Students work in a laboratory setting to continue the development of their skills and understanding of the three-dimensional selling tool of display.

FM332 IN-HOUSE PROMOTIONS
3 Credits - Prerequisite: None
Students develop an understanding of retail special events requiring the planning and implementation of an actual event.

FM334 PROFESSIONAL SELLING
3 Credits - Prerequisite: None
This course will focus on the application of professional selling and sales management techniques to real life situations. The emphasis is placed on selling products and services outside of the retail store arena.

FM340 HOME FURNISHINGS MARKETING
3 Credits - Prerequisite: FADA111 and FADA103
This course will introduce the student to the Home Furnishings industry. Various categories of home furnishings as well as the materials used in their construction and manufacture will be explored.

FM350 ENTREPRENEURSHIP
3 Credits - Prerequisite: FM334
Students 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 individual success.

**FM355 ACCESSORIES**  
3 Credits - Prerequisites: FADA111 and FADA103  
This course will introduce the student to the Fashion Accessories industry. Various categories of Fashion Accessories, as well as the materials used in their construction and manufacture, will be explored.

**FM360 RETAIL BUYING II**  
3 Credits - Prerequisites: FMMA211 or Academic Chair approval  
As a continuation of FM260 Retail Buying I, this course will study the process of buying merchandise and transacting business with suppliers and the supply chain. This course will also introduce global issues that impact buying trends and cycles.

**FM400 PRODUCT DEVELOPMENT**  
3 Credits - Prerequisite: None  
Students will take a product from concept to marketplace, researching materials and analyzing trends for the development of private label merchandise. Prototypes are developed, manufacturing and budgetary issues are analyzed.

**FM401 CATALOG DEVELOPMENT**  
3 Credits - Prerequisites: FND135  
With concentration in catalog development, students will also explore other forms of non-store retailing, such as electronic retailing, direct mail, multi-level marketing, telemarketing, and the Internet.

**FM402 RETAIL STORE MANAGEMENT**  
3 Credits - Prerequisite: None  
Students explore retail store planning and space management including merchandising, fixture selection, budgeting, and site selection.

**FM450 SPECIAL TOPICS IN FASHION MARKETING**  
3 Credits - Prerequisite: Academic Chair approval  
This course allows the student to select and pursue special topics in fashion marketing and merchandising. The student will be exposed to the various applications of fashion marketing and apply his/her skills to chosen topics.

**FM490 FUTURE TRENDS IN FASHION MARKETING**  
3 Credits - Prerequisite: Academic Chair approval  
Rapidly evolving fashion styles and demands dictate continual research of the past and present in order to predict future trends. Students will examine marketing and merchandising trends, as well as experiment with futuristic scenarios in preparation for entry into the fashion marketing industry.

**FM490 FUTURE TRENDS IN FASHION MARKETING**  
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.

**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 & 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 Evaluation
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: Academic Chair Approval
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 seek entry-level positions in the field when they graduate. 90 internship hours

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**  
3 Credits - Prerequisite: Academic Chair Approval  
This course is designed to prepare 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.

**FMMA419 Portfolio & Professional Development**  
3 Credits - Prerequisite: Academic Chair Approval  
This course will guide students through the process of compiling their work into a final interactive portfolio. It will also stress the importance of professional development and help students complete their initial job search requirements including personal branding.

**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 and, 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: FND105 or Academic Chair approval  
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.

**FX211 MATTE PAINTING**  
3 Credits - Prerequisite: FX211  
Utilizing various painting and compositing packages, students will learn the principles of rotoscoping and digital painting as applied to rig removal, special effects, and background elements.

**FX221 2D MOTION STUDIES**  
3 Credits - Prerequisites: MA175, CG231  
This course begins with an overview of the history of visual effects with emphasis on the various effects processes in their historical contexts. It continues with discussions of the fields of post-production, animation, and broadcast graphics. Students conduct analysis of major sectors of those industries, and career opportunities within them.

**FX231 STORYBOARDING**  
3 Credits - Prerequisite: AR101  
This course focuses on planning for complex layered composites. Students will apply industry-standard storyboarding and scripting techniques to visual effects. Contents to be covered include purposes and formats of storyboards, basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script.

**FX241 DIGITAL MATTE**  
3 Credits - Prerequisite: FX211  
Using a 3D modeling program, students will practice building particle systems for use in compositing, as well as particle dynamics, space warps, and special backgrounds, environments, and scenery creations. This course will also introduce students to the history of matte painting.
effects such as combustions and explosions. Students will also use 3D lighting to match real-world lighting.

**FX331 PRODUCTION MANAGEMENT**
*3 Credits - Prerequisite: Academic Chair approval*
Students will learn to manage the production process. They will develop skills in managing clients and personnel. Students will discover the critical nature of pre-planning and organization. The course will explore the various technical and artistic issues that affect a project. Students will understand the financial implications of project management. Skills will be developed in establishing time lines and deadlines.

**FX341 COMPOSITING I**
*3 Credits - Prerequisite: DM341*
This course will explore various techniques to create and implement Computer Graphic Images (CGi) into live action. The course will explore various methods of compositing concepts to enhance and expand productivity. Emphasis will be placed on creating Computer Graphic (CG) environments and integrating elements into live action.

**FX351 ADVANCED SOUND DESIGN**
*3 Credits - Prerequisite: DM111*
A survey of advanced topics relating to sound for video including the audio post-production process, sound synchronization, multi-channel surround mixing, complex sound effect creation and sound design, advanced music, and dialogue editing are covered in this class.

**FX371 PRODUCTION STUDIO I**
*3 Credits - Prerequisite: FX331*
In this course, two group projects will be produced. Students will build upon previously learned foundation skills in broadcast design and visual effects by simulating a real world production environment. The emphasis will be placed on the competitive and collaborative aspects of broadcast design production, as well as various professional methods, procedures, techniques, skills, resources, and equipment.

**FX381 MOTION DESIGN**
*3 Credits - Prerequisite: FX341*
In this course, students will utilize advanced broadcast and corporate motion graphics techniques. The class will reinforce client relations, media design, compositing, and digital video production. Assignment work will incorporate type design, animation, live action, video, and editing to produce a client-specific production.

**FX391 INTERACTIVE VISUAL DESIGN**
*3 Credits - Prerequisite: CG231*
Interactive Visual Design is a mastery level course encompassing broadcast design skills and information architecture as utilized in convergence media such as DVD and Web TV.

**FX411 POST-PRODUCTION MANAGEMENT**
*3 Credits - Prerequisite: FX331*
This course is a continuation of FX331 Production Management. In this class, students will organize into a production company that analyzes, documents, and produces a client-driven project.

**FX421 PRODUCTION STUDIO II**
*3 Credits - Prerequisite: FX371*
This course is designed to expose students to the disciplines used in animation and related industries. In this course, students will work as a production team to continue developing the full station ID (including bumpers, trailers, interstitials, openings, commercials, and lower thirds) that they started in the previous quarter.

**FX431 COMPOSITING II**
*3 Credits - Prerequisite: FX341*
This course introduces students to the various methods of matching the motion shot on a live-action plate and applying that motion to a digital element. 2D and 3D tracking methods will be introduced. This course will also introduce students to morphing technology and methods by which elements can be seamlessly blended together within the frame.

**FX441 SPECIAL TOPICS FOR EFFECTS**
*3 Credits - Prerequisite: Academic Chair approval*
Topics are based upon important trends and developments in visual special effects (VFX). Lectures, demonstrations, or research reports pertaining to areas of interest in VFX are presented by resident faculty, expert visitors, and working professionals. Group projects may also be assigned. Study and discussion of computer hardware, operating systems, networking, programming languages, interactive digital media, streaming media, HDTV, entrepreneurship, marketing, workgroup organization, and film industry are but a few possible topics that may be covered. This course allows the student to select special topics in VFX and produce, under the guidance of an instructor, work related to the industry. The student will also be exposed to the various applications of VFX and apply VFX skills to chosen topics.
GA101 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. The course will also expose students to the processes through which games are developed.

GA111 INTERACTIVE STORYTELLING FOR GAMES
3 Credits - Prerequisite: None
This course will focus on the aspects of interactive and multi-threaded storytelling. Narrative scripting techniques will also be taught. Scripts will be developed with an emphasis on characterization, plotting, target audience, messages, and script format.

GA205 GAME DESIGN AND GAME PLAY
3 Credits - Prerequisite: None
A well-designed game is an integration of artistic and technological components that must have a clearly defined goal, set of game criteria, and rules for game play. Students learn the fundamentals of what makes a game enjoyable, playable, challenging, and marketable.

GA206 PROGRAMMING FOR THE ARTIST
3 Credits - Prerequisite: None
This course is an introduction to computer programming from the artist’s point of view. It examines how programming is used as an artist’s tool, using examples like multimedia interface button operation, multimedia scripting, and Web page interactivity.

GA221 TEXTURE MAPPING FOR GAMES
3 Credits - Prerequisite: MA260
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 to a 3D software package, will also be explored.

GA241 GAME MODELING
3 Credits - Prerequisite: MA230
Real time 3D animation requires a thorough understanding and ability to create scenes and characters in such a way as to minimize the time it takes for a computer to redraw the scene as it moves in a game. Students will learn level detail creation techniques using industry-standard 3D modeling software and computers.

GA251 BACKGROUND DESIGN AND LAYOUT FOR GAMES
3 Credits - Prerequisite: GA111
This course focuses on the fundamentals of background layout with an emphasis on perspective, composition, design basics, staging, mood, texture, and lighting. Students will also learn the basics of using props as background and foreground design elements.

GA307 GAME MODELING AND ANIMATION
3 Credits - Prerequisites: GA241
Students will create low-polygon characters and scenes for use in game prototypes and levels. They will hone their skills on the required techniques for low-polygon modeling and practice conversions of polygon counts to fit various requirements.

GA310 LEVEL DESIGN
3 Credits - Prerequisite: GA205
Building upon the GA205 Game Design and Game Play course, students will analyze and break down the game play needs of a project in order to create specific level designs. Given several basic game designs, students will learn to create 2D maps, design level elements (puzzles, traps, etc.), add structures and objects (such as power-ups and weapons), and create balanced game play through combining these components. Students will learn to use their own designs as well as pre-created level editors while working as members of teams. Students will produce at least two playable level designs on paper and on the computer.

GA311 ADVANCED LEVEL DESIGN
3 Credits - Prerequisite: GA310
Building on abilities gained in the GA310 Level Design course, students will create more intricate designs for levels, characters, objects, and weapons. Emphasis is on interesting game play and puzzles.

GA315 LIGHTING AND TEXTURE
3 Credits - Prerequisite: GA221
In this course, students will continue to develop lighting and texturing skills, and carry out professional quality lighting and texturing projects to be used for their portfolio.

GA371 TEAM PRODUCTION PLANNING
3 Credits - Prerequisite: GA311
During the course, students research a Game Art & Design topic and begin the preproduction process for their team projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results.

GA401 2D DIGITAL AUTHORING
3 Credits - Prerequisite: None
This course incorporates various media elements into a
demonstrative work. It incorporates elements of video, audio, animations, user interface design, and web page authoring to produce an effective final product.

**GA410 DESIGNING INTERIOR SPACES AND WORLDS**

3 Credits - Prerequisite: GADA253

Most levels of popular games are designed as building interiors and contain characteristics common to interior design layouts. This course provides the opportunity for students to create architectural interiors representing houses, buildings, and entire worlds contained under a roof, in which to place their animation and game characters.

**GA421 INTERACTIVE GAME PROTOTYPING**

3 Credits - Prerequisite or Concurrent: GA311

In this course, students will create and produce a stand-alone game prototype that demonstrates game design principles acquired in preceding courses. The culmination of coursework results in students fine-tuning their designs, production, and collecting skills, as well as scripting and storyboarding.

**GA425 TEAM PRODUCTION I**

3 Credits - Prerequisite: GA371

This course will build upon the GA371 Team Production Planning course. Students will either select or accept a specific role on the production team and, acting in a timely and professional capacity, ensure that the game project is completed. Students will create and refine the game production document, level designs, and basic 2D art and 3D models to be combined into a playable Game Demo in GA435 Team Production II.

**GA431 ADVANCED GAME PROTOTYPING**

3 Credits - Prerequisite: GA421

In this continuation of GA421 Interactive Game Prototyping, students will create and produce a stand-alone game prototype demonstrating game design principles acquired in preceding courses. The culmination of course work results in students fine-tuning their designs, production, and collecting skills, as well as scripting and storyboarding.

**GA435 TEAM PRODUCTION II**

3 Credits - Prerequisite: GA425

This is a team production course. Under the guidance of an instructor, students will continue to work in teams and complete the game project started in GA425 Team Production I.

**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 learn the production pipeline and industry standard software associated with game development.

**GADA202 Game Design & Game Play**

3 Credits - Prerequisite: GADA101

This course focuses on creating a game design document. Emphasis is on research, brainstorming techniques, critical thinking, drafting and the revision of design documentation.

**GADA203 Texture Mapping for Games**

3 Credits - Prerequisite: FND135

In this class students are introduced to the process of creating and working with all applicable textures for game models. Advanced texture creation techniques will be taught and applied. Introduction to a shading network in a 3D Software package and game engine will be explored.

**GADA205 Concept Design & Illustration**

3 Credits - Prerequisite: MAAA202

This course focuses on concept art for games. Students explore the concept development process to create several drawings from thumbnail sketches to fully rendered images.

**GADA211 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.

**GADA212 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 characters 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 a game engine. Students will be introduced to data structures, constructs, methods, classes, and high level scripting languages as it relates to game development. Functional video game components 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 or VGPA213
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 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 team to create a game level within an existing engine. Students will continue to develop a project that began in the Game Prototyping class. The 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 gather 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 Production 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.

GADA343 Motion Capture
3 Credits - Prerequisite: MAAA303
This course covers the acquisition, refinement and application of performance capture in 3D space. Students will learn different uses, approaches to motion capture as well as its limitations.

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: Academic Chair Approval
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 seek entry-level positions in the field when they
GADA409 Portfolio I
3 Credits - Prerequisite: Academic Chair Approval
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: GADA409
This course continues 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.

GE290 GENERAL EDUCATION SEMINAR
1 Credit (General Education) - Prerequisite: Academic Chair approval
This seminar format course allows the students to synthesize the data acquired within their General Education courses. Students will complete a comprehensive project under guidance.

GE490 GENERAL EDUCATION CAPSTONE
2 credits (General Education) - Prerequisite: Academic Chair approval
This seminar format course allows the students to synthesize the data including typography, simplified imagery, and abstract shapes will be utilized to quickly visualize comparisons, convey instructions, or clarify data.

GR112 LAYOUT DESIGN
3 Credits - Prerequisite or Concurrent: CG135
This class will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from roughs to comprehensives, layout, and the use of grid systems for multi-component layouts.

GR121 GRAPHIC SYMBOLISM
3 Credits - Prerequisite: CG141 or CG221
This course trains the student to communicate in symbolic terms. It focuses on the understanding of symbols and their relationship to society through research of historical and current symbols. Highly simplified images, abstract shapes, and typography are used in the development of trademarks, logos, and pictograms.

GR212 PRINT PRODUCTION
3 Credits - Prerequisites: AR111, GR221
This course will provide training in print production technology. An examination of technology and procedures will include budget, estimating, scheduling, and the trafficking of projects. Also included will be a study of inks, papers, finishing methods, and other unique considerations of print production.

GR221 DIGITAL LAYOUT
3 Credits - Prerequisites: CG135 or Academic Chair approval
Traditional and electronic designs are utilized in exploration of graphic solutions. Graphic elements

GR241 ADVERTISING CONCEPTS
3 Credits - Prerequisite or Concurrent: GR271 or Academic Chair approval
Advertising strategies, concepts, and designs are developed in this comprehensive study of the sales-driven marketplace. Print layouts and TV storyboards will be created based on market research.

GR242 ADVANCED ILLUSTRATION
3 Credits - Prerequisites: CG131
This course will enhance illustrative skill by combining traditional illustration concepts with computer technology. An exploration of various techniques will enable the generation and manipulation of illustrated images for commercial applications.

GR251 VISUAL INDICATION
3 Credits - Prerequisite or Concurrent: GR271 or Academic Chair Approval
Visualization skills will be applied to comprehensives of photo indication, illustration, storyboards, layouts, and other design presentation prototypes. This communication tool facilitates concept visualization for both the artist and the client. Techniques with a variety of media will be refined.

GR252 PACKAGE DESIGN
3 Credits - Prerequisite: GR271
This course explores technical and aesthetic aspects of labeling and basic package construction and design. Conceptual development will be based on market need, package functions, uniqueness, and overall design.
**GR271 DIGITAL GRID SYSTEMS**  
3 Credits - Prerequisites: CG141, GR221 CG131  
This course studies modern computer and pre-press techniques. Students will be able to successfully integrate graphics software for reproduction purposes.

**GR281 DIGITAL PRE-PRESS**  
3 Credits - Prerequisite: GR271  
This course will provide advanced training in electronic pre-press. An examination of specific processes, software applications, and output devices will culminate in the latest preparation methods for commercial reproduction.

**GR295 PORTFOLIO I**  
3 Credits - Prerequisites: Academic Chair approval  
This course prepares students for the transition to the professional world. This course will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.

**GR325 DESIGN FOR NEW MEDIA**  
3 Credits - Prerequisite: CG233 or Academic Chair approval  
This course is designed to utilize new technology and media in the ever-changing industry of design. Students will transfer previous knowledge and design philosophies into the interactive environment of the consumer marketplace. Utilizing available resources, the student will apply their previous knowledge to the interactive design environment.

**GR351 ENVIRONMENTAL GRAPHICS**  
3 Credits - Prerequisite: GR271 or Academic Chair Approval  
Graphic design principles will be applied to the development of three-dimensional and identity graphics. This course will explore materials, processes, and industry guidelines for a variety of directional design treatments.

**GR395 PORTFOLIO II**  
3 Credits – Prerequisite or Concurrent: PD405  
Students select an area to research and design their portfolio projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results. Additionally, students will prepare, present, and defend a project suitable for professional presentation.

**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: GWDA112  
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.

**GWDA113 FUNDAMENTALS OF WEB PAGE SCRIPTING**  
3 Credits - Prerequisite: GWDA101  
Design, develop, and upload a simple web site using HTML and basic CSS. Web site production concepts such as naming conventions, file organization, and optimization are also covered.  

**GWDA122 TYPOGRAPHY – HIERARCHY**  
3 Credits - Prerequisite: 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: None  
Fundamentals of programming logic. Introductory concepts, structure, decision-making, looping, array manipulation, calling methods, and an introduction to object-oriented programming.

**GWDA132 INFORMATION ARCHITECTURE**  
3 Credits - Prerequisite: GWDA101  
An examination of content structures, navigation paths, and asset organization.

**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: GWDA105  
Develop editing skills while communicating messages and telling stories through the introduction of various media and technology.

**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.

**GWDA203 PRE-PRESS AND PRODUCTION**  
3 Credits - Prerequisite: GWDA222  
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.

**GWDA207 DESIGN HISTORY**  
3 Credits - Prerequisite: GWDA222  
Examines the places, people, events; historical and cultural factors; and technological innovations that have influenced the development of graphic design as practiced in the 21st Century.

**GWDA209 PORTFOLIO I**  
3 Credits - Prerequisite: Academic Department Director Approval  
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.

**GWDA212 TYPOGRAPHY - EXPRESSIVE AND EXPERIMENTAL**  
3 Credits - Prerequisites: 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 AND 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
GWDA222 Intermediate Layout Design
3 Credits - Prerequisite: GWDA111
This advanced layout course enhances and reflects skills developed in fundamental design courses. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Portfolio-quality projects will be developed as part of this process.

GWDA223 INTERMEDIATE WEB PAGE SCRIPTING
3 Credits - Prerequisite: GWDA113
An exploration of methods for styling websites and creating various page layouts. This course will examine the practical application of styling web page content.

GWDA232 FORM AND 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.

GWDA233 ADVANCED WEB PAGE SCRIPTING
3 Credits - Prerequisite: GWDA223
An exploration of advanced methods for styling websites and creating page layouts. This course will examine the practical application of styling web page content, understanding cross-browser compatibility, and creating designs that display effectively on various devices.

GWDA242 GRAPHIC SYMBOLISM
3 Credits - Prerequisite: GWDA113
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: GWDA223
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.

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: GWDA223
Introduction to JavaScript utilizing the Document Object Model.

GWDA262 PACKAGE DESIGN
3 Credits - Prerequisite: GWDA232
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
Web Standards and Web Accessibility for coding standards and separation of content from design. Emphasis on identifying cross-browser compatibility issues with Web Standards.

GWDA272 CORPORATE IDENTITY
3 Credits - Prerequisite: GWDA111
Development of comprehensive corporate identity systems as well as additional business collateral.

GWDA282 COLLATERAL DESIGN
3 Credits - Prerequisite: GWDA252
The role of graphic design in collateral materials will be examined and explored. The process of developing a unified advertising campaign involving multiple presentations and media will be emphasized. Brochures, direct mail, and informational materials will be produced in this course.

GWDA292 EXPERIENCE DESIGN
3 Credits - Prerequisite: GWDA202
An examination of user-centered experience and its relationship to information architecture, interface design, and usability.

GWDA302 INFORMATION DESIGN
3 Credits – Prerequisite: GWDA282
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: GWDA213
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
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.

GWDA307 USER EXPERIENCE: RESEARCH
3 Credits - Prerequisite: Academic Chair approval
A focused examination of user experience design research, concept development, and planning techniques for the design of multi-platform interactive experiences. Students will research and conceptualize an engaging and user-friendly experience that utilizes multiple channels to deliver content. In-depth research and analysis of user behaviors, business requirements, and cultural trends is conducted and provide an advanced understanding of the research methods of user experience designers.

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, 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.

GWDA312 PUBLICATION DESIGN
3 Credits - Prerequisite: GWDA252
Focus on creating a publication: hierarchy, grid, page sequence and spreads. The publication will integrate images, color, texture and typography relative to the subject of the publication.

GWDA313 EMERGING TECHNOLOGIES
3 Credits - Prerequisite: GWDA292
An examination of concepts and methodologies used in emerging technology. In depth focus on one current emerging technology.

GWDA314 CONTEMPORARY ISSUES IN TYPOGRAPHY
3 Credits - Prerequisite: Academic Chair approval
The use of typographic techniques inspired by contemporary type designers will also be explored. Students will define multiple typographic styles found in history. Development of type centered visual communications will be implemented to create marketable pieces.

GWDA322 SEQUENTIAL ILLUSTRATION
3 Credits - Prerequisite: Academic Chair approval
An examination of concepts and methodologies used in emerging technology. In depth focus on one current emerging technology.

GWDA323 DESIGN TEAM: PRE-PRODUCTION
3 Credits – Prerequisite: GWDA202
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.

GWDA332 LIFE DRAWING
3 Credits - Prerequisite: Academic Chair approval
This course is an advanced drawing class that builds on the basic drawing skills and concepts. Anatomical and proportional relationships as well as figure drawing will be covered. The general goals of this course are threefold: To give a firm grounding in the study of the 3-D human figure; To further develop drawing skills, techniques, and design concepts; To use perspective as a tool for understanding complicated forms.

GWDA333 SENIOR PROJECT: PRE-PRODUCTION
3 Credits – Prerequisite: Academic Chair approval
Planning of an advanced interactive project. Students submit and present an individualized proposal and concept prototype for a project. In-depth research and planning of the content, design, and technology is emphasized, as well
as formal written communication, independent critical analysis, and ability to defend the interactive solution proposed.

GWDA342 EDITORIAL ILLUSTRATION
3 Credits - Prerequisite: Academic Chair approval
In this course, students translate narrative content into visual conceptual imagery though illustrative solutions. These illustrations are then incorporated into page layouts, and other publication design formats. Students research visual solutions and explore appropriate media, imagery, and style—to interpret the author’s point-of-view.

GWDA343 USER EXPERIENCE: DEVELOPMENT
3 Credits - Prerequisite: Academic Chair approval
A continuation of User Experience Design: Prototyping, this course examines the methodologies and techniques of developing multi-platform interactive experiences. Previous user experience research, prototyping, and testing culminate into an engaging, interactive, multi-platform user experience. Students demonstrate an advanced understanding of the User Experience design industry.

GWDA352 HISTORY OF TYPOGRAPHY
3 Credits - Prerequisite: Academic Chair approval
Students will explore the history of typographic styles from the historical through the present day. The study of type, type faces and the evolution of printed letters from hand type to metal type to digital type will be discussed. The difference between typographers and printers of type will be investigated.

GWDA353 SERVER-SIDE SCRIPTING
3 Credits - Prerequisite: Academic Chair approval
Through this course students learn advanced programming skills. Students will gain experience developing web applications using specific computer languages. Application in fundamentals of Interactive Web development will be explored. Students will be introduced to concepts related to data-driven dynamic web site creation based on Server Side processing. Emphasis is placed on forms and content management.

GWDA362 FONT DESIGN
3 Credits - Prerequisite: Academic Chair approval
Students will explore the creation of typographic form. The discussion of type nuances, legibility and reader comprehension will be researched. Development of a personalized typeface will be implemented.

GWDA363 CLIENT-SIDE SCRIPTING
3 Credits - Prerequisite: Academic Chair approval
This course provides a further exploration to designing dynamic sites. Students explore the components of software that makes up a web server, the differences between server-sided and client-sided authoring and basic scripting that uses this information to help design more dynamic sites. Client-side scripting, as a method to develop advanced dynamic web applications will be developed.

GWDA372 CONTENT MANAGEMENT SYSTEMS
3 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.

GWDA373 ADVANCED SERVER-SIDE SCRIPTING
3 Credits – Prerequisite: Academic Chair approval
Through this course students learn advanced programming skills. Students will gain experience developing web applications using specific computer languages. Application in advanced Interactive Web development will be explored. Students will further explore concepts related to data-driven dynamic web site creation based on Server Side processing. Advanced server-side scripting skills and CMS utilization will be developed.

GWDA382 Design for Mobile Devices
3 Credits - Prerequisite: Academic Chair Approval
Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices. Students will work in class with mobile devices to learn needs, restrictions of designing for mobile devices as well as test student-designed interfaces.

GWDA392 User Experience: Prototyping
3 Credits - Prerequisite: Academic Chair Approval
A continuation of User Experience Design: Research, this course examines methodologies and techniques of prototyping and usability testing for the design of multi-device interactive experiences. Students utilize previous research to iteratively create and test prototypes.
variety of prototyping techniques are explored including paper and
digital prototyping methods. Various testing methods are also
explored from guerilla usability testing to more formal testing
sessions.

GWDA402 BOOK ILLUSTRATION
3 Credits - Prerequisite: Academic Chair approval
Students research illustrative trends and explore media for creating
appropriate imagery that interprets an author’s point-of-view. In this
course, students translate narrative content into visually consistent
imagery used to tell a story. Character studies are created to give
the student a three-dimensional understanding of each of the various
subjects—allowing each character to be drawn at any angle. Character
consistency is required. Illustrative solutions are produced to be
consistent throughout the book. These illustrative solutions are
combined with the narrative into a page layout—book design—format.

GWDA403 MOTION GRAPHICS
3 Credits - Prerequisite: Academic Chair approval
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.

GWDA406 DESIGN STUDIO
3 Credits - Prerequisite: Academic Chair approval
In order to be enrolled in this course, a student must submit three to five
design pieces produced in previous
courses, a letter of interest, and
current grades/attendance records
for review. A small group of students are chosen from the pool of
candidates and work as a team of
designers. The class projects are
drawn from the community
outreach program coordinated by the
Director of Public Relations and
Marketing. The projects vary from
quarter to quarter and always
include direct contact and
collaboration with clients.

GWDA409 GRAPHIC & WEB DESIGN CAPSTONE
3 Credits – Prerequisite: GWDA312
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.

GWDA412 MIXED MEDIA
3 Credits - Prerequisite: Academic Chair approval
In this course, students translate narrative content into visual
imagery though illustrative and
graphical solutions that explore
mixed media. Further development
into digital media will be initiated to
create a tra-digital (traditional and
digital design) composition
conveying a message to a
designated target audience.

GWDA413 DESIGN TEAM: PRODUCTION
3 Credits – Prerequisite: GWDA323
A continuation of GWDA323 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
graphic design.

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

GWDA422 HAND LETTERING
3 Credits - Prerequisite: Academic Chair approval
Various media will be utilized to create market-specific hand-drawn
word mark families. Students will learn to create visual messages
through the use of hand lettering.

GWDA423 SENIOR PROJECT: PRODUCTION
3 Credits – Prerequisite: GWDA333
A continuation of GWDA333 Senior Project: Pre-Production. Students prepare, present, and defend an advanced interactive project. The course emphasizes production values, technical sophistication,
quality assurance, evaluation of the effectiveness of the product, conceptual thinking, critical analysis, written communication, and presentation skills.

**GWDA432 DIGITAL TYPOGRAPHY**  
3 Credits - Prerequisite: Academic Chair approval  
Beginning with an introduction to the history of letterforms and the function of typography, this course examines the construction and application of digital typographic text and headline display. Emphasis is placed on advanced concepts of typography as an essential element of design.

**GWDA433 ADVANCED MOTION GRAPHICS**  
3 Credits - Prerequisite: Academic Chair approval  
Advanced motion graphics as a design solution and story-telling technique. This is an advanced course that applies motion graphics as an integrated interactive solution; students script interaction, sequencing, and motion for interactive projects. Optimization is a critical consideration in the creation of the user-centered experience.

**GWDA443 ADVANCED SCRIPTING 2**  
3 Credits - Prerequisite: Academic Chair approval  
Students develop and design advanced client- and server-side interactive media presentations to be delivered over multiple platforms. Students further explore the expectations of the business community in areas such as server implementations and security implications. Students gain experience in advanced scripting.

**HUM101 CRITICAL THINKING**  
4 Credits (General Education) - Prerequisite: None

This course is designed to assist students in becoming more effective learners. Content focuses on identifying and developing skills, processes, and techniques for effective assimilation of knowledge. Reasoning principles for critical analysis and evaluation of thought and discourse will be explored. Students learn to apply creative and critical techniques in problem solving and decision making.

**HUM102 PHILOSOPHY AND ETHICS**  
4 Credits (General Education) - Prerequisite: None

Students participate in an examination of human life, experience, and thought in order to discover and develop the principles and values of pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied in a selection of contemporary personal and social issues.

**HUM200 AESTHETICS**  
4 Credits (General Education) - Prerequisite: None

Aesthetics is alternately defined as philosophy of art, philosophy of beauty, and philosophy of taste. All three definitions point to the ways in which we create, experience, think and write about the fine arts.

**HUM201 SPANISH I**  
4 credits (General Education) - Prerequisite: None

Introduces students to the Spanish language through written materials and oral exercises. Students explore the fundamentals of grammar and begin to develop the listening and speaking skills necessary for conversation. Students also are introduced to the interrelationship of language and culture.

**HUM202 SPANISH II**  
4 credits (General Education) - Prerequisite: HUM201

This class will build on the knowledge gained from Spanish I. There will be increased challenges to the student to use Spanish spontaneously and accurately. There will be additional activities, such as realistic survival situations, group work to bring Spanish into daily use in business and in the home.

**HUM211 FRENCH LANGUAGE AND CULTURE**  
4 Credits (General Education) - Prerequisite: None

This class will build on the knowledge gained from Spanish I. There will be increased challenges to the student to use Spanish spontaneously and accurately. There will be additional activities, such as realistic survival situations, group work to bring Spanish into daily use in business and in the home.

**HUM220 CONVERSATIONAL FRENCH**  
4 Credits (General Education) - Prerequisite: None

This conversational course introduces students to French sounds and letters with emphasis placed on pronunciation, vocabulary acquisition, basic grammar concepts, and the beginnings of an understanding of the French-speaking communities in Francophone countries. Highly integrated sections of the program, including audio, video, and computer technology, provide many opportunities to develop listening, speaking, reading, and writing skills in situations relevant to students’ lives.
HUM225 CONVERSATIONAL JAPANESE
4 Credits (General Education) - Prerequisite: None
This conversational course introduces students to Japanese sounds and characters, with emphasis placed on pronunciation, vocabulary acquisition, basic grammar concepts, and the beginnings of an understanding of the Japanese language and culture. Highly integrated sections of the program, including audio, video, and computer technology, provide many opportunities to develop listening, speaking, reading, and writing skills in situations relevant to students’ lives.

HUM231 HUMANITIES
4 Credits (General Education) - Prerequisite: None
Students perform a comparative study of the humanities through exploration of visual and performing art forms including painting, sculpture, photography, literature, film, music, drama, and dance. Each genre is considered from the perspective of historical and cultural contexts through analysis of design elements used in creating works of art involving descriptive, interpretive, and evaluative methods.

HUM312 STORYTELLING AND THE ORAL TRADITION
4 Credits (General Education) - Prerequisite: None
Students will explore the art of relating stories in the oral tradition. Folklore, fables, fairytales, and legend have, for generations, ensured the permanence of history, culture, theories of origin, admonition, and cultural beliefs. In this course, students will learn the functions, traditions, and methods of passing along history for generations to come.

ID111 DRAFTING
3 Credits - Prerequisite: None
This course is an introduction to basic drafting techniques, terminology, and symbols used in design. After having examined the language, tools, and techniques, the students learn to communicate relevant information through orthographic drafting. Dimension, scale, lettering, plans, elevations, sections, details, and graphic symbols are primary elements of this course.

ID115 HUMAN FACTORS AND PSYCHOLOGY OF DESIGN
3 Credits - Prerequisite: ID111
The study and usage of proper psychological and physical factors that affect humans on a daily basis while interacting with products, facilities, and the environment are introduced in this course.

ID121 DESIGN BASICS - 3D
3 Credits - Prerequisite: AR111
This course is an investigation of the dynamic and static properties of positive and negative volumes. Students build 3D models of interior/architectural spaces.

ID131 ARCHITECTURAL DRAFTING
3 Credits - Prerequisite: ID111
Students will develop comprehensive drafting skills. Emphasis will be placed on floor plans, elevations and sections, electric and lighting layout, and necessary specifications to complement the graphic communication.

ID141 COMPUTER-AIDED DESIGN
3 Credits - Prerequisite: ID111
The uses and influences of the computer in interior design are explored. Students are introduced to AutoCAD 2D through lectures, demonstrations, and hands-on experience of the applications of two-dimensional drawing.

ID151 DESIGN PROCESS
3 Credits - Prerequisite: ID115
This course includes the analytical approach to programming and space planning through research and development of the design process.

ID171 INTRODUCTION TO ARCHITECTURE
3 Credits - Prerequisite: None
This course surveys Western architecture from its beginnings in ancient Egypt and Mesopotamia to the present, examining architecture’s visual, historical, and social significance. Emphasis is placed on the visual recognition of historical styles as well as the development and understanding of architectural vocabulary.

ID211 TEXTILES AND FINISHES
3 Credits - Prerequisite: ID111
This course explores the nature of man-made and natural materials used in interior finishes. Content includes discussion of yarn, fabrics, finishes, design methods, and proper application of these materials from technical as well as aesthetic approaches.

ID215 VISUAL PRESENTATION
3 Credits - Prerequisite: AR121, AR181
Students build on their drawing and design abilities to create visual presentations. Through a method of exploring a variety of media, the student will gain presentation skills utilizing techniques such as sketching and rendering.

ID221 ADVANCED COMPUTER-AIDED DESIGN
3 Credits - Prerequisite: ID141
The advanced uses and application of the computer in interior design are explored. Students are introduced to advanced AutoCAD 2D through lectures,
demonstrations, and hands-on experience of the applications of two-dimensional drawing.

**ID231 HISTORY OF FURNITURE DESIGN**  
**3 Credits - Prerequisite: None**  
The study of the evolution of furniture design, from a background in the ancient world to the present.

**ID241 DESIGN DEVELOPMENT—RESIDENTIAL DESIGN**  
**3 Credits - Prerequisite: ID131, ID151, and Prerequisite or Concurrent: ID211**  
In this course, the student explores the design development phase of the design process. Students make the transition from thinking conceptually to fully developing a detailed residential design. Course content centers on the interrelationships of the elements of three-dimensional space, such as proportion and volume, as well as space planning, materials and finishes, and visual presentation boards.

**ID245 COMPUTER 3D ARCHITECTURAL MODELING**  
**3 Credits - Prerequisite: ID221**  
The uses and influences of the computer in interior design are explored. Students will advance to three-dimensional systems through lectures, demonstrations, and hands-on experience of the application of three-dimensional drawing.

**ID251 CODES—BARRIER-FREE DESIGN**  
**3 Credits - Prerequisite: ID151**  
This course provides the students with instruction in the area of local, national, and international building and fire codes. Students learn to search and recognize the codes and regulations that deal with the health, welfare, and safety of the public in the building environment.

**ID265 FUNDAMENTALS OF WORKING DRAWINGS**  
**3 Credits - Prerequisite: ID221, ID151**  
This course is an introduction to the process of producing and using a set of contract documents for interior spaces. Content includes formatting and cross-referencing drawings, and representing details, sections, and legends.

**ID271 DESIGN DEVELOPMENT—COMMERCIAL DESIGN**  
**3 Credits - Prerequisite: ID131, ID151, ID211, and Prerequisite or Concurrent: ID251**  
In this course, the student explores the design development phase of the design process. Students make the transition from thinking conceptually to fully developing a detailed commercial design. Course content centers on the interrelationships of the elements of three-dimensional space, such as proportion and volume, as well as space planning, materials and finishes, and visual presentation boards.

**ID281 MATERIALS AND ESTIMATES**  
**3 Credits - Prerequisite: ID211 and Prerequisite or Concurrent: ID265**  
This course explores the various methods of specification and estimation. Students are introduced to residential and commercial application of materials through lecture, demonstrations, and field trips.

**ID311 ADVANCED RESIDENTIAL DESIGN**  
**3 Credits - Prerequisite: ID241**  
This is a studio class that involves the total process of residential design from programming through construction documents and written specifications. Emphasis is on special interior details and studio practices, such as estimating quantities and costs, writing specifications, and working within a budget.

**ID321 COMPUTER RENDERING**  
**3 Credits - Prerequisite: ID245**  
Using a variety of computer software programs, students will gain skills in applying computer-simulated materials and finishes to projects to produce professional presentations.

**ID325 HISTORY OF MODERN ARCHITECTURE AND INTERIOR DESIGN**  
**3 Credits - Prerequisite: ID171, ID231**  
This course analyzes the evolution of modern architecture and interior design from the mid-18th through 20th centuries, exploring various in-depth architectural and design movements from the beginnings of industrialization to the present. The student will research architects and interior designers and discover the theoretical foundations that have had impact on architectural and design theory in the 20th century.

**ID331 CORPORATE DESIGN**  
**3 Credits - Prerequisite: ID271**  
This course is a study of a comprehensive synthesis of problem identification, research, programming, preliminary design, and design development in the solution of complex, upscale, commercial interior design problems. Studio work simulates actual conditions as closely as possible. Team projects involve time management and self-generated work schedules.

**ID341 BUILDING SYSTEMS AND MATERIALS**  
**3 Credits - Prerequisite: ID265**  
This course is a study of the
materials and principles utilized in basic construction and building systems for residential and commercial situations.

**ID351 PRESENTATION TECHNIQUES**
*3 Credits - Prerequisite: ID215*
Students develop various presentation techniques currently used in the profession. Graphic application and multimedia usage of visual presentation are explored. Students will revise current and/or previous projects geared toward their portfolio.

**ID353 SUSTAINABLE DESIGN**
*3 Credits - Prerequisite: INTA262 and INTA122*
Students will learn about environmental/ecological issues, as well as principles and criteria for sustainable design that are appropriate to today’s design. The programming, schematic and design phases for sustainable design will be covered in the design process, and current rating systems, such as LEED commercial and/or residential interior credits and project needs will be analyzed. The course will be conducted in a combination of lecture and design studio format.

**ID371 HOSPITALITY DESIGN**
*3 Credits - Prerequisite: ID271*
This course is an exploration of the design challenges involved in hotels, restaurants, and convention facilities with emphasis on professional project development and presentation.

**ID381 ENVIRONMENTAL SYSTEMS**
*3 Credits - Prerequisite: ID265*
The nature of mechanical equipment is explored in reference to interior spaces. Electrical, heating, ventilation, air conditioning, and plumbing are surveyed. This course will also examine the concepts and theories behind indoor air quality, acoustics, lighting application, and calculations.

**ID385 ADVANCED CONSTRUCTION DOCUMENTS**
*3 Credits - Prerequisite: ID265*
This course provides the student with advanced development of a complete set of working drawings and specifications of a current or previous design project.

**ID387 LIGHTING DESIGN**
*3 Credits - Prerequisite: ID265*
This course is the study of the fundamentals of lighting design in the industry. Students explore various applications of lighting to fixture/product design.

**ID391 INTERIOR AND ARCHITECTURAL DETAILING**
*3 Credits - Prerequisite: ID265*
This course is a study of the materials and fabrication techniques involved in the design and construction of basic interior details and how these details are communicated in the documents package. Content includes detailing of cabinetry, ceilings, walls, floors, millwork, etc.

**ID411 HEALTH CARE/SENIOR DESIGN**
*3 Credits - Prerequisites: ID271, ID281*
This is an upper-level studio course involving the total process of health care design from concept through design development. It includes researching codes, writing specifications, special interior detailing, and estimating quantities and cost. Course content centers on the interrelationships of the elements of three-dimensional space, such as proportion and volume, as well as space planning, materials and finishes, and visual presentation boards.

**ID421 GRADUATE PROJECT– RESEARCH AND PROGRAMMING**
*3 Credits - Prerequisites: ID311, ID331, ID371, or ID411*
Students select an area from interior design, then research and program their graduate projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results.

**ID431 FURNITURE DESIGN**
*3 Credits - Prerequisites: INTA122 and INTA107*
This course explores the principles of furniture design. Students will apply knowledge learned in materials and textile courses with ergonomic/anthropometric standards to design creative furniture through multimedia and model building.

**ID441 GRADUATE PROJECT - DESIGN DEVELOPMENT**
*3 Credits - Prerequisite: ID421 and Prerequisite or Concurrent: ID431*
Using the selected concept development, students develop and prepare a comprehensive project incorporating and depicting the skills and technical knowledge acquired throughout the program.

**ID461 GRADUATE PROJECT– PRESENTATION AND DEFENSE**
*3 Credits - Prerequisite: ID441; Prerequisite or Concurrent: ID321, ID351*
Students prepare, present, and defend a graduate project suitable for professional design presentation.

**ID471 ADVANCED PROFESSIONAL DEVELOPMENT**
*3 Credits - Prerequisite: PD201*
This course offers further study of principles governing the business, legal, and contractual aspects of the interior design profession. Included are the professional organization factors, marketing in design.
services, as well as the option of working with a local designer and networking.

**ID481 PORTFOLIO PREPARATION**
3 Credits - Prerequisite: Academic Chair approval
This course is a review for, and preparation of, an interior design portfolio. Students’ individual strengths and preferences will be showcased by a collection representative of their studies. Emphasis is placed on the creation of a digital portfolio or portfolio book.

**IM232 WRITING FOR INTERACTIVE DESIGN**
3 Credits - Prerequisite: None
This is a specialized writing course for interactive design. Students will learn the unique characteristics and techniques of internet, intranet, and other media writing and apply them to interactive media production. Students will also learn to conduct research for media writing projects.

**IM242 INTERNET MARKETING**
3 Credits - Prerequisite: None
In this course, students develop an understanding of Internet-based businesses including choosing domain names, media planning techniques, online monetary transactions, Internet security, and more. Students learn how to develop e-commerce environments. This course is based on intensive case studies of sites on the Web as well as lecture.

**IM451 E-LEARNING APPLICATIONS**
3 Credits – Prerequisite: None
Through the course, students are introduced to and gain experience in the development, application, and evaluation of effective e-learning programs. The course builds on the E-learning Design course, and focuses on options for delivering e-learning systems, and production and launch of e-learning applications. Students design, build, evaluate, and revise instructional applications using industry standard delivery systems.

**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.

**INTA104 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: INTA101
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.

**INTA115 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 Digital Modeling I**  
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: Academic Chair Approval  
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 a study of the materials, principles and sustainable concepts utilized in basic construction, building, and mechanical systems for interiors.

**INTA332 Environmental & Sustainable Design**  
3 Credits - Prerequisite: INTA211  
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: Academic Chair Approval  
Students select a subject based on their individual career aspirations and develop a project of a substantial scope. 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: Academic Chair Approval  
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 seek entry-level positions in the field when they graduate. 90 internship hours

**INTA409 Portfolio**  
3 Credits - Prerequisite: Academic Chair Approval  
This course aims to prepare graduates 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 employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.

**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.

**INTA422 Senior Studio II**  
3 Credits - Prerequisite: INTA402  
In this culminating studio course, students continue the development of a viable solution for the project 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 Construction Documents I. Students produce an advanced set of design drawings to support their senior studio.

**MA115 PRINCIPLES OF 3D MODELING**  
3 Credits - Prerequisite: CG131  
Students in this course learn the skills to produce three-dimensional models in a computer-based environment.

**MA170 LANGUAGE OF ANIMATION AND FILM**  
3 Credits - Prerequisite: None  
Fundamentals of animated cinematography and animation techniques are addressed through a historical survey. The course will consider trends and genres of animated film in a variety of media.

**MA175 2D ANIMATION PRINCIPLES**  
3 Credits - Prerequisite: AR101  
Students will study timing and weight through a series of projects designed to demonstrate the principle of animation. Issues such as key framing, in-betweening, and cycling will be addressed.

**MA200 SCULPTURE FOR ANIMATION**  
3 Credits - Prerequisite: FND110  
Employing a variety of sculptural materials and techniques, the class will design and build a series of models for use in animation design.

**MA210 CONCEPTUAL STORYTELLING**  
3 Credits - Prerequisite: None  
The course is an introduction to storytelling and the components of story. The goal is to develop storytelling skills and an understanding of story form.

**MA215 PRINCIPLES OF 3D ANIMATION**  
3 Credits - Prerequisite: MA115  
In this course, students are introduced to basic 3D animation techniques. Topics to be covered are key framing, squash and stretch, motion control, basic dynamics, hierarchical linking, pivot points, morphing, animated textures, lights, and cameras.
MA220 2D ANIMATION  
3 Credits - Prerequisite: MA175
Students will apply basic animation principles to produce a sequence. Emphasis will be placed on timing and performance. Use of a capture device, pencil tests, inking and other 2D animation skills will be explored.

MA230 HARD SURFACE AND ORGANIC MODELING  
3 Credits - Prerequisite: MA115
This course covers advanced modeling techniques used for building organic and hard-surface objects and environments.

MA250 CHARACTER DESIGN  
3 Credits - Prerequisite: AR141
Students will develop dramatic/comedic characterizations of animate and inanimate objects for later use in two- and three-dimensional animations.

MA260 MATERIALS AND LIGHTING  
3 Credits - Prerequisite: MA115
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 containing reflection grandiosity and other effects.

MA270 BACKGROUND DESIGN AND LAYOUT  
3 Credits - Prerequisite: MA175
This course focuses on the fundamentals of background layout with an emphasis on perspective, composition, design basics, staging, mood, texture, and lighting. Students will also learn the basics of using props as background and foreground design elements.

MA280 3D ANIMATION II  
3 Credits - Prerequisite: MA220
This course continues to explore the various techniques used to create animation in a 3D environment on a computer. Emphasis will be placed on the synthesized use of traditional animation techniques in a computer generated 3D animation.

MA295 DIGITAL DESIGN AND MOTION  
3 Credits - Prerequisite: CG131
This course provides students a comprehensive foundation in a vector-based environment that facilitates the integration of graphics, animation, text, video, audio, and interactive Web content. Students will explore the role of pre-production planning and output considerations in the production of projects based on client criteria.

MA230 2D ANIMATION II  
3 Credits - Prerequisite: MA220
Students are responsible for organizing elements required to storyboard, produce, and record animated shorts using the principles learned in previous 2D animation courses. Emphasis is placed on characterization, character performance, lip-sync, and effects animation. Use of a capture device, pencil tests, inking and other 2D animation skills are explored.

MA295 DIGITAL DESIGN AND MOTION  
3 Credits - Prerequisite: CG131
This course provides students a comprehensive foundation in a vector-based environment that facilitates the integration of graphics, animation, text, video, audio, and interactive Web content. Students will explore the role of pre-production planning and output considerations in the production of projects based on client criteria.

MA300 3D ANIMATION II  
3 Credits - Prerequisite: MA220
Students are responsible for organizing elements required to storyboard, produce, and record animated shorts using the principles learned in previous 2D animation courses. Emphasis is placed on characterization, character performance, lip-sync, and effects animation. Use of a capture device, pencil tests, inking and other 2D animation skills are explored.

MA305 DIGITAL INK AND PAINT  
3 Credits - Prerequisites: CG131, MA220
This course is an introduction to the computer as an ink and paint media for animation. Basics of scanning, clean up, ink and paint, and camera usage will be explored.

MA355 CHARACTER MODELING  
3 Credits - Prerequisite: MA330
This course covers advanced modeling techniques used for building a three-dimensional character. Students will explore techniques of character modeling to include various approaches to figure construction.

MA360 PRE-PRODUCTION TEAM  
3 Credits - Prerequisite: Academic Chair approval
This course will expose students to the pre-production processes used in the 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 the planning of all aspects of an animation production.

MA365 HONORS ANIMATION STUDIO I  
3 Credits - Prerequisite: Academic Chair approval and selection by the Honors Animation Committee
This course will expose honors students to the pre-production processes used in the animation production.
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 as a production team, and will focus on the planning of all aspects of an animation production for festivals, competitions, clients, or their portfolio.

**MA370 2D ANIMATION STUDIO**  
*3 Credits - Prerequisite: MAAA212*  
Students work with team members on actual animation jobs from the field, or create a completed animation that demonstrates storytelling techniques.

**MA375 ADVANCED VECTOR ANIMATION**  
*3 Credits - Prerequisite: MA295*  
In this course, students will explore advanced animation techniques in a vector-based computer environment. Applying appropriate workflow efficiencies and file optimization, students will plan and execute animated projects suitable for output to CD, DVD, and/or the Web.

**MA380 CHARACTER ANIMATION**  
*3 Credits - Prerequisite: VG350*  
Here the student applies techniques learned in previous character modeling and animation courses to create a ten-second animation with a purpose. Topics to be covered are effective use of cameras, multiple characters with interaction, use of low-polygon character models, realistic texture mapping of low-polygon models, and cycling of animation.

**MA420 PORTFOLIO FUNDAMENTALS**  
*3 Credits - Prerequisite: Academic Chair approval*  
This course focuses on the completion of the print portion of individual portfolios, enabling students to begin a career search. Students come into this with print work for their portfolio to be evaluated, and then make any enhancements. Students also complete a professional resume and begin job search.

**MA440 PORTFOLIO PRE-PRODUCTION**  
*3 Credits - Prerequisite: MA420 or Academic Chair approval*  
In this course, students focus on the pre-production phase of their digital portfolio. Through class activities, students organize their work to reflect and enhance their individual strengths in computer animation.

**MAA101 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.

**MAA102 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.

**MAAA101 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.

**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 course is an 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: FND150 or FND135 or SDVA102
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
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 & 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.

MAAA224 Character Rigging
3 Credits - Prerequisite: MAAA223
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.

MAAA225 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.

MAAA232 Motion Graphics
3 Credits - Prerequisite: FND135
This course is an introduction to timeline based compositing for both creative and technical processes.

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
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: Academic Chair Approval
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 & Texturing
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: Academic Chair Approval
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 Academic Chair Approval
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 seek entry-level positions in the field when they graduate. 90 internship hours

MAAA409 Portfolio Production
3 Credits - Prerequisite: MAAA309
This course is designed to prepare graduates 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.

MAT100 LIBERAL ARTS MATH
4 credits (General Education) – Prerequisite: MAT104
Students will obtain working knowledge of college-level mathematics and its applications to real life problems. Emphasis is on understanding mathematical concepts and their applications. Topics include probability, statistics, finance, geometry, percents, ratios, proportion, forecasting, and graphs.
MAT104 COLLEGE ALGEBRA
4 Credits (General Education) - Prerequisite: None
This course includes the necessary skills to solve algebraic problems, graph algebraic functions, and simplify complex algebraic expressions.

MAT108 GEOMETRY IN THE ARTS AND NATURE
4 credits (General Education) - Prerequisite: MAT104
Fundamental algebraic concepts will be reviewed. Students will become familiar with geometric shapes and structures and how to analyze their characteristics and relationships. A comparison will be made between two and three dimensional shapes and an analysis of their characteristics and relationships will be conducted. Characteristics and properties of geometric shapes will be experienced through a variety of visual representations including constructions and coordinate representations. An opportunity will also be provided in this class to explore geometric ideas within the natural world and within their major fields of study.

MAT121 TRADITIONAL GEOMETRY
4 Credits (General Education) - Prerequisite: MAT104
Topics include line, angle, and diagonals in terms of polygons, triangles, quadrilaterals and circles. Students will learn to apply radius, chord, diameter, secant and tangent to circles. Students will also learn to apply sine, cosine, tangent, cotangent, secant, and cosecant to triangles and rectangles. Solid geometry, including prisms, pyramids, cylinders, cones, and spheres, will be studied.

MAT124 FUNDAMENTALS OF TRIGONOMETRY
4 Credits (General Education) - Prerequisite: MAT104
The students study the measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution.

MAT200 LINEAR ALGEBRA
4 Credits (General Education) - Prerequisite: MAT124, MAT210
This course introduces the student to matrices, systems of linear equations, determinants, vector spaces, linear transformations, and eigenvalues.

MAT210 CALCULUS
4 Credits (General Education) - Prerequisite: MAT124
The students in this course study functions of one variable focusing on limits, continuity, and differential calculus. This course also introduces the students to integral calculus.

MAT215 STATISTICS
4 Credits (General Education) - Prerequisite: MAT104
Statistics is a branch of applied mathematics that provides the framework for looking at uncertainty and risk in logical and systematic ways. This course introduces students to the methods in the field of applied statistics, presenting both descriptive and inferential methods, and concentrating on the applications of statistical techniques to the analysis of data. Topics include basic data characteristics, such as mean, median, mode, range, and standard deviation, probabilities, confidence intervals, and both correlation and linear regression.

MAT210 FUNDAMENTALS OF TRIGONOMETRY
4 Credits (General Education) - Prerequisite: MAT104
MAT200 LINEAR ALGEBRA
4 Credits (General Education) - Prerequisite: MAT124, MAT210
This course introduces the student to matrices, systems of linear equations, determinants, vector spaces, linear transformations, and eigenvalues.

PD201 FUNDAMENTALS OF BUSINESS
3 Credits - Prerequisite: None
This course introduces business functions, operations, and organization. It includes ownership and management, forms of organization, finance, business ethics, personnel and labor-management relations, and marketing.

PD301 PORTFOLIO PREPARATION
3 Credits - Prerequisite: Academic Chair approval
This course is a review for, and preparation of, individual portfolios. Students' individual strengths and preferences will be showcased by a collection representative of their studies. Emphasis is placed on the creation of a demo tape and/or portfolio book.

PD320 MEDIA BUSINESS LAW
3 Credits - Prerequisite: None
This course covers the multiple facets of media business law. Topics include legal rights and responsibilities, obligations of the designer, copyright and trademark law, libel and slander, business ethics, and basic steps for establishing a professional design practice.

PD330 BUSINESS OF ANIMATION
3 Credits - Prerequisite: None
The course provides a detailed view
of the concepts, practices, strategies, legalities, and decisions involved in successfully establishing and operating an animation business. The basic structure of this course will guide the student in developing a strong working knowledge of animation industry.

**PD331 WRITING FOR MEDIA**  
3 Credits - Prerequisite: ENG100  
This course is designed to introduce students to writing strategies for print and electronic media. Topics include media research; copyrighting; editing; advertising; and writing for print, television, video, animation, and interactive multimedia environments.

**PD390 BUSINESS COMMUNICATIONS**  
3 Credits - Prerequisite: None  
This course addresses written business communication including memos, letters, proposals, presentations, and copy for advertising or marketing. Students learn to identify the requirements of different types of writing and to prepare material to communicate clearly and effectively.

**PD405 PROJECT PREPARATION**  
3 Credits - Prerequisite: Academic Chair approval  
This class focuses on pre-planning and beginning development of the students’ senior projects. Students prepare project plans and timelines for their senior projects.

**PD410 SENIOR PROJECT**  
3 Credits - Prerequisite: PD405  
Students select an area to research and design their portfolio projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results. Additionally, students will prepare, present, and defend a project suitable for professional presentation.

**PD420 PORTFOLIO**  
3 Credits - Prerequisite: PD405  
This course is a review for, and preparation of, individual portfolios. Students’ individual strengths and preferences will be showcased by a collection representative of their studies.

**PH112 INTRODUCTION TO PHOTOGRAPHY**  
3 Credits - Prerequisite: None  
This course will explore the past, present, and future of photography as a viable career choice. Students will begin to develop a sense for photography’s place in global communication and the infinite possibilities that the digital image has to offer.

**PH122 LARGE FORMAT PHOTOGRAPHY**  
3 Credits - Prerequisite or Concurrent: PH132, or Academic Chair approval  
Working individually and in teams, students use large format cameras both in the studio and on location, working with various light sources. Students develop a frame of reference for their own work by examining the effective and ineffective characteristics in various examples of art and design.

**PH132 COLOR MANAGEMENT**  
3 Credits - Prerequisite: CG131  
Students examine and apply the techniques of digital color management to photographic production. Through assignments, students build and apply color profiles for input and output devices.

**PH134 LIGHTING**  
3 Credits - Prerequisite or Concurrent: PH132, or Academic Chair approval  
This course introduces the basic concepts and principles of lighting for photography. It focuses on the 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.

**PH136 PHOTOJOURNALISM**  
3 Credits - Prerequisite: None  
This course introduces the history of photography through discussions of recognized photographers and their work. Students examine major characteristics and different styles of photography from the 19th century to the present. This course provides a context for critiquing photographs through describing, interpreting, evaluating, and theorizing.

**PH144 LARGE FORMAT PHOTOGRAPHY**  
3 Credits - Prerequisite: AR131  
This is an overview of photojournalism. Emphasis is placed on creativity, content, gathering of information, and layout. Students produce their own examples of the picture story, magazine covers, and page layouts for all types of print media.

**PH146 PRINTING**  
3 Credits - Prerequisite: PH136  
This course explores a variety of digital printing techniques. Students refine their skills in digital file preparation, resolution selection, print-profiling, paper selection, and soft-proofing techniques.

**PH214 LOCATION PHOTOGRAPHY**  
3 Credits - Prerequisite: PH132  
This course explores the requirements of location photography. The planning and logistics of shooting on location are covered. Transportation, scouting, permits, and billing, in addition to lighting, metering, and other photographic controls will be demonstrated in a variety of assignments related to fashion, portraiture, still life, product, stock,
Students work alone and in teams and share a number of photographic and support roles.

PH222 PORTRAITURE
3 Credits - Prerequisite: PH214
This is an introduction to learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. The emphasis of this course is on classical portraiture with attention focused on the use of lighting and posing to create a flattering portrait.

PH224 ADVANCED LIGHTING
3 Credits - Prerequisite: PH134
This course is a continuation of the PH134 Lighting course. There is an emphasis on lighting for products and people in both the studio and on location. Students are introduced to the necessary and correct use of electronic flash and lighting tools.

PH226 EDITORIAL PHOTOGRAPHY
3 Credits - Prerequisite: PH144
Students practice photographing people featured in advertising and editorial layouts. Topics include the fields of fashion, advertising design, and marketing. There is a concentration on editorial portraits through completion of studio location projects.

PH242 PHOTO ESSAY
3 Credits - Prerequisite or Concurrent: PH226
In this course, the student will develop extended photographic narratives. This course will carry the student through the process of producing sets of imagery that convey a story or ideas that have little written narrative support. Photographs will be analyzed not only for their stand-alone creative content, but for their ability to introduce transition and conclude a picture story with maximum visual effect. The success of the essay will be through historical and cultural context, in-depth research and methods of project development.

PH322 STUDIO PHOTOGRAPHY
3 Credits - Prerequisite: PH224
Students photograph a variety of subjects typical of professional assignments using appropriate tools and lighting.

PH324 BUSINESS OF PHOTOGRAPHY
3 Credits - Prerequisite: None
In this course students explore the basic concepts and principles of operating a photographic-related business. This course emphasizes the legal and pricing aspects that are specific to the photographic industry.

PH326 PHOTO CRITICISM
3 Credits - Prerequisite: PH142
This course offers an in-depth examination into photographic criticism. To assist students in developing a vocabulary for critically analyzing photographs, they explore contemporary critical thought. Further, students investigate how beliefs and cultural values are expressed and represented in photography.

PH342 PHOTO ESSAY II
3 Credits - Prerequisite: PH242
In this course, the student will take a thematic approach to the essay process. While concentrating on a central theme, students will be given the opportunity to research, study and immerse themselves in a subject of their choice. Concentration on the true art of photographic story telling will be emphasized.

PH344 SPECIAL TOPICS I
3 Credits - Prerequisite: Academic

PH346 CORPORATE/INDUSTRIAL PHOTOGRAPHY
3 Credits - Prerequisite: PHOA115
Students explore the special needs and challenges of the corporate and industrial photographer through a variety of assignments. Students shoot and produce assignments related to annual reports that will include executive portraiture, corporate events, architectural, and product photography.

PH352 PORTFOLIO EXPANSION
3 Credits - Prerequisite: GR295
This course is a continuation of the portfolio process. Students expand their ideas and concepts with a focus on their professional and creative goals.

PH354 SPECIAL TOPICS II
3 Credits - Prerequisite: Academic Chair approval
This course includes presentations, demonstrations, and field trips. Students have the opportunity to explore new trends, technologies, and developments in photography.

PH442 ARCHITECTURAL PHOTOGRAPHY
3 Credits - Prerequisite: PHOA302
In this course students examine architectural photography, including the planning, lighting and photographing of interiors and exteriors. Students use cameras and software to control perspective and mixed lighting conditions.

PH444 BUSINESS OPERATIONS AND MANAGEMENT
3 Credits - Prerequisite: None
Important business management
skills and a range of practical, legal, and ethical issues for the self-employed professional photographer form the basis of this course. Students learn how to set up a business, research potential clients and contacts, put together price lists and invoices, and gain a general recognition of client needs. Course material includes promotion, pricing, accounting, studio overhead, and the development of a business plan.

**PH446 DIGITAL PHOTOGRAPHIC PORTFOLIO**  
3 Credits - Prerequisite: GR422  
This course focuses on the individual student’s digital presence in the market place. Utilizing skills from prior courses, students will explore and develop their digital portfolio while focusing on developing a style, area of specialization, marketing strategy, unique selling advantage, and digital presentation formats.

**PH452 EXHIBITION PRINTING**  
3 Credits - Prerequisite: PD405  
In this laboratory class, participants will produce final portfolio prints as well as final exhibition prints of gallery quality. Special attention will be paid to quality control as demonstrated in tonal and color control, archival preparation and gallery-quality presentation.

**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 (sensitivity of camera image sensor), 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: None  
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: ENG100  
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  
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: Academic Chair Approval  
This course is designed to prepare 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.

**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.

**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: PHOA208  
Explores professional development tools, including resumes, 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 graduates 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 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.

**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.

**PHOA406 Internship**  
3 Credits - Prerequisite: Academic Chair Approval  
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 seek entry-level positions in the field when they graduate. 90 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  
or Academic Chair Approval  
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: PHOA209  
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.

SBS201 CULTURAL ANTHROPOLOGY
4 Credits (General Education) - Prerequisite: None
This course introduces cultural anthropology as a sub-field of anthropology. Emphasis is on the diversity of cultural patterns throughout the world and the essential humanity of all people. Students will study a variety of social structures found among peoples of different technological, geographical, historical, and cultural settings.

SBS210 SOCIOLOGY
4 Credits (General Education) - Prerequisite: None
This course explores and analyzes the dynamics and structure of human society. Students examine the fundamental processes and constructs responsible for the societal organization on social behavior through observation and analysis of groups, social change, cultures, norms, institutions, social stratification, and the exploration of current issues in society.

SBS211 SOCIAL CULTURAL EXPRESSION
4 Credits (General Education) - Prerequisite: None
This course seeks to explore the history, customs, social interaction, heritage, and regionalism of a specific people. Each quarter, a different culture is selected for in-depth research and examination. Students will gain perspective on numerous aspects of a given culture and will make comparisons between that culture and their own, enabling them to develop a greater understanding of the implications of diverse processes of socialization.

SBS231 ECONOMICS
4 Credits (General Education) - Prerequisite: None
This course provides an introduction to the principles of economics, emphasizing an analysis of the economy as a whole. Interrelationships among the consumer, business, and government sectors are explored from American and international economic perspectives.

SBS261 PSYCHOLOGY
4 Credits (General Education) - Prerequisite: None
This course is designed to introduce the student to the nature of psychology. Topics discussed include aspects of human development; personality theory; psychological aspects of stress; and the psychology of learning, creativity, and motivation. The course will provide, through both content and methodology, insight into human behavior and self-awareness.

SBS301 U.S. HISTORY
4 Credits (General Education) - Prerequisite: None
This course will examine the origins of contemporary American society by tracing the history of the United States. The culture, institutions, and values of the United States will be emphasized by presenting multiple perspectives and methodologies.

SBS302 U.S. HISTORY II
4 Credits (General Education) - Prerequisite: SBS301
This course covers the period of American history from Reconstruction (1877) to the present. Primary emphasis is on the twentieth century.
making, conflict resolution, problem solving, and understanding various leadership styles.

**SBS314 COGNITIVE PSYCHOLOGY**  
*4 Credits (General Education)*  
*Prerequisite: None*  
Cognitive psychology attempts to show how we answer questions such as: How do we recognize our grandmother, a stop sign, or a giraffe? How do we remember what we learned in class last week? And how do we reason when we play games such as chess? It attempts to explain what the brain does while your mind is thinking. The goal of this class is to give you an introduction to questions, answers, and methods of cognitive psychology.

**SBS315 PSYCHOLOGY OF DIVERSITY**  
*4 Credits (General Education)*  
*Prerequisite: None*  
This course reviews theories and research on human diversity with a focus on populations within the United States. Examination of diversity will include culture, ethnicity, race, gender, age, sexual orientation, religion, and physical challenges such as deafness and physical size. Effective interaction among cultures requires a learned appreciation for the perspectives of people from divergent backgrounds. Through a combination of social psychology, group dynamics, personal exploration, and community involvement, the course serves to develop skills to increase the student’s appreciation of our diverse world.

**SBS321 DEVIANT SOCIAL BEHAVIOR**  
*4 Credits (General Education)*  
*Prerequisite: None*  
Abnormal Psychology examines those disorders that are perceived as deviations from normal behavior. Included among those behaviors and phenomena are disorders associated with mood, personality, anxiety, and organic mental disorders. In addition to understanding the components, symptoms and manifestations of deviant behaviors, students will gain perspective in their diagnosis, treatment, and impact upon society as a whole.

**SBS325 WORLD CONFLICT**  
*4 Credits (General Education)*  
*Prerequisite: None*  
Students will explore the concepts of cooperation, competition and conflict on a variety of levels. Specific areas of the world will be chosen to illustrate the effects of natural resources, religion, population, technology, and politics on human cooperation. Emphasis will be placed on analysis of current world conflict.

**SBS326 HISTORICAL AND POLITICAL ISSUES**  
*4 Credits (General Education)*  
*Prerequisite: None*  
This course is designed to create an awareness of the ideas, individual and social forces that have shaped U.S. History. The course analyzes the essentials of the United States Constitution. Sources of study include videos on constitutional and cultural issues.

**SBS331 GOVERNMENT AND POLITICS**  
*4 Credits (General Education)*  
*Prerequisite: None*  
This course develops skills for understanding and analyzing political and governmental functions in the contemporary world. The students will examine the role of government, political institutions, procedures and processes, policy issues, solutions, popular values, and participation, in terms of political stability and change, ideologies, conflict, institutions, and issues.

**SBS341 HISTORY OF POPULAR CULTURE**  
*4 Credits (General Education)*  
*Prerequisite: None*  
The development of popular entertainment owes much to American myths, icons, heroes, and institutions, as represented in American popular culture from the late nineteenth century to the present. Students examine the history of these art forms through popular novels, films, radio programs, songs, and television.

**SCI100 NATURAL SCIENCE**  
*4 Credits (General Education)*  
*Prerequisite: None*  
This course explores science as an interdisciplinary study from the natural sciences (biology, chemistry, and geology) to gain an understanding of how nature works and how interconnections occur.

**SCI156 NUTRITIONAL SCIENCE**  
*4 Credits (General Education)*  
*Prerequisite: None*  
This class 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 the U.S. Dietary Guidelines, energy balance, vitamin supplements, and food fads.

**SCI200 CHEMISTRY**  
*4 Credits (General Education)*  
*Prerequisite: None*  
Students will learn basic chemical principles. We will discuss topics that will include the following:
classification of matter, atomic theory, stoichiometry, aqueous solutions, gases, liquids, solids, energy, electronic structure of atoms, chemical bonding, equilibrium, acid and bases, and Thermodynamics.

SCI311 KINESIOLOGY
4 Credits (General Education) - Prerequisite: None
In this course, students study the human body and its major systems, as well as how the body grows, moves, and functions.

SCI400 PHYSICS
4 Credits (General Education) - Prerequisite: Any 100-level Math course with a 'C' or better
Students will learn basic motion and force laws, principles of Newton's laws of motion, motion along straight and curved paths, weight, work, energy and power, impulse, momentum and impact, squash and stretch, waves and sound, light and image formation.

SCI411 ENVIRONMENTAL SCIENCE
4 Credits (General Education) - Prerequisite: None
This course is an introduction to the study of the physical environment and some of the major related issues and problems. Areas of concern include nature of the environment, climatic factors, natural resources, solid and hazardous waste, pollution, global environmental hazards, and energy production. These topics are studied in relation to population, land use, environmental ethics, decision-making, and environmental management.

SDVA103 C++ Programming I
3 Credits - Prerequisite: None
This course introduces the student to C++ programming concepts. Students will use the concepts of program specification and design, algorithm development, coding and testing using a modern software development environment. Topics covered include fundamentals of algorithms, flowcharts, problem solving, programming concepts, control structures, arrays, and strings.

SDVA203 C++ Programming II
3 Credits - Prerequisite: SDVA103
This course is designed to teach students programming language and intermediate programming concepts with examples and applications using the C++ language. Students will also study key concepts related to computer programming for scientific and game applications.

SDVA213 C++ Programming III
3 Credits - Prerequisite: SDVA203
This course explores the concepts and principles of writing object-oriented programs. The course will also cover the application of Windows programming techniques, including designing graphical user interface (GUI).

VG100 OPERATING SYSTEMS AND SHELL SCRIPTING
3 Credits - Prerequisite: MAT104
This course introduces students to the major Operating Systems used in computers and the fundamentals of writing shell scripts within the various Operating Systems. Students will learn to write shell scripts for specific design purposes.

VG120 PRINCIPLES OF PROGRAMMING
3 Credits - Prerequisite: VG100
This course exposes students to different kinds of scripts and programs and enables them to understand how such scripts and programs are executed. Students will learn to write simple scripts and programs to implement design specifications. Trouble shooting and problem-solving skills as related to scripts and programs are also addressed.

VG130 OBJECT-ORIENTED PROGRAMMING
3 Credits - Prerequisite: VG120
This course covers the concepts and principles in writing object-oriented programs, addressing such key aspects as classes and hierarchies, input/output constructs, data structures, exception handling features, and graphical user interface (GUI).

VG200 GAMES FOR THE NET
3 Credits - Prerequisite: None
Rapid development of Internet technologies allow more and more complex games to be delivered over the net. This course addresses the design and delivery constraints of games for the net and provides an opportunity for students to design a multiplayer game that can be accessed and played on the net.

VG220 INTRODUCTION TO 3D PROGRAMMING
3 Credits - Prerequisite: SDVA103
This course introduces the student to the fundamentals of 3D programming using the Windows architecture, C++, and OpenGL. At the end of this course, the student should be able to create a simple 3D first-person perspective for objects and scenes.

VG230 PHYSICS OF MOTION, LIGHT AND SOUND
3 Credits - Prerequisite: VG130, MAT210
This is an applied physics course that focuses on the concepts and laws of physics as applied to game and animation design. Students learn to recognize the principles of physics in game and animation design and apply them for the desired visual effects.
VG250 TRANSFORMATIONAL GEOMETRY
3 Credits - Prerequisite: MAT200
Students review the classical geometric concepts of dimension, curve, shape, solid, and line-and-arc construction, position, and motion. This course will coordinate systems, bridge geometry and algebra, and provide a foundation for exploring computer-based geometry. The course also includes a survey of contemporary geometrical concepts: symmetry, projection, transformation, tessellation, L-system, and fractal modeling.

VG260 PROGRAMMING FOR SHADING
3 Credits - Prerequisite: VG130
Proper shading enhances the visual effects of a model, a character, and/or an environment in animation and game. This course enables the student to learn how to apply programming features to create effects of shading in 3D animation or game work.

VG280 DATABASE CONCEPTS AND SOFTWARE DEVELOPMENT
3 Credits - Prerequisite: None
Organizing, storing, and efficiently accessing large amounts of data are integral to software applications. In this course students learn the most important techniques for managing data stored in memory or in a database. Especially critical to game applications is efficient use of network bandwidth. Students will learn how data is sent and received over the net and how data and processes can be distributed among computers.

VG310 PROGRAMMING FOR GRAPHIC DYNAMICS
3 Credits - Prerequisite: VG260
Built upon the competencies covered in VG260 Programming for Shading, this course enables the student to create more advanced scripts to enhance the dynamics of graphic images in animation and game design. Students will create shaders in given software packages and link them to major 3D animation applications.

VG320 ARTIFICIAL INTELLIGENCE IN GAME DESIGN
3 Credits - Prerequisite: VG280
This course enables the student to employ ways to represent knowledge and state in Artificial Intelligence (A.I.), and to incorporate A.I. elements in the development and design of games.

VG330 PROGRAMMING FOR VISUAL SIMULATIONS
3 Credits - Prerequisite: VGPA205
Computer simulation is widely used in game development. Visual simulations often require special features that many multimedia and animation software applications cannot provide. This course enables students to write scripts that can enable, modify, and customize specific features in simulation programs.

VG335 ADVANCED 3D PROGRAMMING
3 Credits - Prerequisite: VG220
This course takes graphics programmers beyond the basics and introduces them to advanced knowledge. The course is about graphics techniques, and how to apply those techniques in real world applications, filling real world needs.

VG340 SOFTWARE DEVELOPMENT FOR GAME AND ANIMATION
3 Credits - Prerequisite: None
In this course students learn to develop scripts and plug-ins used for game and animation. Such scripts and plug-ins are intended to enhance the modeling, animation, and other game features in 3D software packages. Students also learn to use standard graphics libraries.

VG350 CHARACTER RIGGING
3 Credits - Prerequisite: MA355 for Media Arts & Animation BA and Game Art & Design BA students; or VG330 for Visual & Game Programming BA students
The purpose of this course is to demystify character setup. After reviewing the basics, advanced topics such as interface creation and expressions will be covered. The character setup will be tested by animation assignments. Upon completion, each student will have created, set up, and tested a character with a custom graphical user interface.

VG400 SCRIPTING FOR 3D
3 Credits - Prerequisite: VG310
Scripting allows the animator to automate tedious tasks and create effects that would be otherwise time-consuming in the traditional 3D key frame methodology. This course introduces students to scripting in a 3D package, e.g. Maya, using MEL (Maya Embedded Language). Students will explore the powerful and diverse capabilities of 3D scripting.

VG405 ADVANCED PROGRAMMING
3 Credits - Prerequisite: VG335
This course teaches principles of object-oriented design through design patterns. Students will explore the selection of appropriate object-oriented structures based on given development requirements analysis. Design patterns are created in the logic view of the software system. Students will create generalized design solutions for generalized software design problems.
VG410 MANIPULATION OF MOTION CAPTURE DATA  
3 Credits - Prerequisite: VG350  
Utilizing motion capture data can be efficient and cost-effective in game design. This course focuses on importing, modifying, and using motion capture data and applying such data in developing animation and games.

VGPA107 Discrete Mathematics  
3 Credits – Prerequisite: MAT104  
This course teaches discrete math and applications in programming. It covers the following major topics: set theory, induction, functions, counting and probability, and graphs. The objectives are to develop a clear understanding of these concepts and apply them in algorithm designs and game problem solving.

VGPA111 Introduction to Programming Logic  
3 Credits - Prerequisite: None  
This course will introduce the logic of computer programming and also explore concepts in college algebra. Introductory concepts, structure, decision-making, looping, array manipulation, calling methods, and an introduction to object-oriented programming will be explored.

VGPA117 Geometry for Computer Graphics  
3 Credits - Prerequisite: VGPA107  
Focused on geometrical concepts and operations as related to computer graphics, this course covers mathematical representations of position, motion, and shape, matrices and matrix operations, calculation of perspective and projective transformations, and methods to model curves and surfaces. Principles of differential and integral calculus will also be addressed.

VGPA203 Design Patterns & Data Structures  
3 Credits - Prerequisite: SDVA213  
Organizing, storing, and efficiently accessing large amounts of data are integral to software applications. It is important to keep the software source code manageable as the projects increase in size and power. In this course, students learn the fundamental toolset for software structure as they build simple programs and more complicated applications.

VGPA205 Software Development for Games  
3 Credits - Prerequisite: VGPA223  
Students will learn programming skills associated with a professional game engine to design and create applications or games on the engine.

VGPA207 Continuous Mathematics for Applications  
3 Credits - Prerequisite: VGPA107  
This course covers topics in real analysis that have wide application in game-related fields. With the concept of functions and their properties as the foundation, students study concepts from trigonometry, differential and integral calculus, and analytic geometry and how to apply them. Objectives are a clear understanding of the principles and facility with the calculations, rather than mathematical rigor.

VGPA213 3D Scripting  
3 Credits - Prerequisite: VGPA203  
Scripting allows 3D artists to automate tedious tasks and create effects that would be otherwise time-consuming. This course introduces students to scripting in a 3-D package. Students explore the powerful and diverse capabilities of 3D scripting.

VGPA215 Artificial Intelligence in Game Development  
3 Credits - Prerequisite: VGPA203  
This course will enable students to employ ways to design and create autonomous agents in games by incorporating Artificial Intelligence (A.I.) elements.

VGPA223 Physics of Motion, Light & Sound  
3 Credits - Prerequisite: VGPA207  
This is an applied physics course that focuses on the concepts and laws of physics as applied to game design, game engines and frameworks. Students learn to recognize the principles of physics in game design and how they work within game engines and frameworks.

VGPA302 Networked Multiplayer Game Development  
3 Credits - Prerequisite: VGPA305  
Rapid development of Internet technologies allow more and more complex games to be played over the net. This course addresses the design and creation of multi-player networked games and provides an opportunity for students to develop a multiplayer game that can be played over the net.

VGPA303 Programming for Computer Graphics  
3 Credits - Prerequisite: VGPA203  
This course enables the student to apply programming features for creating models, animation and rendering in 3-D animation or game work.

VGPA305 Advanced Software Development  
3 Credits - Prerequisite: VGPA205  
In this course students learn to develop scripts, software and plug-ins used for game development and other areas of the development pipeline. This software is created to supplement the game development cycle, increase productivity, as well as help other parts of the
development pipeline such as animation and automation. Students will also learn more about the asset pipeline for video games and where automation will be critical for development.

VGPA313 Programming for Shading
3 Credits - Prerequisite: VGPA207
Shading creates and enhances the visual surfaces and effects of a model, character, and/or environments in animation and games. This course enables the student to apply programming features to create effects of shading in a 3D animation or game work.

VGPA406 Internship
3 Credits - Prerequisite: Academic Chair Approval
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 seek entry-level positions in the field when they graduate. 90 internship hours

VP111 VIDEO CAMERA AND LIGHTING TECHNIQUES
3 Credits - Prerequisite: None
This course introduces students to various technical aspects of this dynamic and versatile career path. Students examine the basic techniques of pre-production and production including lighting, cameras, lenses, mounting equipment, framing and composition, videotape, VCRs, studio facilities, and personnel. Using video recorders and players, the techniques of dubbing, assembling, and inserting visuals and sound from source to source are also practiced.

VP115 INTRODUCTION TO AUDIO
3 credits - Prerequisite: None
This course investigates the principles of recording sound. Introduction to Audio includes the study of sound characteristics, basic acoustics, ergonomics, and basic techniques for field recording. Waveform physics and psychoacoustics are also covered. The role of sound in video production is explained and demonstrated.

VP121 VIDEOGRAPHY
3 Credits - Prerequisite: VP111
This course introduces students to the video camera as a technical and creative tool for communication and art. The course emphasizes camera operation and the setup for electronic field production (EFP) and studio applications. Students integrate the principles of lighting and gripping into video applications. Camera movements and framing are applied using different camera mounts.

VP161 PRE-PRODUCTION
3 Credits - Prerequisite: DFVA303
Students are introduced to various pre-production processes, including script analysis, crew analysis, talent auditions and selection, lighting plan, site selection, production scheduling (daily and overall), equipment planning, project management techniques, and problem solving.

VP211 POST-PRODUCTION
3 Credits - Prerequisites: VP111, VP121 y
Students are introduced to various editing processes including cuts-only, A/B roll, offline, and non-linear editing. Students also learn project management, how the editing process begins in program design and pre-production, and how it continues through production to the final edit.

WS110 WEB PAGE SCRIPTING
3 Credits - Prerequisite: None
The increasing use of the Internet has created a growing market for individuals who can integrate aesthetic design principles coupled with Web page scripting skills. Students will create Web pages utilizing HTML, the basic scripting language of Web documents. Other effects, extension scripts, and software packages available for that medium will also be used.
ABOUT THE ART INSTITUTE OF PHOENIX

History

The Art Institute of Phoenix opened for business as an additional location of The Art Institute of Colorado (Denver) in September 1995, with classes beginning in January 1996. The initial class was made up of 45 students across the four programs with a total staff and faculty of 17.

The associate degree in Culinary Arts received American Culinary Federation (ACF) accreditation in February of 2005. In February 2006, the Bachelor of Arts in Interior Design degree received Council for Interior Design Accreditation (CIDA). In March 2006, The Art Institute of Phoenix was granted status as a freestanding institution by the Accrediting Council for Independent Colleges and Schools (ACICS).

In February 2010, the Associate of Applied Science in Baking & Pastry Arts, the Associate of Applied Science in Culinary Arts, and the Bachelor of Arts in Culinary Management each received five-year grants of accreditation through American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC).

On October 17, 2017, The Art institute of Phoenix was acquired by Dream Center Education Holdings (DCEH), a subsidiary of the Dream Center Foundation, a California 501(c)3 non-profit Foundation.

The Art Institute of Phoenix has the following branches

The Art Institute of Las Vegas
2350 Corporate Circle, Henderson
NV 89074-7737
1.702.369.9944

The Art Institute of Indianapolis
3500 Depauw Blvd., Suite 1010
Indianapolis, IN 46268-6124
1.317.613.4800

Facilities

In 1995, The Art Institute of Phoenix opened at 2233 West Dunlap Avenue, in Phoenix, Arizona. Near the Black Canyon Freeway, the modern building promotes a positive learning environment. Occupying approximately 78,655 square feet of a 92,000 square-foot building, the interior was designed with creative students in mind. Spacious classrooms, and fully equipped studios and labs offer a positive working atmosphere. Three modern kitchens, with ample windows offering broad sweeping views, provide a creative environment for the culinary student. In 2012, the campus underwent a makeover to enhance the display of creativity throughout the building. In accordance with the guidelines of The Art Institute of Phoenix, all users of facilities and equipment are expected to display a professional and respectful demeanor and keep all work areas and loan equipment neat, clean, and in good working order. More recently The Art Institute of Phoenix updated its current video studio to a 4K High Definition Video Studio with multi-camera functionality and video control room, while also introcucing two new Fashion Design labs; one for Gerber technology and patternmaking, and the other for sewing and garment construction. Food or drink is not permitted in the labs, studios or gallery lounge.
GETTING THE MOST FROM YOUR EDUCATION
Our role is to provide educational services to help you develop your potential. An education at The Art Institute of Phoenix is not something we do to our students. Instead, it is a process where we learn and explore with you. We cannot simply hand you skills and knowledge. You must be a full partner in this interactive learning process.

At The Art Institute of Phoenix, you have the opportunity to become part of a vibrant energetic learning community, where you are supported and encouraged to do your best. It’s a community where we celebrate diversity. It’s a community bound by mutual respect for individuality and creativity.

Your responsibilities as a student of The Art Institute of Phoenix require that you:

• Meet deadlines
• Attend class
• Arrive on time
• Make use of faculty and staff
• Ask questions

Reading and understanding the policies in this catalog, the Enrollment Agreement, the Student Handbook, and any policies subsequently provided to you, are also your responsibility.

Our faculty and staff are here for you. If you have any questions, don’t hesitate to ask!

STATEMENT OF STUDENT COMMITMENT

• I perceive myself as artistic and creative.
• I believe in myself and am committed to the work I do.
• I demonstrate ethics in the work I produce.
• I possess clear educational goals.
• I choose to attend regularly and participate actively in learning activities.
GENERAL INFORMATION

ADMISSION
The Art Institute of Phoenix has a long tradition of preparing graduates to seek entry-level employment by providing a challenging educational environment that responds to changing technologies and the needs of the marketplace. The Art Institute of Phoenix is proud of its reputation of providing graduates with the creative and technical skills demanded by today’s employers.

All prospective students are encouraged to visit The Art Institute of Phoenix. Personal tours are given as part of the admissions interview. To schedule an interview, call the Admissions Office at 800.474.2479

ADMISSION REQUIREMENTS
High school graduation or a General Education Diploma (GED® scores) is a prerequisite for admission. In lieu of documenting high school graduation, applicants who have graduated with a bachelor’s degree or higher earned degree at an accredited institution of postsecondary education (or its equivalent if earned at an institution located outside of the United States), can provide official college transcripts showing the degree granted. All Art Institute of Phoenix applicants are evaluated for admission on the basis of their previous education, background, and stated or demonstrated interest in one of our education programs.

Applicants who have not earned a bachelor’s degree must provide an official copy of their final high school transcripts, GED scores, or college transcripts indicating achievement of an associate degree fully transferable to a bachelor’s degree, or higher. Other proof of high school graduation or its equivalency may be considered under special circumstances and must be approved by the President of The Art Institute of Phoenix. High school seniors who have not yet graduated should submit a partial transcript which indicates their expected graduation date. Additionally, the applicant is required to independently conceive and write an essay stating why he/she has chosen this particular degree (name of the program chosen and why it is of interest) in higher education at The Art Institute of Phoenix and how he/she plans to be successful as a college student and industry professional. Portfolios are welcomed but not required with the exception of the Game Art & Design program. Applicants who have taken the Scholastic Aptitude Test (SAT) or American College Test (ACT) are encouraged to submit scores to Admissions for evaluation.

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

ADMISSIONS REQUIREMENTS FOR GAME ART & DESIGN

Overview:

The Art Institute of Phoenix 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 Media Arts & Animation 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 have an associate’s degree (of at least two full academic years) that fully transfers to a bachelor’s or higher degree from a recognized accredited institution. Students can meet the High School graduation requirement by submitting an official academic transcript that shows at a minimum a completed two-year program that is acceptable for full credit toward a bachelor’s degree at the school from which the two-year degree was earned.

Applicants to a graduate program may present a bachelor’s degree as a form of proof of graduation from high school. Accreditation requirements must adhere to DCEH’s list of acceptable accreditation. A student who is home-schooled must be able to present a high school credential evidencing that he or she completed secondary education or complies with applicable State requirements for home-schooling in the State in which the student resided during home-schooling.

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

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

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

Should you receive a transcript with one of these types of diplomas, you must:
1. Immediately notify the ADA and S/DOA regarding this issue. The ADA/S/DOA will notify the applicant.
2. The application paperwork may NOT be submitted to Admissions Committee for review. Either the applicant must receive a regular (Traditional) diploma or take the GED with passing test scores. If this is not an option, the application will need to be academically rejected after notification.

Students who have conflicting documentation in their file regarding completion of a high school diploma must have this situation resolved before the conclusion of the student's first quarter (No Later than COB Week 9 or prior to final exams) with consultation of the Art Institute Chief Academic Officer or his/her designee as needed.

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 Phoenix 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.

HOW TO APPLY
Applications may be submitted at any time of the year by visiting https://apply.artinstitutes.edu/apply, or on campus: Admissions, The Art Institute of Phoenix, 2233 W. Dunlap Avenue, Phoenix, Arizona 85021-2859. Requests for application information should be made by calling 602.331.7500.

APPLICATION REQUIREMENTS
Each individual who seeks admission to The Art Institute of Phoenix will be interviewed either in person or by telephone by an Assistant Director of Admissions. The purpose of the interview is to:

1. Explore the prospective student’s background and interests as they relate to the programs offered at The Art Institute of Phoenix
2. Assist the prospective student to identify the appropriate area of study consistent with their background and interest
3. Provide information concerning curriculum offerings and support services available at The Art Institute of Phoenix

Applicants must also present a record of accomplishments in core academic courses as evidenced through transcripts, grade point average, or GED scores. All applications of prospective students are reviewed by the Admissions Committee to determine if the applicant has a reasonable chance for academic success in his/her chosen program of study. All information gathered in the admissions process is considered during the review process (including but not limited to; interview, transcripts, essay, and portfolio). Successful admission into The Art Institute of Phoenix and a satisfactory program start is dependent upon all information gathered and evaluated during the admissions process. The goals of the admissions process are to determine that the applicant has a reasonable chance to be successful based on past academic records and that the program of study chosen by the applicant is appropriate based on the applicant’s stated educational goals.

ADMISSIONS PLACEMENT TESTING
Applicants are required to take the Accuplacer/ASSET test to determine proficiency in reading, and writing. Applicants who earn less than an acceptable score on the test are required to enroll in the appropriate transitional studies course offered at The Art Institute of Phoenix.

CULINARY STANDARDS
To participate in any program at The International Culinary Schools at The Art Institute, each student, with or without reasonable accommodations, must be able to safely and effectively:

   o Attend and participate in both day and night shift (including first and fourth shifts) classes
Communicate in person with co-workers, students and guests and process written and verbal instructions
Attend and participate in laboratory and production classes of up to 6 hours in length
Regularly lift and transport food and other culinary product, equipment, small wares and utensils weighing up to 40 pounds.
Regularly lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables where guests are seated.
Pour and serve liquids and beverages, including hot liquids up to temperatures of 180-185 degrees Fahrenheit (82.2 – 85 degrees Celsius)
Use knives and other commercial cooking utensils
Perform repetitive motion skills required in the kitchen and the food industry, such as whisking, dicing, or piping
Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetables, and fruit products
Handle and bake/cook using different flours – including all grains – as well as chocolate, fruits, and nuts
Operate commercial cooking and food service equipment
Stand or maneuver in professional or commercial kitchens, dining rooms and related facilities for up to 2 hours
Sit on a kitchen stool or at a classroom desk for up to 50 minutes
Visually assess, and evaluate the taste, appearance, texture and aroma of food and beverage products
Use commercial cleaning and sanitizing equipment and materials
Produce food products within the time parameters designated by a course objective within a class or for a hands-on or baking practical

The foregoing technical standards are essential to the Culinary Arts programs of instructions at The Art Institute and also reflect industry requirements and standards.

GAME ART & DESIGN PORTFOLIO REQUIREMENTS AND PROCEDURES
Game Art & Design (BA) applicants will be given written portfolio guidelines provided by the Admissions Department. Portfolio pieces can be submitted as hard copies or in electronic format. In the event that the student has neither a sketchbook nor drawings, they will complete exercises outlined in the guidelines and submit those pieces as his/her portfolio. Game Art & Design portfolios will be reviewed by the Academic Department Director. The Academic Department Director will evaluate the potential success for all applicants. The Academic Department Director will regularly review portfolio submissions. Students will be notified by their Admissions Representative of the results.

Applicants with rejected portfolios will be allowed to submit additional work, including a revised portfolio. In the event of a second negative decision, students may immediately write an appeal to the Game Art & Design Academic Chair. The appeal letter should state why the student should still be considered for entrance into the program.

ADMISSIONS REQUIREMENTS FOR RETURNING STUDENTS (RE-ENTRY)
The Readmissions Office provides assistance to those students wishing to return to school after withdrawal or suspension. For a smooth transition back into the academic mainstream, students must complete a re-entry application and will be contacted by the Re-Admissions Department for all information needed to return to classes.
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 Phoenix. 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 Phoenix requires nonimmigrant students present in Visa Waiver, B-1, and B-2 status to change visa to F-1 or other qualifying status prior to enrolling in programs of study (other than avocational or recreational courses). Students in F-2 or M-2 status may enroll on a part-time basis where available. Please note that some programs may not be eligible for international students requiring Form I-20 sponsorship. Please ask to speak with The Art Institute of Phoenix 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 Phoenix’s Form I-20 must submit the following items in addition to the standard documents required for admission:

- Original or official copies of all educational transcripts and diplomas (secondary and post-secondary if applicable)
- English language translation(s) of education transcripts and diplomas, if applicable
- If used to meet admissions requirements above, official credential evaluation of post-secondary, non-U.S. transcripts and diplomas required for admission. NOTE: evaluations must be prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member organization
- Proof of English Language Proficiency (see English Language Proficiency Policy)
- Proof of financial responsibility to cover costs of tuition and fees and living expenses (and dependent costs if applicable) for at least one academic year (official bank statements, Sponsor’s Statement of Support, if required)
- Photocopy of student’s “bio-info” page of passport to provide proof of birth date and citizenship
- For all 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 Phoenix are presented in English, The Art Institute of Phoenix requires that all students possess and demonstrate a minimum level of English language proficiency required to substantially benefit from the programs offered.

A student is deemed proficient in the English language if he or she:

- Holds a U.S. high school diploma or U.S. General Equivalency Diploma (GED) or international high school diploma, e.g., U.S. military base, business/diplomat expat community, etc., in which instruction is delivered primarily in English
- Holds the equivalent (evidenced by credential evaluation) of a U.S. high school diploma from overseas institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) a minimum of two (2) academic terms at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) English 101 and 102 at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Presents acceptable English Language Proficiency test scores meeting the minimum required levels set forth below.

### Minimum Acceptable Proof of English Language Proficiency Standard

<table>
<thead>
<tr>
<th>ELP TEST</th>
<th>DIPLOMA</th>
<th>AS/BS</th>
<th>GRAD.</th>
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<td>TOEFL i-BT</td>
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<td>Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Section</td>
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<td>526</td>
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<td>TOEIC (Academic Test)</td>
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*The scale for the Prueba Aptitud Academica has changed and now closely reflects the SAT.

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

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

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

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

AP (ADVANCED PLACEMENT) EXAMS
Students who participated in the Advanced Placement program offered through their secondary schools may receive credit for comparable courses at The Art Institute of Phoenix. Credit will be awarded for exam scores of three (3) or better on AP examinations. AP exam credit must be applied for approved in advance of the first quarter of study.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM) TESTING
Students may obtain advance standing by demonstrating their knowledge of General Education subject matter. The Art Institute of Phoenix will award credit for satisfactory scores on CLEP exams. Please contact your Assistant Director of Admissions for a list of approved CLEP exams, minimum scores required, and amount of credit awarded. CLEP scores must be received prior to the student’s first quarter of study at The Art Institute of Phoenix.

PROFICIENCY CREDIT FOR LIFE EXPERIENCE
The Art Institute of Phoenix recognizes that certain prospective students have, through a variety of life experiences, obtained the competencies to satisfy particular courses required for a degree. These might include previous college experience, professional training, work/volunteer experience, or other related situations. Therefore, The Art Institute of Phoenix may grant proficiency credit for specific courses in which a prospective student shows mastery of given competencies. The following are examples of documentation accepted for review: professional portfolio, assessment scores, documentation of work experience, and certificates of completion. A maximum of 25 percent of the total credits needed to graduate from The Art Institute of Phoenix may come from demonstrations of course proficiencies. Proficiency credit must be granted through the Academic Affairs department prior to matriculation. Proficiency credit must be applied for and approved in advance of the first quarter of study.

Cancellation of Classes
Prior to opening the registration period, [CAMPUS] 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
Contact the office of The Dean of Academic Affairs for all matters related to the Transfer of Credit and Program Change.

TRANSFER OF CREDIT BETWEEN ART INSTITUTES SCHOOLS

Associate’s Degree Graduates to Bachelor’s Degree Programs: A serious attempt will be made to ensure that all associate’s degree credits earned by graduates of an Art Institutes school will transfer to the corresponding bachelor’s degree program within the system. Such graduates will attain upper division status. However, differing state and accrediting regulations may require additional courses at the associate’s degree level. If the associate’s degree transferred 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.

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. All conditions in the following associate’s degree credits to associate’s degree 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. 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. 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.

Transcripts
Official Transcripts must be sent to the Admissions Office of the admitting Art Institutes School prior to the class start. Transcripts submitted 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.

Associate’s Degree Credits to Associate’s/Bachelor’s Degree Program:
Associate’s degree credits, with a grade of “C” of better, from an Art Institutes school, earned by students who do not hold an associate’s degree, will 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.

If the associate degree transferred by the student 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 and/or bachelor’s degree level.

Transcripts
Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start. Transcripts submitted 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 transfer credit must be comparable to the coursework at an Art Institutes school. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

Grades of Transfer Credits

Only courses with earned grades of “C” (2.0) or better will be considered for transfer Credit.

Course Prerequisites and Sequence of Courses

Course Prerequisites and course sequences are to be observed to assure appropriate student skill development.

Proficiency Credit

Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by an Art Institutes school prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

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 of program credits will be considered for any type of proficiency credit.

Portfolio Review

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.

Allowable Total Transfer of Credit

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency. 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. 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.

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 50 percent 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 DEGREES AND COURSE CREDIT FROM COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTES SCHOOL

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institutes school prior to the class start. Transcripts submitted 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 transfer credit must be comparable to the coursework at an Art Institutes school. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

Grades of Transfer Credits

Courses with earned grades of “C” (2.0) or better will be considered for transfer credit.

Course Prerequisites and Sequence of Courses

Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

Proficiency Credit from External Sources

Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by an Art Institutes school prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

- **Advanced Placement.** Some foundation courses can be obtained through College Board’s AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and evaluated prior to the end of the schedule adjustment period (add/drop) of the student’s first quarter of attendance.

- **College Level Examination Program (CLEP).** Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to University courses prior to the end of the scheduled adjustment period (add/drop) of the student’s first quarter of attendance.

- **Articulation Agreement Credit.** Successfully complete programs included in articulation agreements that have been established between the University and their high schools.

- **Military Experience Credits.** Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on the Joint
Service Transcript, the Community College of the Air Force Transcript or as recommended by the American Council on Education (ACE).

- **Internal Proficiency Testing for Credit.** Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start.

- **Experiential Learning.** Students may request advanced standing for experiential learning. Students will present relevant work or life experiences for review by the Dean of Academic Affairs or designee. The Dean of Academic Affairs or designee will have the necessary forms for the student to complete. Documentation such as portfolios, writing samples, publications, verification of employment, and references represents a sampling of what may be requested by the Department Chair from the student in order for the advanced standing review to be completed.

- **Portfolio Review for Credit.** Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

**Class Proficiency Test**

Requests for testing out of specific classes approved by the Institute must be made through the department Director prior to the class start.

No more than 25 percent credits will be considered for any type of proficiency credit.

**Allowable Total Transfer of Credit**

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency. 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. 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.

**TRANSFER 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 full-time schedule, 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 institution permits concurrent enrollment.

**Approval Needed**

Requests for concurrent enrollment in a course at another college or university while the student is on 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 will be accepted.

Grading
The concurrent enrollment course must be passed with a grade of “C” or better. 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 documentation is produced that the course was successfully completed.

Allowable Total Transfer of Credit
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency. 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. 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.

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 course(s) must be passed with a grade of “C” or better. The student’s record at an Art Institutes school 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 transfer from one program to another within The Art Institute must obtain approval from the Department Director of the department from which the student is transferring. 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.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS
The Art Institute does not imply, promise, or guarantee transferability of its credits to any other institution.

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.

This program is designed to lead directly to employment. Course credits will likely not transfer to other schools, and degrees will likely not be accepted by another school’s graduate degree program.
Additionally, programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn in this program may be transferable into that school's program.

If you are considering transferring to either another Art Institutes or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute credits. We encourage you to make this determination as early as possible.

**TRANSFERRING 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.

**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 Chair 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 Chair for consideration. The Program Chair 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 Coordinator. 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 Chair, may be appealed to the Dean or designee. The decision of the Campus Dean is final.

**PROVISION FOR BOOKS AND SUPPLIES**

Students who are Title IV eligible and are expected to receive excess Title IV funding will receive a stipend for the lesser amount of either their presumed excess Title IV funding or their book and supply budget to provide students the ability to purchase books (for courses that do not use Digital Textbooks) and supplies by the seventh (7th) day of the course start date within the payment period.
As described below, by the seventh (7th) day of each course start date within the payment period, The Art Institute will provide a method for students to obtain their books and supplies required for their courses.

- For newly enrolled students, a starting kit provided by The Art Institute consisting of basic equipment and materials needed for beginning each program and charged to the student account.
- For courses using a Digital Textbook and/or digital resources, a Digital Textbook provided by The Art Institute to be automatically redeemed with The Art Institute’s contracted third-party vendor and charged to the student account.

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

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

Starting kit and Digital Textbook (for courses using Digital Textbooks) charge information is disclosed on The Art Institute’s Enrollment Agreement and in the Catalog, or a supplemental disclosure.

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

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

**PROGRAMS FOR HIGH SCHOOL STUDENTS**

**College Bound**

College Bound is a year round program offered at all The Art Institute of Phoenix and now online. The program allows high school juniors and seniors to take college-level foundational course work relating to fashion, design, and media arts. Courses typically on campus on Saturday mornings for 11 weeks. A summer intensive program is also offered on campus. Online classes are 5 ½ weeks long and participation requires students to meet technology and software.

Students who successfully complete a course receive a Certificate of Completion and are able to invite their friends and family to an online showcase highlighting their portfolio of work and achievement. Students also have the opportunity, upon enrollment with The Art Institute of Phoenix, to request proficiency credit for the equivalent course. Completion of each course can prepare students to request up 3 or 4 proficiency credits toward their degree program, depending on their enrollment location and program selection.
While College Bound courses are offered as non-credit, it is the exact college level course you would take otherwise, taught by a credentialed The Art Institute of Phoenix faculty member. College Bound is challenging and rigorous but can help prepare students to begin their creative arts education ahead of their peers.

High School Articulation Programs
The Art Institute of Phoenix has developed articulation agreements with high schools, community colleges, and other colleges/universities having programs similar to those at The Art Institute of Phoenix. Articulating schools meet the standards set forth by the Academic Affairs Department at The Art Institute of Phoenix. During the articulation process, mutual evaluations of courses offered by the articulating school are evaluated to ensure an appropriate curriculum match and a logical transition between the articulating school and The Art Institute of Phoenix. Contact the Admissions Department for more information at 800.474.2479

School of Advertising Art (College)
ProStart (High School)
Zulama (High School)
FINANCING A COLLEGE EDUCATION

The Art Institute of Phoenix understands the significant financial commitment a college education requires. The Financial Services Department works one-on-one with students and their families to develop a financial plan to support the completion of the student’s program of study. The student will be assisted in completing the federal and state applications for grants and loans applicable to particular circumstances. Once eligibility for financial aid has been determined, a Student Financial Aid Officer will help develop a financial plan for meeting direct and, if eligible, indirect educational expenses. Financial aid is available to those students who qualify.

Applicant Financial Responsibilities

Students who receive financial assistance are cautioned to remember their various responsibilities. They must:

1. Maintain satisfactory academic progress as outlined in the Undergraduate Satisfactory Academic Progress Policy;
2. Maintain student financial records;
3. Inform staff of any address changes, schedule/program changes, or any other status changes that might affect the student’s eligibility for financial aid; and,
4. Initiate loan and grant renewal applications in advance of the second and later academic years.

Some students may not have applied for financial assistance initially, or do apply and are determined to be ineligible for assistance. Be aware that the federal and state eligibility criteria is periodically reviewed and modified; therefore, any student whose financial circumstances change, or for whom a financial need arises, should contact the Financial Services Department.

Extended Payments

Students may also be eligible to manage their tuition costs with The Art Institute of Phoenix’s Extended Payment Program, which allows students to pay a portion of their tuition costs over a period of months. Extended Payment plans are designed to provide additional assistance to students who did not receive enough federal and state aid and cannot meet their tuition costs. Students must first apply for all other forms of federal and state financial aid for which they are eligible before they can apply for extended payment plans.

Veterans’ Administration Benefits

Students who receive tuition assistance from the Veteran’s Administration VA can visit The Art Institute of Phoenix’s Financial Services department for help filing forms. Students who receive assistance from the VA must maintain satisfactory attendance and academic progress as outlined in the Policies and Procedures section of this catalog. Most programs are approved for Veteran’s Education Benefits; please check with the Student Financial Service’s office for a list of the eligible programs.

MINIMUM ACADEMIC ACHIEVEMENT STANDARDS FOR STUDENT RECEIVING DEPARTMENT OF DEFENSE TUITION ASSISTANCE:

In addition to the Institute’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.

**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%.


STUDENT SERVICES
The Student Services staff is responsible for the maintenance of our student permanent financial records. This includes the billing of student accounts, endorsement of all student/parent loan checks, issuance of student refunds and the collection of all student payments.

At the time of the initial enrollment, the student develops an estimated financial plan to ensure that all direct expenses, tuition, and fees related to the educational process are met. The student, or parent/guardian where applicable, will receive payment notices as outlined on the estimated financial plan.* The payments are due on or before the date noted on the student financial plan. All payments must be current prior to registration and entry for the following quarter. In order to remain in good standing with the Institute, students must adhere to their agreed-upon payment schedule.

*The accounting staff requires each student to fill out the Family Educational Rights & Privacy Act of 1974 (FERPA) form in order to share student information with parent/guardian.

Insufficient Funds
Any check returned from your bank and marked “insufficient funds” will be subject to an insufficient fund fee of $10.

STUDENT FINANCIAL INFORMATION
The student is responsible for tuition and fees pertaining to the program’s required course of study. The student can expect an increase in the per credit hour rate at least once per year, which will increase the total amount for the program. The tuition and fees contained in the Catalog and Enrollment Agreement are subject to change. Any changes to tuition and fees will be published to students as they are made. Reentering students will be subject to the current per-credit-hour tuition charge at the time of re-enrollment. Exceptions to this policy may only be made for emergencies, such as serious illness; school-controlled reasons, such as course availability; or major unforeseen changes in a student’s living situation, if these occurrences necessitate a student attending longer than 150 percent of the standard program length or not at all. Exceptions must be requested in writing by student at the time of the occurrence and be approved by The Art Institute of Phoenix’s President. Tuition is charged on a quarter-to-quarter basis. First-quarter tuition and fees for new students become due 60 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately two weeks prior to the end of each academic quarter. Students may not attend any academic quarter of study unless all tuition and fees that are due have been paid, or unless students have made arrangements for an approved alternative payment plan.

Students are not obligated beyond the quarter they are currently attending. Each quarter is approximately 11 weeks.

The quarterly tuition and fee charges are subject to adjustment at least once annually. Students are given a notice of 30 days in the event of an adjustment. Special trips are voluntary and are not included in regular tuition and fees. The Starting Kit consists of the basic equipment and materials required 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 Art Institute of Phoenix or at most art supply stores. The average costs of consumable and general supplies by program are as follows:
FEDERAL STUDENT FINANCIAL AID
The purpose of federal student financial aid programs is to ensure that all students have an opportunity to obtain a college education, and that no student will be denied that opportunity because of lack of funds. Central to the purpose of financial aid is the belief that students and their families, to the extent possible, have the primary responsibility to pay for the student’s college education. Financial aid is made available to assist students when family resources are not sufficient to meet college costs. All students are to be treated fairly and equitably by applying policies and procedures for determining eligibility consistently. Though applicants are encouraged to seek financial aid, students should not rely solely on these monies to support themselves throughout the academic year. Students receiving any form of financial aid are required to meet standards for academic progress and attendance. Proof of such progress on a periodic basis is verified prior to any disbursements of financial aid. Failure to make satisfactory academic progress or satisfactory attendance requirements may result in the termination or reduction of financial aid. Though The Art Institute of Phoenix financial aid staff is responsible for accurate distribution, explanation, documentation, and validation of financial aid requirements, it is the student’s responsibility to comply with all requests in a timely fashion if the student wishes to continue receiving benefits. Federal aid grants are awarded on a fiscal year basis, beginning July 1 and ending June 30. Some applicants may need to complete the application process twice during an academic or calendar year.

FINANCIAL AID PROGRAMS
The Art Institute of Phoenix participates in the following financial aid programs. Application for all federal aid programs can be done through the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Please speak to a Financial Services Professional for complete details and requirements of all aid programs.

Federal Pell Grant
Federal Pell Grants are based on financial need, as defined by the U.S. Department of Education. To be eligible for a Federal Pell Grant, students must: make application; prove U.S. citizenship or permanent resident status; be able to show graduation from high school or its equivalency; not owe a refund on a federal grant nor be in default on a federal loan; be an undergraduate student with no previous bachelor’s degree; and maintain satisfactory academic progress in school.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Supplemental Educational Opportunity Grants are for students who demonstrate exceptional financial need (with priority given to Pell Grant recipients).

Federal Direct Subsidized Loan
The Federal Direct Subsidized Loan is a fixed interest loan available to students through the Federal Government. To be eligible, a student must be a citizen or permanent resident of the United States and meet other eligibility requirements. Repayment of the loan begins six months after the student’s last day of at least half time attendance. The government pays the interest while the student is attending at least half time and during the 6 month grace period.

Federal Direct Unsubsidized Loan
The Federal Direct Unsubsidized Loan is a fixed interest loan available to students through the Federal Government. The Unsubsidized Loans repayment begins six months after the student’s last day of at least half time attendance. Dependent students who do not meet the need requirements for a Subsidized Loan, or whose parents are denied a PLUS Loan, may also be eligible for this loan. Interest accrues beginning at each
disbursement of funds. The interest may be paid as it accrues or it can capitalize on the principle and be paid during repayment. The government does not pay the interest.

**Direct Parent Loan for Undergraduate Students (PLUS)**
The Direct Parent Loan for Undergraduate Students is a fixed interest loan available to parents through the Federal Government. The PLUS loan is a credit-worthy loan available to parents of dependent students. The PLUS loan repayment begins 60 days after the loan is disbursed.

**Federal Work-Study**
Through the Federal Work-Study program, students have the opportunity to meet part of their expenses by working part-time on or off campus. A limited number of assignments are available, with priority given to students with the greatest need. The Financial Services Department has more details. The maximum students can earn through this program is the amount of their unmet need (the difference between expenses and all their resources). For a more complete description of federal aid programs, please ask for The Art Institute of Phoenix Complete Guide to Financial Aid.

**Other Agencies**
Some students are eligible for aid administered outside of the institute such as the Workforce Investment Act (WIA), Rehabilitation Programs, Department of Veterans Affairs Benefits, community organization scholarships, and company reimbursement plans. The Financial Services Department can assist students applying for external sources of financial aid.

**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](http://www.gibill.va.gov).

**U.S. Departments of Veterans Affairs and Defense Education Benefits**
The Art Institute of Phoenix has been approved by the Arizona Department of Veterans’ Services, Arizona State Approving Agency for the training of veterans and eligible veterans’ dependents. Where applicable, students utilizing the Department of Veterans Affairs (VA) education benefits may receive assistance from the School Certifying Official in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (refer to the Policies & Procedures section of the catalog for more information). Students receiving veterans’ benefits must report prior education and training. The Art Institute of Phoenix will evaluate prior credit and accept that which is appropriate. Students with questions should contact the Arizona Department of Veterans’ Services, Arizona State Approving Agency, 3839 North 3rd Street, Suite 209, Phoenix, AZ 85012; phone 602-255-5395; fax 602-297-6675; [https://dvs.az.gov/services/education](https://dvs.az.gov/services/education).
For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following website: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

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

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


REFUND POLICIES

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

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

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

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

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

The school provides all new applicants seeking a first-time enrollment in any on-ground undergraduate program of study, including hybrid programs, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students
who enroll may cancel their enrollment prior to the start of the term or within seven (7) calendar days following the first day of the student’s first scheduled class, whichever is later (referred to as the “Initial Period”).

The chart below illustrates the days in the Initial Period for a non-regular student:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Initial Period Days</th>
<th>Number of Calendar Days in Initial Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 28th = 1st Scheduled Class</td>
<td>1st Day of Initial Period</td>
<td>2</td>
</tr>
<tr>
<td>April 29th</td>
<td>1st Day of Initial Period</td>
<td>2</td>
</tr>
<tr>
<td>April 30th</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>May 1st</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>May 2nd</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>May 3rd</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>May 4th</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>May 5th</td>
<td>7th = Last Day of Initial Period</td>
<td>8</td>
</tr>
<tr>
<td>May 6th</td>
<td>Initial period over – student is eligible to be reviewed for full admission</td>
<td>9</td>
</tr>
</tbody>
</table>

A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student’s first day of the term or first scheduled class, whichever is later, will be considered a cancellation. The school will refund any monies paid on the student’s behalf and will remove any charges from the student’s account. All refunds will be made within thirty (30) calendar days of the date of the cancellation.

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

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

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

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

Cancellation Refund Policy Student Examples for On-Ground Students:

Example 1:

1. Student’s first scheduled class is January 5th.
2. Student ceases to attend and his or her last date of attendance is January 9th (the 4th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

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

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

Refund Policy Prior to Class Start

Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the Enrollment Agreement will be considered a student.

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. The applicant may cancel the contract and receive a full refund of all monies paid if cancellation is requested by the applicant prior to the beginning of class or within five (5) business days after the Enrollment Agreement is signed, whichever is later, and making an initial payment.
3. Refunds will be made within thirty (30) calendar days after the applicant’s/student’s request or within thirty (30) calendar days after his/her first scheduled class day.

Refund Policy after Class Start

If the student withdraws from or is suspended or terminated 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 lease 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 in arrears.
8. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week’s attendance is considered a full week of attendance for refund purposes.
9. Session II academic terms are approximately five and one-half (5 ½) weeks in duration. The calculation of refunds is based upon the last day of attendance within the term. Any portion of a week’s attendance is considered a full week of attendance for refund purposes. Information in the catalog or student handbook will apply except for the following changes specific to Session II courses: The add/drop period is two (2) days from the start of Session II courses and financial aid eligibility may change if the student drops or adds one or more courses. Please see your Financial Aid Officer before dropping or adding a course.
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.

11. Students may add/drop classes during the first week of the quarter and tuition will be adjusted accordingly. Students may not add classes to their schedule after the first week of the quarter. Tuition will not be adjusted for any classes dropped after week one unless the student completely withdraws from the program (see refund policy below).

12. Any changes made to a student’s schedule may change the student’s financial aid eligibility.

13. 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.

14. 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.

REFUND CALCULATIONS

In the event of withdrawal from the program by the student or suspension or termination by the school, the school will refund tuition and fees assessed by the school as follows.

**Adjustment of Charges:**

In accordance with school policy, the school will earn tuition and fees as follows based on the week in which the student withdraws from or is suspended or terminated by the school for quarter and mid-quarter session starts or single courses:

- Week One – 25%
- Week Two – 50%
- Week Three – 75%
- After Week Three – 100%
Refund Policy for Online Course Withdrawal:
Students who withdraw from a Session I or Session II online course after the add/drop period are treated the same as if they withdrew from an on-ground course. Session II courses begin approximately the day after the Session I courses end, and run approximately five and one-half (5 ½) weeks. The ending date of the second session may not coincide with ending date of the on-ground courses.

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 add/drop week of the first quarter of attendance may bring their kit to the Supply Store Manager for possible return of kit and/or kit components within seven (7) days of their last day of attendance. Any item in its original condition that is deemed resalable by the manager may qualify for a refund. After the return of a kit, monies due are transferred to Student Accounting for disbursement.

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 and if the scheduled break is before the student's last day of attendance, it will 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 assistance 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 Aid calculation as described above 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

**Digital Bookshelf and Digital Textbooks**

The school is enhancing the learning experience by converting traditional textbooks to electronic media. A majority of courses will have a Digital Textbook associated with the course. Courses that include a Digital Textbook will be noted in the registration material. Students enrolling in a course that includes a Digital Textbook will incur an additional Digital Textbook charge, in addition to the course tuition. Students that opt out of using digital textbooks for that course will not incur the additional Digital Textbook charge. Students that do not opt out will not need to purchase textbooks for courses using a Digital Textbook. Students that do opt out will be responsible for purchasing the required textbook. The Digital Textbook Charge allows student access to the Electronic Library and HTML versions of the textbook(s), and in some cases, other electronic
media, which is integrated into the course.

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

ECOLLEGE AND VITALSOURCE SYSTEM AND HARDWARE SPECIFICATIONS

The Art Institute of Phoenix uses eCollege and Vital Source to deliver its digital resources. As with any software, the faster the processor, the more RAM, and the larger hard drive space you provide, the better the performance. Users wanting to move their material to their hard drive may need additional space. It is also important that users understand the process and benefits of maintaining their machines in top operating condition by keeping them current with the latest operating system updates, correctly configuring virus control, and other beneficial habits.

Preferred:

Preferred Software Specifications:
Mac OSX 10.5 or 10.6 OR Windows 7 or Vista with Microsoft .Net 3.5 SP1
• Latest version of Safari Browser, Mozilla Firefox, or Internet Explorer

Preferred Hardware Specifications:
• 2.0 GHz INTEL processor
• 1 GB of RAM
• Graphics card capable of 1024x768 resolution or larger
• Soundcard & speakers
• High-speed internet access

Minimum Requirements:

Minimum Software Specifications: Apple Mac OSX 10.4 OR Microsoft Windows XP SP2 or higher with Microsoft. Net 3.5 SP1
• Safari browser 3.0.4 or higher, Mozilla Firefox 2.0 or higher, Internet Explorer 6 or higher

Minimum Hardware Specifications:
• 1.0 GHz processor
• 512 MB of RAM
• Graphics card capable of 1024x768 screen resolution
• Dial-up internet access is the minimum standard, however, a higher speed is recommended

Recommended Plug-ins or Downloads:

Course instructor may employ technology in the eCollege classroom that requires one of these recommended plug-ins or downloads in order to function properly. If your instructor uses the ClassLive technology, Java will be required. If your instructor provides PDF files, Adobe Reader may be required to open and view those files. You can download these items at the time that they are deemed necessary.

• Java
• If Mac: MacOS Classic Java (MRJ 2.2.5) (http://developer.apple.com/java/index.html)
• If Window: Sun’s Java 2 SDK (Java 1.5 or Java 1.6) (http://www.java.com)
• Adobe Reader (http://get.adobe.com/reader/)

Recommendation regarding “Netbooks”: Students often see “Netbooks” (small laptop computers primarily designed for web browsing and emailing) as an affordable option when looking to purchase a computer for classwork.
However, it is strongly recommend that students do not purchase a Netbook.

Purchasing a low-price laptop or desktop computer that meets the system requirements outlined above is a much better solution for classwork. While newer Netbooks may meet resolution and screen-size requirements for reading your eBooks, much like some older laptops, some older Netbooks may not be able to graphically handle these sites. This means that reading e-texts and participating in the classroom could become difficult. It may be challenging to scroll through your readings and effectively and efficiently work through the material.
SCHOLARSHIPS AND GRANTS

The Art Grant
The Art Grant is an institutional aid award toward your tuition charges up to 20% for Bachelor’s degree programs and up to 15% for Associate’s degree programs. For every 12 credits earned, while maintaining continuous enrollment, an Art Grant will be earned to be applied to tuition in the form of a tuition credit applied during the next successive academic quarter.

New and current students are eligible. The grant award may vary by amount of credits to be completed in a program at an Art Institute’s school after February 2, 2015 for newly enrolled students and April 1, 2015 for currently enrolled students; violations of school policies; or breaks in enrollment. Total tuition charges may be impacted by course drops, course withdrawals, or failing grades. Student must read and acknowledge a Memorandum of Understanding regarding The Art Grant, which sets forth eligibility requirements and other conditions, before any grant is awarded.

See your Student Financial Aid Office for details.

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

Academic Achievement Scholarship
Deadline: Students need to begin classes by August 16, 2018
The Academic Achievement Scholarship allows qualifying new students to earn up to a 20% tuition scholarship, up to $17,316, by maintaining an honors level Grade Point Average (GPA) and completing community service related projects in their field of study while attending as a full-time student.

ENTRY REQUIREMENTS & CRITERIA

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

ACT and SAT scores recommended but not required.

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

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

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

Must show portfolio of work
- 1st and 2nd year recipients must complete two community service projects in their field of study and submit the projects to be reviewed by a committee.
- 3rd year recipients must complete one community service project in their field of 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 $17,316.*

Maintain a GPA of 3.5 to 3.79 on a cumulative basis each quarter to receive up to a 15% tuition scholarship value, up to $12,987.*

*The Scholarship amount is based on the initial award. In the event the student earns a higher or lower cumulative GPA in a subsequent quarter, if applicable, the student must maintain the cumulative GPA identified from the initial award in order to continue receiving the Scholarship. Your actual total grant award may vary by program, degree, amount of credits to be completed in a program after the effective date of Academic Achievement Scholarship availability, violations of school policies, or breaks in enrollment. Your total tuition charges may be impacted by course drops, course withdrawals, or failing grades. Check with the school for exceptions and details.

The Art Institute Institutional Grant Program
The Art Institute of Phoenix’s Institutional Grant Program provides grants to students who show evidence of need and the motivation to complete the program. The amount of the grant varies according to the individual financial need of each student receiving the assistance, as determined by the Financial Services Office. The amounts are awarded for the current academic year, up to $900 per student per quarter. Please contact the Financial Services Office for details.

THE ART INSTITUTE OF PHOENIX SCHOLARSHIPS FOR CURRENT STUDENTS
Arizona Leveraging Educational Assistance Partnership Award:

The Arizona Leveraging Educational Assistance Partnership (AzLEAP) establishes a state and institutional partnership to provide student financial assistance in the form of need-based grants to low-income, undergraduate, Arizona resident students who have demonstrated substantial financial need, enabling students to attend postsecondary institutions in the State of Arizona. The award amount varies each award period and the maximum AzLEAP award for the academic year is $2,500.
To apply, students must meet the following eligibility requirements:

- Students must complete the AzLEAP award application by the posted deadline.
- An unofficial transcript must be provided at the time of the application to support the CGPA requirements for the award
- Must be a U.S. Citizen or an eligible noncitizen
- Must be a resident of Arizona
- Must be enrolled at least half-time as an undergraduate student in a regionally or nationally accredited Arizona postsecondary institution
- Must have substantial financial need (be eligible for the Federal Pell Grant) as determined by the Free Application for Federal Student Aid (FAFSA)

As a Continuing Student, must have at least a 2.5 CGPA

- New, first quarter students or transfer students must have at least 2.5 CGPA at a previous institution or high school
- Must maintain satisfactory academic progress as outline in the catalog

There are two award deadlines each year, one in the Fall quarter and one in the Winter quarter. Award applications will be reviewed by the Scholarship Committee on campus and winners for each award deadline will be awarded based on the Scholarship Committee recommendations.

For scholarship information, please visit http://new.artinstitutes.edu/scholarships/high-school/

**Congressional Art Show Scholarship**

High school students may compete in Congressional Art Show Competition hosted at The Art Institute of Phoenix based on their high school’s participation. Partial tuition scholarships are awarded to each of the first, second, and third place winners as selected by the judges appointed by the particular Congressional District in the amounts of (1) $10,000 scholarship for first place, (1) $5,000 scholarship for second place, and (1) $2,500 scholarship for third place.

Winners must apply to The Art Institutes schools and satisfy all acceptance criteria in order to validate the scholarship. Students must begin their course of study at The Art Institute of Phoenix in the summer or fall and no later than winter quarter of the year that the student graduates. This scholarship is only valid at The Art Institute of Phoenix.

Students must maintain satisfactory academic progress by completing an 18-month program within 21 months, a 21-month program within 24 months, a 24-month program within 27 months, a 27-month program within 30 months, or a 36-month program within 39 months. Students must maintain a GPA of 2.5 or better to retain the scholarship.

The scholarship is not redeemable for cash and may not be used to finance optional programs sponsored by the applicable Art Institutes school. The scholarship covers tuition only and may not be applied against fees, living expenses, housing, or supply costs and may not be transferred. Scholarship money is awarded in the form of a tuition credit, and will be applied evenly over the course of the student's academic program. In the event education is terminated either by the student or The Art Institutes school, the scholarship becomes
null and void; any future quarter scholarship dollars not used will be revoked and will not be available upon reentry.

THE ART INSTITUTES SCHOLARSHIP COMPETITION
Partial tuition scholarship to high school seniors and international students graduating in 2017 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.

Please contact the High School Operations Coordinator at arsims@aii.edu for more information on the following scholarship programs:

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

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

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.

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
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)
SkillsUSA
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

Careers Through Culinary Arts Program (CCAP) Tuition Scholarship

High school seniors graduating in 2018 who are enrolled in a C-CAP 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 C-CAP, speak to the C-CAP 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.
ACADEMIC AFFAIRS

THE FACULTY
After Orientation, students begin classes and officially embark on their academic careers. Supporting and guiding them at every step are The Art Institute of Phoenix’s faculty, many with professional experience in their industries, all enthusiastic about teaching, and committed to the success of their students.

LIBRARY
The College’s Library, through its collections and services, provides direct support of the school’s educational mission, encouraging the professional development of students in the creative arts as well business-related and general education curricula that emphasize the communicative, interpersonal, reasoning, and technical skills necessary for their success.

The library collection consists of a wealth of digital resources as well as a strong physical library collection on campus. The online library, available both on and off campus, features over 20,000 full-text journals (peer-reviewed journals, trade journals, magazines, and newspapers), more than 200,000 full-text electronic books, over 250,000 downloadable music, sound effects, and video clips, more than 15 million images, 150,000+ video software tutorials, thousands of hours of streaming video, more than 10,000 online market research reports, and over 60 million company profiles. In addition to the digital resources found in the online library, the Institute’s Library houses physical materials including print books, journal and magazine titles, multimedia holdings including DVDs, and reference materials such as encyclopedias, dictionaries, and other key resources relevant to the academic programs.

Library staff, available in-person or remote via email, phone, or chat, assist student and faculty use of library resources as well as provide help with research, citations, and academic technology. Library staff also provide library and information literacy training in one-on-one instruction and group/class settings. Training is offered in-person and via online webinars tools.

Library Policies
The Institute’s Library publishes information regarding their circulation periods, policies and procedures. This information includes a listing of fines imposed for violations of circulation policies. Library policies are enforced by Library staff members. The Library regularly collects data on circulation and patron activity, to ensure that current processes support and enable the Library to meet student and faculty needs. Students should contact or visit the Library for more information.

AUXILIARY RESOURCES
Integral to the library resources at The Art Institute of Phoenix are several auxiliary departmental resource areas located throughout the facility. The Art Institute of Phoenix emphasizes and provides these resources for specific skill development and independent work. For example, the resource area in the Media Shop includes the cameras, tripods, studio lighting, meters, stands, etc., that may be checked out by students. In the Interior Design Department, a resource area is maintained with fabric and building samples, catalogs, reference floor plans, and elevations for inclusion in student projects. Master tapes, demonstration tapes, and audio and video equipment are available for student checkout in the Video Cage. Other programs have similar resource areas specifically dedicated to their career fields.
OFFICE OF THE REGISTRAR

The Registrar’s Office is part of the Academic Affairs Department. This office is responsible for student information and grades, attendance records, schedules, and transcripts. Additionally, the Registrar’s Office monitors each student’s academic progress and compliance with The Art Institute of Phoenix’s Satisfactory Academic Progress Policy (SAPP).

ONLINE COURSES

The Art Institute of Phoenix offers selected online courses through a consortium agreement with The Art Institute of Pittsburgh - Online Division. Online courses are 5 ½ weeks in length. They are delivered in an asynchronous electronic mode, which means that students can work on the course anytime. Students are required to log in to the course four out of each seven days in the class week. Each of the four log-ins must be during a separate 24-hour period. Students are able to access assignments, lectures, study questions; participate in discussions; and post assignments. Students taking online classes 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. Student participation in the course is required in addition to submitting formal assignments for the course. Because only the delivery modes of the courses differ, students will use textbooks or ebooks and other supplementary learning materials just as if attending the same class on-ground at The Art Institute of Phoenix. However, online courses may use different textbooks and/or software than on-ground courses. As in traditional on-ground classes, students are expected to complete all work and submit assignments within the time periods given by the instructor as listed on the course syllabus.

The online courses have similar course and exit competencies as the on-ground versions of the same course. Online courses are specifically designed to take advantage of technology, make the learning environment more efficient, and maximize relevance to prior learning and experiences. The Art Institute of Phoenix charges the same tuition for online courses as it charges for on-ground ones.

PREREQUISITES FOR PARTICIPATION IN ONLINE COURSES

Before registering for an online course, students should speak to their Academic Chairs to discuss interests and the type of learning activities available. The Academic Chair will be able to recommend the most appropriate course types and course load. In order to participate in online classes, students must have computer hardware and software equivalent to the specifications indicated by The Art Institute of Phoenix and by The Art Institute of Pittsburgh-Online Division, as well as a reliable connection to the Internet. Prior to registration each quarter, The Art Institute of Phoenix provides students with a list of courses to be offered online. These listings are available through the Academic Affairs Department. Students are advised of resources where they may purchase their own equipment through an outside vendor. Online course codes are different than on-ground course codes. Students should ensure they have the correct course by referring to the online course code located on the quarterly published list available through Academic Affairs.

REGISTRATION FOR ONLINE COURSES

Prior to registration each quarter, The Art Institute of Phoenix provide students with a list of online courses to be offered online. Students register for online courses during the regular registration period for the upcoming academic quarter. Because The Art Institute of Pittsburgh – Online Division needs additional lead-time to set up the courses, registration for online courses ends prior to the start of a quarter (see Academic Affairs for deadlines). Online courses are offered in two sessions within the academic quarter calendar.
first session will begin at the same time the on-ground course work begins (5.5 weeks/7 days per week). The second session will begin prior to the end of the first session online class (5.5 weeks/7 days per week). Sponsored (Form I-20) international students must speak with the International Student Advisor prior to enrolling in online courses. Students must register for all sessions during the registration process. Students must register for online courses through The Art Institute of Phoenix.

ONLINE COURSES IN INTERIOR DESIGN
Interior Design students are required to seek Academic Chair approval and advisement before registering for an online class. The scope of CIDA accreditation does not extend to students taking 25% or more of interior design courses required for graduation and/or 50% of the general education courses required for graduation through The Art Institute of Pittsburgh – Online Division.

STUDENT SERVICES FOR STUDENTS TAKING ONLINE COURSES
The Art Institute of Phoenix provides a wide variety of support services to students in order to assist them in completing their educational programs and reaching their educational goals. Every student is encouraged to take advantage of these support services. Advising and other student services are the same for all programs regardless of on-ground or online delivery. Student Services are available on-ground at The Art Institute of Phoenix for all students who reside locally, or via telephone at 602-331-7500 for students who do not reside in the immediate area or do not wish to meet face-to-face.

ACADEMIC ASSISTANCE

TRANSITIONAL STUDIES COURSES
Transitional studies courses are designed for students whose scores indicate that they need additional preparation in order to be successful in completing college-level courses in English I (ENG100). The transitional studies course must be completed with a passing grade of “C” or better. This course will be charged at the current per-credit hour charge. Students enrolled in a transitional studies course is required to take four credits in addition to their normal program of study requirements. Transitional studies course ENG001 Essentials of Composition is not calculated in the total credits needed for graduation; however, it is included when calculating the maximum time frame and incremental completion rate. Qualifying applicants may be exempt from these tests with appropriate transfer of previous college credit, or by submission of acceptable ACT or SAT scores. Transitional studies courses may be individually attempted no more than three times. Failure to successfully complete ENG001 Essentials of Composition with a passing grade within three attempts will result in termination.

TUTORING SERVICES
Tutors are available at no additional charge to students through The Art Institute of Phoenix. Students should contact Academic Advising for tutor availability. Each department offers extra help by request through the Academic Chair. Various academic and professional workshops are conducted from time to time by the Academic Affairs Department as well as the Student Services Department to assist students in their learning experience.

ENRICHMENT PROGRAMS
OFF-CAMPUS STUDY TRIPS
The Art Institute of Phoenix arranges study trips to local cultural and commercial sites. These visits are an integral part of each student’s training and offer a chance for valuable exposure to places and events relating to the student’s field of study. In addition to local study trips to support the curriculum, out-of-town seminars and visits are planned in individual programs. The costs related to optional study trips are not included in regular tuition or fees.
Internship Guidelines

The Internship program is an important element in our curricula. Work experience for college credit provides each student with a practical base for professional and personal goals. This work experience is designed to allow students observation and hands-on participation with successful business operations. Quarters begin in January, April, July and October and requests must be submitted prior to the beginning of each quarter.

Internships must be established by the first Friday of each quarter

Internship Program Guidelines:

- Student is required to work a total of 90 hours over the course of the quarter. The student must work a minimum of 10 hours per week and may work more hours if his/her class schedule allows. Special circumstances may be approved by Academic Director or Internship Coordinator.
- Employer daily guides and supervises the student’s activities. Student must have a supervisor that has similar skills appropriate to program, education or background.
- The employer has an established office location and provides the needed equipment (hardware and software) for the intern. The student must work from their place of employment at least once weekly.
- Supervisor completes a mid-term and final evaluation report. Student receives course credit for Internship completion when the evaluations are submitted to the class instructor.
- Ongoing, constructive supervisor feedback with the student intern regarding his/her progress is encouraged and expected.
- The course instructor provides all necessary forms for tracking and evaluating the intern and the student will provide that data the first week of classes.
- Employer determines compensation, which could be an hourly rate or stipend. We encourage compensation for all students but it is ultimately at the discretion of the employer. The link to government guidelines for Internship Programs is listed below.

Internship Programs Under The Fair Labor Standards Act

Eligibility

- Students must have:
  - completed five quarters of study for Associate degree students- ideally internship is completed in student’s last quarter
  - completed eleven quarters for Bachelor degree students- ideally internship is completed in student’s last quarter
  - Academic Director approval
- Approval is required for both the student and proposed professional prior to the start of the Externship.

EXTERNSHIPS FOR ACADEMIC CREDIT (Graphic & Web Design (BA), Graphic Design (AAS), Visual Effects & Motion Graphics (BA))
An important element in The Art Institute of Phoenix curriculum is our externship courses. This work experience for college credit is one that provides each student with a practical base for professional growth through business partnerships. The main objective of this experience is to gain practical knowledge of
previously studied skills or theories while students observe, participate, and gain understanding of the daily operation of a business establishment. The student will receive credit hours for this period of partnership upon successful completion of the requirements listed below and in the course descriptions for these courses.

Qualifying requirements for students:
• Bachelor’s degree program students must have completed at least nine quarters; associate’s degree program students must have completed five quarters.
• Must be a full-time student (unless the student is graduating that quarter).
• Must have CGPA of 3.0 or higher for Advertising, Graphic Design, Interior Design and Visual & Game Programming; a 2.8 CGPA of 2.8 or higher and two letters of recommendation for Graphic & Web Design, Fashion Marketing & Management, Game Art & Design, Digital Photography, Media Arts & Animation, and Visual Effects & Motion Graphics.

Guidelines for companies that would like to be associated with the program are:
• The student is required to work ninety hours over a ten week period.
• The business partner is to guide and supervise the student’s activities on a regular basis.
• Each supervisor will be asked to complete a student evaluation at the end of the fifth and tenth weeks of externship.
• The extern must not be filling a vacant job (per the Department of Labor, Washington, D.C.).
• Monetary compensation is not expected as the student is receiving academic credit. Compensation to a student, if any, shall be agreed to in writing by the student and business before the start of the externship.

Detailed information can be found in the Externship Guidelines and Requirements Packet and an externship course syllabus is available from the Student Services Department.
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, foodservice, and bookstore supplies. The department actively encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, social interaction, and professional development. To fulfill its mission, the Student Services Department has established the following objectives:

1. Provide college-sponsored housing that is convenient and suitable to the students’ needs and conducive to their educational goals.
2. Provide student support services.
3. Provide resources and assist international students with their transition into this country.
4. Provide Student Engagement and networking activities to complement your academic experience.
5. Serve as the point of contact for military and veteran students.

Career Services

As you near the completion of your program of study, you will have the opportunity to meet individually with a 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 under student consumer information.

Alumni Services

The Student Services Department offers a variety of online services and resources to Art Institute graduates. The self-directed alumni website (www.alumni.artinstitutes.edu) is available to graduates and to students in their last quarter.

The website exists to support the creative endeavors of our graduates and to provide a forum for networking with fellow classmates. Art Institutes graduates can connect from anywhere around the world. Alumni can share their challenges and victories, access services to elevate their career, showcase artwork, and demonstrate their impact in their personal and professional communities. Information about career services, campus events, Art Institute news is also available.

The website is exclusive to Art Institute graduates and there are no costs, fees or dues to access these services. The Art Institutes values our talented alumni community and we strive to build and maintain the alumni relationship through e-communications, virtual events, and campus activities. Alumni are invited to share their personal and professional updates with The Art Institutes community!

For more information, visit www.alumni.artinstitutes.edu or email AiAlumniSupport@aii.edu

STUDENT ASSISTANCE PROGRAM

The Art Institute of Phoenix provides confidential short-term counseling, crisis intervention, and community referral services through the All One Health Student Assistance Program for a wide range of concerns, including relationship issues, family problems, loneliness, depression, and alcohol or drug abuse. Services are available 24 hours a day, 7 days a week, at 1.888-617-3362. The Student Services office also offers programs on mental health-related topics each quarter. If you have any questions regarding counseling services, please contact the Student Services Office.
Additional services available to students include:

- Special events/workshops on health or wellness related topics;
- Information on human services in the local area;
- Assistance with study habits, time management, stress management, communication, problem solving, transition to college, and many other college success topics;
- Coordination of disability services for students that qualify in compliance with the Americans with Disabilities Act; and
- Referral to short-term counseling provided by the Student Assistance Program for students in need of emotional support or guidance.

Talk One-2-One also offers an online wellness site that allows you to read articles, view videos and access community resources in the local area.

**STUDENT HOUSING**

- The Housing Department is dedicated to helping meet your housing needs throughout your time at The Art Institute of Phoenix. The living arrangement you choose is important to your well-being and academic success. Living in Campus-Sponsored Housing is an excellent way to get acquainted with other students, the Phoenix community, and to become involved in college life. The Art Institute of Phoenix offers two services to help meet your needs:
  - **Campus-Sponsored Housing:** The Art Institute of Phoenix Campus-Sponsored Housing consists of one facility located within walking distance and available to those who prefer a more traditional residential life environment. Campus-Sponsored Housing allows easy access to employment and shopping. It provides a community of students with similar goals who share a variety of cultural and educational interests. There is also a member of the Housing Staff available 24 hours a day via an emergency cell phone number.
  - **Independent Housing:** Information is available to those students who choose to live outside of Campus-Sponsored Housing.

For more information on housing, please contact the Student Services Department.

**DISABILITY SERVICES**

The Art Institute of Phoenix provides 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.
**CAMPUS SECURITY**

The Art Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Services office during regular business hours. Copies of the Crime Report are available on The Art Institute’s website at [https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-phoenix.pdf](https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-phoenix.pdf).

The Art Institute reports to the campus community concerning the occurrence of any crime includable in the annual security report is reported to campus security or local police and that is considered to be a threat to students or employees.

**The Art Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.**

**LOST AND FOUND**

The Art Institute of Phoenix offers a lost and found service. Most lost items are taken to the Library (first floor). Please check there first for lost items. If an item was lost in one of the labs, first check with the lost and found, and then double-check with one of the lab techs.

**ART CONNECTION**

The Art Connection is located on the first floor inside the Student Lounge and serves the campus as the primary resource for art supplies and culinary tools customized for Institute’s students. Stop by and choose your favorite gear and other gifts to show your school spirit. Valley Metro transit passes, greeting cards and snacks are also available. Dedicated and experienced staff are here to help with your project needs.
POLICIES & PROCEDURES

LATE START POLICY
The Art Institute does not allow new students to start late. A late start is defined as someone who would enter on or after the first day of the scheduled start, including the drop/add or schedule adjustment period.

In order to start at the next scheduled start, a student must be:
1. Completed and submitted an application by 5 p.m. one week before the start day (Monday – Main Start, Friday – Mid-Session Start)
2. Accepted, as defined in the ADCOM policy, planned at a 4 or 5 financial status, registered, by the Wednesday preceding the start date. (Main Start) and Monday for a mid-session start.
3. Must meet attendance and confirmation policies for the first week of class.

All placement tests must also be completed if the student is to be entered into a class that requires it; for instance, English or online. If a student is transferring credits in lieu of a placement test, transcripts (either official or unofficial) must be in the admission packet in order to place a student into the appropriate classes.

Orientation
Every incoming undergraduate student, both new and re-entering, who has not earned 24 prior credits at the post-secondary level must complete the institution’s web-based orientation, consisting of 23 modules, before beginning classes. Students also are strongly encouraged to attend the campus on-ground orientation program, designed to introduce them to their learning community, campus facilities, resources, and personnel provided to support them throughout their educational journey.

Students need only complete the new orientation requirements one time, regardless of whether they defer start dates or withdraw and return. Students transferring from one campus to another, without a break in enrollment, are not required to complete orientation. Students not continuously enrolled, prior to transferring, will be treated as new students and must complete the new orientation requirements, unless they have 24 earned credits or have already completed orientation requirements at their prior campus.

ATTENDANCE POLICY
Course Attendance (Ground)
The Art Institutes maintain an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, or examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in class. Although some absences are unavoidable because of illness or emergency, due to the nature of the program, there are no excused absences.

Students will not be penalized for pregnancy or related conditions, including recovery from childbirth. Students who are absent due to pregnancy or related conditions may receive an exception to the attendance policy and/or be permitted to make up missed work for as long as the student’s absence is medically necessary. To avoid being administratively withdrawn, students must contact their academic advisor or registrar about the need for a pregnancy-related exception. As with other students seeking exceptions for medical-related reasons, students seeking a pregnancy-related exception to the attendance
policy must provide a doctor’s note indicating that the absences were medically necessary. Failure to provide evidence of medical necessity for any absence may result in the student being administratively withdrawn from school, and the student may not be allowed to make up any missed assignments. Please note that a pregnancy exception to the attendance policy is only applicable to the current course and cannot be carried over into any subsequent courses.

A student who is absent for three cumulative weeks (three classes for those that meet once a week or six classes for those that meet twice a week) in an 11-week term * will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid quarter ground term**) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. A student is allowed only one appeal per class. In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the registrar office.

Appeal Process – Withdrawn from Course (Ground)

Students who are administratively withdrawn from a single course for violating the attendance policy may submit a one-time appeal per course per term to the Dean of Academic Affairs for reinstatement into their course(s) in the active term. Students who appeal must do so in writing prior to the next class meeting for each course being requested for reinstatement. The instructor must determine that the student still has the potential of successfully completing the course(s) to earn a successful appeal. A copy of this appeal must be put into the student’s file.

CONSECUTIVE DAYS ABSENCE GRADING POLICY (GROUND)

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid quarter ground term), will be withdrawn from the Institute and will receive W’s (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid quarter ground term) students will be withdrawn from the Institute and will receive WF’s (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

APPEAL PROCESS – CONSECUTIVE DAYS ABSENT (GROUND)

Students who are administratively withdrawn from school for violating the consecutive days absence attendance policy may submit an appeal to the Dean of Academic Affairs for reinstatement into their course(s) in the active term based on mitigating circumstances. Students, who appeal, must do so in writing and must include documentation of mitigating circumstances.

Mitigating circumstances may include one of the following reasons: on the day of the recorded absence. The following is a comprehensive list of events that may indicate a mitigating circumstance:

1. Death of an immediate family member
2. Student illness requiring hospitalization (this includes mental health issues)
3. Illness of an immediate family member where the student is the primary caretaker
4. Illness of an immediate family member where the family member is the primary financial support
5. Abusive relationships
6. Divorce proceedings
7. Previously undocumented disability
8. Natural disaster
9. Family emergency
10. Financial hardship such as foreclosure or eviction
11. Documentation from a Professional Counselor
12. A doctor documented illness of the student for a significant period of time
13. Military deployment
14. Military Permanent Change of Station (PCS)
15. Special Circumstances

New students at on-ground campuses who attend the first week of a course and fail to attend the second week of classes will be cancelled for the term start.

Continuing students at on-ground campuses who do not attend any of their classes through close of business Wednesday of the second week of classes may be withdrawn from the Institute. They must contact the campus registrar to indicate their intent to return. Additionally, the cumulative week policy (above) will still apply to any classes not attended in week 1 and beyond.

*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:
   1. Student submission of an academic assignment
   2. Student submission of an exam
   3. Documented student participation in an interactive tutorial or computer assisted instruction.
   4. A posting by the student showing the students participation in an online study group that is assigned by the institution.
   5. Posting by the student in a discussion forum showing the students participation in an online discussion about academic matters, and
   6. 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.

**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>
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<tbody>
<tr>
<td>Evaluation Point</td>
</tr>
<tr>
<td>End of First Quarter</td>
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<tr>
<td></td>
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<tr>
<td>End of Second Quarter</td>
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<tr>
<td>End of Third Quarter and every quarter thereafter</td>
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<tr>
<td>At Any Time</td>
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</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). **Reentrances 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% Anything in excess of</td>
<td>Academic/Financial Aid Warning (if 1st time)/*</td>
</tr>
<tr>
<td>At Any Time</td>
<td>150% MTF</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
</tbody>
</table>

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic / Financial Aid Dismissal with no right to appeal the dismissal.

Unless otherwise noted, Academic/Financial Aid Dismissals may be appealed. Please see the Appeal Process below.

A student enrolled in Transitional Studies courses must be able to pass the same Transitional Studies course after three attempts or that student will be placed on Academic/Financial Aid Dismissal.

If the review of a student’s Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next mandatory check point, the student will result in Academic/Financial Aid Dismissal from the Institution.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirements at the next applicable measuring point.

**Procedure for Appealing Academic/Financial Aid Dismissal**

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Dean of Academic Affairs for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.
The Dean of Academic Affairs or an Appeals Committee will review the student’s appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Dean of Academic Affairs or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final. Following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

Students should understand that by having a mitigating circumstance it does not automatically mean the appeal will be approved. The Appeal Committee will review that the student sufficiently providing documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

A student who is successful in his or her appeal is able to apply for re-entry and if otherwise eligible, receive financial aid for one quarter; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. A student on Academic/Financial Aid Probation may receive financial aid (if otherwise eligible) for one quarter. If the appeal is denied, aid cannot be paid and the student is dismissed.

Students who have an appeal denied can reapply however the passage of time by itself does not impact the Appeal Committee’s decision.

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating Circumstance in regards to severity, timing and duration of the mitigating circumstance, and for determining whether the student’s situation has changed that would allow the student to demonstrate satisfactory academic progress at the end of the Academic/Financial Aid Probation or the end of the period of the Academic Plan. Any consideration of the conditions outside of the list provided should be discussed with the Art Institute Vice President of Academic Affairs. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.
Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor’s opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student’s circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

If a student’s appeal is successful, the student will be placed on Academic/Financial Aid Probation for one quarter (or two if eligible) following re-admittance. The student will be eligible for financial aid during the Academic/Financial Aid Probation period. Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must develop, document and maintain as part of the appeals process a concrete Academic Plan for how a student will complete his remaining coursework and meet the minimum requirements of Satisfactory Academic Progress by end of either the Academic/Financial Aid Probation period or by the end of the quarter included in the Academic Plan. The Academic Plan must detail specific time frames and student success measures and cannot be greater than one (1) quarter for certificate or diploma programs but for degree programs may be up to two (2) quarters if necessary for the student to meet the minimum requirements of Satisfactory Academic Progress. The Academic Plan must be reviewed with the student so that designated Academic Plan is being met and the student will remain on track to achieve the success measures within the approved timeframe. For students in degree programs that may have an Academic Plan for more than one quarter, the student must meet the academic targets of the Academic Plan at the end the first quarter when the student is on Academic/Financial Aid Probation and by the end of the Academic Plan, the student must meet the minimum requirements of Satisfactory Academic Progress. If the student meets the academic goals and requirements under the Academic Plan for the first quarter while on Academic/Financial Aid Probation, he or she may complete the second quarter under the Academic Plan and be eligible to receive financial aid. Failure to meet the established goals included in the Academic Plan will result in Academic/Financial Aid Dismissal.

Registrars will ensure that Academic Advisors or Academic Department Directors have notified students in writing that they are in Academic Warning/Financial Aid Warning, Academic Probation/Financial Aid Probation, or Academic/Financial Aid Dismissal with a student signed Satisfactory Academic Progress Prediction Calculation Form.

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last quarter of attendance. Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted. The appeal procedure described in the preceding section applies.

Upon the Appeals Committee decision, the student is notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final.

Any student who is on Academic/Financial Aid Dismissal can no longer attend school nor get Title IV at the Institution.
Academic/Financial Aid Dismissal Appeals not Allowed

A student who attempts but does not pass the same Transitional Studies course three times is Dismissed and there is not a right to appeal the dismissal.

Additional Appeal Procedures:

While an appeal can be made for Maximum Time Frame, the Institution and the Art Institute Vice President of Academic Affairs must review the appeal.

If a student who has successfully appealed an Academic/Financial Aid Dismissal is later again dismissed, the student can file one additional appeal as long as the appeal is based on different mitigating circumstances from any previous appeal, the new mitigating circumstance occurred after the previous successful appeal, the student is showing significant Satisfactory Academic Progress and mathematically the student can meet the next SAP evaluation points requirements.

In addition to the Institution’s Review of the Appeal, it must also be reviewed by the Art Institute Vice President of Academic Affairs.

Explanations of Related Issues

Calculation of CGPA

A student’s cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Institute uses a 4.0 scale in assigning grade points. Note: that if there is a change of programs, only courses applicable to the new program will be considered in the CGPA.

Transitional Studies Courses

Many Art Institutes require academic assessments. Depending on assessment scores, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, they do not count in determining the maximum timeframe and the incremental completion rate.

While Transitional Studies course(s) are not included in the CGPA, each individual Transitional Studies course may be attempted no more than three times. Failure to pass the courses within the attempts permitted will result in dismissal from the Institution and there is no right to appeal the dismissal.

Repeated Courses and Grades

As courses are retaken, only the highest grade will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the incremental completion rate (ICR). Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate as
credit hours attempted but not earned. The grade Incomplete (I) is calculated as if it is an F for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade.

**Remediation of Academic Deficiencies**

It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent quarter to improve academic performance.

**Transfer Credits from another Postsecondary Institution**

Credits from transfer courses are calculated in the maximum allowable credits and incremental completion rate requirements as credits attempted and credits earned. Grades for credits transferred from any other postsecondary institution will be recorded as Transfer Credit (TR) and will not be calculated in the student’s CGPA.

**Change of Program**

Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate’s program to a bachelor’s program in the same major is not considered a change of major. Courses that apply to the second major will be recorded as earned credit and will affect the student’s CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student’s academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in the Institution then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Incremental Completion Rate as credits attempted and credits earned.

**Transfers from another Art Institute**

A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another affiliated Art Institute must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer. An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

Please note that course credits and applicability of those credits at each Art Institute for a program can vary.
from location to location. Please carefully discuss any possible transfer with the Art Institute you wish to attend.

**Grading System**

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student’s academic transcript, which is updated each quarter. The criteria for determining a student’s grade shall be as follows (on a percentage of total point basis):

**The Metrics of SAP**

**Academic Grading System**

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<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>
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<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
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<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 identifier is used when a student is actively registered and attending a course. This does not affect the 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
Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course.

P or PR= Proficiency Credit by Exam or Portfolio
This does not affect CGPA. They do impact ICR and MTF.

PA = Pass
This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.

SP or SA = Satisfactory/Pass
This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.

T = Termination from course
Affects ICR/MTF/CGPA (Computes as an F)

TR = External Transfer Credit
Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.

U = Unsatisfactory
Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.

F= Earned F
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.

UF = Unearned F
Students who failed the course AND did not complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a “UF” grade on the transcript. The course’s instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.

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.
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):

\[
\frac{(\text{EARNED CREDITS at the institution + TRANSFER CREDITS Accepted})}{(\text{ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted})}
\]

\[
\frac{(\text{EARNED CREDITS at the institution + TRANSFER CREDITS Accepted})}{(\text{ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted})}
\]

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 X 1.5 = 270 credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as “TR” in the Student Information System and will not affect the student’s CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education 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):

\[
\frac{(\text{EARNED CREDITS in the New Program} + \text{TRANSFER CREDIT ACCEPTED}) - \text{CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}{\text{(ATTEMPTED CREDITS in the New Program} + \text{TRANSFER CREDITS Accepted}) - \text{CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}
\]

**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.

**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.
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 Stale 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 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 on the credit hours and weeks of instructional time in the program or the academic year, whichever is less. A student must successfully complete the credit hours and instructional weeks in a payment period, or withdrawal, in order to advance to the next payment period and academic year. Students who fail or withdraw from a course will not earn credits for the payment period and academic year. Students who successfully completed a course (earned credits) and wish to repeat the course to earn a better grade or G.P.A., the course attempted and earned credits will not be included in the payment period and academic year credits requirement. Students may only use FSA funds to cover such repeated courses to the extent excess funds are available in the academic year.

ACADEMIC HONESTY POLICY
The Academic Affairs Team of The Art Institute of Phoenix fosters a teaching/learning environment where academic honesty must be maintained. Students are ultimately responsible for following this policy by presenting their own work and properly crediting other contributors or sources. 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 Library. Guidance can also be sought from instructors.

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 and permission. 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 Phoenix.

Academic Dishonesty
The maintenance of academic integrity and quality education is the responsibility of each student within The Art Institute of Phoenix. Cheating or plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, or given a less severe disciplinary sanction. Academic dishonesty is an especially serious offense, diminishing the quality of scholarship and defrauding those who depend upon the integrity of the school programs.

Such dishonesty includes:
A. Cheating
Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Comments:
1. Faculty members will 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.
2. The utilization of any external assistance (e.g., books, notes, calculators, conversation with others) when taking an examination or competing is prohibited unless specifically authorized by the instructor.
3. Students must conduct their own research or prepare their own work. Services of commercial term paper companies are not permitted.
4. Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.

B. Fabrication
Intentional falsification or re-invention of any information or reference source or citation in an academic exercise. Comments:
1. Re-invented: The use of previously created information or design may not be used in any “lab” or academic exercise without notice to and authorization from the instructor and original creator. It would be improper, for example, to covertly “design” a project that had previously been designed by another party without proper acknowledgement of who/whom is the original source of the design.
2. Students who attempt to alter and resubmit returned academic work with intent to defraud the faculty member will be in violation of this section. For example, a student may not change an answer on a returned exam and then claim that he/she deserves additional credit.

C. Facilitating Academic Dishonesty
Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Comments:
1. For example, one who knowingly allowed another to copy from his or her paper during an examination.

D. Plagiarism
Intentionally or knowingly representing the words, ideas, or work of another as one’s own in any academic exercise. Comments:
1. Direct Quotations: Every direct quotation must be identified by quotation marks, or by appropriate indention 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 MLA or APA Style Sheet.
2. 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.
3. 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 a 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 acknowledgement is required.

Faculty Policy on Academic Dishonesty
Evaluation of student performance is the exclusive province of the faculty. The faculty will make reasonable efforts to verify that work is done by the student who is to receive credit for its completion. Examinations should be proctored or monitored to prevent students from copying or exchanging information. Examinations and answers to examination questions should be secured in a way that students cannot have
prior access to them: the authenticity of quotations and references cited by students should be reviewed by faculty to ensure that proper credit is given for ideas and information taken from other sources, etc. If, in the faculty member’s sole judgment, there is evidence of academic dishonesty on the part of a student, the faculty member will take action against the student as described below.

First Offense:
In the case of a first offense of the academic dishonesty policy, the incidence will be reported to the Academic Chair, and the incident report will be forwarded to the Director of Student Services for adjudication. If a student has been found to be academically dishonest in any class or with a class project (visual, audio or written) he/she will immediately receive an “F” on the project and may fail the course in which the incident occurred and be placed on permanent conduct probation.

Second Offense:
In the case of a second offense of the academic dishonesty policy, the incidence will be reported to the Academic Chair, and the incident report will be forwarded to the Director of Student Services for adjudication. If the student has been found to be academically dishonest in any class or with a class project (visual, audio, or written) for a second time, he/she will immediately fail the course in which the incident occurred, and the Director of Student Services will conduct a hearing to determine whether or not the student will be dismissed from the Institution. Students may appeal to the campus President or designee any decision following the appeal procedures contained within the student conduct policy.

APPROPRIATE ATTIRE
Appropriate student attire is extremely important in helping to maintain a campus climate which fosters academic excellence. Not all clothing is suitable for school. School attire should be comfortable and not disruptive or distracting to the learning environment. Any attire deemed as inappropriate and/or disruptive will result in a meeting with the Director of Student Services. Student will then be asked to leave campus and only return when dressed in appropriate attire. Campus Administration reserves the right to stipulate appropriate attire.

CLASS SIZE
The maximum number of students per lab is 25. The maximum number of students per lecture is 60.

CLASSROOM RECORDING POLICY
The use of audio, video, web or image/capture to mechanically, electronically or digitally record classroom, lecture, lab and/or distribute classroom materials (printed or digital) without the written permission of the instructor is strictly prohibited.

Students who have secured necessary permissions from Student Services for reasonable accommodations authorized under the American Disabilities Act will be exempted from this policy. Student shall notify instructor of these said permissions. Violation of the policy will result in a conduct review hearing.

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.

CLOCK HOUR/CREDIT HOUR CONVERSION
All course work at The Art Institute of Phoenix is measured in quarter credit hour. One-quarter credit hour is awarded for 10 classroom contact hours of lecture, 20 classroom contact hours of laboratory instruction, or 30 contact hours of externship. One classroom contact hour is defined as 60 minutes; 50 minutes of instruction for every 10 minutes of break.

ILLNESS OR INJURY
In the event of illness or injury to a student on Art Institute of Phoenix premises or at a sponsored function of The Art Institute of Phoenix, the student may request to be transported by an emergency vehicle to a local hospital emergency room or doctor for examination and treatment, if necessary. The student should review personal and/or family insurance policies to determine whether appropriate coverage exists.

INDEPENDENT STUDY
In cases of extreme mitigating circumstances, such as imminent graduation when a particular course is not offered, students may be allowed to fulfill the competencies of that course through independent study under the Academic Chair's supervision. The Academic Chair and the student develop a contract that specifies how the student will demonstrate the competencies of the course.

INSTRUCTIONAL EQUIPMENT
Use of instructional equipment will be made available to students according to the program curriculum to allow students to acquire basic understanding of such equipment, as the student would be expected to encounter in an entry-level position in the field. Such equipment must be shared by students; accordingly, The Art Institute of Phoenix cannot guarantee students hands-on usage of such equipment beyond that called for in the curriculum. To complete the requirements of his/her program, the student may have to schedule use of the equipment outside normal class hours.

PROPERTY RIGHTS
The Art Institute of Phoenix is not responsible for the personal property of the students (e.g., vehicles, books, supplies, equipment, and clothing). The student should place his/her name and student number on all items of value. Equipment serial numbers should be recorded and kept in a safe place. Students should review their personal property/homeowners insurance and automobile comprehensive insurance policies to determine whether valuable equipment (such as cameras) would be covered in the event of theft or loss.

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 Phoenix’ 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 Phoenix.

**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 Phoenix’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 Phoenix’ information technology system. The Art Institute of Phoenix’ policies prohibit use of The Art Institute of Phoenix’ 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 Phoenix 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 Phoenix itself, which supports this creative and scholarly work.

This document expresses The Art Institute of Phoenix’ 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 Phoenix – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with The Art Institute of Phoenix, and this Policy governs in all circumstances, unless The Art Institute of Phoenix 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 Phoenix 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


Subject to the exceptions noted in this Policy, as a general rule, The Art Institute of Phoenix 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 Phoenix 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 Phoenix to create the Intellectual Property.

   f) The Intellectual Property is developed under a grant, program or agreement which provides The Art Institute of Phoenix 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 Phoenix (or by The Art Institute of Phoenix 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 Phoenix under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by The Art Institute of Phoenix’s President, and to execute any document deemed necessary by The Art Institute of Phoenix to perfect legal rights in The Art Institute of Phoenix and enable The Art Institute of Phoenix 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 Phoenix. 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 Phoenix.

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 Phoenix as Works Made for Hire or otherwise.

c) If any Intellectual Property to be owned by The Art Institute of Phoenix 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 Phoenix 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 Phoenix.

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 Phoenix 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 Phoenix 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 Phoenix 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 Phoenix 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 Phoenix to a perpetual, worldwide license (exclusive or non-exclusive, as The Art Institute of Phoenix 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 Phoenix will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or The Art Institute of Phoenix 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 Phoenix 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 Phoenix 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 Phoenix. Where practicable, The Art Institute of Phoenix will use best efforts to cite the creator of the Work if The Art Institute of Phoenix exercises such usage rights.

V. Institution’s Marks

Intellectual Property comprised of or associated with The Art Institute of Phoenix’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 Phoenix and/or its affiliates. This Policy is designed to protect the reputation of The Art Institute of Phoenix and its affiliates, and to prevent the illegal or unapproved use of The Art Institute of Phoenix’s Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of The Art Institute of Phoenix. However, faculty, staff, and Students may identify their status or professional affiliation with The Art Institute of Phoenix as appropriate, but any use of The Art Institute of Phoenix’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 Phoenix. No products or services may be marked, offered, sold, promoted or distributed with or under The Art Institute of Phoenix’s Marks without The Art Institute of Phoenix’s prior written permission and compliance with the licensing policies of The Art Institute of Phoenix. 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 Phoenix’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 Phoenix, 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 Phoenix 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 Phoenix 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 Phoenix 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 Phoenix and will remain in effect until modified or revoked by The Art Institute of Phoenix. 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 Phoenix 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.

**REQUESTING AN OFFICIAL TRANSCRIPT**

Official copies of transcripts may be obtained by students and alumni upon written request to the Registrar’s Office. Requests must contain the student’s signature, which authorizes the release of this information. All financial and educational obligations must be met in order to obtain transcript copies.

To receive an official transcript from The Art Institute of Phoenix, your request needs to include the following information:

- Full name while attending The Art Institute of Phoenix
- Dates you attended The Art Institute of Phoenix
- Program of study or major while attending The Art Institute of Phoenix
- Your school ID number or Social Security Number
- Your home address and telephone number
- Your email address (if available)
- Address where you want your transcript to be mailed, including the person’s name to whom it will be mailed
- Student Signature releasing information
Official Transcript Release Criteria

1. If a student is in good financial standing and does not owe a balance to The Art Institute of Phoenix, he/she may obtain his/her official transcript(s).
2. Students with a debit balance may have their transcripts released if their payments are current.
3. Any student whose account is in collections must pay his/her entire balance in full before receiving an official transcript.
4. Cash and quarterly payers’ accounts must be paid in full. Payment in full includes any pending housing adjustments.

Requesting an Unofficial Transcript

To receive an unofficial transcript, please follow the same steps as outlined above for an official transcript. There is no fee for an unofficial transcript. Unofficial transcripts may be obtained regardless of account balance status.

Transcript Requests

Beginning May 2, 2018, The Art Institute of Phoenix will begin charging a $7 fee for all transcript requests.

Requirements for Graduation

The Art Institute of Phoenix awards an Associate of Applied Science degree to graduates of its Baking & Pastry Arts, Culinary Arts and Graphic Design degree programs, and a Bachelor of Arts degree to graduates of its Advertising, Culinary Management, Digital Filmmaking & Video Production, Digital Photography, Fashion Design, Fashion Marketing & Management, Game Art & Design, Graphic & Web Design, Hospitality Food & Beverage Management, Interior Design, Media Arts & Animation, Visual & Game Programming, and Visual Effects & Motion Graphics degree programs. To graduate, students must have a cumulative grade point average of 2.0 or higher. Graduates are also required to complete the credit requirements for their program of study: 180 credits are required for bachelor’s degree programs, 90 credits are required for associates degree programs, and 55 credits are required for diploma programs.

To qualify to graduate, participate in the graduation ceremony, and receive a degree/diploma, all students must:

1. Maintain satisfactory attendance in scheduled classes;
2. Receive a passing grade or credit for all required course work;
3. Accumulate the total credit requirements for a program through coursework, advanced placement, proficiency assessment or transfer credit;
4. Earn no more than 75 percent of the total required credits through advanced placement, proficiency assessment and/or transfer credit from another institution;
5. Achieve a minimum CGPA of 2.0;
6. Satisfy all financial obligations with The Art Institute of Phoenix;
7. Meet portfolio and other requirements as outlined by the student’s program; and

An outline of portfolio standards, projects, and general criteria is provided separately to students by the
academic departments. These portfolio requirements are periodically reviewed and updated; The Art Institute of Phoenix reserves the right to alter or modify these requirements at any time to enhance graduate employment potential. The development of student portfolios is a continuing process beginning early in the student’s academic career.

VISITORS AND MESSAGES
The Art Institute of Phoenix welcomes visitors to its school facility as long as the visitors’ purposes are consistent with the educational mission and climate of The Art Institute of Phoenix and their presence does not compromise their own safety and the safety of others. Children, visitors, or family are not permitted in the classrooms or labs at any time without the prior permission of the instructor or Dean of Academic Affairs. The Art Institute of Phoenix cannot deliver messages for the student body. Only in the case of an emergency will a message be taken for a student (death or hospitalization of a family member, sick child or dependent). The caller will be asked to describe the nature of the emergency and the Registrar’s Office personnel will make a determination of necessity. If the call is determined to be a true emergency, a reasonable attempt will be made to locate the student, either by Registrar personnel, counselor, or by the Academic Chair.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Phoenix 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 Office of the Registrar. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student’s right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records
The Art Institute of Phoenix generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is
disclosed (some items are mandatory, some discretionary) from the records of a student without that
student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To The Art Institute of Phoenix officials who have been determined by the school to have legitimate
   educational interests in the records. A school official is
   a) a person employed by the school or its corporate parent in an administrative, supervisory,
      academic or research, or support staff position. This includes, but is not limited to human
      resources and accounting staff for purposes of the tuition reimbursement plan; or
   b) a person employed by or under contract to the school to perform specific tasks, such as an
      auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an
      official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional,
supervisory, advisory, or administrative duties for The Art Institute of Phoenix has a legitimate educational
interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the
   United States, the Attorney General of the United States, and state and local educational authorities
   in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the
   eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the
    disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or
    offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the
    disciplinary proceedings described in paragraph 10 above but only if the school has
    determined that a student is the perpetrator of a crime of violence or nonforcible sexual offense, and
    with respect to the allegation made against him or her, the student has committed a violation of the
    institution's rules or policies. (The school, in such instances, may only disclose the name of the
    perpetrator not the name of any other student, including a victim or witness without the prior
    written consent of the other student(s)).
    a. Both the accuser and the accused must be informed of the outcome of any institutional
       disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does
       not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).
       For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the
       institution's final determination with respect to the alleged sex offense and any sanction that
       is imposed against the accused.
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or
    policy of the school governing the use or possession of alcohol or a controlled substance if the school
    determines that the student has committed a disciplinary violation with respect to that use or
    possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include The Art Institute of Phoenix will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran’s status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure
Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Phoenix officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Phoenix will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information
The Art Institute of Phoenix designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student’s name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at The Art Institute of Phoenix to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar at The Art Institute of Phoenix, 2233 West Dunlap Ave, Phoenix, AZ 85021. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above designated categories of personally identifiable directory information.

V. Correction of Educational Records
Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:
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.

The Art Institute of Phoenix 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.

Upon request, The Art Institute of Phoenix will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institute of Phoenix. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

The Art Institute of Phoenix 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.

If, as a result of the hearing, The Art Institute of Phoenix 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.

If, as a result of the hearing, The Art Institute of Phoenix 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.

If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Phoenix will: (a) maintain the statement with the contested part of the record for as long as the record is maintained; and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint
A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Phoenix 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

CAMPUS SECURITY
The Art Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report is available from the Campus Security Office, The Art Institute of Phoenix.

The Art Institute reports to the campus community concerning the occurrence of any crime includable in the annual security report is reported to campus security or local police and that is considered to be a threat to students or employees.

The Art Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

**NO HARASSMENT POLICY**

The Art Institute of Phoenix 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.)

**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, Dean of Academic Affairs or a delegate as appointed by the President of the College), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.
Section IV - Responsibilities of Dual Membership

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

Section V - Disciplinary Offenses

The offenses listed below are given as examples only. The College may sanction other conduct not specifically included on this list.

Scholastic Dishonesty

- Plagiarism
- Cheating on assignments or examinations
- Engaging in unauthorized collaboration on academic work
- Taking, acquiring or using test materials without faculty permission
- Submitting false or incomplete records of academic achievement
- Altering, forging or misusing a college academic record
- Fabricating or falsifying data, research procedures, or data analysis
- Deceiving the College and/or its officials

Misuse or abuse of school assigned email address and log-in information Sharing your username or password for any school assigned system with any student or non-student individual

- Logging-in to a school assigned system with the intention to display classroom environment to other student or non-student individuals
- Allowing an individual access to post information in the on line environment on your behalf or with the intention of impersonation.
  - Note: on ground students cannot share or give access to other students or non-student individuals to access the student portal (unless designated for training purposes at the direction of a campus official)
Illegal or Unauthorized Possession or Use of Weapons

- Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on college property, Campus Sponsored Housing or at college sponsored functions, except where possession is required by law.

Sexual Assault or Nonconsensual Contact

- Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

Threatening, Violent or Aggressive Conduct

- Assault, battery, or any other form of physical abuse of a student or college employee.
- Fighting or physical altercation.
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees.
- Any conduct that threatens the health or safety of one’s own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student.

Theft, Property Damage and Vandalism

- Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guest.
- Extortion.
- Setting fires, tampering with fire safety and/or fire fighting equipment.

Disruptive or Disorderly Conduct

- Disruptive Behavior, such as, Interference with the normal operations of the College (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other college activities)

Disruptive Classroom Conduct, such as:

- Engaging in behavior that substantially or repeatedly interrupts either the instructor’s ability to teach or student learning. The classroom extends to any setting where a student is engaged in work
toward academic credit or satisfaction of program-based requirements or related activities, or

- Written or verbal acts or uses of technology, which have the effect of disrupting the online classroom learning environment.

- Use of cell phones and pagers during scheduled classroom times.

Disorderly Conduct, such as:

- Disorderly, lewd, indecent, or obscene conduct.

- This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;

- Breach of peace on college property or at any college-sponsored or supervised program; or

- Any in-school, online classroom, or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol

- Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the College.

- Being under the influence of illegal or controlled substances on college property, or at any college function.

- Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the College.

- Being under the influence of alcohol on college property or at any college function is also prohibited.

Verbal Assault, Defamation and Harassment, Verbal Abuse of a Student or College Employee.

- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.

- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.
Hazing

• Any form of “hazing” and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. “Hazing” includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the College.

Falsification

• Willfully providing college officials with false, misleading or incomplete information.

• Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

Abuse of the College’s Disciplinary System, including but not limited to:

• Failure to obey the summons of a disciplinary body or college official.

• Falsification, distortion, or misrepresentation of information before a disciplinary body or college official.

• Disruption or interference with the orderly conduct of a disciplinary proceeding.

• Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.

• Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.

• Failure to comply with the sanction(s) imposed under the student conduct policy.

• Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Unauthorized Use or Misuse of College Facilities

• Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

Violation of Federal or State Laws

• Violation of federal, state or local laws and college rules and regulations on college property or at
college-sanctioned or college-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Director of Student Services within 5 days of the conviction.

Insubordination

- Persistent or gross acts of willful disobedience or defiance toward college personnel.
- Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties.
- Failure to exit during fire drill.
- Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties.

Violations of College Rules

- Violations by guest of a student on college property. Students are responsible for the actions of their guests.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.
- Smoking in classrooms or other college buildings or areas unless designated as a smoking area.
- Any violation of the student housing license agreement, rules and regulations and/or the College-sponsored housing student handbook.
- Any violation of the institution’s policies on the responsible use of technology including but not limited to:
  - The theft or abuse of computer, email, Internet or Intranet resources
  - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
  - Unauthorized transfer of a file
  - Unauthorized downloading of copyrighted materials in violation of law
  - Unauthorized use of another individual’s identification and/or password
  - Use of computing facilities to interfere with the work of another student, faculty member,
or school official

- Use of computing facilities to send obscene or abusive messages
- Use of computing facilities to interfere with normal operation of the school’s computing system
- Failure to satisfy school financial obligations.

The above list is illustrative only, and the College may sanction other conduct not specifically included on this list.

Section VI - Sanctions

The College may impose sanctions for violations of the Student Conduct Policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The College reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the Student Conduct Policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school’s standards and expectations.

2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.

3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.

4. Removal from Sponsored housing: The student will be immediately dismissed from Campus Sponsored Housing. The student will be required to vacate the premises according to the terms of the sanction.

5. Suspension: Separation of the student from the campus for a pre-determined period of time. The student may be able to return to campus once specified conditions for readmission are met. The student may not attend classes, visit campus-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.

6. Expulsion: The student will be expelled from the College immediately. The student will not be permitted to continue his or her studies at the College and may not return to the College or to Campus Sponsored Housing or activities at any time or for any reason.

7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.
The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Section VII – Disciplinary Procedures

Complaint

Any member of the College community may file a complaint against any student for misconduct or for otherwise being in violation of the College policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.

2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.

3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or his/her delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless the College determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student’s Property

Students have no expectation of privacy in their personal property while on campus. The College reserves the right to search the contents of students’ personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in Campus Sponsored Housing, student e-mail and/or computers.

Notification and Determination of Violations that Warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting.
2. After the meeting the Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the student in writing, which shall describe the violation and the sanctions imposed, if any, and the student’s right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.

- If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of Violations that Warrant Disciplinary Hearing or Panel

In some cases, involving serious violations, the Chief Conduct Officer or his/her delegate, hereby referred to as “Hearing Officer”, in his or her sole discretion, may choose to assemble a Disciplinary Panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)

2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel.

3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.

4. The student may be accompanied by one person (family member, friend, etc.) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.

6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them. a) Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion. b) The Disciplinary Panel may ask questions and may seek information not provided to it.

7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel’s conclusions, any sanctions, and the student’s right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student’s privacy rights.

Disciplinary Panel

A Disciplinary Panel may consist of members of the College Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the Panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the Panel. Failure to sign the permission constitutes an agreement to have no student on the Panel.

Administrative Interim Suspension

Students may be administratively suspended on an Interim basis when:

1. Serious allegations are being investigated;
2. Serious allegations are pending before a disciplinary panel;
3. In advance of a disciplinary panel hearing; or
4. When a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community.

During the Interim Suspension, students are denied access to Campus Sponsored Housing and/or to the school (including classes, labs, Library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or his/her designee may determine to be appropriate.

This Interim Suspension period should last no longer than three business days, and the Chief Conduct Officer or his/her delegate may make reasonable provisions to provide for accommodations of a student in Campus Sponsored Housing.

The Interim Suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

Section VIII – Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe themselves to have been treated in an arbitrary or biased fashion or without adherence to the College policies and procedures.

• During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from
Campus Sponsored Housing must leave in accordance with the directions indicated in the decision.

- The student must write a letter of appeal in the student’s own words, addressed to the President of the College or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to the College’s policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student’s receipt of the decision.

- Students should provide documentation to support the allegations of the appeal.

- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.

- The President and/or the committee may decide to convene an appeal hearing. The student will be notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.

- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.

- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.

- Following appropriate review and deliberation, the committee will report to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

**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 and Relationship Violence Policy.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether The Art Institute of Phoenix’s Non-Discrimination Policy has been violated.
1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with Director of Student Services, 2233 West Dunlap Ave, Phoenix, AZ 85021, 602-331-7532 or with Dean of Academic Affairs, 2233 West Dunlap Ave, Phoenix, AZ 85021, 602-331-7506. Online students should file complaints with teudentcomplaints@aai.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 Phoenix 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 Phoenix’s final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals’ privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the Campus Director’s Office of The Art Institute of Phoenix. 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 Phoenix 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.

SEXUAL MISCONDUCT & RELATIONSHIP VIOLENCE POLICY; PROCEDURES FOR HANDLING SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE COMPLAINTS

The Art Institute of Phoenix 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 Phoenix 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 Phoenix 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”?

Relation 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 Phoenix 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.

GENERAL STUDENT COMPLAINT PROCEDURE
If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Director of Student Services if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.
The appropriate Art Institute of Phoenix 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:

Arizona State Board for Private Postsecondary Education  
1740 West Adams Street, Suite 3008  
Phoenix, AZ 85007  
602.542.5709  
Web site: www.azppse.gov

Or you may contact:

Accreditation Council for Independent Colleges & Schools  
750 First Street NE, Suite 980  
Washington, DC 20002

Please refer to the school’s Jury Waiver & Agreement to Binding, Individual Arbitration Policy in the Academic Catalog for information regarding disputes or claims.

NON-DISCRIMINATION POLICY
The Art Institute of Phoenix does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by state, local, or federal law in our programs and activities. The Art Institute of Phoenix provides reasonable accommodations to qualified individuals with disabilities. The Art Institute of Phoenix will not retaliate against persons bringing forward allegations of harassment or discrimination. The Director of Student Services, 2233 West Dunlap Ave., Phoenix AZ 85021, (602) 331-7556 has been designated to handle inquiries and coordinate the institution’s compliance efforts regarding the Non-Discrimination policy.

JURY WAIVER AND AGREEMENT TO BINDING, INDIVIDUAL ARBITRATION
Student and The Art Institute of Phoenix 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 Phoenix (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 Phoenix (“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 Phoenix/ DCEH, 1400 Penn Avenue, Pittsburgh, PA 15222 within 30 days of my first execution of an Enrollment Agreement.

6. The Federal Arbitration Act (FAA), including all its substantive and procedural provisions, and related federal decisional law shall govern this Arbitration Agreement to the fullest extent possible. All determinations as to the scope, enforceability, validity and effect of this Arbitration Agreement shall be made by the arbitrator, and not by a court. However, any issue concerning the validity of paragraph 5 above must be decided by a court, and an arbitrator does not have authority to consider the validity of paragraph 5. If for any reason, paragraph 5 is found to be unenforceable, any putative class or mass action may only be heard in court on a non-jury basis and may not be arbitrated under this Agreement.

7. The arbitrator shall have the power to award any remedy that directly benefits the parties to this Arbitration Agreement (provided the remedy would be available from a court under the law where the Arbitration Agreement was executed) but not the power to award relief for the benefit of anyone not a party to this Arbitration Agreement.

8. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.

9. Notwithstanding any provision in the Catalog or Enrollment Agreement, this Arbitration Agreement shall not be modified except by written agreement signed by both parties. Any or all of the provisions set forth in this Arbitration Agreement may also be waived by the party against whom the Claim is asserted, but such waiver shall be in writing, physically signed (not merely electronically signed) by the party waiving, and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Arbitration Agreement.
10. This Arbitration Agreement shall survive the termination of Student’s relationship with The Art Institute of Phoenix.

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 PHOENIX.

THE ART INSTITUTE OF PHOENIX 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 Phoenix’ 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 Phoenix’ policies prohibit use of The Art Institute of Phoenix 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.
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.

ADMINISTRATION & STAFF LISTING

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<th>EXECUTIVE COMMITTEE</th>
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<tr>
<td>Chad Williams</td>
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<td>Institutional President</td>
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<tr>
<th>ACADEMIC AFFAIRS DEAN &amp; ACADEMIC AFFAIRS LEADERSHIP TEAM</th>
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<tr>
<td>Gil Mejia</td>
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<td>Jacqueline Jeffery, MLIS</td>
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<tr>
<td>Shannon Ferrer</td>
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<td>Senior Director of Admissions</td>
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<td>Kristin Frank</td>
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<td>Erin Frana</td>
<td>Chef Noel Ridsdale</td>
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<td>Campus Academic Advisor</td>
<td>Culinary - Academic Program Chair</td>
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<td>Jill DuPont</td>
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<td>Director of Admissions</td>
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# Full Time Faculty Members

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<tr>
<th>Name</th>
<th>Academic Credential Held</th>
<th>Institutions Awarding the Credential</th>
<th>Area of Teaching Specialization</th>
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<tr>
<td><strong>Noel Ridsdale</strong></td>
<td>MBA Hospitality &amp; Tourism</td>
<td>Strayer University</td>
<td>Culinary Arts</td>
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<td>Academic Program Chair</td>
<td>BS Business Administration</td>
<td>State University of NY</td>
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<tr>
<td><strong>Jo Ann Ayres</strong></td>
<td>MBA Management</td>
<td>Argosy University</td>
<td>Culinary Arts</td>
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<td>BS Early Childhood Education</td>
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<td>Certified Working Pastry Chef (CWPC)</td>
<td>American Culinary Federation</td>
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<tr>
<td><strong>Richard Kennedy</strong></td>
<td>MAEd Education Leadership</td>
<td>Argosy University</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td></td>
<td>BTech Hospital Management</td>
<td>New York City Technical College</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Working Pastry Chef (CWPC)</td>
<td>American Culinary Federation</td>
<td></td>
</tr>
<tr>
<td><strong>Jennifer Smith-Izzo</strong></td>
<td>MIM International Political Economy</td>
<td>Thunderbird School of International Management</td>
<td>General Education</td>
</tr>
<tr>
<td>Academic Program Coordinator</td>
<td>MBA Business Administration</td>
<td>Arizona State University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BA Environmental Studies (Biology), (Geography)</td>
<td>George Washington University, Washington, DC</td>
<td></td>
</tr>
<tr>
<td><strong>Jennifer Columbe</strong></td>
<td>MA History</td>
<td>University of Florida</td>
<td>General Education</td>
</tr>
<tr>
<td>Senior Instructor</td>
<td>BA Social Sciences (History)</td>
<td>Louisiana State University</td>
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</tr>
<tr>
<td><strong>Derrick Gray</strong></td>
<td>MA Adult Education</td>
<td>University of Phoenix</td>
<td>General Education</td>
</tr>
<tr>
<td></td>
<td>BA Education – Secondary Education</td>
<td>Arizona State University</td>
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<tr>
<td><strong>Katy Hansen</strong></td>
<td>MEd Career and Technical Education</td>
<td>Northern Arizona University</td>
<td>Design/Fashion</td>
</tr>
<tr>
<td>Academic Program Chair</td>
<td>BA Broadcasting</td>
<td>Pepperdine University</td>
<td></td>
</tr>
<tr>
<td><strong>Maryse Jospitre</strong></td>
<td>M.Arch Architecture</td>
<td>Virginia Polytechnic Institute</td>
<td>Interior Design</td>
</tr>
<tr>
<td>Academic Program Coordinator</td>
<td>BS Architectural Studies</td>
<td>Florida A &amp; M University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AA Architecture</td>
<td>Miami Dade Community College</td>
<td></td>
</tr>
<tr>
<td><strong>Dapzury Valenzuela</strong></td>
<td>MS Design</td>
<td>Arizona State University</td>
<td>Fashion</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>BS Design Sciences</td>
<td>Arizona State University</td>
<td></td>
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<tr>
<td></td>
<td>AA Fashion Design</td>
<td>Brooks College</td>
<td></td>
</tr>
<tr>
<td><strong>Roland Dahlquist</strong></td>
<td>MFA Graphic Design</td>
<td>Miami International University of Art and Design</td>
<td>Design</td>
</tr>
<tr>
<td>Professor</td>
<td>BFA Graphics/Commercial</td>
<td>University of Minnesota</td>
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</table>
## Full Time Faculty Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Credential Held</th>
<th>Institutions Awarding the Credential</th>
<th>Area of Teaching Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Michael Dunlop</strong></td>
<td>MA Graphic Design</td>
<td>Savannah College of Art &amp; Design</td>
<td>Design</td>
</tr>
<tr>
<td></td>
<td>BFA Studio Art</td>
<td>University of Arizona</td>
<td></td>
</tr>
<tr>
<td><strong>Alison King</strong></td>
<td>MA Art &amp; Art Education</td>
<td>Teachers College, Columbia University</td>
<td>Design</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>BFA Liberal Arts</td>
<td>Parson School of Design</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BA Illustration</td>
<td>Eugene Lang College</td>
<td></td>
</tr>
<tr>
<td><strong>Matthew King</strong></td>
<td>MA Graphic Design</td>
<td>Savannah College of Art &amp; Design</td>
<td>Design</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>BFA Product Design</td>
<td>Parson School of Design</td>
<td></td>
</tr>
<tr>
<td><strong>Eric Gillam</strong></td>
<td>MFA Media Design</td>
<td>Full Sail University</td>
<td>Media Arts</td>
</tr>
<tr>
<td>Academic Program Chair</td>
<td>BFA Fine Arts</td>
<td>University of Arizona</td>
<td></td>
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<tr>
<td><strong>Mark Bowers</strong></td>
<td>EdD Instructional Leadership</td>
<td>Argosy University</td>
<td>Visual Arts</td>
</tr>
<tr>
<td>Professor</td>
<td>MEd Educational Leadership</td>
<td>Northern Arizona University</td>
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</tr>
<tr>
<td></td>
<td>BA Film</td>
<td>Brigham Young University</td>
<td></td>
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<tr>
<td><strong>Scott E. Horton</strong></td>
<td>MS Technology (Informational Technology)</td>
<td>Arizona State University</td>
<td>Visual Arts</td>
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<tr>
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<td>BFA Studio Art</td>
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<tr>
<td><strong>Eugene Pak</strong></td>
<td>MA Biology</td>
<td>Loma Linda University</td>
<td>Visual Arts</td>
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<td></td>
<td>BA Classics</td>
<td>Pomona College</td>
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<tr>
<td><strong>Mike Rider</strong></td>
<td>BFA Art (Drawing)</td>
<td>Arizona State University</td>
<td>Visual Arts</td>
</tr>
<tr>
<td><strong>Russell Williams</strong></td>
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<td>University of Phoenix</td>
<td>Visual Arts</td>
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<tr>
<td>Assistant Professor</td>
<td>BA Theatre &amp; Speech (Psychology)</td>
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<td></td>
<td>AA Liberal Arts</td>
<td>New Mexico Military Institute</td>
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<tr>
<td><strong>Pat Perigo</strong></td>
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<td>Ohio University</td>
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<td></td>
<td>BFA Art</td>
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## TUITION AND FEES

<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 Fee</th>
<th>Digital Textbook Fee</th>
<th>Starting Kit Fee</th>
<th>Approx. Tuition &amp; Fees / Program</th>
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<tr>
<td><strong>Associate of Applied Science (AAS)</strong></td>
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<td>Advertising</td>
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<td>Digital Filmmaking &amp; Video Production</td>
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<td>Fashion Design</td>
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<td>$89,609</td>
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<tr>
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<td>$229</td>
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<td>Game Art &amp; Design</td>
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<td>$0</td>
<td>$2,800</td>
<td>$229</td>
<td>$89,609</td>
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<tr>
<td>Graphic &amp; Web Design</td>
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<td>$2,800</td>
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<tr>
<td>Hospitality Food &amp; Beverage Management</td>
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<td>$2,800</td>
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<td>Visual &amp; Game Programming</td>
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<td>$2,800</td>
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<td>$481</td>
<td>$0</td>
<td>$2,800</td>
<td>$229</td>
<td>$89,609</td>
</tr>
</tbody>
</table>

*This program is no longer accepting new students.

The table above is calculated at full load, which is an average of 15 credit hours per quarter. The calculation would be based on 12 credit hours per quarter if a student were to take the minimum allowable credits required to still be considered a full time student.

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

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

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

The starting kit is optional and consists of basic equipment and materials needed for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at the school or at most supply stores. Kit prices include tax and are subject to change.

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

**ESTIMATED MONTHLY SUPPLIES PER PROGRAM**

- Advertising (BA) Supplies – $100/month
- Digital Filmmaking & Video Production (BA) Supplies – $100/month (Students must have access to a video camera or camcorder.)
- Digital Photography (BA) Supplies – $100/month (Students must have access to a digital SLR camera)
- Fashion Design (BA) - Supplies $100/month
- Fashion Marketing & Management (BA) Supplies – $100/month
- Game Art & Design (BA) Supplies – $100/month
- Graphic Design (AAS) Supplies – $100/month
- Graphic & Web Design (BA) Supplies - $100/month
- Hospitality Food & Beverage Management (BA) Supplies – $100/month
- Interior Design (BA) Supplies – $100/month
- Media Arts & Animation (BA) Supplies – $100/month
- Visual & Game Programming (BA) Supplies – $100/month
- Visual Effects & Motion Graphics (BA) Supplies – $100/month

Supply estimates are an average amount and may vary depending on the course(s) taken quarter to quarter. Estimates may include textbooks and additional supplies needed to complete course competencies, in the final quarter of a program for which an art or design portfolio is required, supplies will exceed the average.
## ACADEMIC CALENDAR
### Summer 2017 – Fall 2018
All scheduled dates are subject to change.

<table>
<thead>
<tr>
<th>Summer 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Campus Start/End Dates</strong></td>
</tr>
<tr>
<td>First Day of Class</td>
</tr>
<tr>
<td>Mid-Start First Day of Class</td>
</tr>
<tr>
<td>Last Day of Class</td>
</tr>
<tr>
<td><strong>Online Session I Start</strong></td>
</tr>
<tr>
<td><strong>Online Session I End</strong></td>
</tr>
<tr>
<td><strong>Online Session II Start</strong></td>
</tr>
<tr>
<td><strong>Online Session II End</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer New Student Orientation</td>
<td>Thursday 7/6</td>
</tr>
<tr>
<td>Last Day of Add/Drop</td>
<td>Monday 7/17</td>
</tr>
<tr>
<td>Mid-Start New Student Orientation</td>
<td>Friday 8/11</td>
</tr>
<tr>
<td>Mid-Start Last Day of Add/Drop</td>
<td>Monday 8/21</td>
</tr>
<tr>
<td>Last Day to Drop w/o “WF”</td>
<td>Friday 9/8</td>
</tr>
<tr>
<td>Portfolio Show</td>
<td>Thursday 9/21</td>
</tr>
<tr>
<td>Graduation Ceremony</td>
<td>Friday 9/22</td>
</tr>
<tr>
<td><strong>Student Fall Break</strong></td>
<td>Sunday 9/24 – Sunday 10/1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Campus Start/End Dates</strong></td>
</tr>
<tr>
<td>First Day of Class</td>
</tr>
<tr>
<td>Mid-Start First Day of Class</td>
</tr>
<tr>
<td>Last Day of Class</td>
</tr>
<tr>
<td><strong>Online Session I Start</strong></td>
</tr>
<tr>
<td><strong>Online Session I End</strong></td>
</tr>
<tr>
<td><strong>Online Session II Start</strong></td>
</tr>
<tr>
<td><strong>Online Session II End</strong></td>
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<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Holidays</th>
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<tbody>
<tr>
<td>Fall New Student Orientation</td>
<td>Thursday 9/28</td>
</tr>
<tr>
<td>Last Day of Add/Drop</td>
<td>Monday 10/9</td>
</tr>
<tr>
<td>Mid-Start New Student Orientation</td>
<td>Friday 11/3</td>
</tr>
<tr>
<td>Mid-Start Last Day of Add/Drop</td>
<td>Monday 11/13</td>
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<tr>
<td>Last Day to Drop w/o “WF”</td>
<td>Friday 12/1</td>
</tr>
<tr>
<td>Portfolio Show</td>
<td>Thursday 12/14</td>
</tr>
<tr>
<td><strong>Student Winter Break</strong></td>
<td>Sunday 12/17 – Sunday 1/7</td>
</tr>
<tr>
<td><strong>Veteran’s Day Observed</strong></td>
<td>Friday 11/10</td>
</tr>
<tr>
<td><strong>Thanksgiving Day</strong></td>
<td>Thursday 11/23</td>
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<tr>
<td><strong>Day After Thanksgiving</strong></td>
<td>Friday 11/24</td>
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<tr>
<td><strong>Christmas Day</strong></td>
<td>Monday 12/25</td>
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<tr>
<td><strong>December Holiday</strong></td>
<td>Tuesday 12/26</td>
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### Winter 2018

<table>
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<th>On-Campus Start/End Dates</th>
<th>Online Start/End Dates</th>
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<td>First Day of Class</td>
<td>Monday 1/8</td>
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<tr>
<td>Mid-Start First Day of Class</td>
<td>Thursday 2/15</td>
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<td>Saturday 3/24</td>
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<tr>
<td></td>
<td>Online Session I Start</td>
</tr>
<tr>
<td></td>
<td>Monday 1/8</td>
</tr>
<tr>
<td></td>
<td>Online Session I End</td>
</tr>
<tr>
<td></td>
<td>Wednesday 2/14</td>
</tr>
<tr>
<td></td>
<td>Online Session II Start</td>
</tr>
<tr>
<td></td>
<td>Thursday 2/15</td>
</tr>
<tr>
<td></td>
<td>Online Session II End</td>
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<tr>
<td></td>
<td>Saturday 3/24</td>
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<table>
<thead>
<tr>
<th>Important Dates</th>
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<td>Last Day of Add/Drop</td>
<td>Monday 1/15</td>
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<td>Mid-Start New Student Orientation</td>
<td>Wednesday 2/14</td>
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<tr>
<td>Mid-Start Last Day of Add/Drop</td>
<td>Monday 2/19</td>
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<tr>
<td>Last Day to Drop w/o “WF”</td>
<td>Friday 3/9</td>
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<tr>
<td>Portfolio Show</td>
<td>Friday 3/23 (tentative)</td>
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<tr>
<td>Graduation Ceremony</td>
<td>Tuesday 3/27 (tentative)</td>
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<td>Sunday 3/25 – Sunday 4/1</td>
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<td>Martin Luther King Day</td>
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<td></td>
<td>President’s Day Observed</td>
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<td></td>
<td>Monday 1/16</td>
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<tr>
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### Spring 2018

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<td>Last Day of Class</td>
<td>Saturday 6/16</td>
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<td>Monday 4/2</td>
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<td>Online Session I End</td>
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<tr>
<td></td>
<td>Wednesday 5/9</td>
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<tr>
<td></td>
<td>Online Session II Start</td>
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<tr>
<td></td>
<td>Thursday 5/10</td>
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<td>Online Session II End</td>
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<tr>
<td></td>
<td>Saturday 6/16</td>
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<table>
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<td>Last Day to Drop w/o “WF”</td>
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<tr>
<td>Portfolio Show</td>
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<tr>
<td>Student Summer Break</td>
<td>Sunday 6/17 – Sunday 7/8</td>
</tr>
<tr>
<td></td>
<td>Memorial Day</td>
</tr>
<tr>
<td></td>
<td>Monday 5/28</td>
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</tbody>
</table>

2233 West Dunlap Ave  
Phoenix, AZ 85021  
(602) 331-7500  
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### Summer 2018

<table>
<thead>
<tr>
<th>On-Campus Start/End Dates</th>
<th>Online Start/End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Class</td>
<td>Monday 7/9</td>
</tr>
<tr>
<td>Mid-Start First Day of Class</td>
<td>Thursday 8/16</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>Saturday 9/22</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer New Student Orientation</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Last Day of Add/Drop</td>
<td>Monday 9/3</td>
</tr>
<tr>
<td>Mid-Start New Student Orientation</td>
<td>Wednesday 8/15</td>
</tr>
<tr>
<td>Mid-Start Last Day of Add/Drop</td>
<td>Monday 8/20</td>
</tr>
<tr>
<td>Last Day to Drop w/o “WF”</td>
<td>Friday 9/7</td>
</tr>
<tr>
<td>Portfolio Show</td>
<td>TBD</td>
</tr>
<tr>
<td>Graduation</td>
<td>Sunday 9/23 –</td>
</tr>
<tr>
<td>Student Fall Break</td>
<td>Sunday 9/30</td>
</tr>
</tbody>
</table>

### Fall 2018

<table>
<thead>
<tr>
<th>On-Campus Start/End Dates</th>
<th>Online Start/End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Class</td>
<td>Monday 10/1</td>
</tr>
<tr>
<td>Mid-Start First Day of Class</td>
<td>Thursday 11/8</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>Saturday 12/15</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall New Student Orientation</td>
<td>Veterans Day Observed</td>
</tr>
<tr>
<td>Last Day of Add/Drop</td>
<td>Monday 11/12</td>
</tr>
<tr>
<td>Mid-Start New Student Orientation</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Mid-Start Last Day of Add/Drop</td>
<td>Thursday 11/22</td>
</tr>
<tr>
<td>Last Day to Drop w/o “WF”</td>
<td>Day after Thanksgiving</td>
</tr>
<tr>
<td>Portfolio Show</td>
<td>Friday 11/23</td>
</tr>
<tr>
<td>Student Winter Break</td>
<td>Friday 11/30</td>
</tr>
<tr>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>Sunday 12/16 –</td>
</tr>
<tr>
<td></td>
<td>Sunday 1/6</td>
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All scheduled dates are subject to change.