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

This calendar was prepared by The Art Institute of Vancouver, 2665 Renfrew Street, Vancouver, BC V5M 0A7. This document serves The Art Institute of Vancouver with its main location at 2665 Renfrew Street. The Academic Calendar will use the terms “The Art Institute of Vancouver,” “The Art Institute” or “The Institute” interchangeably.

The online version of this Academic Calendar and its addenda may be found on the Institute’s website at http://www.artinstitutes.edu/vancouver and is The Institute’s official version. In the case of a discrepancy between a printed version and the online version, the online Academic Calendar will be considered accurate.

The Art Institute of Vancouver reserves the right to make changes after the publication of this Academic Calendar. Any updates applicable to the current academic year will be posted online in an addendum.

It is the responsibility of all students to familiarize themselves with the specific requirements for the degree, diploma or certificate which they seek. While advice and counseling are readily available, it is the students’ responsibility to ensure that the courses in which they register fulfill their degree and program requirements.

Additional information may be found in the Student Handbook, which new students receive at their Orientation. The Student Handbook (https://content.edmc.edu/assets/pdf/AI/Student-Consumer-Information/Handbooks/student-handbook-vancouver.pdf) and the Academic Calendar (https://www.artinstitutes.edu/flyover/catalogs/17) are also available from The Institute website http://www.artinstitutes.edu/vancouver.

Students should consult this calendar for on-going reference purposes. Refer to the Dean of Academic Affairs, Academic Advisor, Academic Chair, Program Coordinator or Director of Student Affairs regarding any elements outlined herein that require clarification.

The Academic Calendar and the Student Handbook are periodically reviewed and updated as necessary to reflect current academic, operating, and related policies and procedures including, but not limited to, compliance with regulatory or accreditation requirements and The Art Institute of Vancouver policy changes. Changes are effective when made.

The information contained herein applies to the 2016 - 2017 academic year. Curriculum, fees, expenses, and other matters described herein are subject to change without notice at the discretion of The Art Institute of Vancouver. For more information, write to the above address or phone 1.800.661.1885.

Publication Date: October 03, 2016

The information presented in this Academic Calendar supersedes previously published Academic Calendar and addenda information.
MESSAGE FROM THE PRESIDENT

Welcome

Your decision to attend The Art Institute of Vancouver is an important step in pursuing your goals for a career in a creative field. We are excited to have the opportunity to help you achieve your goals by providing the education you need to succeed.

When you look closely at The Art Institute of Vancouver’s values, vision and mission, you will find within these statements words that describe our team members. These words, embodied by our employees, include ‘learning-centred’, ‘dedicated’, ‘industry experienced’, ‘energizing’, ‘professional’, and the list goes on.

Our faculty bring with them experiences, training and knowledge from industries in which they have, or continue to build notable careers. Their passion for working to the success of our students is matched only by our students themselves.

Underpinning all that we do is the conviction that the success of The Art Institute of Vancouver has been, and continues to be, defined by the success of our students and graduates.

As a member of The Art Institute of Vancouver community, please familiarize yourself with the rules, policies, and course information contained in this academic calendar. It will serve as a guide and provide you with important information as you start down your educational path leading to a career in the creative arts.

We trust your experience with us will fulfill your expectations and more.

Brian Parker, President
The Art Institute of Vancouver

MISSION, VISION AND VALUES

Mission
The Art Institute of Vancouver is a post-secondary education institution, offering learning centered, career focused programs in the applied arts to a diverse and engaged student body. We seek to create a stimulating learning environment where committed and talented students, led by dedicated faculty, can develop their creativity and acquire the skills and knowledge to pursue careers in their fields of study.

Vision
Through excellence in creative education, we will be the school of choice, exceeding the needs of the design, fashion, media arts and culinary industries.

Values
- We believe in providing exceptional learning-centred education which supports students' career goals and exceeds the needs of industry.
- We believe student success occurs best when it is undertaken in an active partnership between students, staff, faculty and the community.
- We believe in a dedicated professional team environment that supports open and effective communication, mutual respect, trust and integrity.
- We believe in a culture that creates an energizing and rewarding experience for students, faculty and staff.
- We believe in creating employee satisfaction through professional development, recognition, performance management and an enjoyable working environment.
- We believe in growth, effective planning and resource implementation while being fiscally responsible.
- We believe in enhancing the school's reputation.
ACREDITATION

Programs, credential levels, technology, and scheduling options are subject to change. The Art Institute of Vancouver, 2665 Renfrew St., Vancouver, BC V5M 0A7. ©2015 The Art Institutes. Our email address is materialsreview@aii.edu

ACICS

The Art Institute of Vancouver is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be reached at 750 First Street NE, Suite 980, Washington, DC 20002. 4241 Telephone: 1.202.336.6780.

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

British Columbia Ministry of Advanced Education

The Art Institute of Vancouver is registered with the Ministry of Advanced Education, Student Services Branch.

The Art Institute of Vancouver offers the Bachelor of Design in Graphic Design, Bachelor of Applied Design in Interior Design and Bachelor of Science in Game Programming programs under the written consent of the Minister of Advanced Education having undergone a quality assessment process and been found to meet the criteria established by the minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

The Art Institute of Vancouver is designated by the Private Institutions Training Branch.

The Art Institute of Vancouver is a Registered and Designated Institution under the Private Training Institutions Branch ("PTIB") of the Ministry of Advanced Education.

PTIB

203 - 1155 West Pender St
Vancouver, BC
Canada V6E 2P4
Local: 604-569-0033
Toll-free: 1-800-661-7441

The Art Institute of Vancouver has received institutional approval from PTIB to provide the following certificate, diploma, and advanced diploma programs: 3D Modeling for Animation & Games, Advertising, Advanced Graphic Design, Animation Art & Design, Baking & Pastry Arts, Culinary Arts, Culinary Arts & Restaurant Ownership, Entrepreneurship & Restaurant Management Ownership, Digital Film & Video, Event Management, Hospitality & Restaurant Business Management, Fashion Design, Fashion Marketing, Game Art & Design, Graphic Design, Interior Design, Professional Recording Arts, Professional Recording Arts (LIPA), Visual & Game Programming, VFX for Film & Television, and Web Design & Interactive Media. This list may be amended from time to time.
ITA Designated Training Provider

The International Culinary School at The Art Institute of Vancouver is recognized by the Industry Training Authority as a designated training provider for Professional Cook 1 and Baker Levels 1 and 2.

Education Quality Assurance

The Art Institute of Vancouver is designated under the Education Quality Assurance (EQA) certification mark by the province of British Columbia. The EQA designation is British Columbia's brand for quality post-secondary education.

Citizenship and Immigration Canada

The Art Institute of Vancouver is recognized by the government of Canada as a Designated Learning Institution (DLI). The Art Institute of Vancouver's DLI# is O19275426742.

Statement of Ownership

The Art Institute of Vancouver is owned by The Art Institute of Vancouver, Inc., which through various intermediary companies is a subsidiary of Education Management Corporation. Education Management Corporation is located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222.
INTRODUCTION
The Art Institute of Vancouver is one of The Art Institutes, a system of over 50 schools throughout North America. 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 South University or Argosy University. The Art Institute of Vancouver © 2016 The Art Institutes. All rights reserved. Our email address is materialsreview@aii.edu.

The Art Institute of Vancouver began operations in 2002 when our parent company, Education Management Corporation (EDMC), acquired The Center for Digital Imaging and Sound in Burnaby, B.C., and The Institute of Digital Arts in Richmond, B.C. In June 2003, EDMC purchased the Dubrulle International Culinary & Hotel Institute of Canada, in Vancouver, British Columbia. In September 2004, Dubrulle and The Art Institute of Vancouver-Burnaby were merged to re-form The Art Institute of Vancouver. Since 2004, The Art Institute of Vancouver has been offering an array of exciting applied arts programs in such diverse fields as animation, culinary arts, digital film and video, event management, game art and design, graphic design, interior design, professional recording arts, visual effects for film and television, video game programming, and web design.

In June 2009, the Design and Event Management programs moved into a new purpose-built, two-story structure located at 2665 Renfrew Street, adjacent to the Renfrew SkyTrain station. This conveniently located building features increased library and student lounge spaces, and is specifically built to strict environmental requirements. The Media Arts programs moved to the Renfrew campus in summer 2010, bringing the student space to over 80,000 square feet.

In April 2010, The Art Institute of Vancouver received formal approval from the British Columbia Ministry of Advanced Education to offer a Bachelor of Design in Graphic Design degree. This was followed by degrees in Game Programming and Interior Design in 2011. The Institute plans to expand its degree offerings over the next several years.

Governance and Administration
The Art Institute of Vancouver Executive Committee operates as the management, operational, business, and strategic decision-making board of The Art Institute of Vancouver. The Executive Committee has the authority to approve policy and business decisions and to set strategic directions consistent with the school’s mission to deliver learning-centred, industry-driven academic programs in the applied arts. The Executive Committee is advised by an Academic Council composed of faculty, students and administrative staff.

About the City of Vancouver
Beautiful, breathtaking Vancouver. Home to two million people, this is a west coast lifestyle city like no other. Nestled snugly in and around the slopes of the snow-capped Coast Mountains in the southwest corner of British Columbia, Vancouver is consistently ranked as one of the top ten places in the world to live and voted as one of the top ten “best destinations” in the world by the readers of Condé Nast Traveler magazine. It’s a cosmopolitan and culturally diverse metropolis, a place to enjoy world class restaurants, art galleries, shopping, events and entertainment. Vancouver supports a thriving theatre community and is home to a number of first-class attractions such as the Vancouver Art Gallery and the Vancouver Museum.

With one of the most temperate climates in Canada, exquisite natural scenery, and relaxed outdoor lifestyle are all part of what makes the city so popular. Greater Vancouver offers outdoor activities year-round. During the summer months, kayaking, hiking, boating, camping, rock-climbing and golfing are all popular recreational pursuits. In the winter months, neighboring ski hills such as Whistler, Cypress and Blackcomb teem with snowboarders and skiers from around the world.
Industry wise, the Greater Vancouver area is considered the production capital of the game industry in North America where companies such as Radical Entertainment, Electronic Arts and Rainmaker Entertainment call home. The city is the continent's third largest film and television production centre behind Los Angeles and New York City. Truly a city for innovative people, Vancouver, British Columbia is the gem of the Canadian southwest coast.

For culinary and hospitality interests, international calibre restaurants offer students countless opportunities to experience tastes from all corners of the globe. A little known, but relevant fact for future world class chefs is that Vancouver boasts more five diamond hotels than New York or Los Angeles. In fact, Vancouver has the greatest concentration of deluxe-rated hotels per capita in the whole of North America - a fine training ground for the new chefs of the world. The Art Institute of Vancouver is centrally situated for all these activities and is well-serviced by public transport to the downtown core.

The Art Institute of Vancouver

Every student is here to learn from the experienced faculty. They’ve come for industry skills and the connections they’ll establish. But they’re also here for the gear: the equipment and resources it takes to create a professional end result.

At The Art Institute of Vancouver, students will have the opportunity to learn what it takes to become a creative professional. Here, they will have the opportunity to learn how to create a portfolio that shows what you can do. That’s called having an edge. Standing out. And offering employers the kind of talent they’re looking for.

What separates us from other institutions? Professionalism. Industry informs us that the key indicators of life-long success are attitude, team skills and a strong work ethic. We believe that they are just as important to success as exceptional technical and artistic skills. Our instructors work hard to impress upon students the importance of good communication skills, a goal-oriented mindset and strong team skills. We encourage students to be adaptable, have a positive attitude and be accountable for their actions.

Many faculty members have professional as well as academic experience, and many continue to remain active in their fields. A mix of full-time and adjunct faculty infuse our competency-based academic curricula with real-world experience, creating an atmosphere that is designed to foster student success.

Our faculty and staff believe students deserve an attractive return on their education investment. Combining traditional studies with career-focused technical training and practica, well-rounded graduates are prepared to seek entry-level employment, or to be successful in their own business. An impressive faculty, many of whom are working professionals, strives to strengthen students’ skills and cultivate their talents through well-designed curricula. Programs are carefully defined with the support and contributions of leading members of the professional community. Curricula are reviewed often to ensure they meet the needs of a changing employment marketplace and prepare graduates to seek entry-level positions in their chosen fields. A dedicated team of professionals also provides personal career planning services to students and graduates, capping an outcome-oriented education experience.
PROGRAMS OF STUDY

Program Offerings

3D Modeling for Animation & Games – Diploma
Acting (Levels 1-5) – Certificate
Advanced Graphic Design – Diploma
Animation Art & Design – Diploma
Digital Film & Video – Diploma
Digital Photography – Diploma
Event Management – Diploma
Fashion Design – Diploma
Fashion Marketing – Diploma
Game Art & Design – Diploma
Game Programming – Bachelor of Science
Graphic Design & Foundation for Design – Diploma
Graphic Design – Diploma
Graphic Design – Bachelor of Design
Interior Design – Diploma
Interior Design – Bachelor of Applied Design
Professional Recording Arts – Diploma
Professional Recording Arts (LIPA) – Diploma
VFX for Film & Television – Diploma
Visual & Game Programming – Diploma
Baking & Pastry Arts Level 1 – Certificate
Baking & Pastry Arts Level 2 – Certificate
Baking & Pastry Arts – Diploma
Culinary Arts Level I – Certificate
Culinary Arts Level II – Certificate
Culinary Arts – Diploma
Culinary Arts & Restaurant Ownership – Advanced Diploma
Entrepreneurship & Restaurant Ownership – Diploma
Hospitality & Restaurant Business Management – Diploma

For all programs, please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.
3D MODELING FOR ANIMATION & GAMES (D)

DIPLOMA - 105 CREDITS - 7 QUARTERS

MASTERING FORM AND SPACE

The 3D Modeling for Animation & Games diploma program at The Art Institute of Vancouver is designed to provide graduates with the relevant skills necessary to pursue entry-level employment in the game, animation and visual effects entertainment industries. Students will have the opportunity to develop the technical and creative aptitude necessary to demonstrate and present their skills to industry. This goal is achieved by building a foundation of traditional artistic skill, and then providing students with hands on training in its modern application.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Each three-month quarter of the program is comprised of tightly integrated, cohesive courses which are designed to provide the opportunity for students to accomplish specific, industry driven competencies and outcomes. Each course builds on the lessons of the ones before it and each quarter is a prerequisite for the following.

GRADUATES ARE PREPARED

The 3D Modeling for Animation & Games diploma program is focused upon providing students with the opportunity to learn the fundamental artistic skills necessary to seek entry-level employment in Media Arts industries. Entry-level employment opportunities for graduating students may include 3D Modeler, Character Modeler, Environment Modeler, Texture Artist, Lighting Artist, Technical Artist, Junior Production Designer, Render Wrangler, and a host of related entry level production positions.
## DIPLOMA IN 3D MODELING FOR ANIMATION & GAMES

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<td>CC102  Professional Development</td>
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<tr>
<td>CCM101  Drawing and Perspective</td>
<td>3</td>
</tr>
<tr>
<td>CCM111  Design and Colour Theory</td>
<td>3</td>
</tr>
<tr>
<td>CCM121  Digital Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>CCM131  Basic 3D Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CCM141  Life Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>CCM161  Concept Design and Illustration</td>
<td>3</td>
</tr>
<tr>
<td>CCM171  Digital Imaging II</td>
<td>3</td>
</tr>
<tr>
<td>CCM181  3D Modeling I</td>
<td>3</td>
</tr>
<tr>
<td>CCM191  Life Drawing II</td>
<td>3</td>
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<tr>
<td>CCM221  3D Animation I</td>
<td>3</td>
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<tr>
<td>CCM231  Materials and Textures I</td>
<td>3</td>
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<tr>
<td>CCM241  Life Drawing III</td>
<td>3</td>
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<tr>
<td>CCM261  Portfolio I</td>
<td>3</td>
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<tr>
<td>CCM271  Rigging</td>
<td>3</td>
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<tr>
<td>CCM281  CG Lighting and Rendering I</td>
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<tr>
<td>CCM291  Storyboarding</td>
<td>3</td>
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<tr>
<td>CCM311  3D Effects</td>
<td>3</td>
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<td>CCM321  Preproduction Team</td>
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<tr>
<td>CCM361  Production Team</td>
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<td>CCM391  Script Programming</td>
<td>3</td>
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<tr>
<td>CCM411  Portfolio II</td>
<td>3</td>
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<tr>
<td>CCM431  Mentor Studio</td>
<td>3</td>
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<tr>
<td>GAD130  Level Design I</td>
<td>3</td>
</tr>
<tr>
<td>MAG151  Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>MAG201  Character Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MAG251  Environment Modeling</td>
<td>3</td>
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<tr>
<td>MAG301  3D Modeling II</td>
<td>3</td>
</tr>
<tr>
<td>MAG321  Senior Project</td>
<td>3</td>
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<td>MAG331  Materials and Textures II</td>
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<tr>
<td>MAG351  Character Modeling II</td>
<td>3</td>
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<tr>
<td>MAG381  CG Lighting and Rendering II</td>
<td>3</td>
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<tr>
<td>MAG401  Brush Based Modeling and Texturing</td>
<td>3</td>
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<tr>
<td>MAG441  Matte Painting</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>105</strong></td>
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</tbody>
</table>
ACTING (C)
Levels 1-5

CERTIFICATE - 12 CREDITS PER LEVEL - 1 QUARTER PER LEVEL

THE ART OF EMOTION AND EXPRESSION

This is a series of five dynamic, innovative theatre programs committed to classical technique and core physical training, through a contemporary theatre lens. The programs create a rigorous and playful environment which encourages the student actor to think critically and creatively, and to consider how life and theatre intersect. The programs assemble an experienced faculty who are dedicated to teaching and many of whom maintain an active career. Our faculty includes nationally and internationally recognized theater/film professionals.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The curriculum focuses on the creative process an actor must go through in order to work in the industry (theatre, film and television), and the knowledge of theatre history that is essential to becoming a skilled and useful professional. It also invites students to develop original material and their own innovative staging ideas. Students encounter both contemporary and classical writing. The program comprises movement, voice production, physical theatre, scene study, and film acting techniques as well as theatre history and evolving devising methodologies in world theatre. Community visibility is built through a mentorship program with professional actors, required theatre attendance, professional guest directors, development of business skills and audition techniques.

THE SCHOOL

There are five Acting certificate programs set at different levels of experience. Each program consists of 12 academic credits and lasts for one 12-week quarter. Admission to each program beyond level 1 is based on successful completion of the previous level and/or permission of the department head.
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<td>Introduction to Voice and Movement</td>
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<td>ACT120</td>
<td>History of Drama I</td>
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<td>ACT130</td>
<td>Introduction to Physical Theatre</td>
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<td>Voice and Movement I</td>
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<td>ACT121</td>
<td>History of Drama II</td>
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<tr>
<td>ACT131</td>
<td>Physical Theatre - Objectives</td>
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<td>ACT125</td>
<td>The Business of Acting</td>
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<td>ACT135</td>
<td>Introduction to Acting for the Camera</td>
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<tr>
<td>ACT200</td>
<td>Physical Theatre, Text, and Performance</td>
<td>6</td>
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<tr>
<td>ACT210</td>
<td>Advanced Voice and Movement</td>
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<td>ACT211</td>
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<td>ACT250</td>
<td>Rehearsal and Performance</td>
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<td>ACT212</td>
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<tr>
<td>ACT235</td>
<td>Film Intensive: Company</td>
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<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>
ADVANCED GRAPHIC DESIGN (D)

DIPLOMA - 30 CREDITS - 2 QUARTERS

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Advanced Graphic Design is a user-centred design program that will provide graphic design graduates with the opportunity to expand upon their graphic design skills by acquiring web development and design skills. Students in this program will build interactive applications for web delivery. In addition, students will foray into interactive design technologies that encompass video production, scripting languages, and dynamic web design.

PROGRAM REQUIREMENTS

In order to be admitted to the Advanced Graphic Design program, students must have completed either the Graphic Design diploma program or the Graphic Design & Foundation for Design diploma program at The Art Institute of Vancouver, or have the permission of the Academic Chair. The prerequisites for GD414 and WS221 are satisfied by completing the Graphic Design & Foundation for Design diploma program.

GRADUATES ARE PREPARED

Program outcomes are focused on creativity, design strategy, and technology solutions across media platforms. Graduates are prepared to seek entry-level employment as freelance web design and developers and in the field of interactive design.
### DIPLOMA IN ADVANCED GRAPHIC DESIGN

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DFV120 Introduction to Video Production</td>
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</tr>
<tr>
<td>GD414 Introduction to Scripting Languages</td>
<td>3</td>
</tr>
<tr>
<td>IMD122 Design Layout I</td>
<td>3</td>
</tr>
<tr>
<td>IMD301 Introduction to User Centred Design</td>
<td>3</td>
</tr>
<tr>
<td>IMD410 Desktop Video</td>
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<tr>
<td>IMD411 Designing for Dynamic Websites</td>
<td>3</td>
</tr>
<tr>
<td>IMD441 Senior Research</td>
<td>3</td>
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<tr>
<td>IMD451 Senior Project</td>
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<td>IMD461 Portfolio</td>
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<tr>
<td>WS221 Interactive Motion Scripting</td>
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</table>
ANIMATION ART & DESIGN (D)

DIPLOMA - 105 CREDITS - 7 QUARTERS

INDUSTRY FOCUS
The Animation Art & Design diploma program is designed to provide graduates with the relevant skills necessary to pursue entry-level employment in the animation, game and visual effects entertainment industries. Students will have the opportunity to develop the technical and creative aptitude necessary to demonstrate and present their skills to industry. This goal is achieved by building a foundation of traditional artistic skills, and then providing students with the opportunity to receive hands on training in various modern applications.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?
In this program, students begin with a foundation in drawing, colour, design, and computer applications. Students have the opportunity to develop advanced skills in various aspects of computer graphics and animation. Students use the tools of the computer animation profession, ranging from computer operating systems to three-dimensional modeling. These tools are designed to enhance a student's flexibility and creativity to produce an individualized digital portfolio that demonstrates their practical and technical abilities to potential employers.

GRADUATES ARE PREPARED
Entry-level employment opportunities for graduating students may include 3D Animator, 2D Animator (traditional and vector based), Technical Animator, Video Game Animator, VFX Animator, Junior Production Designer, Motion Capture Artist, Junior Modeler, Junior Texture Artist, Render Wrangler, and a host of related entry-level animation production positions.
## DIPLOMA IN ANIMATION ART & DESIGN

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>ANI201 Acting for Animators</td>
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<tr>
<td>ANI211 Drawing for Animators</td>
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<tr>
<td>ANI221 Conceptual Storytelling</td>
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<tr>
<td>ANI301 3D Animation II</td>
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<tr>
<td>ANI331 Vector Animation I</td>
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<td>ANI351 3D Animation III</td>
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<tr>
<td>ANI381 Vector Animation II</td>
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<tr>
<td>ANI401 3D Animation IV</td>
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<tr>
<td>ANI441 Motion Capture</td>
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<td>ANI501 3D Animation V</td>
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<tr>
<td>CC112 Fundamentals of Design</td>
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<tr>
<td>CCM101 Drawing and Perspective</td>
<td>3</td>
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<tr>
<td>CCM121 Digital Imaging I</td>
<td>3</td>
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<tr>
<td>CCM131 Basic 3D Concepts</td>
<td>3</td>
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<tr>
<td>CCM141 Life Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>CCM161 Concept Design and Illustration</td>
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<td>CCM181 3D Modeling I</td>
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<td>CCM191 Life Drawing II</td>
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<tr>
<td>CCM221 3D Animation I</td>
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<tr>
<td>CCM231 Materials and Textures I</td>
<td>3</td>
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<td>CCM241 Life Drawing III</td>
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<td>CCM261 Portfolio I</td>
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<td>CCM271 Rigging</td>
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<td>CCM291 Storyboarding</td>
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<td>CCM321 Preproduction Team</td>
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<td>CCM361 Production Team</td>
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<td>CCM391 Script Programming</td>
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<td>CCM411 Portfolio II</td>
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<td>CCM431 Mentor Studio</td>
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<tr>
<td>Media Arts Elective 1</td>
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<td>Media Arts Elective 2</td>
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</table>

**Total** 105
DIGITAL FILM & VIDEO (D)
DIPLOMA - 90 CREDITS - 6 QUARTERS

NEW MEDIA LANDSCAPE
New tools for content creation are continually rising on the digital landscape. Today’s content developer must be able to navigate this world with confidence. The Digital Film & Video program at The Art Institute of Vancouver provides a study of digital production and visual storytelling, focusing on narrative film, corporate and commercial video production.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?
Expanding digital markets continue to present new challenges for the workforce. With this in mind, the Digital Film & Video program offers students a curriculum which is designed to prepare them to meet the needs of industry. With the guidance of industry professionals students will explore the skills and organizational thinking necessary for a creative and productive experience, accessing and executing their own ideas and vision via hands-on learning opportunities and practical field exercises.

GRADUATES ARE PREPARED
The curriculum, designed in consultation with industry representatives, is intended to prepare students to seek entry-level positions in digital filmmaking and related industries. The Digital Film & Video program is best suited for highly-motivated, self-starters who want a well-rounded education to assist them in preparing to seek entry-level employment in digital film and video production.
DIPLOMA IN DIGITAL FILM & VIDEO

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>DFV110 Introduction to Digital Film Editing</td>
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<tr>
<td>DFV111 Digital Film Editing</td>
<td>3</td>
</tr>
<tr>
<td>DFV120 Introduction to Video Production</td>
<td>3</td>
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<tr>
<td>DFV121 Television and Film Production Techniques</td>
<td>3</td>
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<tr>
<td>DFV130 Visual Storytelling and Aesthetics</td>
<td>3</td>
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<tr>
<td>DFV131 Concept Development and Scriptwriting</td>
<td>3</td>
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<tr>
<td>DFV140 Introduction to Cinematography</td>
<td>3</td>
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<td>DFV141 Cinematography</td>
<td>3</td>
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<tr>
<td>DFV161 Introduction to Production Planning</td>
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<td>DFV171 Applications in Video Production</td>
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<td>DFV172 Working With Actors</td>
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<td>DFV180 Film Studies</td>
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<td>DFV181 Colour Theory for Digital Media and the Web</td>
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<td>DFV191 Location Audio</td>
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<td>DFV192 Sound Design for Film</td>
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<td>DFV210 Motion Graphics and Compositing</td>
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<td>DFV220 Electronic Field Production</td>
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<td>DFV221 Short-Form Media Production</td>
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<td>DFV222 Documentary Filmmaking</td>
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<td>DFV223 Advanced Project Production</td>
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<td>DFV224 Music Video Production</td>
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<td>DFV230 Screenwriting</td>
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<td>DFV250 Media Business: Law, Marketing and Distribution</td>
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<td>DFV251 Business Development &amp; Communications</td>
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<tr>
<td>DFV252 Social Media Strategy</td>
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<td>DFV253 Professional Development and Portfolio</td>
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<td>DFV260 Advanced Project Preproduction</td>
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<td>DFV270 Directing</td>
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<td>DFV281 Media Management and Delivery</td>
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</table>
DIGITAL PHOTOGRAPHY (D)

DIPLOMA - 60 CREDITS - 4 QUARTERS

TURN ASPIRING INTO INSPIRING

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 Digital Photography diploma program must be creative, imaginative, and attentive to detail as they prepare to seek entry-level employment in the field upon graduation. While building an awareness of significance in visual style, students have the opportunity to develop core values based in professional standards and practices and a skill set with a solid technical and design foundation.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

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 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.

GRADUATES ARE PREPARED

Students graduate from the Digital Photography program with the training and portfolio required to pursue entry-level positions such as photographic technician, photographer’s assistant, digital imaging artist, product or still-life photographer, news-source editorial photographer, or photo re-touch professional. They may work in studios, advertising agencies, publishing houses, photo labs or production companies, newspapers and magazines, or as freelancers.

U.S. students may be eligible to receive Title IV financial aid funding for this program.

Please visit ge.artinstitutes.edu/programoffering/4623 for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info on the diploma in Digital Photography.
### DIPLOMA IN DIGITAL PHOTOGRAPHY

<table>
<thead>
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<tr>
<td>CC133 Digital Imaging</td>
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<td>DFV110 Introduction to Digital Film Editing</td>
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<td>PHOA101 Principles of Photography</td>
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<td>PHOA102 Introduction to Photography</td>
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<tr>
<td>PHOA103 Digital Image Management</td>
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<td>PHOA105 Photojournalism</td>
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<td>PHOA112 Photographic Design</td>
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<td>PHOA113 Lighting</td>
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<td>PHOA115 History of Photography 1</td>
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<td>PHOA122 View Camera Theory</td>
<td>3</td>
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<td>PHOA123 Colour Management &amp; Printing</td>
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<td>PHOA202 Studio Photography</td>
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<td>PHOA203 Photographic Post-Production</td>
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<td>PHOA208 Business of Photography</td>
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<td>PHOA209 Portfolio I</td>
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<td>PHOA233 Advanced Photographic Post-Production</td>
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<td>PHOA308 Marketing for Photographers</td>
<td>3</td>
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<td>WDIM130 Web Site Development I</td>
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EVENT MANAGEMENT (D)
DIPLOMA - 60 CREDITS - 4 QUARTERS

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

THE RIGHT TIME AND THE RIGHT PLACE
Every day special events take place all over the world. Festivals, galas, awards shows, conferences, exhibitions, meetings, incentive programs, marketing events, sporting events, and many more. All these events require someone, or a team of people to put them together. Event managers and coordinators spend countless hours preparing and coordinating every detail of their event so that the audience can enjoy a seamless and spectacular event.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?
In the Event Management program, students have the opportunity to learn what it takes to manage and publicize events. Students have the opportunity to gain knowledge of how to work with vendors including caterers, florists, and rental companies. Additionally, students are exposed to the correct methods to spread the word about the event — including insight advertising and community relations.

PROFESSIONAL DESIGNATION)
The Art Institute of Vancouver and the Canadian Tourism Human Resource Council (CTHRC) have analyzed and compared the Event Management diploma program to the Occupational Knowledge component of the Tourism Certified Professional - Event Coordinator (TCP-EVC) certification program and found the programs to be equivalent. As a result, the two organizations as well as go2, who is the provincial partner of the CTHRC and delivery agent of Emerit tourism training and certification in the province of British Columbia, have entered into an articulation agreement.

Students that successfully complete the Event Management diploma program with an overall cumulative grade point average of 3.0 or higher automatically qualify to receive credit towards the knowledge component of the TCP-EVC certification and designation. (Application fees apply.)
<table>
<thead>
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<tr>
<td>EVM101 Essential Software</td>
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<td>EVM102 Project Management &amp; Strategic Planning</td>
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<td>EVM103 Business Communications</td>
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<tr>
<td>EVM104 Stakeholder Management &amp; Measuring Return</td>
<td>3</td>
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<tr>
<td>EVM200 Financial Management &amp; Administration</td>
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<td>EVM201 Human Resource Management</td>
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<tr>
<td>EVM202 Site Management &amp; On-Site Operations</td>
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<tr>
<td>EVM203 Event Marketing</td>
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<tr>
<td>EVM204 Customer Service, Sales, &amp; Relationship Building</td>
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<tr>
<td>EVM300 Risk Management &amp; Law</td>
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<td>EVM301 Technical Production</td>
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<td>EVM302 Event Design</td>
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<td>EVM303 Sponsorship &amp; Program Funding</td>
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<tr>
<td>EVM304 Proposals &amp; Presentations</td>
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<tr>
<td>EVM400 Destination Management, Meetings, Conferences &amp; Trade Shows</td>
<td>3</td>
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<tr>
<td>EVM401 Practical Application</td>
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<td>EVM402 Ethics &amp; Professionalism</td>
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<td>EVM403 Public Relations</td>
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<td>EVM404 Professional Development</td>
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</table>
FASHION DESIGN (D)
DIPLOMA - 90 CREDITS - 6 QUARTERS

SENSE OF STYLE
A major focus of the apparel industry is fashion design. For students who seek an exciting career in a dynamic business, fashion design offers creative opportunities to transform design concepts into garments and accessories sold in retail outlets everywhere.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?
The Fashion Design program offers the ability to transform design ideas into garments and accessories as well as knowledge of the business side of the fashion industry. The design segment of the program is intended to help students develop skills in garments construction and design including tailoring, flat pattern drafting and draping as well as computer pattern drafting and grading to provide a solid foundation in the fundamentals of apparel engineering. In addition, marketing courses are designed to enable the students to develop, analyze and implement effective market strategies.

GRADUATES ARE PREPARED
The faculty encourages creativity and provides the opportunity for students to learn hands-on skills using traditional tools as well as industrial equipment similar to those found in the fashion design field. The combination of professional marketing skills and technical knowledge is designed to prepare students to seek entry-level positions in the industry such as a junior designer, pattern grader, management trainees, visual merchandisers and assistant merchandise buyers.

U.S. students may be eligible to receive Title IV financial aid funding for this program.

Please visit ge.artinstitutes.edu/programoffering/4479 for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info on the diploma program in Fashion Design.
# DIPLOMA IN FASHION DESIGN

<table>
<thead>
<tr>
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<tr>
<td>CC112  Fundamentals of Design</td>
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</tr>
<tr>
<td>CC115  Colour Theory</td>
<td>3</td>
</tr>
<tr>
<td>CC133  Digital Imaging</td>
<td>3</td>
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<tr>
<td>FD104  Survey of the Fashion Industry</td>
<td>3</td>
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<tr>
<td>FD110  Fashion Illustration</td>
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<tr>
<td>FD124  Fundamentals of Construction</td>
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<tr>
<td>FD130  Textiles Fundamentals</td>
<td>3</td>
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<tr>
<td>FD180  Product Development</td>
<td>3</td>
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<td>FD190  History of Fashion</td>
<td>3</td>
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<td>FD210  Concept Development</td>
<td>3</td>
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<td>FD211  Digital Illustration for Fashion</td>
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<tr>
<td>FD224  Intermediate Construction</td>
<td>3</td>
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<tr>
<td>FD240  Fundamentals of Patternmaking</td>
<td>3</td>
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<td>FD241  Intermediate Patternmaking</td>
<td>3</td>
</tr>
<tr>
<td>FD250  Draping</td>
<td>3</td>
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<tr>
<td>FD260  Trends and Forecasting</td>
<td>3</td>
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<tr>
<td>FD280  Apparel Evaluation and Production</td>
<td>3</td>
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<tr>
<td>FD300  Professional Development and Portfolio</td>
<td>3</td>
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<tr>
<td>FD320  Design Studio: Women's Wear</td>
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<tr>
<td>FD321  Advanced Sewing Techniques</td>
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<tr>
<td>FD324  Advanced Construction</td>
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<td>FD340  Computer Patternmaking</td>
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<td>FD341  Computer Patternmaking II</td>
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<td>FD370  Final Collection Concept</td>
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<td>FD372  Final Collection Production</td>
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<td>FM102  Introduction to Fashion Marketing</td>
<td>3</td>
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<tr>
<td>FM304  Website Development</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>
FASHION MARKETING (D)
DIPLOMA - 90 CREDITS - 6 QUARTERS

THE BUSINESS OF DESIGN
The Fashion Marketing program blends individual creativity with a keen sales orientation. The program exposes students to the apparel industry from a business standpoint, offering them the knowledge and skills needed to effectively market companies, create advertising campaigns and identify appropriate messaging to target demographics.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?
Students are introduced to foundation skills such as colour theory, fashion sketching, costume history, digital imaging and introductory retail skills. They later move on to topics such as concepts and trends in apparel, merchandise management, textiles and fabrics, advertising and marketing, elements of retail operations and technology, manufacturing, retail mathematics, consumer behaviour, business ownership, media buying, human resources, accounting, store planning and lease management. Prior to graduating, students concentrate on developing a portfolio, securing an internship, and turn to topics on e-commerce and web marketing.

GRADUATES ARE PREPARED
The faculty encourages creativity and provides the opportunity for students to learn hands-on skills using traditional tools as well as industrial equipment similar to those found in the fashion design field. The combination of professional marketing skills and technical knowledge is designed to prepare students to seek entry-level positions in the industry such as a junior designer, pattern grader, management trainees, visual merchandisers and assistant merchandise buyers.

U.S. students may be eligible to receive Title IV financial aid funding for this program.

Please visit ge.artinstitutes.edu/programoffering/3103 for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info on the diploma program in Fashion Marketing.
### DIPLOMA IN FASHION MARKETING

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CC115 Colour Theory</td>
<td>3</td>
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<tr>
<td>CC133 Digital Imaging</td>
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<tr>
<td>FD104 Survey of the Fashion Industry</td>
<td>3</td>
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<tr>
<td>FD130 Textile Fundamentals</td>
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<tr>
<td>FD190 History of Fashion</td>
<td>3</td>
</tr>
<tr>
<td>FD211 Digital Illustration for Fashion</td>
<td>3</td>
</tr>
<tr>
<td>FD260 Trends and Forecasting</td>
<td>3</td>
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<td>FD300 Professional Development and Portfolio</td>
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<tr>
<td>FM101 Fundamentals of Marketing</td>
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<tr>
<td>FM102 Introduction to Fashion Marketing</td>
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<tr>
<td>FM110 Fundamentals of Advertising</td>
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<td>FM120 Business Fundamentals</td>
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<td>FM200 Consumer Behaviour</td>
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<td>FM201 Brand Strategy</td>
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<td>FM203 Principles of Market Research</td>
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<td>FM210 Media Planning and Buying</td>
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<td>FM220 Business Communications</td>
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<td>FM231 Public Relations</td>
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<td>FM240 Visual Merchandising</td>
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<td>FM241 Sales and Event Promotion</td>
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<td>FM242 Merchandise Management</td>
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<td>FM250 Event and Fashion Show Production</td>
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<td>FM260 Current Designers</td>
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<td>FM270 Fashion Writing</td>
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<td>FM290 Retail Mathematics</td>
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<td>FM303 International Marketing</td>
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<td>FM304 Website Development</td>
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<td>FM320 E-Business and Marketing</td>
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<td><strong>Total</strong></td>
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</table>
GAME ART & DESIGN (D)

DIPLOMA - 90 CREDITS - 6 QUARTERS

THEORY AND PRACTICE OF FUN

Game designers are the people who give life to near flesh-and-blood characters, embroil them in fantastic plots, and design levels placing them in a compelling environment. In sort, they create the user experience. This is a field that demands constant evolution as new gameplay engines, systems, and technology are introduced on a constant basis.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Students in the Game Art & Design program at The Art Institute of Vancouver have the opportunity to acquire a core skill set of written communication, game and level design, game scripting, and a foundation in art. The student then has the opportunity to learn to create professional documentation, design game play, articulate stories, characters and their environments, and apply knowledge of video and computer games to create their own interactive experiences.

GRADUATES ARE PREPARED

Graduates have the training and skills necessary to seek entry-level positions in the game industry such as level designer, gameplay (interactivity) designer, mission scripter, story writer, tester, and assistant producer.

U.S. students may be eligible to receive Title IV financial aid funding for this program.

Please visit ge.artinstitutes.edu/programoffering/136 for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info on the diploma program in Game Art & Design.
### Diploma in Game Art & Design

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<td>CC310 Preproduction and Project Management</td>
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<td>CC401 Portfolio I</td>
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<td>CC450 Production Team I</td>
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<td>CC451 Production Team II</td>
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<tr>
<td>CCM131 Basic 3D Concepts</td>
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<td>GAD100 History of Games</td>
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<td>GAD102 Documentation for Design</td>
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<tr>
<td>GAD110 Game Design I</td>
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<tr>
<td>GAD120 Scripting I</td>
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<td>GAD121 Mini Games and Prototyping</td>
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<td>GAD122 Game Design II</td>
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<td>GAD130 Level Design I</td>
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<td>GAD131 Game QA and Prototyping</td>
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<td>GAD235 Online Game Scripting I</td>
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<td>VGP100 Introduction to Computer Systems</td>
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<td>VGP333 Programming for Game Engines</td>
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<td>Media Arts Elective 2</td>
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</table>
GAME PROGRAMMING (BS)

BACHELOR OF SCIENCE - 180 CREDITS - 11 QUARTERS

SCIENCE OF GAMES

The Bachelor of Science in Game Programming degree program has a strong applied focus in programming, mathematics, physics, game development, game design and teamwork and is designed to prepare graduates to seek entry-level employment as a Video Game Programmer. The program is committed to the advancement of applied art, computer science, software programming and its role in the global culture.

PROGRAM OBJECTIVES

Program objectives are to provide students with the following:

- A strong theoretical and practical knowledge of game programming.
- A hands-on, learning-centred educational environment that supports and enhances students' professional and academic development as designers.
- Targeted preparation and training to seek entry-level employment and advancement opportunities within the programming field upon graduation.
- Access to appropriately credentialed faculty with extensive industry experience.

GRADUATES ARE PREPARED

Upon graduation, Game Programming program graduates will have had the opportunity to acquire the training, programming knowledge and professional skills to interview for entry-level positions at game development studios, web development companies, serious game companies (games designed to educate), social networking companies, and general programming listings.

This program is offered under the written consent of the Minister of Advanced Education effective July 20, 2011 having undergone a quality assessment process and been found to meet the criteria established by the minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

U.S. students may be eligible to receive Title IV financial aid funding for this program.

Please visit ge.artinstitutes.edu/programoffering/4481 for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science degree program in Game Programming.
BACHELOR OF SCIENCE IN GAME PROGRAMMING

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<thead>
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<td>CC133 Digital Imaging</td>
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<td>CC310 Preproduction and Project Management</td>
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<tr>
<td>CC450 Production Team I</td>
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<tr>
<td>CC452 Post-Production</td>
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<tr>
<td>CCM131 Basic 3D Concepts</td>
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<td>GAD110 Game Design I</td>
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<td>GAD130 Level Design I</td>
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<td>VGP100 Introduction to Computer Systems</td>
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<td>VGP111 Object-Oriented Programming in C++ I</td>
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<td>VGP112 UML and Technical Documentation</td>
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<td>VGP220 Algorithms and Data Patterns I</td>
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<td>VGP230 2D Games Programming</td>
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<td>VGP232 Game Tools and Pipelines</td>
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<td>VGP240 3D Graphics and Applications</td>
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<td>VGP242 3D Graphics Programming</td>
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<td>VGP244 Algorithms and Data Patterns II</td>
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<td>VGP246 Calculus for Physics</td>
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<td>VGP248 Physics of Motion, Light and Sound</td>
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<td>VGP256 Math and Physics for Games</td>
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<td>VGP320 Database Programming</td>
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<td>VGP330 Real Time GPU Programming</td>
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<td>VGP331 Network Programming</td>
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<td>VGP332 Artificial Intelligence</td>
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<td>VGP333 Programming for Game Engines</td>
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<td>VGP334 Animation for Games</td>
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<td>VGP335 Audio for Games</td>
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<td>VGP336 Gameplay Programming</td>
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<td>VGP430 Senior Project</td>
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<td>VGP440 Concurrency and Parallel Programming</td>
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General Education Courses
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<td>GE103 Speech Communications</td>
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<td>GE104 Rhetoric and Composition</td>
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<td>GE114 Academic Writing</td>
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<td>GE124 Critical Thinking</td>
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<tr>
<td>GE127 Applied Mathematics</td>
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<tr>
<td>GE129 Geometry and Linear Algebra</td>
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<tr>
<td>GE214 Fundamentals of Sociology</td>
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<tr>
<td>GE224 World Civilization</td>
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<tr>
<td>GE244 Introduction to Political Science</td>
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<td>GE314 Fundamentals of Psychology</td>
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<td>GE334 Ethics</td>
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<td>General Education Elective 1</td>
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<td><strong>Total</strong></td>
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**TOTAL CREDITS** 180
GRAPHIC DESIGN &
FOUNDATION FOR DESIGN (D)
DIPLOMA - 90 CREDITS - 6 QUARTERS

VISUAL COMMUNICATOR

Magazines, newspapers, advertising agencies, publishing houses, engineering companies, builders, packaging, and web development companies all require the specialized skills of graphic designers.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Students in this program will have the opportunity to learn to apply the fundamentals of design, typography, illustration and production procedures in creative communication problems and projects. In addition, students can learn how to meet the needs of clients quickly, creatively and economically. Training will be provided to give students the opportunity to design with the following software tools: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Flash, and Dreamweaver.

GRADUATES ARE PREPARED

Graphic Design & Foundation for Design graduates will have acquired the training and developed the portfolio necessary to interview for entry-level positions in advertising agencies, design studios, publishing houses, web development companies, corporate communications departments, and television studios.
## DIPLOMA IN GRAPHIC DESIGN & FOUNDATION FOR DESIGN

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tr>
<td>CC110 Drawing</td>
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<tr>
<td>CC112 Fundamentals of Design</td>
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<td>CC115 Colour Theory</td>
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<td>GD131 Typography</td>
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<td>GD311 Art Direction</td>
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<td>GD312 Design and Technology</td>
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<td>GD412 Advertising Design</td>
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<td>IMD102 Digital Visual Composition</td>
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<td>MAA121 Life Drawing I</td>
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<td>MM221 Computer Animation for Multimedia</td>
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<td>RS400 Professional Development</td>
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<td>WS121 Fundamentals of the World Wide Web</td>
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<td><strong>Total</strong></td>
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GRAPHIC DESIGN (D)
DIPLOMA - 75 CREDITS - 5 QUARTERS

VISUAL COMMUNICATOR
Magazines, newspapers, advertising agencies, publishing houses, engineering companies, builders, packaging, and web development companies all require the specialized skills of graphic designers.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?
Students in this program will have the opportunity to learn to apply the fundamentals of design, typography, illustration and production procedures in creative communication problems and projects. In addition, students have the opportunity to learn how to meet the needs of clients quickly, creatively and economically. Training will be provided to give students the opportunity to design with the following software tools: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Flash, and Dreamweaver.

GRADUATES ARE PREPARED
Upon graduation, Graphic Design graduates will have acquired the training and developed the portfolio necessary to interview for entry-level positions in advertising agencies, design studios, publishing houses, web development companies, corporate communications departments, and television studios.

U.S. students may be eligible to receive Title IV financial aid funding for this program.

Please visit ge.artinstitutes.edu/programoffering/152 for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info on the diploma program in Graphic Design.
DIPLOMA IN GRAPHIC DESIGN

<table>
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<tr>
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<td><strong>Total</strong></td>
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</table>
GRAPHIC DESIGN (BA)
BACHELOR OF DESIGN - 180 CREDITS - 11 QUARTERS

GREEN BY DESIGN
The Art Institute of Vancouver's Bachelor of Design in Graphic Design degree program focuses on the increasingly vital relationship between design and sustainable principles. As environmental demands escalate and take centre focus in educational and political discourse, there is a growing need for designers who can provide solutions while creating sustainable, eco-conscious designs.

This academic program aims to produce designers who combine technical aptitude, critical thinking skills and ethical awareness. Program graduates will possess knowledge of design and sustainable fundamentals, as well as an understanding of core values, emerging trends and discipline challenges. They will demonstrate professional excellence in the application of environmentally conscious principles to any design project or milieu.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?
Students will have the opportunity to learn how to assume the role of innovators and leaders within the program: in collaboration with their academic chair and instructors, they will have the opportunity to launch and co-steer strategies for incorporating new sustainable standards. As such, program graduates will have hands-on awareness of innovations within sustainable design and how these advances translate into the daily operations of schools and organizations within British Columbia.

PROGRAM OBJECTIVES
Our specific objectives are to provide students the following:

- Competencies in a program emphasizing strong theoretical and practical knowledge necessary for graduates to seek entry-level employment;
- A hands-on, learning-centred educational environment that supports and enhances students' professional and academic development as designers;
- Targeted preparation and training for entry-level employment opportunities within the design field;
- Access to appropriately credentialed faculty with extensive industry experience.

This program is offered under the written consent of the Minister of Advanced Education effective March 31, 2010 having undergone a quality assessment process and been found to meet the criteria established by the minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

U.S. students may be eligible to receive Title IV financial aid funding for this program.

Please visit ge.artinstitutes.edu/programoffering/4482 for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Design degree program in Graphic Design.
## BACHELOR OF DESIGN IN GRAPHIC DESIGN

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**TOTAL CREDITS**

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INTERIOR DESIGN (D)
DIPLOMA - 90 CREDITS - 6 QUARTERS

GIVING FORM TO SPACE

Interior designers give form to the spaces in which we spend our lives. An interior designer is, by definition a person who identifies, researches, and solves problems pertaining to the function and quality of interiors. Their work includes programming, design analysis, as well as specifying and designing all aspects of interior spaces. Using specialized knowledge of interior construction, building codes, materials, lighting, and furnishings, interior designers prepare drawings and documents in order to protect the health, safety, and welfare of the public.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Interior Design diploma program is rich in theory and practice. Students will have the opportunity to develop abilities in all aspects of the design of three-dimensional spaces, both residential and commercial. The program is designed to teach students to communicate design solutions through a variety of visual media and develop aesthetic and ethical sensitivities. Students will have the opportunity to learn how the profession interfaces with others in the industry and how to manage the business of their profession. They will graduate prepared to seek entry level employment in the fields of commercial and residential design.

GRADUATES ARE PREPARED

The goal of the Interior Design diploma program is to produce graduates that are prepared to seek entry-level employment in their profession and able to conceive and execute viable, creative design solutions in diverse occupations within our current market realities. Graduates of The Art Institute of Vancouver Interior Design diploma program will be eligible to write the National Council for Interior Design Qualification exam upon completion of the required work experience.

U.S. students may be eligible to receive Title IV financial aid funding for this program.

Please visit ge.artinstitutes.edu/programoffering/4484 for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info on the diploma program in Interior Design.
### DIPLOMA IN INTERIOR DESIGN

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**Total** 90
INTERIOR DESIGN
BACHELOR OF APPLIED DESIGN - 180 CREDITS - 11 QUARTERS

ENHANCING FORM AND FUNCTION

Today's professional interior designers enhance the function and quality of interior environments. Their mission, significant in today’s society, is to design spaces that improve the quality of life, protect the health, safety, and welfare of the public, and support increased productivity. The Bachelor of Applied Design in Interior Design degree program offers a well-rounded curriculum strengthened with numerous computer-based courses, designed to prepare graduates to meet the current demands of the profession.

Other important topics explored include the areas of universal design, human factors, environmental and sustainable design, business aspects of the profession, and other issues related to the interior design field.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Interior Design program begins with a foundation in art and design to increase artistic sensitivity. The program is designed to emphasize the areas of drafting, space planning, history of interior design, materials, lighting, and residential and contract/commercial design. Courses cover two-dimensional and three-dimensional computer-aided design, computer rendering, three-dimensional modeling, and architectural detailing/working drawing methods of presenting design ideas and communicating with related professional services. The analysis of client needs and desires to create design solutions that are aesthetically pleasing, functional, and in accordance with building codes and standards, is the essence of the Interior Design program.

PROGRAM OBJECTIVES

Our specific objectives are to provide students the following:

- An opportunity to acquire a Bachelor of Applied Design degree in Interior Design in a program emphasizing strong theoretical and practical knowledge.
- A hands-on, learning-centred educational environment that supports and enhances students’ professional and academic development as designers.
- Targeted preparation and training allowing graduates to seek entry-level employment within the design field.
- Access to appropriately credentialed faculty with extensive industry experience.
- Opportunities to influence and lead design innovations within a dynamic, evolving field.

This program is offered under the written consent of the Minister of Advanced Education effective August 3, 2011 having undergone a quality assessment process and been found to meet the criteria established by the minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

U.S. students may be eligible to receive Title IV financial aid funding for this program.

Please visit ge.artinstitutes.edu/programoffering/4483 for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Applied Design in Interior Design degree program.
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**TOTAL CREDITS** 180
PROFESSIONAL RECORDING ARTS (D)

DIPLOMA - 90 CREDITS - 6 QUARTERS

AUDIO PROFESSIONALS

The tools for recording, editing, and delivery of audio are evolving at a rapid pace. Today’s professional audio engineers and producers must constantly stay abreast of current developments in equipment technology and production methods. To do this, they must have a solid foundation in the basic physics of sound and acoustics as well as skills in equipment operation, usage, and design.

The Professional Recording Arts program is designed to meet the needs of industry by offering a curriculum that provides students with a solid background in technology, theory and industry practices. Practical hands-on experience with recording and live production equipment is essential to being prepared for the contemporary market place.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Through rigorous study of theoretical concepts, industry practices, and hands-on production techniques, students work to develop the technical skills and aesthetic sensibilities needed to become professional engineers, technicians, producers and business people. Students have the opportunity to learn the fundamentals of acoustics, audio engineering principles, digital audio editing, analog and digital audio mixing, music theory, keyboarding, and practical audio electronics among other skills.

GRADUATES ARE PREPARED

The diploma in Professional Recording Arts is a six-quarter, course of study that is designed to prepare students with the essential skills and knowledge necessary to seek entry-level employment in the field of audio. The Art Institute of Vancouver’s Professional Recording Arts program is designed to prepare graduates to seek entry-level employment in the field of audio engineering and production, music recording, live sound, television, home studio, radio, studio management, corporate AV, game audio, technical support, and others.
# DIPLOMA IN PROFESSIONAL RECORDING ARTS

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PROFESSIONAL RECORDING ARTS (LIPA) (D)

DIPLOMA - 110 CREDITS - 6 QUARTERS

LIVERPOOL INSTITUTE FOR PERFORMING ARTS

The Professional Recording Arts (LIPA) program is a fully articulated block transfer program. Students aspiring to a higher level of academic work and/or are clear about their desire to transfer to the Liverpool Institute for Performing Arts (LIPA) may apply for the articulated program at the beginning of their studies at The Art Institute Vancouver.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The program includes all course work in the Professional Recording Arts diploma program with additional academic and project requirements and higher expectations regarding academic achievement. Additional courses include Media Studies and Technology, and Directed Studies. The program requires the completion of a variety of written papers through Directed Studies courses. In addition, students are required to complete a major collaborative project.

ENTRANCE REQUIREMENTS

Students must apply for the Professional Recording Arts (LIPA) program at the beginning of the regular Professional Recording Arts program. In order to be considered into the Professional Recoding Arts (LIPA) program, interested students must fulfill the follow requirements.

- Students must agree to maintain a minimum grade point average (GPA) of 2.4 or better throughout their program.
- Provide a 1000 word essay on employment goals and how the Professional Recording Arts (LIPA) diploma program will help the student achieve his/her goals.

Upon acceptance into the program, students are required to fill out the Professional Recording Arts (LIPA) Preparatory Program Agreement form that will be considered as part of the Enrolment Agreement.
DIPLOMA IN PROFESSIONAL RECORDING ARTS (LIPA)

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tr>
<td>PRA100  Fundamentals of Audio</td>
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<tr>
<td>PRA101  Digital Audio and Control Systems</td>
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<tr>
<td>PRA110  Audio Technology I</td>
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<td>PRA111  Audio Recording I</td>
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<td>PRA120  Digital Music Technology I</td>
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<td>PRA200  Acoustics</td>
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<td>PRA201  Psychoacoustics</td>
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<td>PRA202  Audio Electronics</td>
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<td>PRA210  Advanced Recording Techniques I</td>
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<td>PRA231  Digital Audio IV</td>
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<td>PRA240  Songwriting</td>
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<td>PRA241  Music Arranging and Recording Technology</td>
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<td>PRA242  Music Production for Visual Media</td>
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<td>PRA243  Composition for Advertising</td>
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<td>PRA250  Live Sound Reinforcement</td>
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<td>PRA260  Business Fundamentals</td>
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<td>PRA280  Media Studies - Technology and Culture I</td>
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<td>PRA281  Media Studies - Technology and Culture II</td>
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<td>PRA340  Advanced Music Production for Visual Media</td>
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<td>PRA380  Directed Studies I</td>
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<td>PRA390  Professional Development and Portfolio</td>
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<td>PRA391  Senior Project</td>
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GENERAL EDUCATION COURSES

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<td>GE114  Academic Writing</td>
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**TOTAL CREDITS** 110
CREATING NEW VISIONS
The VFX for Film & Television diploma program at The Art Institute of Vancouver is designed to provide graduates with the relevant skills necessary to seek entry-level employment in the post-production industry for film and television as VFX artists and technicians, as well as the game and animation industries. This goal is achieved by building a foundation of traditional artistic skill, a solid knowledge base in film and VFX theories and principles, and by then providing students with hands on training in various modern applications and tools including compositing and digital film production techniques.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?
Each 3 month quarter of the program is comprised of tightly integrated, cohesive courses which are designed to help students meet specific, industry driven competencies and outcomes. The curriculum is structured to facilitate portfolio outcomes culminating in the development of a professional “demo reel” and other marketing pieces.

As technology and software are constantly evolving, training is provided that is designed to prepare students to be diagnostic in their study, to problem solve and above all, develop work ethic and standards in accordance with their professional practice. Finally, the program is designed to teach students how to communicate ideas effectively, as well as how to work in a collaborative environment through a variety of team based projects.

GRADUATES ARE PREPARED
Entry-level employment opportunities for graduating students may include 3D Modeler, 3D Generalist, 3D Match Mover, 2D Compositor, VFX Wrangler, Texture Artist, Matte Painter, Render Wrangler, and a host of related entry level visual effects production positions.
### DIPLOMA IN VFX FOR FILM & TELEVISION

<table>
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<td>CCM221 3D Animation I</td>
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<td>CCM271 Rigging</td>
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<td>CCM291 Storyboarding</td>
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<td>CCM431 Mentor Studio</td>
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VISUAL & GAME PROGRAMMING (D)

DIPLOMA - 90 CREDITS - 6 QUARTERS

GAME CREATORS

Video game programmers must be well versed in the technical aspects of game creation. They must be able to create the core game engine subsystems, integrate art assets, and translate the intent of the game designers into functional game software. The game programmer’s skill set includes the ability to create and customize game code, scripts and tools to best meet the needs of an individual game project.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Visual & Game Programming diploma program is an intense hands-on program with a focus on technical programming skills for video games. While the emphasis is on object oriented programming, students also study mathematics, scripting, game design, and algorithm development. In addition to core programming skills, the curriculum introduces students to a number of programming topics including graphics, physics, gameplay and tools development. Students have the opportunity to learn C++, Python, Javascript and OpenGL. Students integrate all of these skills during a final game project in which they create an original video game in a team setting.

GRADUATES ARE PREPARED

The program’s objective is to provide students with the essential programming, mathematics, problem solving, and design skills required of a video game programmer. Graduates possess a blend of theoretical knowledge and practical experience that equips them to seek entry-level employment.
## DIPLOMA IN VISUAL & GAME PROGRAMMING

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<td>CC310 Preproduction and Project Management</td>
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<td>CC450 Production Team I</td>
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<td>GAD100 History of Games</td>
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<td>GAD110 Game Design I</td>
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<td>VGP100 Introduction to Computer Systems</td>
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<td>VGP104 Software Development and Testing</td>
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<td>VGP110 Procedural Programming in C I</td>
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<td>VGP111 Object-Oriented Programming in C++ I</td>
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<td>VGP112 UML and Technical Documentation</td>
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<td>VGP126 Applied Mathematics</td>
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<td>VGP230 2D Games Programming</td>
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<td>VGP232 Game Tools and Pipelines</td>
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<td>VGP240 3D Graphics and Applications</td>
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<td>VGP244 Algorithms and Data Patterns II</td>
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<td>VGP248 Physics of Motion, Light and Sound</td>
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<td>VGP333 Programming for Games Engines</td>
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<td>VGP336 Gameplay Programming</td>
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<td><strong>Total</strong></td>
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BAKING & PASTRY ARTS (C)

LEVEL 1

CERTIFICATE - 30 CREDITS - 2 QUARTERS

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

THE ART OF TASTE

From cakes to custards and meringues to macaroons, the exacting, creative expression that characterizes the baking and pastry arts is a respected and demanding facet of the culinary profession. The Baking & Pastry Arts – Level 1 certificate program is ideal for culinary students and professionals who want to explore the opportunities that exist in the colourful and creative world of pastry and desserts.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

A creative yet technical specialization, pastry arts is experiencing a renaissance that reflects the rapid growth of the food service industry. Our curriculum emphasizes speed, co-ordination, and teamwork when preparing pastries from scratch. Topics such as cake and pastry preparation, frozen desserts, chocolate, regional desserts, and cake decorating are specifically included in courses which are designed to prepare students to seek entry-level employment in baking and pastry-making.

Through hands-on experimentation and in-class instruction, students have the opportunity to discover the tools and techniques used by industry to achieve professional results. The curriculum is designed to provide a solid foundation that is designed to enhance the student's knowledge and skills in the kitchen, and is designed to prepare them to seek entry-level positions within the baking and pastry industry. Studies in nutrition, sanitation, safety management, and careers in the restaurant business are intended to provide students with a full spectrum of knowledge about the culinary industry as they develop their skills as pastry technicians.
<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
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<tr>
<td>CUL102 Concepts and Theories of Culinary Techniques</td>
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<td>CUL103 Sanitation and Safety</td>
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<tr>
<td>CUL105 Fundamentals of Classical Techniques</td>
<td>6</td>
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<tr>
<td>CUL121 Introduction to Baking</td>
<td>3</td>
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<tr>
<td>CUL122 Introduction to Pastry</td>
<td>6</td>
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<tr>
<td>CUL132 Management by Menu</td>
<td>3</td>
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<td>CUL135 Purchasing and Product Identification</td>
<td>3</td>
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<td>CUL250 Management, Supervision &amp; Career Development</td>
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BAKING & PASTRY ARTS (C)
LEVEL 2
CERTIFICATE - 30 CREDITS - 2 QUARTERS

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

BECOMING A PROFESSIONAL

Baking and pastry arts professionals have a distinct knack for distinguishing all the subtle nuances of a dessert's flavour, appearance, and aroma. In the Baking & Pastry Arts – Level 2 program, students are introduced to more advanced tools and techniques used by professional bakers and pastry chefs. Emphasis is on developing the skills, co-ordination, and teamwork required in the baking and pastry industry.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Topics such as the preparation of cakes, pastries, frozen desserts, chocolate, regional desserts as well as classical and artisan bread baking techniques are taught. Baking and pastry instruction is delivered through lecture and hands-on kitchen instruction with students developing competencies in breads, desserts, cake decoration, buffet centrepieces, and show pieces. Special significance is placed on the study of ingredient functions, product identification, and weights and measures as applied to confections. Instruction in planning and controlling costs familiarizes students with the tools required to budget effectively, create profit and loss statements, and maintain sales and cost histories.

To provide students with a broad background and create a more versatile employee, students explore the concepts and theories of culinary techniques. This exploration includes the fundamental concepts, skills and techniques involved in basic cookery as well as an exploration of a wide realm of topics in the culinary arts, including the advantages and disadvantages of working in specific areas of the hospitality industry.

GRADUATES ARE PREPARED

Studies in nutrition, sanitation and safety, management, and careers in the restaurant business give students a full spectrum of knowledge about the culinary industry as they develop their skills, as baking and pastry technicians. Graduates are prepared to seek entry-level employment in bakeries, restaurants, catering houses, and institutional settings in entry-level positions as assistant bakers and pastry cooks.

Prerequisites for CUL202, CUL204, CUL207, and CUL260 are satisfied by completing the Baking & Pastry Arts - Level 1 certificate program.
## CERTIFICATE IN BAKING & PASTRY ARTS - LEVEL 2

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<td>CUL204 Advanced Patisserie and Display Cakes</td>
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<td>CUL207 Artisan Breads &amp; Baking Production</td>
<td>6</td>
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<td>CUL212 Practicum</td>
<td>3</td>
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<tr>
<td>CUL242 Planning and Controlling Costs</td>
<td>3</td>
</tr>
<tr>
<td>CUL252 Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>CUL260 Chocolate, Confections, and Centrepieces</td>
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BAKING & PASTRY ARTS (D)
DIPLOMA - 60 CREDITS - 4 QUARTERS

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

A PASSION FOR DESSERT

Whether it is an insatiable sweet tooth or a love of warm, home-baked bread, all students in the Baking & Pastry Arts program at The International Culinary School at The Art Institute of Vancouver share a passion for the pastry and desserts field.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Practical training covers the basics of fine dessert and pastry making. Pastry curriculum introduces classic creams, custards, and other fillings, as well as methods for making mousses, tarts, and cakes. Students are also acquainted with creative decorating and plating techniques. Baking curriculum explores methods for the preparation of yeast and sweet dough products and students have the opportunity to learn the importance of weights and measures, temperatures, hand-skills, and creative finishing techniques. Students can also learn to create hearth and artisan breads and to produce and deliver assorted bread products to the school's various outlets on a daily basis – much like a true working bake shop.

To provide students with a broad background and create a more versatile employee, Baking & Pastry Arts students receive instruction in the concepts and theories of culinary techniques. This includes the fundamental concepts, skills, and techniques involved in basic cookery, as well as an exploration of a wide realm of topics in the culinary arts including the advantages and disadvantages of working in specific areas of the hospitality industry.

Building on the basics learned in the first two quarters of the program, students can begin to refine their skills and explore the techniques of plated desserts and the theory behind building edible art for a-la-carte service, competition, and banquet functions. Students also study – through hands-on training – the creation of wedding cakes, chocolates, confections, tortes, European cakes, and centrepieces.

Instruction in purchasing, product identification, and in the planning and control process of the restaurant service industry is designed to provide essential knowledge about the business side of a career in the culinary arts. In the externship portion of the program, students work in positions in commercial food service and hospitality establishments approved by The International Culinary School at The Art Institute of Vancouver.

GRADUATES ARE PREPARED

Studies in nutrition, sanitation and safety, management, and careers in the restaurant business give students the opportunity to obtain a full spectrum of knowledge about the culinary industry as they develop their skills, as baking and pastry technicians. Graduates are prepared to seek entry-level employment in bakeries, restaurants, catering houses, and institutional settings in entry-level positions as assistant bakers and pastry cooks.
# DIPLOMA IN BAKING & PASTRY ARTS

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<td>CUL105 Fundamentals of Classical Techniques</td>
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<tr>
<td>CUL121 Introduction to Baking</td>
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<td>CUL122 Introduction to Pastry</td>
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<td>CUL132 Management by Menu</td>
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CULINARY ARTS (C)
LEVEL 1
CERTIFICATE - 30 CREDITS - 2 QUARTERS

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

THE TECHNIQUES OF FLAVOUR

Poaching, roasting, braising, and frying: Do these words stimulate more than just make your mouth water? Do they get you wondering how Chefs prepare delicious meals or balance the workload of a busy kitchen? The Culinary Arts – Level 1 certificate program at The International Culinary School at The Art Institute of Vancouver is ideal for anyone wishing to explore the career options available to them in the world of culinary arts.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The curriculum is broad and addresses the fundamental concepts, skills, and techniques involved in basic cookery. Training covers a diverse range of topics, from kitchen operation and nutrition to knife skills and hygiene. Rigorous hands-on kitchen work aims to familiarize students with cooking techniques, preparation, ingredients, cooking theories, and presentation. Our Chef instructors combine classical principles and modern techniques and trends in both the classroom and the kitchen portions of the program. Over two quarters, students prepare, taste, serve, and evaluate a wide range of dishes to provide them with insight into the scope of the culinary world.

GRADUATES ARE PREPARED

As students progress through the program, they have the opportunity to learn about modern, regional, and classical cuisines and practice making their own culinary creations in our instructional kitchens. Successful completion of the program prepares graduates to seek entry-level jobs such as prep cook, line cook, and first cook. Culinary Arts – Level 1 can be taken independently as a certificate program, or combined with Culinary Arts – Level 2 as a requirement of the Culinary Arts diploma program.
CERTIFICATE IN CULINARY ARTS - LEVEL 1

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</tbody>
</table>
CULINARY ARTS – LEVEL 2 (C)
CERTIFICATE - 30 CREDITS - 2 QUARTERS

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

ADVANCING IN SKILL

Building upon the knowledge gained in the Culinary Arts – Level 1 certificate program, this program is designed to help students acquire more advanced skills that will help them meet the challenges and demands of the dynamic industry of Culinary Arts.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Our Chef instructors help students expand on their basic cookery skills by teaching the principles behind menu development, cost control, pricing, professional standards of performance, guest relations, and communication skills. As always, students continually return to the kitchen to practice new techniques.

At this level of the program, students have the opportunity to receive an introduction to the pastry arts, where they learn the basics of fine dessert and pastry-making. These skills are then complemented by instruction in creative decoration and plating skills. Specialized instruction is also given in Asian cuisine, where emphasis placed on India, the four regions of China, Japan, Vietnam, Thailand, the Philippines, and Indonesia.

As part of the practical training received in this program, students work in the student-run, 40-seat restaurant, where they learn to prepare modern and regional North American cuisine, and rotate working in the various positions (both front and back of house) found in any top-end restaurant. In the externship portion of the program, students work in positions in commercial food service and hospitality establishments approved by The International Culinary School at The Art Institute of Vancouver.

GRADUATES ARE PREPARED

Graduates of the Culinary Arts – Level 2 certificate program are prepared to seek entry-level employment in positions in the food service industry, such as prep cook, short-order cook, and line cook.

Prerequisites for CUL122, CUL244 and CUL261 are satisfied by completing the Culinary Arts - Level 1 certificate program.
<table>
<thead>
<tr>
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<td><strong>Total</strong></td>
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</tbody>
</table>
CULINARY ARTS (D)
DIPLOMA - 60 CREDITS - 4 QUARTERS

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

ART CULINAIRE
The mission of the Culinary Arts diploma program is to provide an environment for students to become learners possessing the skills, knowledge, creativity, and ethical values necessary to survive and flourish in the rapidly-changing culinary, restaurant and catering professions. Experienced industry professionals aim to impart their knowledge and up-to-date technical acumen to their students, and curriculum relies heavily on actual participation in projects that are practical and technical in scope.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?
Throughout this four-quarter program, students will have the opportunity to learn the business aspects of culinary arts along with intensive practical hands-on training. Instruction begins with an introduction to culinary skills, which outlines the fundamental concepts, skills and techniques involved in basic cookery. Students have the opportunity to simultaneously learn the concepts and theories of culinary techniques, as well as food and environmental sanitation and safety. By the end of the first quarter students have the opportunity to possess a well-rounded knowledge of the hospitality industry and an increased awareness of the various opportunities available in the culinary world.

As the course progresses, students have the opportunity to continue to hone their skills in a production setting and build their confidence in the techniques explored in the first quarter. The development of knife skills is accented, and students can begin to learn the specifics of ingredient functions, weights and measures, mise en place, timelines, plate presentation, and team work. An introduction to both baking and pastry is incorporated in the curriculum and students prepare, taste, serve, and evaluate International, Asian and North American regional cuisine. Instruction in food and beverage operations management culminates in the production of a complete dining room and bar operation manual.

During the fourth and final quarter of the program, students combine all the critical skills they have acquired and apply them to the development of a complete business plan for a minimum 100-seat restaurant. Students then embark on an externship in the industry to gain real world experience.

U.S. students may be eligible to receive Title IV financial aid funding for this program.

Please visit ge.artinstitutes.edu/programoffering/4478 for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info on the diploma in Culinary Arts.
## DIPLOMA IN CULINARY ARTS

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CULINARY ARTS & RESTAURANT
OWNERSHIP (D)

ADVANCED DIPLOMA - 90 CREDITS - 6 QUARTERS

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

THE COMPLETE PROFESSIONAL
Top professionals in the culinary arts do more than just cook. They manage restaurants, cater special events, offer personal chef services, and more. For many however, the ultimate goal is to own their own restaurant – to create a place that reflects their culinary passions and lets them share their style and personal panache with the world. For these individuals, The International Culinary School at The Art Institute of Vancouver offers the Culinary Arts & Restaurant Ownership advanced diploma program.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?
The program begins with basic culinary skills and progresses to advanced food techniques, garnishing, and presentation. During the hands-on production, students are exposed to specialty products and produce, as well as the skills and techniques of baking and pastry arts. International, Asian, Classical French, and North American regional cuisine help round-out the student’s knowledge of the culinary world. As they have the opportunity to hone their skills and gain a solid foundation in the culinary and baking and pastry arts, students can move on to develop managerial and leadership skills. They receive training in management, marketing, human resources, accounting and financial management, technology, business communications, beverage management, legal issues, customer service, and global management and operations as they relate to the food service industry. Management by menu, garde manger, and catering and banquet operations are also covered and students have the opportunity to learn to celebrate the culinary styles, restaurants, and chefs who are currently in the industry spotlight. As part of the practical training received in the program, students work in the student-run, 40-seat restaurant, where they can learn to prepare modern and regional North American cuisine, and rotate working in the various positions (both front and back of house) found in any top-end restaurant.

GRADUATES ARE PREPARED
During the sixth and final quarter of the program, students combine all the critical skills they have acquired in the program to the development of a complete business plan for a minimum 100-seat restaurant. Graduates leave with a solid understanding of how to establish effective communication between all restaurant staff, and have the necessary building blocks to seek entry-level employment in the culinary arts.
## ADVANCED DIPLOMA IN CULINARY ARTS & RESTAURANT OWNERSHIP

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</table>
ENTREPRENEURSHIP & RESTAURANT OWNERSHIP (D)

DIPLOMA - 30 CREDITS - 2 QUARTERS

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

THE BUSINESS OF DINING

Maybe you think you have what it takes to manage a dining room operation or run a bustling kitchen, but you want to get the right training before you make the leap. Or perhaps you have always wanted to own a top restaurant, but want to understand the foodservice industry from the inside out. Either way, in the Entrepreneurship & Restaurant Ownership diploma program at The International Culinary School at The Art Institute of Vancouver, you have the opportunity to become competent in the identified priorities of the foodservice industry: communication, training, leadership, management, human resources, technology, accounting, marketing, and customer relations.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

From overseeing food quality and to dealing with customers, to making staffing decisions, a restaurant entrepreneur handles hundreds of varied yet critically important tasks every day. The ability to make decisions quickly often determines their ultimate success or failure. The curriculum focuses on financial management and understanding the various market segments and demands that affect a restaurant's profit margins. Students have the opportunity to learn to work with proven marketing strategies, how to maximize value for owners and investors, and how to use analytical techniques to make informed business decisions.

During the second quarter of the program, students combine all the critical skills they have acquired in the program to the development of a complete business plan for a minimum 100-seat restaurant. Graduates demonstrate practical, analytical, and technical abilities to potential employers.

EXPERIENCE REQUIRED

Graduates of the Culinary Arts diploma program at The International Culinary School at The Art Institute of Vancouver, or those with equivalent training or industry experience, are ideal candidates for this program, which builds upon foundation culinary skills and techniques, and foodservice industry knowledge.

GRADUATES ARE PREPARED

Graduates leave with a solid understanding of how to effectively manage a restaurant and have the necessary building blocks to seek entry-level employment in the culinary arts.
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HOSPITALITY & RESTAURANT BUSINESS
MANAGEMENT (D)
DIPLOMA - 60 CREDITS - 4 QUARTERS

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

WHERE HOSPITALITY AND CULINARY MEET

The world’s most illustrious restaurants build their reputations on being able to meet customer expectations and demands for service, quality, nutrition, diversity of product, and flavour. At The International Culinary School at The Art Institute of Vancouver, we understand that successful communication between all the players in the business – in the kitchen and in the front of the house – keeps things running smoothly and contributes to the overall success of any culinary venture.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

Curriculum for the Hospitality & Restaurant Business Management diploma program begins with an introduction to the fundamental culinary skills and techniques used in basic cookery. Students then explore the various dimensions of culinary, such as the role of culinary education and various career opportunities, before moving on to both practical and theoretical skills in the business arena. Purchasing, budgeting, planning, and cost control knowledge informs students of the market requirements of running a food and beverage business. Front-end management issues such as dining room procedures, management by menu, and human resources management expand on the student’s ability to foster effective communication with key staff. Students are also grounded in the marketing, financial management, and kitchen management skills critical to operating a business in the hospitality and culinary industries. During the fourth and final quarter of the program, students combine all the critical skills they have acquired in the program to develop a complete business plan for a minimum 100-seat restaurant. They then embark on an externship in the industry, to gain real world experience.

GRADUATES ARE PREPARED

The Hospitality & Restaurant Business Management diploma program is a prudent choice for those who possess a passion for the culinary and hospitality industries. Whether your career goal is owning or managing a restaurant, or if you are looking to work with catering companies, hotels, and cafes, the program prepares you to seek a variety of entry-level employment opportunities upon graduation. The program also suits individuals currently employed in the service industry who are looking to challenge themselves and broaden their employment options. Upon successful completion of the program, graduates are prepared to seek entry-level positions in the workforce with a well-rounded portfolio that can lay the foundation for entry-level employment in the culinary arts.
# DIPLOMA IN HOSPITALITY & RESTAURANT BUSINESS MANAGEMENT

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<td>RCM273 Leadership and Organizational Development</td>
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CONTINUING EDUCATION

Applied Arts Essentials - Certificate
Applied Culinary Essentials - Certificate
Aspiring Chefs Home Series - Certificate
Cross Disciplinary Studies - Certificate
Digital Photography Levels 1 & 2 - Certificate
English for Academic Purposes - Certificate
Kitchen & Bath Design Levels 1 & 2 - Certificate
Sommelier & Wine Studies - Certificate
APPLIED ARTS ESSENTIALS (C)

CERTIFICATES - 176 HOURS EACH - 11 WEEKS EACH

AN INTRODUCTION TO THE ARTS

The Applied Arts Essentials program is for students interested in exploring applied arts career options in art, design and media fields. This 11-week program consists of 16 hours of weekly instruction and introduces students to the essentials building blocks necessary to pursue further education in their chosen area of concentration.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Applied Arts Essentials program is composed of introductory courses that may lead to additional study in a chosen field. The course itself does not prepare students for entry into the workforce. The objective of the Applied Arts Essentials program is to give students an introduction to the career options available to them in the art, design and media fields. Student choose between a selection of four courses in any one of the following areas of interest: graphic design, web design, interior design, game art and design, digital film and video, digital photography, visual and game programming, 3D modeling, animation, visual effects, professional recording arts, fashion design, and fashion marketing.

Students have the opportunity to develop fundamental applied arts skills and gain an understanding of the industry and career opportunities in their chosen concentration.

Completion Requirements

To receive a Certificate of Completion, students must complete a minimum of 176 hours of classroom time. Students must also receive a passing grade or credits for all required course work, meet portfolio or other requirements outlined in the student handbook, and satisfy all financial obligations with The Art Institute of Vancouver.
### APPLIED ARTS ESSENTIALS - Program Sequence Choices

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<th>3D Modeling</th>
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<th>Game Art &amp; Design</th>
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<td>CC115 Colour Theory</td>
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<td>CCM111 Design and Colour Theory</td>
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<td>CCM131 Basic 3D Concepts</td>
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<td>CCM101 Drawing and Perspective</td>
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<td>GAD100 History of Games</td>
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<td>DFV120 Introduction to Video Production</td>
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<td>DFV130 Visual Storytelling and Aesthetics</td>
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<td>DFV180 Film Studies</td>
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<td>FD104 Survey of the Fashion Industry</td>
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<td>FD110 Fashion Illustration</td>
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APPLIED CULINARY ESSENTIALS (C)

CERTIFICATES - 176 HOURS EACH - 11 WEEKS EACH

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

INTRODUCTION TO CULINARY

The Art Institute of Vancouver’s Applied Culinary Essentials program is for students interested exploring a career in baking and pastry, culinary or hospitality. This 11-week program consists of 16 hours of weekly instruction and introduces students to the essentials building blocks necessary to pursue further education in their chosen area of concentration.

WHAT WILL I HAVE THE OPPORTUNITY TO LEARN?

The Applied Culinary Essentials program is composed of introductory courses that may lead to additional study in a chosen field. The course itself does not prepare students for entry into the workforce. The objective of the Applied Culinary Essentials program is to give students an introduction to the career options available to them in the baking and pastry, culinary and hospitality fields. Students choose between a selection of four courses in any one of the following areas of interest: Baking and Pastry, Culinary and Hospitality. Introductory courses include: Concepts and Theories of Culinary Techniques, Fundamentals of Classical Techniques, Sanitation and Safety, Introduction to Baking, Introduction to Pastry, Introduction to Hospitality Management, etc.

Students have the opportunity to develop fundamental applied culinary skills, gain an understanding of the industry and career opportunities in their chosen concentration.

Completion Requirements

To receive a Certificate of Completion, students must complete a minimum of 176 hours of classroom time. Students must also receive a passing grade or credits for all required course work, meet portfolio or other requirements outlined in the student handbook, and satisfy all financial obligations with The Art Institute of Vancouver.
### Applied Culinary Essentials - Program Sequence Choices

<table>
<thead>
<tr>
<th>Culinary Arts</th>
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<tr>
<td>CUL102 Concepts and Theories of Culinary Techniques</td>
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<td>RCM262 Catering and Banquet Operations</td>
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<td>EVM102 Project Management &amp; Strategic Planning</td>
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<td>EVM103 Business Communications</td>
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<td>EVM104 Stakeholder Management &amp; Measuring Return</td>
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ASPIRING CHEFS HOME SERIES (C)

CERTIFICATES - 20 HOURS EACH - 5 WEEKS EACH

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

Fundamental Skills for Aspiring Chefs (Certificate)

Develop your culinary talents with us. This introductory course is designed to take you from basic fundamental culinary skills such as caring for your tools through to studying about ingredients and cooking theories, and exploring techniques such as roasting, poaching, braising, frying, and sautéing. Later you will have the opportunity to learn the cookery of vegetables and starch through to proteins such as fish, poultry, and meat. You can learn to use local, fresh ingredients to prepare Pacific West Coast cuisine.

International Cuisine for Aspiring Chefs (Certificate)

The intent of this program is to teach fundamental culinary skills that are typical of European, Mediterranean, South American cuisines. The focus is on the use of various ingredients, cooking theories and techniques. In each class the emphasis will be preparing, and creatively plating European, Mediterranean and South American Dishes. The overall goal is to develop culinary skills and techniques thereby allowing students to perform comfortably and creatively in the kitchen.

Asian Cuisine for Aspiring Chefs (Certificate)

This course emphasizes both the influences and the ingredients that create the unique character of selected Asian cuisines. You will be required to prepare, taste, serve, and evaluate traditional, regional dishes of China, Japan, Korea, Vietnam, and Thailand. Importance will be placed on ingredients, flavour profiles, preparations, and techniques representative of these cuisines.

Completion Requirements

Each program in the Aspiring Chefs Home Series consists of one course. Students are awarded a Certificate of Completion upon successful completion of each course. To receive a Certificate of Completion in Aspiring Chefs Series courses, students must complete a minimum of 20 hours of classroom time. Students must also receive a passing grade or credits for all required course work and satisfy all financial obligations with The International Culinary School at The Art Institute of Vancouver.
CROSS DISCIPLINARY STUDIES (C)

CERTIFICATES - 3 TO 6 CREDITS EACH - 11 WEEKS EACH

UPGRADE YOUR SKILLS

The Cross Disciplinary Studies program allows students to take individual courses within many of The Art Institute’s programs. These individual courses are primarily aimed at providing continuing education for working professionals who wish to enhance their skills or students who wish to further their knowledge and/or skill-base. Students earn a Certificate of Completion for each successfully completed course that may be redeemed for academic credit should the student enroll in a fulltime program.

Completion Prerequisites

Students are required to meet the prerequisites for each course or have the permission of the Academic Department Director responsible for the course to which they are applying.
DIGITAL PHOTOGRAPHY (C) – LEVELS 1 & 2
CERTIFICATES - 30 HOURS EACH - 10 WEEKS EACH

Digital Photography - Level 1 (Certificate)
This course introduces students to the fundamental concepts and techniques of digital photography. It combines basic photography principles of composition and lighting with digital concepts such as exposure evaluation, file formats and image manipulations. This is a perfect course for anyone who wants to improve their photographic skills to capture better photographs.

Digital Photography - Level 2 (Certificate)
This course builds on the fundamentals learned in Digital Photography - Level 1. Students will have the opportunity to gain and apply expanded knowledge of techniques and creative process to develop their visual expression in the art of digital photography. Image manipulation and layout is introduced as a fundamental aspect of a digital workflow. Students will also be exposed to various options for image transfer from camera to computer and importing them into various software programs. This course will also cover digital printing techniques, colour management, and introduce students to the various industries in photography.

Completion Requirements
To receive a Certificate of Completion in either Digital Photography Level 1 or Digital Photography Level 2, students must complete a minimum of 30 hours of classroom time per course. Students must also receive a passing grade or credits for all required course work and satisfy all financial obligations with The Art Institute of Vancouver.
ENGLISH FOR ACADEMIC PURPOSES (C)
LEVELS 1 & 2
CERTIFICATES - 12 CREDITS EACH - 11 WEEKS EACH

Program Description
The English for Academic Purposes (EAP) is for students interested in improving their English prior to pursuing post-secondary education in Canada. This 11-week program consists of 24 hours of weekly instruction and introduces students to the writing, reading and communication skills necessary for successful academic study in an English-speaking institution. As an additional benefit, the EAP program features a foundation-level academic course. Students who successfully complete the EAP program may be able to transfer up to three academic credits towards a diploma program after completing Level 1 or degree program after completing Level 2.

Completion Requirements
To receive a Certificate of Completion for the English for Academic Purposes program students must also receive a passing grade or credits for all required course work, and satisfy all financial obligations with The Art Institute of Vancouver.
ENGLISH FOR ACADEMIC PURPOSES LEVEL 1 CERTIFICATE

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<td>EAP101</td>
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<td>EAP102</td>
<td>Academic Research Skills</td>
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<td>EAP103</td>
<td>Oral Communications &amp; Presentation</td>
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<td>EAP104</td>
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ENGLISH FOR ACADEMIC PURPOSES LEVEL 2 CERTIFICATE

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<td>EAP202</td>
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<td>EAP203</td>
<td>Intermediate Oral Communications &amp; Presentation</td>
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<td>EAP205</td>
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READY FOR YOUR MAKEOVER?

Can't wait for *Extreme Makeover: Home Edition* to come and make over your kitchen and bathroom? Become your own extreme makeover designer. In our five week courses, you can change your space from drab and dreary to bright and cheery.

KITCHEN & BATH DESIGN - LEVEL 1 (Certificate)

The Kitchen & Bath Design – Level 1 is a single course is designed to introduce the basic principles of kitchen and bathroom design, colour theory, and lighting. At the completion of the program, students will have the opportunity to be familiar with the kinds of materials that go best with their living spaces and be aware of how to accent rooms with fixtures, equipment, and cabinetry.

KITCHEN & BATH DESIGN - LEVEL 2 (Certificate)

Students in the Kitchen & Bath Design – Level 2 course can learn to go beyond the basics to bring new life to an old room. From learning how to properly plan projects to construction basics and safety issues, students explore a variety of do-it-yourself renovation possibilities.

Completion Prerequisites

To receive a Certificate of Completion in Kitchen & Bath Design – Level 1, students must complete a minimum of 30 hours of classroom time. To receive a Certificate of Completion in Kitchen & Bath Design – Level 2, students must complete a minimum of 30 hours of classroom time. Students must also receive a passing grade or credits for all required course work, meet portfolio or other requirements outlined in the student handbook, and satisfy all financial obligations with The Art Institute of Vancouver.
SOMMELIER & WINE STUDIES (C,D)

CERTIFICATE and DIPLOMA PROGRAMS

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

WINE & SPIRIT EDUCATION TRUST DIPLOMA PROGRAM

At The International Culinary School at The Art Institute of Vancouver, we offer a wine education program for those interested in the culinary and hospitality industry. At the heart of our wine program is the internationally recognized Wine & Spirit Education Trust (WSET) curriculum, widely-referred to as the gold standard in comprehensive training for the wine and spirits trade. The International Culinary School at The Art Institute of Vancouver is proud to be the sole provider of the WSET diploma in western Canada, considered to be the stepping stone to the ultimate Master of Wine designation. This program is designed to prepare students to take the WSET test at each respective level. Credentials are issued by WSET upon successfully passing the respective tests.

We have also build upon the core WSET syllabus by adding more instructional hours and content. This means increased focus on tasting, and more opportunity to work with instructors in developing your understanding of the wines and spirits industry.

FRENCH WINE SCHOLAR CERTIFICATE PROGRAM

This course offers a comprehensive study of the wines of France with a focus on historical development and terroir. The appellations of eight major French winegrowing regions will be explored with reference to climate, soil, grape variety, viticultural and winemaking techniques.

Students have the opportunity to gain an understanding of the importance of French wine in relation to food with reference to both classic and contemporary pairings. The correct service and storage of different French wines will also be discussed. Each class is enhanced with an extensive tasting of French wine styles and the course culminates in an optional end of course dinner paired with French wines.

This program is offered in conjunction with the French Wine Society. A student who successfully passes the final exam may use the designation “French Wine Scholar” and post-nominal, FWS.

Course Prerequisites

Students must be of legal drinking age in order to enroll in Sommelier & Wine Studies courses.
Foundation in Wine & Wine Service - Level 1
Certificate - 15 hours - 5 weeks

This entry-level program is designed to provide the basic product knowledge and skills in wine service for those in a junior position in the hospitality sector. It will hold equal appeal to those non-trade wine lovers who wish to gain some formal wine education. This is highly interactive program that introduces the student to the many different aspects of the wine world including wine types and styles, wine tasting, major grape varieties and food and wine matching.

This program is offered in conjunction with the Wine & Spirit Education Trust (WSET) and students will have the opportunity to gain the WSET Level 1 Award in Wines upon successful course completion.

Upon successful completion, graduates should have:

- A basic understanding of the main types and wine styles available.
- The ability to describe the characteristics of the principle grape varieties of the world.
- An understanding of the fundamentals of food and wine pairing.
- The ability to use a systematic approach to tasting and writing simple tasting notes.
- Knowledge on the correct storage and service procedures for wine.
- Knowledge of the professional responsibilities regarding the service of wine including the social, legal and health aspects.

Completion Requirements
To receive the WSET Level 1 Award in Wines, students must complete a food and wine matching exercise and pass a 30 question multiple choice exam.
Intermediate Studies in Wines & Spirits - Level 2
Certificate - 33 hours - 11 weeks

This program is designed to build upon the fundamentals learned in the Foundations in Wine & Wine Service course and features discussion on the classic grape varieties of the world. The factors that affect the character and quality of wines are explored and this program takes a basic look at viticultural and vinification techniques. The service and storage wine is covered from both a professional and non-professional perspective, as are the principles of food and wine matching. Each class is enhanced with a tasting that includes the benchmark wines discussed in the lecture.

This program is offered in conjunction with the Wine & Spirit Education Trust (WSET) and students will have the opportunity to gain the WSET Level 2 Award in Wines & Spirits upon successful course completion.

Upon successful completion, graduates should have:

- A basic understanding of the major wines and spirits of the world, their production methods and region of origin.
- The ability to describe the characteristics of the principal wines and give information on the key factors influencing style, quality and value.
- The product knowledge required to underpin job skills required for advising customers in the hospitality and retail sectors.
- An understanding of the principles of food and wine matching and how those principles are applied.
- Ability to use the WSET Systematic Approach to Tasting to gain an appreciation of wine style and quality.
- Knowledge on the correct storage and service of wines and spirits.

Completion Requirements
To receive the WSET Level 2 Award in Wines & Spirits, students must pass a 50 question multiple choice paper exam.
Advanced Wines & Spirits Studies Level 3 (Section 1)
Certificate - 33 hours - 11 weeks

This program is designed to build upon the fundamentals learned in the Intermediate program and comprises the first half of the WSET Level 3 Award in Wines & Spirits. The course features detailed discussion about the classic wine regions of France and Italy. The factors that affect the character and quality of the wines are explored with specific classes on viticultural and vinification techniques. The service of wine is covered from both a professional and non-professional perspective, as are the principles of food and wine matching. Each class is enhanced with a tasting that includes the benchmark wines discussed in the lecture.

Upon successful completion, graduates should have:

- A thorough understanding of the principal wines of France and Italy and their commercial importance in the world’s market.
- The in depth product knowledge required to underpin job skills required for product selection in the hospitality and retail sectors.
- The ability to describe the characteristics of the principal wines and give information on the key factors influencing style, quality and value.
- Ability to apply the principles of food and wine matching to the key styles of wine available.
- Ability to use the WSET Systematic Approach to Tasting to produce tasting notes that will allow the identification of style, quality and price band of wines.
- Knowledge to provide advice on the correct storage and service of wine.

Completion Requirements
This course is assessed in conjunction with Advanced Wines and Spirits Studies Level 3 (Section 2).
Advanced Wines & Spirits Studies Level 3 (Section 2)
Certificate - 33 hours - 11 weeks

This course comprises the second half of the Advanced Wines and Spirits program and is a continuation of the Advanced Wines & Spirits Studies Level 3 course. This program features detailed discussion about the classic regions and wines of the world not covered in Level 3 Section 1, including specific lectures on production and types of spirits, sparkling and fortified wines. The key factors that affect the character and quality of the wines will be explored. Each class is enhanced with a tasting that includes the benchmark wines discussed in the lecture.

This program is offered in conjunction with the Wine & Spirit Education Trust (WSET) and students will have the opportunity to gain the WSET Level 3 Award in Wines & Spirits upon successful course completion.

Upon successful completion, graduates should have:

- A thorough understanding of the principal wines and spirits of the world and their commercial importance in the world’s market.
- The in depth product knowledge required to underpin job skills required for product selection in the hospitality and retail sectors.
- The ability to describe the characteristics of the principal wines and give information on the key factors influencing style, quality and value.
- Ability to apply the principles of food and wine matching to the key styles of wine available.
- Ability to use the WSET Systematic Approach to Tasting to produce tasting notes that will allow the identification of style, quality and price band of wines and spirits.
- Knowledge to provide advice on the correct storage and service of wine and spirits.

Completion Requirements
To receive the WSET Level 3 Award in Wines & Spirits, students must pass a 50 question multiple choice exam, a short written answer paper and a blind tasting of two wines.
Global Business of Wine & Wine Production - Level 4
WSET Diploma Units 1 & 2 - 33 hours - 11 weeks

This course consists of WSET diploma Units 1 and 2 which is the mandatory starting point for the qualification. The course begins with an overview of the global markets in terms of both production and consumption and major companies, with a detailed statistical analysis. The dynamics of the industry are then examined, with particular reference to the local market in BC. This is followed by an analysis of production issues relating to cost. The Unit 1 part is wrapped up with a discussion of topical issues in the business of wine and spirits. The Unit 2 part of this course features detailed analysis of the production of wine. The course includes a study of viticulture, vinification, maturation and handling techniques. The characteristics of the most commercially significant grape varieties are also studied.

Upon successful completion, graduates should be able to:

- Apply knowledge of the dynamics of alcoholic beverages to commercial decision making.
- Use knowledge of important industry companies and their influence on the production of wines and spirits when selecting products for consumers.
- Demonstrate detailed knowledge of the procedures used in the purchase, importation and sales of alcoholic beverages in the local market.
- Understand the influences on marketing decisions in global and local markets.
- Explain the factors that provide the necessary growing conditions for vines.
- List the characteristics and attributes of the main vine varieties.
- Describe the issues involved in vine growing.
- Outline the factors that influence vineyard selection and establishment, and explain the activities involved in vineyard management.
- Demonstrate in-depth knowledge of the factors that influence the production of wine.
- Identify the choices available for maturation and treatment of wine.

Completion Requirements

Unit 1 is assessed by means of one coursework assignment of between 2500 and 3000 words in length and one closed book case study to be completed under exam conditions in 75 minutes. The assignment and case book study are on topics determined by WSET awards and will reflect the published learning outcomes of this Unit of the Diploma syllabus.

Unit 2 is assessed by a multiple choice examination paper of 100 questions. This paper is to be completed in 90 minutes.
Sparkling & Fortified Wine Studies – Level 4  
WSET Diploma Units 5 & 6 - 27 hours - 9 weeks

This course consists of WSET diploma Units 5 and 6. Unit 5 covers the world's major sparkling wine styles including of their regions of origin, production methods and the commercial considerations of the sparkling wine market. Unit 6 covers the production of the main styles of fortified wines and features discussion on the regions, production methods and the commercial considerations of Sherry, Port, Madeira and other fortified wines. During this course, students taste a wide range of fortified and sparkling wines and will create a portfolio of tasting notes.

Upon successful completion, graduates should be able to:

- Explain the production processes for all types of sparkling and fortified wines.
- Display in-depth product knowledge of sparkling and fortified wines and apply that knowledge in a business context.
- Use the WSET Systematic Approach to Tasting to produce tasting notes on a range of relevant sparkling and fortified wines.
- Identify style, quality and commercial value of sparkling and fortified wines using the information assembled from tasting notes.
- Show an understanding of the commercial and economic importance of sparkling and fortified wines in both the global and local markets
- Demonstrate a detailed understanding of the factors affecting the production of fortified and sparkling wines and how these factors influence their style, quality and commercial value.

Completion Requirements

For each Unit 5 and 6, assessment is by written examination. This consists of a practical tasting question of three blind wines followed by a three-paragraph style question on product related knowledge.
Light Wines of the World – Level 4 (Part 1)
WSET Diploma Unit 3 - 27 hours - 9 weeks

This course, together with Light Wines of the World Level 4 (Part 2), makes up Unit 3 of the WSET diploma. These two courses focus on the light wine regions of the world with the goal of preparing students for their final Unit 3 examination. Each class involves practice of the WSET systematic approach to tasting at the diploma level. Workshop classes focus on giving students the necessary framework to study for the Unit 3 exam whereas lecture classes will feature industry specialists presenting on key winegrowing regions of the world.

On completion of this course, a graduate will be able to:

- Demonstrate knowledge of the location of a wine producing region and display a broad understanding of its history of production.
- Understand the viticultural, production and maturation practices of the region.
- Explain the trade structure, distribution methods and main markets for the region.
- Display knowledge of the local rules and regulations governing production.
- Display in-depth product knowledge of the region’s light wines and apply that knowledge in a business context.
- Use the WSET Systematic Approach to Tasting to produce tasting notes on a range of relevant wines.
- Identify style, quality and commercial value of light wines, using the information assembled from the tasting notes.

Completion Requirements
This course is assessed in conjunction with Light Wines of the World Level 4 (Part 2).
Light Wines of the World Level 4 (Part 2)
WSET Diploma Unit 3 - 27 hours - 9 weeks

This course, together with Light Wines of the World Level 4 (Part 1), makes up Unit 3 of the WSET diploma. These two courses focus on the light wine regions of the world with the goal of preparing students for their final Unit 3 examination. Each class involves practice of the WSET systematic approach to tasting at the diploma level. Workshop classes focus on giving students the necessary framework to study for the Unit 3 exam whereas lecture classes will feature industry specialists presenting on key winegrowing regions of the world.

On completion of this course, a graduate will be able to:

- Demonstrate knowledge of the location of a wine producing region and display a broad understanding of its history of production.
- Understand the viticultural, production and maturation practices of the region.
- Explain the trade structure, distribution methods and main markets for the region.
- Display knowledge of the local rules and regulations governing production.
- Display in-depth product knowledge of the region's light wines and apply that knowledge in a business context.
- Use the WSET Systematic Approach to Tasting to produce tasting notes on a range of relevant wines.
- Identify style, quality and commercial value of light wines, using the information assembled from the tasting notes.

Completion Requirements
This course is assessed by written examination. This consists of two practical tasting papers, each of six blind wines followed by one written answer paper of five essay questions on product related knowledge.
Spirits Studies – Level 4
WSET Diploma Unit 4 - 21 hours - 7 weeks

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

This course consists of WSET diploma Unit 4 and covers the production of the main types of spirits including vodka, whiskies, gin, rum, brandies, tequila and fruit spirits. The course includes detailed information on regions of production, methods of production, and legal and business issues. During this course, students taste a wide range of spirits and will create a portfolio of tasting notes.

On completion of this course, a graduate will be able to:

- Demonstrating in-depth knowledge of the categories of spirits and the identified countries, regions and districts of production when making commercial decisions.
- Describing the key factors affecting the production of spirits and how these factors influence the style, quality and commercial value of the spirits in the local market.
- Demonstrating an understanding of the trade and legal structures for the identified regions and districts.
- Making informed decisions based on knowledge and understanding of the local and global markets for spirits.
- Using the WSET Level 4 Systematic Approach to Tasting Spirits® to analyze the characteristics of the principal spirits of the world.

Completion Requirements
Unit 4 assessment is by written examination. This consists of a practical tasting question of three blind spirits followed by three-paragraph style questions on product related knowledge.
French Wine Scholar
Certificate - 27 hours - 9 weeks

This course offers a comprehensive study of the wines of France with a focus on historical development and terroir. The appellations of eight major French winegrowing regions will be explored with reference to climate, soil, grape variety, viticultural and winemaking techniques.

Students have the opportunity to gain an understanding of the importance of French wine in relation to food with reference to both classic and contemporary pairings. The correct service and storage of different French wines will also be discussed.

Each class is enhanced with an extensive tasting of French wine styles and the course culminates in an optional end of course dinner paired with French wines.

This program is offered in conjunction with the French Wine Society. A student who successfully passes the final exam may use the designation "French Wine Scholar" and post-nominal, FWS.

On completion of this course, a graduate will be able to:

- Demonstrate an in-depth understanding of the major wine styles of France, their appellations and production methods.
- Explain the characteristics of French wines and give information on the key factors influencing style, quality and value.
- Show comprehension of the various classification systems used within the eight major French winegrowing regions studied.
- Demonstrate an understanding of the importance of terroir in relation to the style and quality of French wines.
- Display knowledge on the correct storage, service and appropriate food pairings for French wines.

Completion Requirements
In order to gain the French Wine Scholar designation, students must pass a 100 question multiple choice exam

Course Prerequisites
Students must be 19 years of age or older and have completed Intermediate Studies in Wines & Spirits - Level 2 or possess relevant wine experience.
COURSE DESCRIPTIONS

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

Course Code Numbering

Course codes are numbered to delineate whether they are lower or upper division. Course codes that are 100- or 200-level codes are lower division courses, and are typically taken in the first two years of academic study. Course codes that are 300- or 400-level codes are upper division courses, and are typically taken in the third and fourth years of academic study. Course codes that are 500-600 level codes are graduate courses. Course codes that are 0-level codes are non-credit Transitional Studies courses.

ACT101
Text and Speech (3 credits)
The student encounters a variety of text: poetry, monologue, and choral speech. The course focuses on diction, rhetoric, punctuation, rhythm and context, Who, What, When, Where, and Why are the fundamental questions which are explored to develop backstory, imperative, theatrical drive and objective.
Prerequisite: None

ACT102
Acting Technique – Objectives (3 credits)
This course is an introduction to classical acting technique. The student develops the creative technique of designing and intuiting clear objectives, strong obstacles, varied actions and tactics, given circumstances, and character These skills will be applied and explored through in-class, contemporary, scene study.
Prerequisite: None

ACT110
Introduction to Voice and Movement (3 credits)
This course is a required building block, dedicated to developing the actor's entire instrument - the body, the voice, and the imagination. Training frees the actor so that he/she is able to follow their instincts and impulses. Voice classes follow the Linklater Technique and are taught by master teachers, focusing on breath, freeing the natural voice, power and projection. The Movement component includes a dynamic total physical regime; we will explore: African dance, yoga, and capoeira which strengthen the core and develop focus, stamina, reflex, clarity and physical presence. Dance, improvisation and the technique of Viewpoints develop awareness of space, blocking and creative staging pictures.
Prerequisite: None

ACT111
Voice and Movement I (3 credits)
This course introduces singing and stage combat. It continues a rigorous work out based in African dance, yoga or capoeira. The culmination of this Voice/Movement course results in the student developing a warm up regime for themselves which they can incorporate into their professional practice.
Prerequisite: None

ACT120
History of Drama I (3 credits)
This is a survey course of theatrical performance and literary genres in context of history, politics, and society. Focus includes text, performance style, design and production elements as well as social relevance and historical moments in the evolution of theatrical form and style. The survey of dramatic literature spans from Classical Greek plays through to contemporary world theatre and performance style as well as critical theory and ideology.
Prerequisite: None
ACT121
History of Drama II (3 credits)
The course focuses on text, performance style, design and production elements as well as social relevance and historical moments in the evolution of theatrical form and style. The students will gain a deeper knowledge of dramatic literature and performance style as well as critical theory and ideology. The students will develop a storehouse of knowledge of plays, film, and performance.
Prerequisite: None

ACT125
The Business of Acting (1.5 credits)
Taught by national industry professionals, this course includes how to audition for both theatre and film, getting an agent, writing a resume, grant-writing, starting a company, and liaising with the artistic community.
Prerequisite: None

ACT130
Introduction to Physical Theatre (3 credits)
This course introduces the student to neutral mask, clown (red nose, bouffon, commedia del arte), lazzi, pantomime blanche, keystone kops, and the development of non-verbal and verbal presentation. Students develop focus, efficiency of movement, clarity, and the ensemble dynamic. It is a core component of our training. The student explores physical character through observation and representation. Core methodologies include Laban and LeCoq and theatrical game and play: “the jeu.”
Prerequisite: None

ACT131
Physical Theatre – Objectives (3 credits)
This is a scene study course which incorporates the physical manifestations of actions and objectives. Working with scene partners, students create gesture and physical actions to discover and embody character motivation. Improvisation of text creates a deeper understanding of the given circumstances, stakes, tension, comic elements, character qualities, and back story underlying a scene.
Prerequisite: None

ACT135
Introduction to Acting for the Camera (3 credits)
This is a practical hands-on class with camera. Sessions will include: work of the self (how to come across on camera), developing and expressing listening and reacting skills for camera, examining the role and function of continuity, adjusting vocal levels without losing dynamism, exploring the importance of the ‘inner monologue’ and thought process in close-up, adapting performance to the size of the shot.
Prerequisite: None

ACT200
Physical Theatre, Text, and Performance (6 credits)
Actors choose a classical text, which may include theatre text, literature, folk-lore, poetry, diary, or biography and devise and create a contemporary presentation of this classical text. This class incorporates deconstruction, writing exercises, contemporary settings, physicalization of text, site specific interpretations and innovative stagings for classical narratives. This culminates in a presentation.
Prerequisite: None

ACT210
Advanced Voice and Movement (1.5 credits)
A well-trained voice is essential to the actor’s craft, and vital to understanding the power of Shakespeare's language. Students will be led through advanced vocal exercises and analysis of Shakespearean text. Actors will be offered techniques to find vocal ease, support, range and resonance, as well as ways of maintaining good vocal health. Text work will focus on developing analytical skills, examining the details in the verse, and exploring how the intellectual, emotional, and imaginative aspects of Shakespeare’s characters are revealed through words. Actors will, by the course’s completion, have at least one polished, audition-ready, Shakespearean monologue in their repertoire.
Prerequisite: None
ACT211
Voice and Movement II (3 credits)
This course continues the work begun in previous courses. The emphasis remains on various movement and voice techniques and on expanding and deepening proficiencies in both.
Co-requisite: ACT125

ACT212
Voice and Movement III (3 credits)
The students share and lead warm up regimes. Each production has particular requirements; this course will focus on the needs of the specific show and cater to any specific requirements of the show's Director.
Prerequisite: None

ACT235
Film Intensive: Company (9 credits)
Guided by professional instructors, the students will work on and develop a themed, film “revue” of linked but separate scenes and monologues. Each student will dedicate the term to creating a polished, two-person scene and related monologue that will be filmed and edited together in classical film style. The result will be a polished, 20 minute film, showcasing the acting talents of the “Company.”
Prerequisite: None

ACT250
Rehearsal and Performance (9 credits)
This is a production class which includes audition, casting, rehearsal and show. Directors for the summer intensive are drawn from industry professionals, allowing for liaison and creating a showcase for the theatre student population.
Prerequisite: None

ANI151
2D Animation I (3 credits)
Students will study timing and weight through a series of projects designed to demonstrate the principles of animation. Issues such as keyframing, in-betweening, and cycling will be addressed.
Prerequisite: None

ANI201
Acting for Animators (3 credits)
The introduction of acting as a tool to aid in the understanding of how and why we move as it applies to Animation. Characters’ personality, expression, motivation, body language, and posture will be studied through classroom exercises in a variety of media.
Prerequisite: None

ANI211
Drawing for Animators (3 credits)
This course will introduce the student to the refinement of drawing for the purposes of animation and storytelling. The concept of narration through imagery will be studied and experimented with in depth through the application of staging and posing characters.
Prerequisite: ANI151

ANI221
Conceptual Storytelling (3 credits)
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.
Prerequisite: None
ANI251
2D Animation II (3 credits)
Students will apply animation principles to produced solidly constructed animation sequences. Emphasis will be placed on timing, weight, balance, posing, and performance. Use of a capture device, pencil tests, and other 2D animation skills will be explored.
Prerequisite: ANI151 2D Animation I

ANI301
3D Animation II (3 credits)
This course will introduce the student to the refinement of observation for the purpose of animating believable weight. Posing and timing will be studied and experimented with in depth. Previous notions from 2D and 3D classes will be reiterated and applied.
Prerequisite: CCM221

ANI331
Vector Animation I (3 credits)
Students will learn how to use vector based animation software to produce animation. They will learn how to plan and execute a production using current industry workflows and techniques that will include traditionally drawn artwork, cut-out animation and a combination of the two methods that is referred to as “Tradigital” animation. Students will also be introduced to a paperless Workflow by using digital tools that are both software and hardware based. With the use of a Wacom digital drawing tablet, students will learn how the brushes available within most graphics applications (both Vector and Bitmap based) are pressure sensitive and will allow an artist to draw and paint on the digital Canvas like they would on a real canvas.
Prerequisites: ANI151

ANI351
3D Animation III (3 credits)
This course will continue the student’s refinement of observation for the purpose of animating human body mechanics with believable weight. Posing and timing will be studied and experimented with in depth. Previous principles and theories from 2D and 3D classes will be reiterated and applied.
Prerequisite: ANI301

ANI381
Vector Animation II (3 credits)
Students will apply skills from Vector Animation I to create short films for their portfolio projects using vector based software. They will execute each stage of a production work-flow individually or in teams, and demonstrate that they have a practical understanding of a simplified workflow that they can adapt and implement to accommodate the production requirements.
Prerequisite: ANI331

ANI401
3D Animation IV (3 credits)
This course will continue the student’s refinement of observation for the purpose of animating performances with believability. Both live action and animated acting will be studied and analyzed in depth. Concepts from previous animation and acting classes will be reiterated and applied.
Prerequisite: ANI351

ANI441
Motion Capture (3 credits)
This course provides a general understanding of motion capture, its processes and applications, and endows students with the necessary skills to alter and manipulate motion capture data.
Prerequisite: ANI301

ANI501
3D Animation V (3 credits)
In this studio course, students will further develop their ability and practice in terms of executing complex animated shots and/or sequences. Key animation project frameworks will allow for advanced exploration of character, mechanical, and/or other dynamic simulations. Students will be expected to produce finished industry-quality animation solutions of above-average competency. The instructor will act in a mentoring role and help guide students through the creative process (i.e., from concept to finished product).
Particular emphasis will be placed on completing strong animations, attention to detail, design consistency, and time management. Through individual and group critique, students will develop a critical eye to identify deficiencies in animation and develop solutions for these problems.

Prerequisite: ANI401

ANI551
Creature Animation (3 credits)
This course will continue to develop student's observation and technical skills as they apply to animation through the study of creature locomotion and movement. A strong focus will be placed upon how these skills will be utilized in a VFX environment, with strong emphasis on realism and believability. Studies will primary focus on Quadruped creatures, but Biped and Flying creatures will also be presented.

Prerequisite: ANI351

ART102
History of Art in Early Civilization (3 credits)
This course is a history of art from the Prehistoric and Tribal periods through to the Baroque. Students will study the concepts, artists, works, and styles of the periods through the use of images and projects.

Prerequisite: None

CC102
Professional Development (3 credits)
As a final step in the preparation to seek entry-level employment, students will gain experience in how to market themselves effectively for employment as well as how to participate in professional development activities. Course topics include; job search methods, pre-employment networking skills, professional resume preparation, cover letters, thank you letters, and interview skills. Students will also learn other valuable skills that can be applied throughout their career, such as time and stress management, making decisions, and solving problems.

Prerequisite: None

CC110
Drawing (3 credits)
This is a fundamental drawing course in which students will explore various methods of applying line, shape, form, shading, proportion, framing and perspective to develop drawings that communicate reality and imagination.

Prerequisite: None

CC112
Fundamentals of Design (3 credits)
Students will explore, identify and implement basic visual design principles and elements. Concept development processes and material manipulation will be used in combination with design principles to create effective and appropriate visual compositions.

Prerequisite: None

CC115
Colour Theory (3 credits)
The creative process is introduced using the visual elements of additive and subtractive colour and the basic principles of design. This course explores theories regarding physical perception, psychology, and design aspects of colour. A variety of concepts, materials and techniques are used in class to investigate the aesthetic and psychological principles of design and colour.

Prerequisite: None

CC120
Visual Indication (3 credits)
Students will explore the use of innovative design solutions to graphic design problems. The focus of the course will be two-pronged. Students will investigate unique and creative means (i.e. specialty production techniques, papers, formats and finishes) of indicating materials as well as forms for presentation and design communication. They will also expand their understanding of traditional media, specifically the ability to effectively indicate materials, textures and interior finishes.

Prerequisite: None
CC133
Digital Imaging (3 credits)
Students develop basic image manipulation skills in a raster-based computer environment.
Prerequisite: None

CC310
Preproduction and Project Management (3 credits)
Students work on a game prototype and learn to invent new game ideas. The students are introduced to the theory of project management and how it applies to modern game development.
Prerequisite: Permission of the Academic Chair

CC401
Portfolio I (3 credits)
This course serves as a mid-program checkpoint. Students assemble and critique works from completed courses, research potential employers, design a production schedule for the duration of their studies, and create and deliver a PowerPoint presentation of final portfolio goals. This class is mainly a lab class where students are expected to work on their own personal projects. Students should bring their work to class each week.
Prerequisite: Permission of the Academic Chair

CC450
Production Team I (3 credits)
In this course, students work as a team on the production of an electronic games project in a studio environment.
Prerequisite: CC310 or permission of the Academic Chair

CC451
Production Team II (6 credits)
In this course, students continue to work as a team on the production of an electronic games project in a studio environment.
Prerequisite: CC450

CC452
Post-Production (3 credits)
Using their recently completed project from Production Team I and Production Team II, students will learn the post-production process including further tuning and feature addition based on peer feedback, archiving, post-mortem reviews, code and design clean-up and optimization, and the creation of marketing materials.
Prerequisite: CC451

CCM101
Drawing and Perspective (3 credits)
This course is a fundamental drawing course where the students will explore various arts and media and learn to use a variety of drawing tools. This course involves the observation and translation of three-dimensional form into two dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition, line quality, and use of tone.
Prerequisite: None

CCM111
Design and Colour Theory (3 credits)
A presentation of the basic elements and principles of design and colour theory will be made in this course. The student will develop a firm foundation to layout and organize design elements. This course also explores the theories regarding physical perception and design aspects of colour. Exercises in contrast, balance, harmony, spatial perception, and symbolism will be used to demonstrate the unique communication properties of colour.
Prerequisite: None

CCM121
Digital Imaging I (3 credits)
Students develop basic image manipulation skills in a raster-based computer environment.
Prerequisite: None
CCM131
Basic 3D Concepts (3 credits)
Students will be introduced to basic concepts of 3D space, modeling, materials, lighting, and animation. Students will demonstrate their knowledge by producing a project from inception to completion.
Prerequisite: None

CCM141
Life Drawing I (3 credits)
This is a fundamental drawing course where students explore the concepts of structure, volume, proportion, weight, and force in human gesture drawing.
Prerequisite: None

CCM161
Concept Design and Illustration (3 credits)
This course focuses on prop, vehicle, environment, and character design. Students explore the concept design and development process to create several drawings from thumbnail sketch to inked final.
Prerequisite: CCM101

CCM171
Digital Imaging II (3 credits)
Students will further develop knowledge of digital imaging theory and application of digital imaging techniques, with an emphasis on advanced skills in masking, maps, channels, image manipulation, painting and compositing.
Prerequisite: CCM121

CCM181
3D Modeling I (3 credits)
This course introduces students to the fundamentals of 3D modeling software. Students explore the tools and techniques of 3D modeling through a series of assignments. Students learn to construct and manipulate geometry, create and edit materials and textures, and light and render a scene.
Prerequisite: CCM131

CCM191
Life Drawing II (3 credits)
Life Drawing II is designed specifically to prepare animators and modelers for future classes including character rigging. Student will learn the importance of the skeletal structure and how it affects the surface, mechanics, and limitations of the human form. There will also be an emphasis on the differences with the male and female form.
Prerequisite: CCM141

CCM221
3D Animation I (3 credits)
Students will study timing and weight through a series of projects designed to demonstrate the principles of animation. Issues such as keyframing, in-betweening, and cycling will be addressed.
Prerequisite: CCM131

CCM231
Materials and Textures I (3 credits)
This course introduces students to materials, textures, and lighting strategies to add detail and realism to geometry without adding complexity. Students use 3D modeling software to simulate real world surfaces using reflection, radiosity, and other effects.
Prerequisites: CCM121 and CCM131

CCM241
Life Drawing III (3 credits)
Life Drawing III is designed specifically to prepare animators and modelers for future classes including character rigging. Student will learn the importance of the skeletal structure and how it affects the surface, mechanics, and limitations of the human form. There will also be an emphasis on the differences with the male and female form.
Prerequisite: CCM191
CCM261  
Portfolio I (3 credits)  
This course serves as a mid-program checkpoint. Students assemble and critique works from completed courses, research potential employers, design a production schedule for the duration of their studies, and create and deliver a PowerPoint presentation of final portfolio goals. Students also have the option of creating and presenting a pitch package for consideration in the team production courses.  
Prerequisite: Permission of the Academic Chair

CCM271  
Rigging (3 credits)  
The purpose of this course is to demystify character setup. The character rig is broken down into its component parts and animation tested throughout the course. Each assignment is evaluated based on functionality, performance, and organization. Upon completion, each student will have created and tested a complete character set up and have the necessary skills to rig their own characters.  
Prerequisites: CCM221

CCM281  
CG Lighting and Rendering I (3 credits)  
This course introduces students to lighting and camera strategies for computer generated images. Students analyze real world lighting and cameras, and apply the theories to the digital environment. Students create and apply shaders and materials in support of lighting effects. Students also explore rendering and camera effects to enhance their images.  
Prerequisite: CCM181

CCM291  
Storyboarding (3 credits)  
This course focuses on the specifics of storyboarding as a storytelling medium and its place in the pipeline for animation, game, and live action production. Students learn the various terminologies, cinematic techniques, and artistic concepts necessary to render clear and concise storyboards at a professional level.  
Prerequisite: CCM101

CCM292  
Digital Storyboarding (3 credits)  
In this course students will focus upon understanding the role of digital storyboards/animatics and their use in production for animation, games, as well as for film and television productions (i.e., live action and CGI). In addition, major emphasis will be placed upon executing professional quality storyboards/animatics. Students will learn the various terminologies, cinematic techniques and artistic concepts necessary to render clear and concise digital storyboards and animatics.  
Prerequisites: CCM181

CCM311  
3D Effects (3 credits)  
Students will be introduced to particles in further detail, rigid and soft bodies. Students will create a scene using what they have learned, along with some stand-alone projects. Camera usage will also be detailed more.  
Prerequisite: CCM181

CCM321  
Preproduction Team (3 credits)  
In this course, students will focus on the preproduction of a media arts project in a studio environment. It provides students with the opportunity to apply their knowledge and develop an original media arts concept. This class is the first complete team experience that exposes students to the collaborative efforts of a large production team.  
Prerequisite: CCM261

CCM341  
Editing (3 credits)  
Students will develop the foundations of basic video editing using non-linear editing software. Emphasis will be on making choices and editing for story.  
Prerequisite: None
CCM361
Production Team (6 credits)
In this course, students focus on the production of a media arts project in a studio environment.
Prerequisite: CCM321

CCM391
Script Programming (3 credits)
This course is focused upon providing students with a strong foundation in script programming for use with 3D computer generated software applications.
Prerequisite: CCM181

CCM411
Portfolio II (3 credits)
This course focuses on the completion of a student's portfolio and enables the student to begin their search for entry-level employment upon graduation. Students will present work from their portfolio for review (critique) and obtain an assessment of the quality of their work in order to make necessary enhancements. The student portfolio consists of two major components. The first component consists of a self-promotional package that includes business cards, resume, DVD packaging, on-line propagation and web site. The second component is the assembly and assessment of the student's demo reel.
Prerequisite: Permission of the Academic Chair

CCM431
Mentor Studio (3 credits)
Industry mentors guide students through the completion of team projects, personal portfolio pieces and assignments.
Prerequisite: Permission of the Academic Chair

CUL102
Concepts and Theories of Culinary Techniques (3 credits)
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 in this course. Special emphasis is given to the study of ingredients, cooking theories, and the preparation of stocks, broth, glazes, and soups, thickening agents, the grand sauces and emulsion sauces. Lectures teach organization skills in the kitchen and work coordination. The basics of stocks, soups, sauces, vegetable cookery, starch cookery, meat and poultry are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising and frying.
Prerequisites: None
Corequisites: CUL103 and CUL105

CUL103
Sanitation and Safety (3 credits)
This course introduces food and environmental sanitation and safety in a food production area. Attention is focused on food borne illness and their origins, and on basic safety procedures followed in the food service industry. Provincial regulations are addressed in terms of Food Safe, WHMIS, and Work Safe BC.
Prerequisite: None
Corequisites: CUL102 and CUL105

CUL105
Fundamentals of Classical Techniques (6 credits)
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 in this course. Special emphasis is given to the study of ingredients, cooking theories, and the preparation of stocks, broth, glazes, soups, thickening agents, the grand sauces and emulsion sauces. Lectures and demonstrations teach organization skills in the kitchen, work coordination, and knife skills. The basics of vegetable cookery, starch cookery, meat and poultry are covered. Emphasis is given to basic cooking
techniques such as sautéing, roasting, poaching, braising and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques.

Prerequisites: None
Corequisites: CUL102 and CUL103

CUL111
North American Regional Cuisine (6 credits)
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 course reinforces the knowledge and skill learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills is accentuated. North American Regional cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. The concepts of mise en place, time-lines, plate presentation, and teamwork in a production setting are introduced and accentuated. Timing and organization skills are emphasized.
Prerequisites: CUL103 and CUL105

CUL121
Introduction to Baking (3 credits)
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 are introduced to the fundamental concepts, skills and techniques of baking. Special significance is placed on the study of ingredient functions, product identification and weights and measures as applied to baking. Lectures, demonstrations, production, tasting and testing, students learn yeast-raised dough mixing methods, pie dough, quick dough, cookie dough, and product finishing techniques. Students must pass a practical exam.
Prerequisite: CUL103

CUL122
Introduction to Pastry (6 credits)
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 pastry techniques for use in a commercial kitchen. Students learn a variety of dough, batters, fillings, and glazes with an emphasis on formulas. Instruction regarding the preparation of basic cakes and icings, roll-in dough, preparations of pastry cream and finishing techniques; plus selection and proper use and handling of various chocolates used in baking and decorating are introduced. Students must pass a practical exam.
Prerequisites: None
Corequisite: CUL103

CUL132
Management by Menu (3 credits)
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 can benefit because good menu development is crucial to the success of any foodservice operation, i.e., a planning tool, source of operational information and a merchandising method for reaching patrons.
Prerequisite: None

CUL135
Purchasing and Product Identification (3 credits)
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 collaborative exploration of basic principles of purchasing food, equipment, and supplies. Primary focus is on product identification, supplier selection, and the ordering, receiving, storing and issuing process.
Prerequisite: None
CUL201
Garde Manger (6 credits)
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 students with skills and knowledge of the organization, equipment and responsibilities of the “cold kitchen.” Students are introduced to and prepare cold hors d’oeuvres, sandwiches, salads, as well as basic charcuterie items while focusing on the total utilization of product. Reception foods and buffet arrangements are introduced. Students must pass a written and practical exam.
Prerequisites: CUL103 and CUL105 or Permission of the Academic Chair.

CUL202
European Cakes and Tortes (3 credits)
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 are introduced to the fundamental concepts, skills and techniques of European Cakes and Tortes. Special significance is placed on the study of ingredient functions, product identification and weights and measures as applied to pastry. Lectures and demonstrations teach cake mixing methods, filling, and techniques on finishing classical tortes with various ingredients such as marzipan, ganache and glazes.
Prerequisites: CUL103, CUL121, and CUL122

CUL204
Advanced Patisserie and Display Cakes (6 credits)
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.
Prerequisites: CUL103, CUL121, and CUL122

CUL207
Artisan Breads & Baking Production (6 credits)
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.
Prerequisites: CUL103, CUL121, and CUL122

CUL212
Practicum (3 credits)
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 course has been designed to acquaint the student with actual working conditions in an approved restaurant/hospitality establishment. This course is a supervised entry-level work experience in the restaurant/hospitality field requiring a minimum of 99 hours for Culinary Arts (D), Culinary Arts - Level 2 (C), Culinary Arts & Restaurant Ownership (D), and Hospitality & Restaurant Business Management (D) or 90 hours for Baking & Pastry Arts and Baking (D) & Pastry Arts - Level 2 (C). Individual conferences and class attendance is required. Students are responsible for securing an practicum and may seek assistance through The Institute. Students gain experience needed to seek entry-level positions in their field upon graduation.
Prerequisite: Permission of the Academic Chair
CUL242
Planning and Controlling Costs (3 credits)
This course helps the student appreciate the planning and control process in the restaurant service industry. This course will introduce the tools required to maintain sales and cost histories, develop systems for monitoring current activities, and teach the techniques required to anticipate what is to come. The student will learn about pricing support systems, including food-cost breakdown, the fundamentals of purchasing, receiving, storing, issuing and production are covered. The importance of budgeting and an accurate profit and loss statement are emphasized. Forms and suggestions for implementing effective cost control procedures are given, and the menu’s effect on planning and control is covered.
Prerequisite: None

CUL244
Asian Cuisine (3 credits)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.
This course emphasizes both the influences and ingredients that create the unique character of selected Asian cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of various countries. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.
Prerequisites: CUL103 and CUL105

CUL246
Classical European Cuisine (3 credits)
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 Classical European Cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of the British Isles, Italy, France, and Germany, Austria, Switzerland, and Scandinavian countries. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.
Prerequisites: CUL103 and CUL105 or Permission of the Academic Chair.

CUL247
World Cuisine (3 credits)
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 world cuisines. Students prepare, taste, serve and evaluate traditional, regional dishes of Scandinavia, Russia, Switzerland, European and the Mediterranean as well as North Africa, Central and South America. Importance will be placed on ingredients, flavor profiles, preparation and techniques representative of these countries.
Prerequisites: CUL103 and CUL105

CUL250
Management, Supervision & Career Development (3 credits)
Students develop techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on student's assessing their more marketable skills, developing a network of contacts, generating interviews, writing cover letters and resumes, preparing for their employment interview, developing a professional appearance, closing and follow-up. Students will get instruction in self-confidence, flexibility, what is realistic and what effort is required seek entry-level employment.
Prerequisite: None
CUL252  
**Food and Beverage Management (3 credits)**  
*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 give students a basic understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered, including organization, marketing, menus, production, service, safety, finances, wine style, wine storing, service of wine, and food wine matching.  
*Prerequisites: None*

CUL260  
**Chocolate, Confections, and Centrepieces (6 credits)**  
*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 are introduced to the fundamental concepts, skills and techniques of chocolates and confections. Special significance is placed on the study of ingredient functions, product identification and weights and measures as applied to confections. Lectures and demonstrations teach chocolate tempering, candy production and the rules that apply when creating centrepieces.  
*Prerequisites: CUL103, CUL121, and CUL122*

CUL261  
**A la Carte Kitchen (9 credits)**  
*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.*  
Introduces students to the A la Carte kitchen, emphasis is on “a la minute” method of food preparation, plus dining room service standards. Industry terminology, correct application of culinary skills, plate presentation, organization and timing in producing items off both a fixed-price menu and a la carte menu are stressed. The principles of dining room service are practiced and emphasized. The philosophy of food is further explored and examined in light of today's understanding of food, nutrition and presentation.  
*Prerequisites: CUL103, CUL105, CUL111, CUL121, CUL122, and CUL252*

CUL271  
**Art Culinaire (6 credits)**  
*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, restaurateurs and chefs who are in the current industry spotlight. Their style, substance and quality will be discussed and examined. During the hands-on production aspect of the class, students will have the opportunity to be exposed to specialty produce and products.  
*Prerequisites: CUL103, CUL105, CUL111, CUL121, CUL122, and CUL252 or Permission of the Academic Chair.*

CUL272  
**Capstone (3 credits)**  
*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 the competencies developed in previous related studies, students will develop a complete business plan for a one hundred seat restaurant. The course is designed to allow the student to prepare and present an original and organized business plan. Business related competencies are reviewed and tutored as necessary for completion of the project.  
*Prerequisite: Permission of the Academic Chair*
CUL300
Nutrition (3 credits)
This course centres on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and sources of nutrients - including proteins, carbohydrates, fats, vitamins, minerals, and water - are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fads.
Prerequisite: None

DFV110
Introduction to Digital Film Editing (3 credits)
Students will develop the foundations of basic video editing using industry-standard non-linear editing software. Emphasis will be on making choices and editing for story.
Prerequisite: None

DFV111
Digital Film Editing (3 credits)
Students will build on the foundations of basic video editing using industry-standard editing software. Emphasis will be on theory, introduction to media management and managing long form projects.
Prerequisite: DFV110

DFV120
Introduction to Video Production (3 credits)
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.
Prerequisite: None

DFV121
Television and Film Production Techniques (3 credits)
This course is designed to develop intermediate production skills and to acquaint students with the aspects of various production models found in the industry. This is achieved through group class projects utilizing a combination of hands on technical instruction, class critique, and the simulation of a working production company. Emphasis is on production, with particular attention to camera placement, shot selection, scene flow and continuity. Students will also learn and reinforce the fundamentals of professional shooting and set management. Technical issues such as cinematography, and progressive lighting and shooting techniques will be reinforced.
Prerequisite: DFV120

DFV130
Visual Storytelling and Aesthetics (3 credits)
This course will approach the medium of film and television from a primarily “visual” standpoint. It will seek to divorce the “visuals” from the various other elements of production, dialogue, music, etc., and will instead examine how shot composition, camera choreography, and editing language work to tell the story within the various mediums.
Prerequisite: None

DFV131
Concept Development and Scriptwriting (3 credits)
Film and video productions start with a concept. This course covers the fundamentals of scriptwriting, development of visual elements, and the process of creating, designing and producing content for targeted audiences and intended delivery systems. Students are introduced to a variety of script formats including those used in documentary, narrative, commercial, promotional, corporate and sports/news formats.
Prerequisite: None
DFV140  
Introduction to Cinematography (3 credits)  
This course introduces students to the art and craft of cinematography. The navigation of camera technology, basic lighting practices, choices including camera movements and framing will be previewed and practiced.  
Prerequisite: None

DFV141  
Cinematography (3 credits)  
This course is designed to provide structured opportunities for students to examine and work with the relationship between the lens and light, building from the competencies acquired in previous courses. The relationship between cinematographer, director and production designer will be examined from conception to completion. The necessity of understanding post-production technology and the preparation of this valuable step will be explored as part of the process. Students will gain a clear understanding of camera and lighting treatments, as well as the rationale and theory behind these resources.  
Prerequisite: DFV140

DFV161  
Introduction to Production Planning (3 credits)  
This course introduces the student to the process of planning a project through all phases of production. Students will learn, from a practical and administrative perspective, how to plan a film from concept to screen.  
Prerequisite: None

DFV171  
Applications in Visual Production (3 credits)  
This course will ask the student to scrutinize various cinematic shooting styles and techniques and will encourage the implementation of these techniques in a number of hands on video production exercises. These exercises will culminate in a final genre production to be completed by the end of term.  
Prerequisite: DFV120

DFV172  
Working With Actors (3 credits)  
Actors and their craft represent an integral and often complex aspect of the collaborative filmmaking process. The relationship between actors and directors, as well as the relationship between actors and members of a production team are complex in nature. This course will allow students the opportunity to discover the acting process in a practical way. Through participation in exercises and role-plays, students will gain valuable insight into effective strategies and practices for working with actors effectively.  
Prerequisite: None

DFV180  
Film Studies (3 credits)  
This course examines the classics - the films of the past that have shaped the way films are created and viewed today. It explores film genres and history, with particular reference to social, artistic and political influences that have shaped and affected the development of film. Special emphasis will be given to cinematic style and substance as it relates to: contemporary filmmaking, the important elements of a film (such as visual aesthetics, storytelling technique, character development), and the impact a film can have on the viewer. This course provides students with an invaluable contextual framework that will assist them in creating their own compelling films.  
Prerequisite: None

DFV181  
Colour Theory for Digital Media and the Web (3 credits)  
This course introduces students to the complexities of colour and colour space when applied to film and media creation. Standard theories of digital additive and subtractive colour models will be discussed in depth. The creative and technical usage of colour in digital filmmaking will be examined and applied.  
Prerequisite: None
DFV191  
Location Audio (3 credits)  
This course introduces students to the equipment, techniques, protocols and procedures used in on-site audio recording for film and television. Topics include set-up and operation of field mixers, booming and shotgun microphone techniques, hidden and exposed lavaliere techniques, wireless systems, and audio post-production tools and processes.  
Prerequisite: None

DFV192  
Sound Design for Film (3 credits)  
This course introduces students to the processes and tools used in sound design for moving images. It is designed for visual arts students, rather than those pursuing an audio engineering program. The course covers aesthetic and technical issues including sound design and manipulation.  
Prerequisite: None

DFV210  
Motion Graphics and Compositing (3 credits)  
Students in this course will learn the concepts, techniques, and vocabulary of compositing. Students will learn to apply rotoscope, matchmoving, keying, layering, and alpha channels to final projects.  
Prerequisites: DFV110 and DFV181

DFV212  
Advanced Post-Production (3 credits)  
Students interested in expanding their opportunities for a future in post-production will be responsible, under the guidance of a professional mentor, for the completion of a final advanced project.  
Prerequisite: Permission of the Academic Chair

DFV220  
Electronic Field Production (3 credits)  
Students will learn the skills required for creating effective and compelling field productions. With the assistance and mentorship of an experienced industry professional, students will select from a variety of possible real-world or staged opportunities in one or more of the following event-style scenarios: Special Event Coverage; Corporate Videos; Wedding Videos; Sports and news events; Electronic Press Kit (Behind the Scenes); and Multi Camera Shoots.  
Prerequisite: DFV120

DFV221  
Short-Form Media Production (3 credits)  
This course approaches short-form as a genre of media production and its features in subject matter and style. Students learn to produce commercials and public service announcements working with clients and established professional organizations.  
Prerequisite: DFV121

DFV222  
Documentary Filmmaking (3 credits)  
Students will screen compelling documentaries to analyze what makes them effective. They will work in teams to produce a documentary, covering all stages of production from concept through development, marketing, shooting, and post-production.  
Prerequisite: DFV121

DFV223  
Advanced Project Production (3 credits)  
Students will complete the major stages of production with the guidance of a professional mentor. Through participation in relevant roles found in the industry, students will fulfill the obligations of these roles while taking responsibility for maintaining a professional, disciplined environment throughout each phase of the production process.  
Prerequisite: DFV260
DFV224
Music Video Production (3 credits)
This course will introduce students to the approaches and processes behind the creation of music videos. Through study of compelling music videos, participants of this course will perform an analysis of what makes them effective, focusing on their structure, images, pacing, dynamics, shot angles, composition, lighting, and design. Strategies learned in previous courses will be actively applied and built upon as students learn how to take a performer and their music successfully to the screen. Beginning with a concept and lyrics, students will work with a band/musician of their choice to create a compelling music video.
Prerequisite: DFV121

DFV230
Screenwriting (3 credits)
Students will examine the structure of a short screenplay. They will begin the process of writing a short 10-15 minute narrative (of a genre of their choice) following a standard writing process: brainstorming, creating a treatment, and developing a narrative structure. Students will workshop their scripts in class and continue the writing process to the final draft stage.
Prerequisite: DFV131

DFV250
Media Business: Law, Marketing, and Distribution (3 credits)
Students will examine and explore law, marketing and distribution as it relates to the media business. This course will focus on the film and television industry, as well as new developments in the new media sector.
Prerequisite: None

DFV251
Business Development & Communications (3 credits)
Whether developing independent projects or working for a production company, business communications and writing skills are a vital part of bringing a project from concept to completion. In this course students will hone the writing skills necessary for creating professional proposals and packages for the development of projects, as well as gain a greater understanding of the ongoing communication required between production companies and industry partners during production, post-production and delivery.
Prerequisite: None

DFV252
Social Media Strategy (3 credits)
This course introduces students to the theory and practice of available online social media technology to effectively create a grassroots international marketing campaign. Students will experience how to implement a marketing initiative from start to finish. Students will add value to their own creations with the use of social networking and online community interactions.
Prerequisite: None

DFV253
Professional Development and Portfolio (3 credits)
Working with their instructor and their career services advisor, students will learn to collect and apply information on developing a comprehensive job search strategy. This involves defining career goals and objectives realistically, marketing oneself, sales techniques, resume workshop, networking and the interview process. Students will complete their demo reel and portfolio under the guidance of a mentor in preparation for graduation.
Prerequisite: Permission of the Academic Chair

DFV260
Advanced Project Preproduction (3 credits)
The student will master the process of planning one project through all the phases of preproduction including: storyboards, budgets, casting, crewing, location scouting and the effective completion of all relevant paperwork.
Prerequisite: DFV161
DFV270
Directing (3 credits)
Students will learn the director's role in translating a script into the visual story medium. This course will allow students to explore how a director collaborates with the production team, utilizes film grammar, and guides the story through all phases of its creation.
Prerequisite: None

DFV281
Media Management and Delivery (3 credits)
This course provides an overview of the development of industry formats and standards for media delivery. Instruction addresses the technology involved (hardware and software), the production process and the tools used for asset creation and content preparation. Students also learn and use an authoring tool for completing assignments in authoring and producing projects on various formats.
Prerequisite: None

EAP100
Academic Writing & Reading (3 credits)
This course introduces students to the power of language within an academic setting and develops their reading and writing skills. Students discuss purpose, audience, argument and style, focusing on producing clear and competent texts within a university setting. Students also develop critical reading skills through synthesis, analysis and summary writing.
Prerequisite: None

EAP101
Grammar (1.5 credits)
This course provides students the grammatical knowledge they will need to construct clear and correct sentences and paragraphs. Course work concentrates on parts of speech, various sentence structures, subject/verb agreement, correct verb tenses, pronoun/antecedent agreement, spelling, capitalization and punctuation.
Prerequisite: None

EAP102
Academic Research Skills (1.5 credits)
In this course, students discover and implement the steps needed to research and produce an extended piece of writing on a selected topic. Students develop strategies for accurate note taking, identify suitable source material, and practice critical thinking through discussion and analysis. Course content also includes the correct application of established reference and citation processes.
Prerequisite: None

EAP103
Oral Communication & Presentation (1.5 credits)
Students develop oral fluency and English pronunciation in this course. They will participate in as well as lead group discussions on a range of topics. Students will also deliver presentations in various formats and practice synthesizing and communicating information orally to audiences within a post-secondary setting.
Prerequisite: None

EAP104
Applied Arts Elective (3 credits)
This course introduces students to fundamental concepts in the media, design and culinary arts and prepares them for further study or employment in these fields. Through a variety of learning methodologies - including guest speakers, field trips and studio sessions - students will explore opportunities in the applied arts relating to current trends, career possibilities, professional expectations and potential directions for future research.
Prerequisite: None
EAP105
Language of the Applied Arts (1.5 credits)
This course prepares students for diploma and degree programs in the applied arts. Course content focuses on basic terminology, vocabulary and principles within the media, design and culinary arts. Students will explore, discuss and analyze foundational concepts as preparation for oral, written and visual communication within these fields.
Prerequisite: None

EAP200
Intermediate Academic Writing & Reading (3 credits)
This course explores intermediate level language within an academic setting and develops students' reading and writing skills. Students discuss purpose, audience, argument and style, focusing on producing clear and competent texts within a university setting. Students also develop critical reading skills through synthesis, analysis and summary writing.
Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

EAP201
Intermediate Grammar (1.5 credits)
This course builds upon students' grammatical knowledge by focusing on the construction of complex sentences and paragraphs for the academic environment. Course work concentrates on parts of speech, various sentence structures, subject/verb agreement, correct verb tenses, pronoun/antecedent agreement, spelling, capitalization and punctuation.
Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

EAP202
Intermediate Academic Research Skills (1.5 credits)
Students research and produce an extended piece of writing on a selected topic. Students develop advanced techniques for note taking, identification and use of primary and secondary sources, and extensive use of critical thinking through discussion, critique and analysis. Course content also includes the correct application of established reference and citation processes.
Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

EAP203
Intermediate Oral Communication & Presentation (1.5 credits)
Students continue to develop oral fluency and English pronunciation in this course. They will participate in as well as lead group discussions on a range of topics. Students will also deliver presentations in various formats and practice synthesizing and communicating information orally to audiences within a post-secondary setting.
Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

EAP204
Applied Arts Elective (3 credits)
This course exposes students to concepts in the media, design and culinary arts and prepares them for further study or employment in these fields. Through a variety of learning methodologies - including guest speakers, field trips and studio sessions - students will explore opportunities in the applied arts relating to current trends, career possibilities, professional expectations and potential directions for future research.
Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair

EAP205
Intermediate Language of the Applied Arts (1.5 credits)
This course continues the preparation of students for diploma and degree programs in the applied arts. Course content focuses on basic terminology, vocabulary and principles within the media, design and culinary arts. Students will explore, discuss and analyze foundational concepts as preparation for oral, written and visual communication within these fields.
Prerequisite: Completion of English for Academic Purposes - Level 1 or Permission of the Academic Chair
EVM100
Food & Beverage Services (3 credits)
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.
Food & Beverage Services is an introductory course that helps students identify the food and beverage requirements for special events. While providing a basic understanding of the food service function and catering operations, students will learn about selecting and contracting caterers, choosing appropriate meals for specific clients or groups, and understanding costs and quality. Licensing, sanitation, legalities, scheduling, alcohol service and related risks, and health and safety regulations are also included in this course, which will prepare students to complete an exam for FoodSafe certification.
Prerequisite: None

EVM101
Essential Software (3 credits)
Understanding how to use standard software is a requirement of most employers today. Essential Software will teach students the fundamentals of computer operating systems and software such as Microsoft Word, Excel, and PowerPoint, as well as Adobe Illustrator and Photoshop. Each software will be taught with examples from within the special events industry.
Prerequisite: None

EVM102
Project Management & Strategic Planning (3 credits)
Project Management & Strategic Planning introduces students to the special events industry as well as the logistical planning involved in organizing an event. Beginning with developing missions, goals and objectives, students will also develop critical paths, project plans, procurement plans, as well as conduct a Strengths Weaknesses Opportunities Threats (SWOT) analysis. As a large focus of this course is on project management, many of the skills that are learned will be transferable to a variety of other projects and jobs.
Prerequisite: None

EVM103
Business Communications (3 credits)
Business Communications is a foundation course that helps students develop writing strategies that can be confidently adapted to a wide range of professional situations. Because the course aims to raise the student’s communication performance to a professionally acceptable level, this is a “learn by doing” course. The primary means of instruction and learning will be guided writing practice in realistic business contexts. Instruction and assessment of student writing will focus on both the writing process and students’ ability to create professional, finished products.
Prerequisite: None

EVM104
Stakeholder Management & Measuring Return (3 credits)
While an event may seem successful after completion, it is important to evaluate and recognize whether or not it has met the goals and objectives of the stakeholders involved. As an integral part of the event management process, Stakeholder Management & Measuring Return will teach students how to identify and manage event stakeholders as well as develop effective evaluation techniques to measure ROI (Return On Investment).
Prerequisite: None

EVM200
Financial Management & Administration (3 credits)
Having an understanding of business and event finances is crucial to the ultimate success of the event management organization. Financial Management & Administration teaches students about basic business accounting principles and procedures such as profit and loss statements, break-even analysis, cash flow management, as well as event-specific budgeting and pricing strategies. This course will also focus on the coordination and management of both business and event administration including the filing and storage of information, writing reports, and developing policies and procedures.
Prerequisite: None
EVM201
Human Resources Management (3 credits)
The largest and most important resource that an event coordinator will need to manage is “human”. Human Resource Management addresses how to effectively recruit, train and manage staff, volunteers, crew, entertainers, and vendors in order to develop an amazing and motivated event team. Topics for this course include: establishing workforce policies and procedures; developing a training plan for both staff and volunteers; interview techniques; candidate selection; and employee evaluations.
Prerequisite: None

EVM202
Site Management & On-Site Operations (3 credits)
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.
As a continuation from Project Management & Strategic Planning, Site Management & On-Site Operations investigates how to select the appropriate venue for your event by developing selection criteria, conducting a site inspection and designing a site layout. This course focuses heavily on the logistics involved in on-site coordination as well the management of an event site before, during and after the event, creating production schedules and event binders, and establishing communications.
Prerequisite: EVM102

EVM203
Event Marketing (3 credits)
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.
While an event manager can produce a spectacular event, if nobody attends, it will not be successful. Event Marketing is an introduction into marketing fundamentals, concepts and trends that help generate attendance at special events. Through the development of a marketing plan, students will learn about related subjects such as branding, creating marketing and other collateral materials, event merchandise, advertising, and promotions.
Prerequisite: None

EVM204
Customer Service, Sales & Relationship Building (3 credits)
An event manager may have award-winning ideas, the best products and services, however, clients often choose a company based on its people rather than price and creativity. Clients want to trust the people they are doing business with, feeling comfortable that they have chosen the right company for the job. Customer Service, Sales & Relationship Building examines customer service, sales strategies and how to build relationships with both clients and suppliers that last well past the one contract.
Prerequisite: None

EVM300
Risk Management & Law (3 credits)
Every time an event is organized, the event manager is charged with the responsibility to ensure the safety, comfort and well-being of all those that attend. Many times the risks are not as obvious as most people would imagine, and require a great deal of analysis in order to be identified and prepared for. Risk Management & Law exposes students to a variety of risks through case-studies and examples of real incidents. A portion of this course will cover contingency plans, crowd management, and security, as well as legal and regulatory obligations, agreements, insurance, copyright and gaming laws.
Prerequisite: EVM202

EVM301
Technical Production (3 credits)
Most events require some sort of technical production, whether it is a simple microphone on a stand, or an extensive stage-show production with multimedia, live cameras, and special effects. Technical Production introduces students to the technical aspects of special events including lighting, sound, video, staging, tents, set-design, power, rigging and special effects. This course focuses on the technical terms, language, and technologies that are available so that an event manager can order the correct equipment and incorporate these items into the overall event design and theme. In addition, students will learn about floorplan design, scripts, and show direction.
Prerequisite: EVM202
EVM302
Event Design (3 credits)
Creating an exciting environment or atmosphere that guests will speak about for months following an event can be an extremely rewarding experience. Event Design will take students through the creative process of designing an event while focusing on developing concepts and themes using décor, audio-visual, staging, food, entertainment, and other related items. A portion of this course will also discuss other factors contributing to a guest’s enjoyment and comfort such as, event signage, credentialing and registration processes, crowd management, hospitality services, accommodations, and protocol requirements.
Prerequisite: EVM202

EVM303
Sponsorship & Program Funding (3 credits)
Every event requires a source of funding, regardless if it is a corporate, private, or not-for-profit event. Sponsorship & Program Funding explores revenue generation for special events as well as sponsorship programs, fundraising activities, and the development of financial resources. Students will also learn about sponsorship sales while developing sponsorship packages and related materials.
Prerequisite: None

EVM304
Proposals & Presentations (3 credits)
As a client watches presentations from several companies, they are typically comparing creative ideas as well as price. Although the client may not realize this, they are also looking for a feeling of rapport with the people conducting the presentation. Proposals & Presentations focuses on delivering effective, professional presentations that not only build rapport, but also trust, credibility and confidence. Throughout the course, students work on improving presentation skills as well as producing a professional printed proposal with accompanying multimedia materials for a mock event, which will be presented to a real client in the final class.
Prerequisite: None

EVM400
Destination Management, Meetings, Conferences & Trade Shows (3 credits)
The special events industry is closely connected to the tourism and hospitality industry by bringing in many out-of-town and out-of-county visitors for meetings, conferences and trade shows. One industry sector is called Destination Management, where a related company handles everything from ground transportation, flights, and accommodations, to conferences, social events and tours. This course provides an overview of the destination management industry as well as meetings, conferences and trade show management. Topics include program planning for out of country groups, transportation, accommodation, tours, incentive travel and British Columbia as a destination.
Prerequisite: None

EVM401
Practical Application (3 credits)
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.
As a one of the final courses in the Event Management Diploma Program, students will put into practice some of the skills that they have learnt in the previous three quarters. Students will design, organize and execute an internal event and/or an event for a charitable organization while being observed and supervised by an instructor who is also an industry professional. The Practical Application course is specifically designed to provide hands-on learning experiences as well as periodic performance evaluations on organizational, interpersonal and event coordination skills.
Prerequisites: EVM300, EVM302, EVM303, and EVM304

EVM402
Ethics & Professionalism (3 credits)
Business organizations and special event industry associations highly promote professionalism as well as ethical business practices, making this an important topic to understand and demonstrate. While many unethical and unprofessional behaviours are easy to identify, there are some not-so-obvious situations that may arise during the course of one’s career. Ethics & Professionalism exposes students to a variety of situations using case-studies and examples which will be analyzed and
discussed in class. A large portion of this course will also focus on developing leadership skills, exhibiting professional behaviour and projecting a professional image.

Prerequisite: None

EVM403
Public Relations (3 credits)
As an extension of the Event Marketing course, Public Relations focuses specifically on the development of public relations plans and strategies as well as creating publicity utilizing media sources such as newspapers, television and radio. In addition to preparing press releases and media kits, students will also learn about managing public relations crises and controversies.

Prerequisite: EVM203

EVM404
Professional Development (3 credits)
As a final step in the preparation to seek entry-level employment, students will gain experience in how to market themselves effectively for employment upon graduation as well as how to participate in professional development activities. Course topics include: job search methods, pre-employment networking skills, professional resume preparation, cover letters, thank you letters, and interview skills. Students will also learn other valuable skills that can be applied throughout their career, such as time and stress management, making decisions, and solving problems.

Prerequisite: None

FD104
Survey of the Fashion Industry (3 credits)
This course is an overview of the fashion industry, including design, production, and marketing. Students examine the process of production from the development of textiles to the strategies of retailing.

Prerequisite: None

FD110
Fashion Illustration (3 credits)
Students further explore techniques of fashion illustration for design communication. Life drawing is included.

Prerequisite: None

FD124
Fundamentals of Construction (3 credits)
Students demonstrate a working knowledge of basic garment construction methods in a laboratory setting.

Prerequisite: None

FD130
Textiles Fundamentals (3 credits)
Students study natural and manufactured fibers, their production, uses and characteristics.

Prerequisite: None

FD180
Product Development (3 credits)
Students take products from concept to marketplace researching material markets and analyzing trends for development of private label merchandise. Prototypes are developed, and manufacturing and budgetary issues are analyzed. Technical garment drawings are emphasized.

Prerequisites: CC133 and FD104

FD190
History of Fashion (3 credits)
Students analyze and research historic, national and cultural themes in costume and fashion from ancient to modern times.

Prerequisite: None
FD210  
**Concept Development (3 credits)**  
Specialty design areas are explored through research, analysis and forecasting. Advanced design skills are applied through hand rendering skills. This course includes the production of concept boards for finished portfolio boards as well as construction of sample garments.  
*Prerequisites: CC133, FD104, and FD110*

FD211  
**Digital Illustration for Fashion (3 credits)**  
With a concentration on website and catalogue development, students will also explore other forms of non-store retailing such as direct mail and multi-level marketing.  
*Prerequisite: CC133*

FD224  
**Intermediate Construction (3 credits)**  
This course further explores construction techniques in a laboratory setting. Students use patterns and details to produce garments.  
*Prerequisite: FD124*

FD240  
**Fundamentals of Patternmaking (3 credits)**  
Students analyze garment designs and apply basic flat pattern techniques in accordance with industry standards.  
*Prerequisite: FD124  
Corequisite: FD210*

FD241  
**Intermediate Patternmaking (3 credits)**  
Students analyze garment designs and apply advanced flat pattern techniques in accordance with industry standards.  
*Prerequisites: None  
Corequisite: FD320*

FD250  
**Draping (3 credits)**  
Students are exposed to the methods and principles of 3D pattern draping allowing for the expression of design concepts.  
*Prerequisite: FD241*

FD260  
**Trends and Forecasting (3 credits)**  
This course is a comprehensive study of trend forecasting, demographics, and social issues that affect fashion and related industries.  
*Prerequisites: CC133 and FD104*

FD280  
**Apparel Evaluation and Production (3 credits)**  
Students analyze construction techniques and standards used in the ready-to-wear market. Research develops skills in specifying, assembly and finishing.  
*Prerequisites: FD180 and FD240*

FD300  
**Professional Development and Portfolio (3 credits)**  
This course focuses on the refinement of professional skills and the completion of the portfolio. Students will be prepared to seek entry-level employment in the business environment and the transition into an applied arts profession. Emphasis is placed on the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including resume and cover letter writing, networking and interviewing skills. The final portfolio focuses on students' individual strengths. The work should reflect students' uniqueness and ability to meet demanding industry standards  
*Prerequisite: Permission of the Academic Chair*
FD320
Design Studio: Women’s Wear (3 credits)
In a laboratory setting, students design and construct apparel and accessories for the women’s markets. All specialty areas are analyzed. 
Prerequisites: FD224 and FD240

FD321
Advanced Sewing Techniques (3 credits)
This course is a further exploration of drafting and construction techniques, including tailoring and advanced sewing techniques. Students design and draft patterns and details to produce an outerwear garment that includes alternatives to fur or exotic skins, using sustainable materials.
Prerequisites: FD320 and FD324

FD324
Advanced Construction (3 credits)
Students continue to refine and expand their knowledge of construction creating their own patterns for tailored pieces.
Prerequisite: FD224

FD340
Computer Patternmaking (3 credits)
This course will be an introduction to the Gerber system management and will develop the basic knowledge skills regarding the software. Students will learn how to input existing patterns and take a general look at the computer-aided design process including alterations, creation, grading and marker marking. This course will focus on the set up of tools and tables the system uses in order to give the student a basic understanding of how Gerber works.
Prerequisite: FD240

FD341
Computer Patternmaking II (3 credits)
This course will develop basic computer pattern drafting techniques using Gerber software. Students will learn how to apply various combinations of the functions in the software to get the desired results on the patterns being manipulated. Students will also take an in-depth look at the manual pattern grading and learn how to grade basic blocks by hand on hard paper.
Prerequisite: FD340

FD370
Final Collection Concept (3 credits)
This course provides students the opportunity to develop and implement their own thesis project from concept to completion. Advanced concepts in designing a collection of marketable apparel will be covered. Students will be instructed in developing a design work board for a specific target market and selecting the most marketable ideas for the collections.
Prerequisite: Permission of the Academic Chair

FD372
Final Collection Production (9 credits)
This course provides students with the opportunity to continue to implement their own apparel line. Students will construct a collection using industry standards. Collections will be assessed by a panel to determine eligibility for the Fashion Show.
Prerequisite: FD370

FM101
Fundamentals of Marketing (3 credits)
This course addresses the fundamental concepts and principles of marketing. The overview of marketing provided here will help students place their knowledge in a framework and understand how each component contributes to the strength and utility of a marketing plan. Students will also learn how to identify the ways in which world events and cultural assumptions influence marketing.
Prerequisite: None
FM102  
**Introduction to Fashion Marketing (3 credits)**  
Students examine the basic principles of marketing, integrating the concepts of consumer motivation with modern marketing strategies and planning. Students will investigate the importance that marketing plays in the fashion world by studying basic marketing strategies both inside and outside the fashion industry.  
*Prerequisite: CC133*

FM110  
**Fundamentals of Advertising (3 credits)**  
This course is a basic introduction to advertising, its history, potential and limitations. We will examine various definitions of advertising and different methods of communication, as well as the advertising spiral, advertising objectives, advertising copy, and federal regulations. In addition, we will look at how advertising has changed over the years and been affected by the culture that has produced it. Learning about the major events, trends, and influences on advertising will help the student place current events in context and help nourish the student's understanding of the possibilities of various types of ads and advertising campaigns. The course will also help the student recognize emerging trends and capitalize on them.  
*Prerequisite: None*

FM120  
**Business Fundamentals (3 credits)**  
This course introduces the students to concepts of contemporary Canadian business including both theory and measurement. Students examine basic business fundamentals.  
*Prerequisite: None*

FM200  
**Consumer Behaviour (3 credits)**  
This course introduces the students to concepts of consumer behaviour including both theory and measurement. Students examine marketing research methods.  
*Prerequisites: FM102 and FM120*

FM201  
**Brand Strategy (3 credits)**  
In this course, students identify what a brand is, examine core concepts and components integral to brand development, and explore innovations that created some of the world’s most successful apparel, accessories, beauty, and lifestyle brands.  
*Prerequisite: FM101*

FM202  
**Brand Marketing (3 credits)**  
Branding became a buzz word in 1990s advertising and marketing, but this process has evolved into a powerful way to organize and utilize an understanding of consumer needs and motivations in a changing marketplace. As the retail environment changes, marketing people can rely less on the traditional tools of print and broadcast media. Marketing strategists need to learn how to create an identity for their products and services and how to use that identity to support sales. This course is an introduction to the essential concepts and skills of brand marketing.  
*Prerequisites: FM200 and FM201*

FM203  
**Principles of Market Research (3 credits)**  
The use of the marketing research process as a tool for solving management problems is a focus of this course. The source of data, sampling procedures, questionnaire design, data collection, and analysis will be covered.  
*Prerequisites: FM101 and FM200*

FM210  
**Media Planning and Buying (3 credits)**  
This course will give students the basic planning and analytical tools to implement a creative media campaign for multiple delivery channels targeting specific fashion and apparel consumers, including print, new media and broadcast. Each student will develop a complete media plan and creative storyboard, while examining typography, colour, layout, artwork, copywriting and production, cost-effectiveness, and multimedia within the fashion industry. The instructor, as a facilitator and guide, will help
students to fully explore the creative aspects of the assigned projects so that upon completion, they will have generated numerous portfolio quality pieces.

*Prerequisite: FM110*

**FM220  Business Communications (3 credits)**
This course addresses the need to communicate in writing on the job. A variety of materials must be written for a business: memos, letters, proposals, presentations, and copy for advertising or marketing. Students will learn to identify the requirements of different types of writing and to prepare material to communicate clearly and effectively.

*Prerequisite: None*

**FM231  Public Relations (3 credits)**
Students will study traditional public relations tools and techniques and the use of public relations as an effective marketing strategy. Instruction includes case studies, real world observations, development and composition of press kits, news releases, bios and fact sheets.

*Prerequisite: CC133*

**FM240  Visual Merchandising (3 credits)**
The objective of this course is to give students the tools necessary to be able to merchandise their own stores, or the store of a fashion retailer. They will learn to identify the role of the Visual Merchandiser, and see what does and doesn't work in a store environment. They will learn all the rules and guidelines practiced by the professionals, and become more aware of the importance of visual merchandising. They will learn how to dress a window display, and how to style a photo shoot, or fashion show. Students will also get a real perspective on the businesses of styling and visual merchandising, and be able to have the tools to get started.

*Prerequisite: FM102*

**FM241  Sales and Event Promotion (3 credits)**
In this course students will thoroughly explore the process of developing and preparing a marketing sales promotional package that is carefully targeted and positioned to reach the goal of generating sales. Topics include defining and creating marketable promotions/event packages; creating effective logos; proper positioning of promotional material, formulating promotional strategies, developing methodologies for comprehensive marketing research. Students will design and prepare a sales and promotion package.

*Prerequisites: FM200 and FM201*

**FM242  Merchandise Management (3 credits)**
Students study the categorizations of stores, organizational components, and the characteristics of various wholesale and retail markets. They will explore the Private Label and Brand Name businesses, develop customer profiles and look at franchising as a means of entering the retail world. Students will become familiar with merchandise accounting as it relates to the various retail formats. In-depth case study followed throughout the course.

*Prerequisite: FM290*

**FM250  Event and Fashion Show Production (3 credits)**
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.

*Prerequisite: FM241*

**FM260  Current Designers (3 credits)**
In this course students analyze the dynamics of world-famous designers.

*Prerequisite: FD260*
FM270
Fashion Writing (3 credits)
This course introduces writing techniques in a wide range of areas within the fashion field.
Prerequisites: FD260 and FM220

FM290
Retail Mathematics (3 credits)
This course provides an understanding of the various financial tools used by retailers to evaluate performance. Students calculate, analyze, and interpret financial concepts associated with accounting from a merchandising perspective.
Prerequisite: FM120

FM303
International Marketing (3 credits)
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.
Prerequisites: FM202 and FM203

FM304
Website Development (3 credits)
This course introduces students to the theory and practice of web design, interface design, interactivity and the competing theories on ‘good’ and ‘bad’ web design. This course also shows you a variety of web sites and web design styles and how to critically evaluate a web site. Students will learn to create effective web sites with maximum browser compatibility.
Prerequisite: FD211

FM320
E-Business and Marketing (3 credits)
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.
Prerequisites: FM202 and FM203

GAD100
History of Games (3 credits)
This course introduces students to the timeline, technological shifts, and key genres in the brief history of electronic video games. The student will develop a written and verbal vocabulary for analyzing games and their cultural significance.
Prerequisite: None

GAD102
Documentation for Design (3 credits)
This course focuses on the writing process. Emphasis is on research, brainstorming techniques, critical thinking, drafting and the revision of design documentation.
Prerequisite: GAD100

GAD110
Game Design I (3 credits)
Students will be introduced to traditional game theory and design and how they relate to their modern electronic cousin. Students work in teams to apply models and strategies for creating traditional games that are based in solid play mechanics. Students will experience an entire game cycle: identifying the audience, pitching the game, prototyping, creating a final product and play testing.
Prerequisite: None

GAD120
Scripting I (3 credits)
Fundamentals of programming using a modern programming language.
Prerequisite: None
GAD121
Mini Games and Prototyping (3 credits)
Students will design, script out, and create small self-contained mini-games and subsequently balance and tune them. Students will learn modern tools for rapid prototyping of various electronic game genres.
Prerequisite: None

GAD122
Game Design II (3 credits)
Game Design II focuses on providing students with practical application and instruction of game design as it relates to working inside a game development studio. It includes discussion of current ideas regarding game design, writing design documentation, and exploring selected issues pertinent to the interactive entertainment industry. The goal of the course is to help students prepare themselves for employment with a game company and generate design materials.
Prerequisite: GAD110

GAD130
Level Design I (3 credits)
This is an introductory course covering the level design process and the tools of level editing as they relate to building game environments using an existing commercial game engine. The focus is on generating levels with attention to efficiency and design aesthetics.
Prerequisite: GAD110 for students in the Game Art & Design, Game Programming, and Visual & Game Programming Programs or CCM131 for students in the 3D Modeling for Animation & Games program

GAD131
Game QA and Prototyping (3 credits)
Students will learn the basics of quality assurance for games, the importance of developing a test plan, gameplay balancing, comparative game analysis and testing procedures that are necessary to polish and refine a game. They will also learn to tune games, to use comparative analysis with respect to games and to critique games in a professional manner.
Prerequisite: GAD121

GAD140
Scripting II (3 credits)
This course builds on the previous scripting class and introduces students to advanced object-oriented programming and scripting concepts.
Prerequisite: GAD120

GAD141
Creative Writing and Research (3 credits)
This course focuses on the research and writing process. Emphasis is on brainstorming techniques, problem solving, organization structure, research, critical thinking, drafting and the revision of a research based document of between 90 to 125 pages. The quality level in terms of form and content should be publishable.
Prerequisite: GAD100

GAD155
Industry and Culture (3 credits)
Students will learn about the role of company culture in the game industry, and discuss key future industry trends that will influence employment opportunities. The course will stress professionalism, proper working habits and behaviour. Students will also practice their game design and writing skills in preparation for real world game industry jobs.
Prerequisite: GAD450 or Permission of the Academic Chair

GAD200
Interactive Storytelling I (3 credits)
Interactive Storytelling I focuses on understanding storytelling, including multi-threaded storytelling with fully realized characters and well developed plots, while understanding the audience and thematic elements. Using a discussion and workshop format, students will learn the tools of the trade and hone their storytelling skills by creating a design document that can later be implemented using a commercially available toolset.
Prerequisite: GAD110
GAD210
Interactive Storytelling II (3 credits)
This course continues the story development begun in Interactive Storytelling I. Students take the story, dialogue tree and script and implement it in a contemporary Role Playing Game game engine.
Prerequisite: GAD200

GAD230
Level Design II (3 credits)
In this class, we explore a structured process of designing levels, from high-level idea to implementation of an industry standard level editor. We will cover advanced level construction techniques including effective lighting, created key-framed content, scripted sequences and special effects.
Prerequisite: GAD130

GAD235
Online Game Scripting I (3 credits)
This course provides students with an introduction to the online authoring environment. Interface design, manipulating graphics and creating simple games are explored. The student is introduced to the basics of scripting an online game.
Prerequisite: GAD140

GAD240
Online Game Scripting II (3 credits)
This students learn advanced object-oriented scripting techniques to create unique and compelling games.
Prerequisite: GAD235

GAD301
Mobile Game Design (3 credits)
This course introduces students to the principles of designing for mobile devices. Students will learn how to create games for a variety of different screen sizes and touch controls. They will also learn about data driven design, connecting into social networks, advertising, and in app purchasing.
Prerequisite: GAD131

GAD450
Game Design Workshop (3 credits)
This is a special topics workshop where an instructor and students explore a contemporary games design topic that has immediate relevance.
Prerequisite: CC401 or Permission of the Academic Chair

GAD453
Portfolio II (3 credits)
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 portfolios pieces. Working individually with an instructor, students will select representative pieces, showcasing work that reflects a unique style.
Prerequisite: Permission of the Academic Chair

GAD454
Mentor Studio (3 credits)
Industry mentors guide students through the completion of team projects, personal portfolio pieces and assignments.
Prerequisite: Permission of the Academic Chair
GD101  
Fundamentals of Sustainable Design (3 credits)  
Students will learn about the fundamentals and key topics associated with social, economic, and ecological sustainability ranging from microcosm, or the design of small objects to macrocosm, the design of buildings, cities and the earth's physical surface. As a concept, sustainable design is growing across various fields and standards are emerging in fashion, interior, industrial, graphic, landscape, engineering, and architectural design. This course will provide an overview of sustainable movements across a variety of fields and provide insight into emerging practices, standards and associations.  
Prerequisite: None

GD120  
Graphic Stylization and Symbols (3 credits)  
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.  
Prerequisites: CC110 and CC112

GD121  
Concept Development (3 credits)  
This course emphasizes the conceptualization processes of art and design in determining solutions to course assignments. Students use creative problem solving and research techniques, specifically problem identification, analysis, brainstorming, and idea refinement. They will also produce material which will support portfolio quality projects throughout their study.  
Prerequisites: CC110 and CC112 or permission of the Academic Chair

GD130  
Digital Illustration (3 credits)  
This course helps students communicate and design with the computer as a professional tool. Using different software applications, the student will demonstrate an understanding of electronic illustration. The course will explore vector-based graphic applications that are considered to be industry standard.  
Prerequisite: None

GD131  
Typography (3 credits)  
This course is an introduction to the history of the evolution and application of typography for the perception of meaning, intention and personality of the written word. Students also explore the use of Illustrator as a design and typesetting tool.  
Prerequisite: None

GD132  
History and Analysis of Design (3 credits)  
Curriculum will encompass a study of the art movements that have structured the field of graphic design covering political, social and economic influences and the analysis of contemporary design and design trends.  
Prerequisite: CC133 or permission of the Academic Chair

GD133  
Advanced Typography (3 credits)  
This course is a continuation of the study of 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-driven software will be used in the development of digital typography and hierarchal skills.  
Prerequisite: GD131

GD134  
Digital Imaging II (3 credits)  
This course builds upon previous courses to integrate raster and vector graphics with concerns for varied formats, including web and print graphics. Students will create visual messages and focused visual statements and gain an understanding of the differences in web and print graphics.  
Prerequisite: CC133
GD140
Electronic Design (3 credits)
This course explores various means of indicating, placing and manipulating visual elements in page design and multi-page design. Students systematically develop strong and creative layout solutions by means of a cumulative, conceptual design process. Participants also develop the ability to effectively integrate photographs, illustrations, display, and text type will be developed using page composition software.
Prerequisite: CC133

GD201
Principles of Sustainable Design (3 credits)
Students will build upon the knowledge gained in previous courses and investigate what components encompass a green audit. Topics covered will include air and environmental quality, properties of finishes used, by-products of the manufacturing process, eco-conscious printing processes, resource and waste management/recycled content, recyclability, end of usable life, assembly/ease of disassembly, modularity/flexibility and education and interpretation.
Prerequisite: GD101

GD202
Sustainable Design Standards (3 credits)
Students will explore the central components and values of sustainable design in this course, with particular emphasis on the Leadership in Energy and Environmental Design (LEED) Green Building Rating System. In addition, students will investigate the ecology and interaction of natural and human ecosystems, including energy systems and global climate change, world fisheries, rain forests, deserts and their implication for economic sustainable development. Students will analyze the evolution of global sustainable design standards as well as how interactions between government regulation and private practices influence standards in design sustainability. By gaining an understanding of sustainable design standards, students will acquire the knowledge to apply to multi-disciplinary projects.
Prerequisite: GD201

GD203
Green Campaign (3 credits)
This course will build on the competencies acquired in previous courses with an emphasis on the development of creative, original concepts for green design campaigns. The preparation of concepts for green campaigns will utilize the principles of sustainability, design, typography, colour and problem-solving skills and stress attention to detail, deadlines, professional presentation and attention to cultural diversity.
Prerequisites: GD201 and GD250

GD211
Advanced Typography (3 credits)
This course is a continuation of the study of 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-driven software will be used in the development of digital typography and hierarchal skills.
Prerequisite: GD131

GD212
Electronic Design (3 credits)
This course explores various means of indicating, placing and manipulating visual elements in page design and multi-page design. Students systematically develop strong and creative layout solutions by means of a cumulative, conceptual design process. Participants also develop the ability to effectively integrate photographs, illustrations, display, and text type will be developed using page composition software.
Prerequisite: CC133 or permission of the Academic Chair
GD221
Production Procedures (3 credits)
The course is designed to help students become proficient in designing and preparing various graphic materials for digital production via new printing technologies, submission to newspapers or magazines, large format signage, and traditional four-, five-, and six-colour presses. Traditional reproduction techniques will be explored, including paste-up techniques, line camera and basic principles/ratios, line screens, and how these relate to bitmap resampling and image/file exporting. Theory and techniques will be explored through lecture/tutorial series, and put into practice through a series of project assignments designed to exercise both student understanding of techniques and design creativity.
Prerequisite: CC133 or permission of the Academic Chair

GD222
Production Procedures II (3 credits)
Building upon the concepts learned in previous courses, students will have created multi-page digital pre-press documents that include scanned and edited images, object-defined graphics and text through the integration of file types in this advanced course. The place of digital page make-up in modern print production is studied.
Prerequisite: GD221

GD223
Photoshop for Prepress (3 credits)
This course focuses on advanced computer techniques using digital input devices and imaging software to achieve design solutions appropriate to specific audiences. Students learn to create complex effects, superior images, and production ready files. Focus is on developing and utilizing advanced techniques in raster and vector-based applications.
Prerequisite: CC133 or permission of the Academic Chair

GD230
Digital Illustration (3 credits)
This course helps students communicate and design with the computer as a professional tool. Using different software applications, the student will demonstrate an understanding of electronic illustration. The course will explore vector-based graphic applications that are considered to be industry standard.
Prerequisite: None

GD231
Corporate Identity (3 credits)
This course will explore the role of design in a corporate identity program. Participants develop skills to analyze corporate objectives and apply practical applications. These applications will be part of a structured corporate image system. While the course focuses on corporate identity and its function, logo development is also explored with other business communication solutions.
Prerequisites: GD121 and GD130 (or GD230) and GD131 Typography

GD233
Experimental Typography (3 credits)
Emphasis is placed on the expressive potential of typography. How the form of the written word(s) affects the meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools.
Prerequisite: GD133

GD240
Design and Technology (3 credits)
This is a major portfolio course that will introduce students to the electronic preparation of material for production. Key multi-page print and dimensional projects allow for exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.
Prerequisite: GD140
GD250  
**Advertising (3 credits)**  
This course will explore the various aspects of advertising design communications with an emphasis on the development of creative, original concepts. The preparation of concepts will utilize the principles of design, typography, colour and problem-solving skills and stress attention to detail, deadlines, professional presentation and attention to cultural diversity. The course also explores the business of advertising, including contracts, billing along with business ethics. Students will learn about the theories, methods, and strategies for effectively selling a product and explore product concepts, price, promotion, and distribution as they relate to advertising. Lectures include a review of the target audiences, budgets, strategy and understanding the client vision.  
*Prerequisite: None*

GD301  
**Sustainable Design Leadership (3 credits)**  
In this course, students are introduced to the concepts and theories of leadership and further develop the knowledge and skills needed to integrate sustainable design and green design principles and practices for graphic design purposes within the advertising, packaging and communications industries.  
*Prerequisite: GD202*

GD310  
**Dimensional Design (3 credits)**  
Students explore 3D designs and processes and how they relate to advertising design. They will be familiarized with the materials, processes and procedures of 3D design, and study the requirements necessary to scale and construct various dimensional pieces.  
*Prerequisites: GD212 and GD221*

GD311  
**Art Direction (3 credits)**  
This course will exhibit the role of the Art Director in producing multi-faceted design projects. Exercises will train students in coordinating creative efforts from concept to finished product. A team environment is emphasized and will acquaint the students with the necessity of leadership ability, communication and negotiating skills.  
*Prerequisite: GD140 (or GD212) and GD221*

GD312  
**Design and Technology (3 credits)**  
This is a major portfolio course that will introduce students to the electronic preparation of material for production. Key multi-page print and dimensional projects allow for exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.  
*Prerequisites: GD212 and GD221*

GD322  
**Foundation of Electronic Production (3 credits)**  
This is a major portfolio course that will further develop students’ ability to prepare electronic and physical material for production. Key multi-page print and dimensional projects allow for advanced exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. Students are expected to produce contemporary design solutions for corporate sectors. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.  
*Prerequisite: GD312*
GD329
Portfolio I (3 credits)
A primary emphasis of this course is the electronic and physical preparation of material for production. Typesetting, pagination, image reproduction, colour specifications, trapping procedures, binding and finishing techniques will be explored. Students will select a major project in design or illustration and develop a “junior project” throughout the duration of the course. They will engage in individual research culminating in a statement of their philosophy of conceptual development and problem solving as it relates to the development of this junior project. Emphasis will be placed upon effective layout and design for multi-page document production. This is a portfolio production course.
Prerequisites: GD212 and GD231

GD330
Portfolio II (6 credits)
This course prepares students for job interviews by helping them compile a portfolio. Students demonstrate their conceptual design skills and craftsmanship as they assemble and refine specific portfolio pieces. This course also focuses on the refinement of previous works into a comprehensive collection representative of Graphic Design skills. In a mentored environment, students will execute and refine final pieces according to their own action plan to showcase work that reflects a unique style.
Prerequisite: GD329

GD331
Conceptual Illustration (3 credits)
Building upon the concepts, skills and theoretical backdrop of the Digital Illustration course, this course expands the philosophy behind illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. It also highlights the uses of illustration in the graphic design industry. Assignments will focus on black and white and colour techniques, using contrast, values, composition, and function.
Prerequisites: GD120, GD121 and GD130

GD340
Foundations of Electronic Production (3 credits)
This is a major portfolio course that will further develop students' ability to prepare electronic and physical material for production. Key multi-page print and dimensional projects allow for advanced exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. Students are expected to produce contemporary design solutions for corporate sectors. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.
Prerequisite: GD240

GD350
Copywriting for Electronic Media (3 credits)
This course examines the roles of copywriter and scriptwriter in interactive multimedia. Emphasis will be on writing opportunities in the communications industries, as well as on the process of interactive writing, such as establishing the premise, developing the treatment, and defining the audience.
Prerequisite: None

GD360
Digital Photography (3 credits)
This course introduces students to the fundamental terminology, concepts, and techniques of digital visual composition for both static and moving images. Instruction is given on basic techniques of production, including digital still camera as well as camcorder orientation, lighting, set-up and operation. The course focuses on the principles of using colour, composition, lighting, and other techniques for overall thematic and visual effects of moving and static images.
Prerequisite: CC133
GD390
Portfolio I (3 credits)
This course prepares students for the transition to the professional world and for job interviews by helping them compile a portfolio. This is a major portfolio course that focuses on electronic preparation of material for production. Key multi-page print and dimensional projects allow for exploration of conceptual approaches, typography, illustration, image reproduction and manipulation, colour approaches, trapping procedures, bindery, and finishing techniques. Students will select an original major project in design or illustration and develop a “junior project” throughout the duration of the course. Students are also given the option to select various previous projects for major design revision. They will engage in individual research culminating in a statement of philosophy of conceptual development and problem solving as it relates to their work. The instructor will act in a mentoring role and help guide students through various creative processes. Particular emphasis will be placed on developing strong concepts appropriate to client needs, attention to detail, design consistency and time management. Through critique, students will learn about and express their creative methods and cognitive processes.
Prerequisite: Completion of 90 credits and permission of the Academic Chair

GD401
Senior Research Thesis (3 credits)
The student will select a specific subject that can be effectively presented using graphic and/or web design. This course will provide an introduction to various research methodologies and evaluation will focus on the research process, including the identification of a research problem, literature and/or content review, research purpose and hypotheses, data collection and analysis, and research evaluation. During this time students will conduct research sufficient for a professional presentation as a graduate project, to be submitted and defended during their final quarter.
Prerequisite: GD390

GD402
Environmental Design (3 credits)
Students will study a range of examples of environmental design measured against conventions of 2D display/informational systems and with consideration of sustainability. This course will address understanding the complexities of public space, the nature of the environment, the expectations of performance and issues of functionality. Projects that challenge students on issues of hierarchy, readability/legibility, colour, fabrication and sustainability are integral to this course.
Prerequisite: GD390

GD410
Dimensional Design (3 credits)
Students learn to effectively design using form, space, type, illustration, photography, graphics and colour as they pertain to intelligent and compelling package design. Emphasis is on appropriateness for the specific market, brand positioning and identification, visual appeal and the physical container. Government regulations affecting the package, printing and reproduction processes will also be addressed. Through discussion, field research, and exercises students will examine package designs already in the marketplace. The course stresses a phased design process and the role of packaging in marketing.
Prerequisites: GD140 and GD221

GD412
Advertising Design (3 credits)
This course will explore the various aspects of advertising design communications with an emphasis on the development of creative, original concepts. The preparation of concepts will utilize the principles of design, typography, colour and problem-solving skills and stress attention to detail, deadlines, professional presentation and attention to cultural diversity. The course also explores the business of advertising, including contracts, billing along with business ethics. Students will learn about the theories, methods, and strategies for effectively selling a product and explore product concepts, price, promotion, and distribution as they relate to advertising. Lectures include a review of the target audiences, budgets, strategy and understanding the client vision.
Prerequisite: None
GD414
Introduction to Scripting Languages (3 credits)
Students will learn to build database applications that are integrated with the Web. In addition, students will use principles and techniques to develop small-to-medium scale applications that store, manage and retrieve data. Projects will focus on essential web development skills using PHP, MySQL, loops, and conditions. Students will communicate with databases using the SQL query language and apply server side scripting knowledge to create dynamic websites.
Prerequisites: MM221 and WS130

GD432
Senior Project (3 credits)
Students will select, develop and execute a major design or illustration project, including technical, schedule, aesthetic and content considerations. Research will culminate in a product or statement of philosophy, conceptual development and problem solving.
Prerequisite: GD329 or GD390

GD440
Publication Design (3 credits)
Publication design is a mainstay in the study of graphic design. This class will focus on creating a publication, hierarchy, grid, page sequence and spreads. The publication will be typographically oriented with a combination of images, colour and texture as well as a typographical relationship to the subject of the publication. A major course emphasis will be to focus on learning skills and processes which will ensure design continuity throughout a complex multi-page document.
Prerequisite: GD390

GD470
Information Design (3 credits)
Students will study a range of examples of information design applications and conventions of 2D display/informational systems. Emphasis will be placed upon understanding information systems and their function, including text, tables, charts, diagrams and electronic displays.
Prerequisite: GD390

GD480
Public Relations and Marketing (3 credits)
This course introduces strategic issues and effective practices of communication between organizations and their constituencies. The study of public opinion research, media relations, public communication campaigns, consumer identity and representational ethics are among the topics covered. Students will gain practical experience in conducting surveys and designing integrated campaigns.
Prerequisite: None

GD490
Senior Portfolio (6 credits)
This course will focus on the refinement of previous works into a comprehensive collection representative of Graphic Design skills. Emphasis will be on development, design, craftsmanship and presentation.
Prerequisite: Permission of the Academic Chair

GE090
Transitional English (3 credits)
This class will introduce students to the power of language by discussing purpose, audience, and creativity as they relate to the writing process. This course will also emphasize the skills needed to produce clear, competent English prose. Course work concentrates on basic paragraph writing with its attendant skills: parts of speech, various sentence structures, subject/verb agreement, correct verb tenses, pronoun/antecedent agreement, spelling, capitalization, and punctuation. Students must earn a “C” or higher to pass the course.
Prerequisite: None
GE103
Speech Communications (2 credits)
This course teaches oral communication skills with emphasis on both theory and practice. Students are taught how to conduct responsible research, compose coherent messages adapted to a specific audience and situation, and to develop and polish their presentation skills. Students also develop critical thinking and listening skills, as well as ethical communication behaviours.
Prerequisite: None

GE104
Rhetoric and Composition (4 credits)
Writing is done for a purpose: to solve a problem, call for action, propose a solution, or create awareness. In this course students will consider their purpose for writing to state, develop, organize, and support an argument or position. This course emphasizes the critical arts of reading, writing, reflection, and discussion with an introduction to rhetoric, composition and informal logic of the English Language. The overall aim of this course is to enhance cognitive abilities and improve communication practices.
Prerequisite: None

GE114
Academic Writing (4 credits)
The key purposes of this course are to help students improve their academic writing capabilities and to help students prepare for writing in post-secondary education and professional settings. Emphasis will be placed upon crafting the best form of expression for specific audiences and purposes. As students gain confidence with the vocabulary of language analysis and rhetorical strategy, the more features of style and argument they will recognize and use.
Prerequisite: GE104

GE124
Critical Thinking (4 credits)
In this course, students learn to identify and develop skills, processes, and techniques to become effective learners. Students will analyze and evaluate ideas and theories, as well as learn to apply creative and critical techniques to problem solve, make decisions and evaluate the media.
Prerequisite: None

GE127
Applied Mathematics (4 credits)
This course covers the foundational mathematical tools required in any animation or physics based game. Students review the essentials of high school mathematics: algebra, trigonometry, combinatorics, and functions, and learn to apply these tools to problems encountered in game development. Vectors, mechanical energy, motion with constant acceleration, and complex numbers are introduced. Emphasis is placed on developing problem solving skills.
Prerequisite: GE127

GE129
Geometry and Linear Algebra (4 credits)
This course covers the essential analytic geometry and linear algebra tools and techniques used in 3D games and graphics programming. Topics include coordinate systems, vectors, dot and cross product, projection, lines, planes, matrices, determinants, and transformations. Students apply these concepts to problems in game programming. They learn how to represent objects mathematically, and how to perform translation, rotation, scaling, and basic collision detection.
Prerequisite: GE127

GE134
Physics (4 credits)
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, and light and image formation.
Prerequisite: GE127 or GE234
GE135
Introduction to Biology (4 credits)
In this course, students will learn the principles and foundations that comprise biology as a discipline. Throughout the course students will be exposed to course lectures, texts, and basic, everyday analogies about concepts in biology. Topics discussed will include the history of biology as a science, the meaning and use of the scientific method, the organization of life, cell structure and function, genetics, evolution, plant and animal biology, communities, ecosystems, and conservation and environmental topics. Special emphasis will be placed on examining and understanding contemporary environmental issues through discussion, written, and laboratory-based assignments.
Prerequisite: None

GE136
Nutrition (4 credits)
This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and sources of nutrients - including proteins, carbohydrates, fats, vitamins, minerals, and water – are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fads.
Prerequisite: None

GE137
Introduction to Chemistry (4 credits)
Chemistry is the study of matter and the changes it undergoes. The very foundation of human existence is the result of chemical bonds forming between elements: the smallest, indivisible components of matter. Students will explore how atoms interact to form compounds. Patterns of bonding are described and used to distinguish between ionic and covalent bonds. Building on this foundation, students explore how compounds interact to form mixtures, and how bulk physical properties arise as a result of intermolecular forces. With the introduction of chemical and physical processes, students further their understanding of chemistry by studying the changes that matter can undergo including chemical and physical changes. Fundamental concepts of gas laws are explored, and students cultivate an understanding of Charles’ Law, Boyles’s Law, and Avogadro’s Law through a series of discussion-based exercises.
Prerequisite: GE127 or GE234

GE138
Economics (4 credits)
In this course, the student will learn about standard microeconomic topics. Microeconomics studies the economic behaviour of individuals and firms. The student will examine why firms maximize profits and consumers maximize satisfaction. Students will learn competition, efficiency, and market structure.
Prerequisite: None

GE144
Survey of Architecture (4 credits)
This course surveys North American architecture from the eighteenth century to the present, examining visual, historic, and social significance. Emphasis is placed on construction detail and technique as well as measurement and engineering analysis.
Prerequisite: GE104

GE150
Introduction to Communications (4 credits)
In this course students will develop and refine oral and written presentation skills focusing on compiling, organizing and outlining the research material. Through a series of speeches, students will work to become better public speakers and have a basic understanding of various theories of communication. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations.
Prerequisite: GE104

GE174
Environmental Science (4 credits)
This course investigates humanity’s interaction with the natural environment. Science, ethics, and behaviour will be avenues of exploration. Students will use political, economic, and scientific models to analyze current issues and examine the future of the environment and the effect they can have on it.
Prerequisite: None
GE204
History of Art in Early Civilizations (4 credits)
This course explores the history of art from the Prehistoric and Tribal periods through to the Baroque. We will study the concepts, artists, works, and styles of the periods through the use of textbook, images, videos and projects.
Prerequisite: None

GE206
History and Analysis of Design (4 credits)
Curriculum will encompass a study of the art movements that have structured the field of graphic design covering political, social and economic influences and the analysis of contemporary design and design trends.
Prerequisite: None

GE207
Art History II: From the Early Modern to the Contemporary (4 credits)
This course is an introduction to Western art before the Neoclassical from ca. 1700 CE to the present day and covers Neo-Classicism, Realism, Impressionism and Modernist movements from Fauvism through Abstract Expressionism to Contemporary. Concepts such as artists’ influence, artistic motifs, stylistic evolution, cultural context, patronage, function, reception, and censorship as well as the incorporation of non-European art forms into the Western Tradition will be covered in this class. The course is designed to help students increase their art historical vocabulary for discussing an art object’s medium, composition, style, and iconography.
Prerequisite: None

GE214
Fundamentals of Sociology (4 credits)
Sociology is the study of human society. This field of research focuses on explaining and interpreting processes and patterns of human social interactions. This course is designed to teach the major findings of sociology and to help students master fundamental sociological skills. Students will learn how to think with sociological creativity, understand the basics of data analysis and their broad use in a range of educational and work settings. This hands-on experience of exploring sociology will provide a solid foundation for sociological analysis and will help students to develop practical skills that can be applied in other creative and business contexts.
Prerequisite: GE104

GE224
World Civilization (4 credits)
This course covers some of the ancient civilizations that have shaped world history and then works toward building an understanding of how these civilizations evolved to the fifteenth century. Evolution and change and the diversity of the human experience constitute central themes of this course.
Prerequisite: GE104

GE225
World Civilization II: Early Modern Europe to the Present (4 credits)
An overview of the history of western civilization from the period of early modern Europe to the present. “Western Civilization” in this context refers primarily to Europe along with limited focus on North America. The course examines the Age of religious wars in Europe, the rise of modernism and the development of rationalism and scientific thought, and the upheaval of the French and American revolutions. Emphasis is on the growing inter-relatedness of Europe with the rest of the world as a result of industrialization, the nation-state, and imperialism, culminating in the 20th century with world wars, the search for an international order, and the creation of the European Union. The course explores the various social, economic, and political developments of this time period.
Prerequisite: GE104

GE234
Mathematics (4 credits)
This course covers set theory, logic, number systems, algebra, geometry, trigonometry, measurement, functions, the mathematical language of digital computing, and problem solving techniques. The objective is for students to develop a basic understanding of the use of mathematics in the real-world, with specific emphasis on solving problems encountered in digital media applications.
Prerequisite: None
GE235
Statistics (4 credits)
This course includes representing and analyzing data through such measures as central tendency, dispersion, probability theory, the binomial distributions, the normal curve and normal distributions, central limit theory, and sampling distributions. Graphing and using polynomial functions and systems of equations and inequalities in the interpretation and solution of problems will be examined.
Prerequisite: None

GE236
Ethnomathematics (4 credits)
All cultures have mathematics, though they may not have a class of people called “mathematicians.” In this course, students will be introduced to mathematical activities of a number of present-day and historical cultures. They will concentrate on the mathematics: general philosophy of measuring and counting; number words and number bases; strategy and chance in games and puzzles; symmetry in patterns; geometry; data structures; and elementary number theory, but will also try to gain some understanding of the cultural setting and to understand how culture and mathematics interact. The aims of the course are to examine the development of mathematics as part of a wider culture.
Prerequisite: None

GE244
Introduction to Political Science (4 credits)
This course develops skills for understanding and analyzing political and governmental situations in the contemporary world. Government, political institutions and processes, policy problems and solutions, popular values and participation are examined in terms of political stability and change, ideologies, conflicts, institutions and issues.
Prerequisite: GE104

GE250
Advanced Communications (4 credits)
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.
Prerequisite: GE104

GE264
World Literature (4 credits)
This course focuses on reading, analyzing, discussing and responding to literature from various geographic areas and historical time frames. Students will read literary works from around the world and discuss topics related to literary development, assessing the cultural and historical importance of the works and relevance to different cultural worldviews, attitudes, and ethical standards.
Prerequisite: GE104

GE265
Introduction to the Novel (4 credits)
This course will provide students with an introduction to the genre of the novel as we survey works from different cultural traditions and eras. At the same time as we are tracing these works and their social, political, and historical context, we will also be watching their adaptations on film and analyzing the effectiveness of the adaptations. Through the novels and the films we will encounter tools for literary analysis and critical thinking. We will explore four novels and their film adaptations and one graphic novel.
Prerequisite: GE104

GE266
Introduction to Poetry (4 credits)
This course will acquaint students with a range of different kinds of poetry—narrative, lyric, dramatic, conceptual—their techniques, formal vocabularies and rich and varied traditions. The primary focus is to read different kinds of poems with depth, complexity and pleasure. Throughout this course, the student will examine how that pleasure (or displeasure) is produced, and to develop literary competence. In addition, we will listen to the recorded sounds of spoken and performed poems, and practice reading aloud the poems we encounter. The majority of the course will be spent listening and reading poetry and participating in engaged, impassioned discussion of the texts and performances before us.
Prerequisite: GE104
GE267
Introduction to Short Fiction (4 credits)
This course will provide students with an introduction to the genre of Short Fiction as we survey different styles and cultural traditions. At the same time as we are tracing these works and their social, political, and historical context, we will also be watching their adaptations on film and analyzing the effectiveness of the adaptations. Through the short fictional works and the films that grow from them we will encounter tools for literary and film analysis, and critical thinking. We will explore a variety of works of short fiction and their film adaptations.
Prerequisite: GE104

GE268
Introduction to Theatre (4 credits)
This course is an introduction to the theory, practice, and history of the theatrical arts. The course will introduce the significant movements in theatrical evolution, touching on representative plays to illustrate these movements. In addition, the course will examine the major elements in theatrical practice – who works in the theatre and what do they do? From actor to audience, playwright to critic, each person involved in the theatre is an essential element. The course will actively examine and discover these roles and we will attend at least one play.
Prerequisite: GE104

GE314
Fundamentals of Psychology (4 credits)
This course presents basic concepts, principles, and methods involved in the scientific study and understanding of human behaviour. Students will explore physiological, social, experimental, developmental, and abnormal psychological processes.
Prerequisite: GE104

GE315
Cross-Cultural Psychology (4 credits)
This course will draw upon a growing body of cross-cultural research to examine the complex yet subtle ways in which biological and cultural factors interact to influence such things as personality, identity, emotions, intelligence, gender, abnormality, etc. Students will explore child-rearing methods, worldviews, values, relationships, artistic expression, abnormality, healing, and other topics in an effort to provide a context for understanding the radical differences in behaviour found in cultures around the world and, more importantly, what those differences can tell us about ourselves.
Prerequisite: GE104

GE316
Cognitive Psychology (4 credits)
Cognitive psychology studies the fundamental basic processes of thought, cognitive functioning as it relates to brain structure, memory accuracy and capacity, intelligence, perception, neurological development, visual imagery, attention span, problem solving, reasoning, decision making, language, and communication. There are many real-world applications cognitive psychology has within any given profession and understanding the fundamental basics of cognition. Concepts discussed in this course will bring to light the connection between brain functioning and every-day activities with regard to school, career, and cognitive interaction with the world around us.
Prerequisite: GE314

GE317
Theories of Personality (4 credits)
The study of personality deals with questions about what influences (internal and external, biological and learned) help determine our thoughts, emotions and behaviour. This course will review various representative theories from traditional psychoanalytic and trait theories to contemporary cognitive-behavioural investigations.
Prerequisite: GE314

GE318
Organizational Psychology (4 credits)
This course explores, in depth, the applied field of industrial psychology. Learning how industrial psychologists study and apply psychological principles and research methods to a variety of human resource/personnel issues, and their relevance to settings and situations of particular interest to the field of industrial psychology will be explored. Topics discussed include job analysis, carefully selected performance criteria, and an appreciation of individual differences underlie the successful application of
performance appraisal, recruitment, screening, selection, placement, training, and development. Additionally, there will be a discussion of testing and assessment, international dimensions of applied psychology, leadership, and ethics in the workplace.  

**Prerequisite:** GE314

**GE324**  
**Cultural Theory (4 credits)**  
This course will examine how cultural phenomena shape our world and how, in turn, we shape it. Questions will be raised such as: what is the relationship between high and pop culture; how does culture embody power, gender, race and class; and how does material culture make us who we are? Students will look for answers to these questions in areas such as social and cultural criticism, literature, urban planning, architecture, advertising, popular culture and personal experience.  

**Prerequisite:** GE104

**GE334**  
**Ethics (4 credits)**  
This course examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Students will apply a number of ethics paradigms to a variety of contemporary personal and social issues.  

**Prerequisite:** GE104

**GE335**  
**Aesthetics (4 credits)**  
Aesthetics is the philosophical study of art, beauty and taste. The emphasis of philosophy is on understanding the cultural context in which the work of art is produced and received. This course will investigate the various aesthetic frameworks emphasizing the role of critical analysis, emotions, and the social in our understanding of what makes something beautiful and/or artistic. The class will also include study and analysis of important figures and debates in the history of aesthetics.  

**Prerequisite:** GE104

**GE344**  
**Drama in Media (4 credits)**  
This course will explore specific Shakespearean plays and their contemporary versions and adaptations. We will hone our skills as an audience through selected recent film versions and adaptations. We will then explore how these interpretations reflect the original text and the modern reality in which they are presented through an analysis of social and political context. Plays and films will vary by term.  

**Prerequisite:** GE104

**GE345**  
**Crime Fiction in Media (4 credits)**  
This course will introduce and explore major writers, techniques, and traditions in Crime (or Detective) Fiction and the migration of these texts to film and television adaptations. The course will survey a number of different adaptations and focus on the elements that make a successful adaptation. Students will help design assignments related to their major area of study through the fascinating lens of Crime Fiction.  

**Prerequisite:** GE104

**GE346**  
**Classical Story Structure in Media (4 credits)**  
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. The students will study various contemporary and classical animated features and develop an analytical framework that allows them to understand the components of narrative. They will use these skills to help craft a narrative of their own. Films will vary by term.  

**Prerequisite:** GE104

**ID109**  
**Basic Drafting (3 credits)**  
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.  

**Prerequisite:** None
ID111
Design Basics 3D (3 credits)
An introduction to the basic elements and principles of three-dimensional design and exploration of the visual and structural qualities of objects. Students solve problems by organizing and constructing three-dimensional forms within spatial environments.
Prerequisite: None

ID113
Introduction to Interior Design (3 credits)
This course merges theory with practice, exposing students to the steps for completing a design project. Utilizing their knowledge of colour theory as well as design, drawing and drafting principles, students will research and document solutions to several design problems. Students will learn strategies for analyzing clients’ needs and conveying effective solutions successfully.
Prerequisite: None

ID118
Perspective (3 credits)
In this course, students will learn the principles of perspective. Using observation and the application of perspective principles, students will draw three-dimensional forms. They will learn to represent light, shade and shadows through a variety of rendering and drawing techniques.
Prerequisite: CC110

ID119
Analytical Sketching (3 credits)
Aesthetic and critical analysis through freehand drawings, primarily in sketchbooks with ink. The course will begin from the basic concepts of point, line, plane, 3D form and move towards underlying geometry, static and function structure of spaces. Students will be encouraged to develop ideas and concepts which lead to defining their design approaches in various projects.
Prerequisite: CC110

ID120
History of Architecture, Interiors and Furniture (3 credits)
This course covers the evolution of architecture, interiors, furniture, and design from the ancient world to the Industrial Revolution. 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.
Prerequisite: None

ID124
Rendering and Illustration (3 credits)
Through a method of exploring a variety of traditional media, the student will obtain basic presentation skills such as sketching and rendering.
Prerequisite: None

ID127
Computer-Aided Design (3 credits)
CAD training requires in-depth understanding of the commands and features of the AutoCAD software. Through this hands-on course, students will gain the knowledge and skills necessary for creating basic 2D drawing. Students will increase their awareness of visual communication through exploration of editing, view manipulation, text, dimensioning, hatching and plotting techniques.
Prerequisite: None

ID130
Programming & Space Planning (3 credits)
This course begins the design stream by introducing the interior design process including programming, schematics, design development, space planning and alternate design solutions.
Prerequisite: ID113
ID134
Textiles (3 credits)
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.
Prerequisite: ID113

ID211
Lighting (3 credits)
In this course, students will analyze and develop an understanding of the impact that light, both natural and artificial has on a built environment. Students will also explore lighting theories, techniques, and fixture types and learn how to make appropriate specifications. They will apply their gained knowledge on real-world case studies by developing lighting plans for both residential and commercial built environments.
Prerequisite: ID127

ID221
Residential Design (3 credits)
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, colour, furniture and finish selection as well as concepts of universal design and sustainability.
Prerequisite: ID130

ID225
Human Factors and Psychology of Design (3 credits)
This course will foster an awareness and understanding of the role and contribution that human factors and psychology of design play within a built environment. Universal design is examined as a method to provide functionality, safety and comfort for all end users. Students will analyze and gain an understanding and appreciation of interior elements designed for people considering the human form and culture.
Prerequisite: None

ID234
Materials and Resources (3 credits)
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.
Prerequisite: ID113

ID237
Advanced Computer-Aided Design (3 credits)
In this course, students will develop the required skills for preparation of working drawings. They will build on their basic AutoCAD skills while increasing their speed and problem solving abilities. Students will be introduced to the most efficient commands for various tasks to enhance CAD productivity. The course continues with advanced techniques for drawing, editing, annotating, working with attributes and plotting.
Prerequisite: ID127

ID240
Corporate Design (3 credits)
This course will allow students to study and apply the design process from programming through presentations to working drawings based upon client needs and applicable open and closed corporate environments. In addition to reviewing current and future trends in office design, students will conceptualize spaces that reflect the corporate culture and also analyze user needs from corporate philosophy to office structure and individual workstation.
Prerequisite: ID127 Computer-Aided Design
ID245
Kitchen and Bath Design (3 credits)
This course addresses the fundamentals of kitchen and bath design including universal design and accessibility in new construction and renovation. Topics include fixtures, fittings, furnishings, equipment, cabinetry and finishes, construction, electrical and basic plumbing. Industry relevant nomenclature and product information are used to create specifications and cabinet plans.
Prerequisite: ID237

ID303
Project Management (3 credits)
This course focuses on the creation, arrangement and planning of a process which will enhance the capacity of an individual or group to take effective action in a design project.
Prerequisite: None

ID311
Codes/Barrier Free Design (3 credits)
This course is a comprehensive study and application of the codes and regulations for building construction, fire/safety and accessibility that affect the interior design of private and public buildings.
Prerequisite: None

ID316
3D Digital Modeling (3 credits)
This course will introduce students to 3D modeling software as a communication tool. Students will realize their design solutions volumetrically as part of the design process.
Prerequisite: None

ID317
3D Digital Rendering (3 credits)
This course will introduce students to 3D rendering software as it applies to computer generated models. Students will learn to communicate their design solutions by appropriately rendering interior models.
Prerequisite: None

ID323
Professional Practices (3 credits)
This course is an introduction to the principles of marketing Interior Design services. Students will review all business, legal and financial aspects of a design practice. In class discussions on the importance of environmental ethics and the role of sustainability with regard to the business practices of the interior design industry will also be reviewed. Students will also cover writing, research and business communication as it relates to the profession of interior design.
Prerequisite: None

ID324
Interior & Architectural Detailing (3 credits)
Students will focus on the materials and fabrication techniques used to design and construct interior details and structures. Methods of communicating interior details in construction drawings and contract documents will be reviewed, analyzed and applied to various projects. Students will also develop an understanding of the common building construction systems: wood frame, steel, concrete and masonry. They will learn how to design and detail the building construction and the typical interior components and finishes.
Prerequisite: ID237

ID330
Environmental Design (3 credits)
Exploration and integration of sustainable design principles, practices, materials and specifications throughout the design process. Students will investigate components that encompass a LEED certified project and implementation of the LEED project checklist. Other certification and rating systems will also be reviewed.
Prerequisite: None
ID335
Residential Design II (6 credits)
This course offers an in depth study of concepts introduced in previous courses with application to specific needs in the home. Exploration may include advanced issues of human factors, universal design, and sustainability, designing from a global perspective, varying familial structures, aging in place or specialty areas of the home such as home theatre, home office and/or outdoor living spaces.
Prerequisite: ID221

ID340
Building Systems and Materials (3 credits)
This course is a study of the materials and principles utilized in basic construction, building, and mechanical systems for residential and commercial interiors. Electrical and heating systems, ventilation, air conditioning, and plumbing are surveyed. This course also examines the concepts and theories behind indoor air quality, acoustics, lighting applications, and issues of sustainability.
Prerequisite: None

ID345
Introduction to Revit (3 credits)
This course introduces students to the concepts of parametric building information modeling (BIM) and Revit Architecture. Using Revit, students will explore the advantages and uses of parametric modeling in the development and documentation of interior design concepts and ideas. Students will advance their ability to work with BIM and Revit by taking a project from schematic design through the completion of a preliminary set of construction documents.
Prerequisite: ID237

ID350
Commercial Design (3 credits)
In this course, students will investigate the physical requirements and code restrictions involved in a variety of specialty areas such as recreational, hospitality, and retail planning. Individual projects cover the total design process, with emphasis on universal design, research, and alternate presentation methods. This studio course will simulate as closely as possible actual industry work conditions. The course will include team projects emphasizing time management, conflict resolution, self-generated work schedules, and peer review.
Prerequisite: None

ID351
Presentation Techniques (3 credits)
This course experiments with alternate methods of creating and producing interior design presentations. Combining a variety of software, reproduction methods, and manual technology, students explore ways to manipulate and integrate images and text into a cohesive graphic package. Course includes issues of design, composition, and typography.
Prerequisite: None

ID354
Multi-Cultural/Global Design (3 credits)
Survey and research application of multicultural design is the study of different cultures as they relate to design issues and concerns. Students will develop a knowledge of a variety of cultures and relate that knowledge to their personal design philosophy. Students will research and articulate the psychological and sociological needs of a specific culture and interpret them in a design solution.
Prerequisite: None

ID401
Internship for Interior Design I (3 credits)
Through a field internship experience, students will be able to apply their acquired classroom skills in real and practical situations. 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 field of study. Students will gain valuable experience that will complement their classroom studies. Students will also be required to meet with the Internship Coordinator/Lead Faculty member on a weekly basis to review course curriculum and submit weekly assignments (in addition to the internship journal).
Prerequisite: ID237, ID440
ID402
Internship for Interior Design II (3 credits)
Through a second field internship experience, students will continue applying their acquired classroom skills in real and practical situations. The main objectives of the internships are to allow students the opportunity to observe and participate in the operation of successful businesses related to their field of study. Students will gain the experience they need to seek entry-level employment in the field of interior design when they graduate. Students will also be required to meet with the Internship Coordinator/Lead Faculty member on a weekly basis to submit weekly reports for their internship journal.
Prerequisite: ID401

ID411
Senior Project I (6 credits)
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 Project II for an interior environment that will better support the psychological and physiological health, safety and welfare of the public.
Prerequisite: Permission of the Academic Chair

ID412
Furniture Design (3 credits)
This course explores the principles of furniture design. Students will apply knowledge learned in previous courses with ergonomic/anthropometric standards and environmental issues to create furniture designs and present them through various media.
Prerequisite: Permission of Academic Chair

ID423
Portfolio Preparation (3 credits)
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.
Prerequisite: Permission of the Academic Chair

ID431
Senior Project (3 credits)
Students will select their senior project in either residential or non-residential design. Students are responsible for engaging in individual research culminating in a statement of their philosophy of design. The senior design project will allow students to utilize historical references and apply skills and knowledge acquired over the previous quarters to fully express themselves both verbally and graphically. Students will prepare for a verbal presentation of their completed senior design project.
Prerequisite: ID350

ID432
Senior Project II (6 credits)
In this culminating studio course, students continue the development of a viable solution for the project initiated in Senior Project I. Skills from the entire program are leveraged into a final portfolio project motivated by environmentally sound, cost-effective and responsible design practices.
Prerequisite: ID411

ID440
Construction Documents (3 credits)
This course introduces students to the process of producing and using a set of contract architectural documents for interior spaces. Students focus on formatting and cross-referencing drawings and how to present floor plans, sections, elevations, details, notes, legends, and schedules.
Prerequisite: ID237
ID450
Commercial Design II (6 credits)
This course further develops the study of the commercial environment by synthesizing information gained in Commercial Design with way-finding, universal design and accessibility, sustainability and detailed specifications that are packaged into construction drawings and specification documents.
Prerequisite: ID350

ID460
Portfolio (3 credits)
This course will focus on the refinement of previous works into a comprehensive collection representative of Interior Design skills. Emphasis will be on development, design, craftsmanship, cohesiveness and presentation.
Prerequisite: Permission of the Academic Chair

IMD102
Digital Visual Composition (3 credits)
This course introduces students to the fundamental terminology, concepts, and techniques of digital visual composition for both static and moving images. Instruction is given on basic techniques of production, including digital still camera as well as camcorder orientation, lighting, set-up and operation. The course focuses on the principles of using colour, composition, lighting, and other techniques for overall thematic and visual effects of moving and static images.
Prerequisite: CC133 or permission of Academic Chair

IMD122
Design Layout I (3 credits)
This course will enable the student to utilize their design skills in collaboration with web development technology and technology considerations. Emphasis will be placed upon translating original and innovative design concepts to the web.
Prerequisite: None

IMD132
Project Management (3 credits)
Curriculum focuses on the project management process and development of the project team as they pertain to success in interactive media design. The course examines the main elements required in every proposal/plan, time frame, and budget. Key areas of interactive design project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively.
Prerequisites: MM221 and WS130

IMD300
Advanced Interactive Web Scripting (3 credits)
Students will continue to build upon what they have learned to create and deliver fast-loading interactive animation, buttons, graphics and sound for the Web with exciting transparency and shape blending effects. This course will teach advanced action scripting with classes to allow students to create sophisticated interactive projects.
Prerequisite: None

IMD301
Introduction to User Centred Design (3 credits)
This course introduces students to the concepts and processes of developing web sites which have as a primary goal addressing and solving user needs. By exploring the process step-by-step, students will identify where user issues are raised and how they are answered. During the course, students either physically create a Web site or a prototype. Students present and defend their decisions.
Prerequisite: None

IMD402
E-Learning Applications (3 credits)
Through the course, students are introduced and gain experience in the design, development, and evaluation of effective e-learning programs. The course focuses on theoretical foundations of e-learning, types of authoring software, options for authoring systems, principles of effective design, instructional analysis, and production of e-learning materials. Students design, build, evaluate, and revise instructional applications using industry standard authoring systems.
Prerequisites: MM221 and WS130
IMD410
Desktop Video (3 credits)
This course deals with the processes involved with desktop editing of audio and video for digital output. Topics include the operation of non-linear systems, compression schemes, special effects compositing software, and shooting and editing for digital compression and DVD authoring. Students will produce short video projects for output to various storage formats, playback on digital media and for streaming on the web.
Prerequisite: None
Corequisite: DFV120

IMD411
Designing for Dynamic Websites (3 credits)
This course provides students with an introduction to the dynamic website authoring environment. Students will apply user-centred design principles, database structures and server side scripting to create dynamic web sites. Particular attention will be paid to design issues relating to the display of dynamic content on the screen and how that dynamic content will be delivered.
Prerequisites: GD414 and WS221

IMD412
Designing for Server Side Technology (3 credits)
Students will build on the skills taught in the previous courses. Students will design and develop web content for server-based dynamic delivery. Focus will be on incorporating server side solutions into user-centred web design in order to provide an exchange of information between client and server.
Corequisite: IMD411

IMD422
Intermediate Scripting Languages (3 credits)
This course will enable expand upon concepts and techniques presented in previous courses. Students will continue to develop and demonstrate through projects effective conceptual development processes, research techniques and data organization by programming. Emphasis will be placed on the process of design and web development from roughs to final projects optimized for screen delivery. In addition, this course functions as a research course for major portfolio classes.
Prerequisites: MM221 and WS130

IMD431
Writing for Interactive Design (3 credits)
This course examines the roles of copywriter and scriptwriter in interactive multimedia. Emphasis will be on writing opportunities in the communications industries, as well as on the process of interactive writing, such as establishing the premise, developing the treatment, and defining the audience.
Prerequisite: None

IMD441
Senior Research (3 credits)
The student will select a specific subject that can be effectively presented using interactive media or web design. Emphasis during this research is to be on quantitative and qualitative components of the subject area, project scheduling, presentation methods, and qualitative results. During this time students will conduct research sufficient for professional presentation as a graduate project, to be submitted and defended during their final quarter.
Prerequisite: Permission of the Academic Chair

IMD451
Senior Project (3 credits)
Students select their major project major project in interactive media design. They engage in individual research culminating in a statement of their philosophy of conceptual development and problem solving.
Prerequisite: Permission of the Academic Chair
IMD461  
Portfolio (3 credits)  
This course guides students through the process of compiling their work into a final interactive portfolio. Students apply techniques and strategies to market themselves in their chosen fields. Emphasis is on students assessing their most marketable skills, designing storyboards for their interactive video, and text elements. Students work on the packaging and presentation of various projects developed in other upper division courses including resumes, and print material to support their interactive portfolios and to begin their industry networking process.  
Prerequisite: None  
Corequisite: IMD441

MAA121  
Life Drawing I (3 credits)  
Students gain a technical and artistic understanding of how to draw the human form. The course emphasizes drawing the skeleton, muscular system, and building the figure from the inside out. Beginning with basic gesture short pose drawings and anatomical studies, student's progress to sketching detailed long pose figure representations.  
Prerequisite: None

MAG151  
Sculpture (3 credits)  
Students will employ elements and principles of design, human anatomy, and figure drawing as a basis for perceiving and executing physical forms. Additive and subtractive methodologies will be practiced. Students will use a variety of materials and techniques to develop their skills and understanding of sculpture and its relationship to digital 3D animation. Presentation and critique will be components of learning.  
Prerequisite: None

MAG201  
Character Modeling (3 credits)  
This course covers modeling techniques used for building three dimensional characters. Students will explore techniques of character modeling to include various approaches to figure construction.  
Prerequisite: CCM181

MAG251  
Environment Modeling (3 credits)  
This course focuses on the elements of environment modeling. Students will continue to develop their basic modeling and texturing skills as well as learning to plan and design.  
Prerequisite: CCM181

MAG301  
3D Modeling II (3 credits)  
Students continue to develop their modeling skills by developing a project from the concept stage and following it through to completion by the end of the course.  
Prerequisite: CCM261

MAG321  
Senior Project (3 credits)  
Students will pick a single project and take it from concept to final rendering of a portfolio-quality component. The student will learn how to manage their time, evaluate project risk and effectively complete a single component that demonstrates proper modeling, texturing, lighting, and finishing techniques as well as effective problem solving.  
Prerequisite: MAG301 or permission of the Academic Chair

MAG322  
Senior Project II (3 credits)  
Students will expand their projects from Senior Project or other modeling courses. The student will learn how to manage their time, evaluate project risk and effectively improve a single component while demonstrating proper modeling, texturing, lighting, and finishing techniques as well as effective problem solving.  
Prerequisite: MAG321
MAG331
Materials and Textures II (3 credits)
In this class students will further develop their knowledge of materials and shader systems, texture painting and lighting strategies to add detail and realism to objects without adding complexity to the model. In addition, students will learn advanced mapping systems and techniques including camera mapping.
Prerequisite: CCM231

MAG351
Character Modeling II (3 credits)
This course provides an opportunity for students to prepare an advanced character model for use in their portfolio. The student will create a production plan with milestones from design through to final presentation.
Prerequisite: MAG201

MAG381
CG Lighting and Rendering II (3 credits)
In this course students will further explore lighting strategies to maximize the use of materials, textures and to add details and realism to objects without adding complexity to the model. Students will simulate real world lighting effects.
Prerequisite: CCM281

MAG401
Brush Based Modeling and Texturing (3 credits)
The course covers brush based software user fundamentals. Students model a character in a brush based 3D application using geometry from other software programs and learn to generate characters in the brush based package. Students revisit sculpting basics, explore documents and tools, create polymesh groups layers and levels, create detailing masks, projection masks, and stencils, contrast texturing polys vs. pixols, incorporate photo referencing, learn morph target generation, discover internet resources, and learn to output normal and displacement maps to a 3D application renderer.
Prerequisite: MAG301 or permission of the Academic Chair

MAG441
Matte Painting (3 credits)
This course explores and integrates design and technology to develop matte paintings, virtual sets and digital backgrounds. Students acquire the knowledge and practical skill sets for digital matte painting production.
Prerequisites: CCM171 and CCM181

MM221
Computer Animation for Multimedia (3 credits)
This course provides students with an introduction to the Flash authoring environment. Students will explore the procedures and techniques involved in delivering high-impact websites, game/software interfaces, animation for web and TV. Students will learn to create resizable, small, and compact navigation interfaces, technical illustrations, long-form animations, and many other special effects.
Prerequisite: None

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

PHOA102
Introduction to Photography Applications (3 credits)
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.
Prerequisite: None
PHOA103
Digital Image Management (3 credits)
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.
Prerequisite: None

PHOA105
Photojournalism (3 credits)
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.
Prerequisite: None

PHOA112
Photographic Design (3 credits)
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.
Prerequisite: PHOA101

PHOA113
Lighting (3 credits)
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, direction and its effect on the photographic image.
Prerequisite: PHOA101

PHOA115
History of Photography 1 (3 credits)
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.
Prerequisite: None

PHOA122
View Camera Theory (3 credits)
Working individually and in teams, students will utilize large format cameras both in the studio and on location, working with various light sources. Students will develop a frame of reference for their own work by examining the effective and ineffective characteristics in various examples of art and design.
Prerequisite: PHOA113

PHOA123
Colour Management & Printing (3 credits)
Students learn and apply the techniques of digital colour management including building and applying colour profiles. The course covers the calibration of devices to produce consistent, predictable colour. 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.
Prerequisite: CC133

PHOA202
Studio Photography (3 credits)
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.
Prerequisite: PHOA122 or Permission of the Academic Chair
PHOA203
Photographic Post-Production (3 credits)
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.
Prerequisite: CC133

PHOA208
Business of Photography (3 credits)
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.
Prerequisite: None

PHOA209
Portfolio I (3 credits)
This course prepares students for the transition to the professional world. This course is designed to prepare graduates to seek entry-level employment in the field 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.
Prerequisite: Permission of the Academic Chair

PHOA233
Advanced Photographic Post-Production (3 credits)
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.
Prerequisite: PHOA203

PHOA308
Marketing for Photographers (3 credits)
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.
Prerequisite: PHOA208

PRA100
Fundamentals of Audio (3 credits)
Students will be introduced to the foundational concepts in audio theory. They will learn about the nature of audio waveforms, principles behind audio hardware and software signal processors, the design and use of typical microphone types as well as understand the history of the recorded medium and its transition from analog to digital. In a practical component students will learn to distinguish between various frequency bands.
Prerequisite: None

PRA101
Digital Audio and Control Systems (3 credits)
Students will learn the fundamentals of digital audio theory through examination of current and historical systems. The theory of control systems will be introduced through common music/audio based protocols leading to consideration of AV industry standards. A practical ear-training component will train students to listen critically and to aurally identify various features of audio signals.
Prerequisite: PRA100
PRA110
Audio Technology I (3 credits)
Introduction to professional audio recording equipment with an emphasis on its practical use in a hands on environment. The course content includes audio signal flow and digital multitrack recorder operations. The protocols and procedures of the professional audio industry will be discussed and followed in class. Students will also be exposed to the work habits, attitudes and expectations of the audio industry.
Prerequisite: None

PRA111
Audio Recording I (3 credits)
An advanced foundation course in analog recording with an emphasis on practical, hands on use of the equipment to prepare students to seek entry-level employment as recording engineers upon graduation. Students will learn more advanced console signal flow, multitrack recorder and patch bay operations, as well as becoming familiar with outboard microphone pre amps, effects and signal processors. Industry protocols and procedures will be followed with new concepts introduced in a three week recording session conducted by the instructor with assistance from students.
Prerequisite: PRA110

PRA112
Audio Recording II (3 credits)
A project oriented, analog recording course where students will continue to develop their professional skills, work habits and attitudes expected by the modern professional recording industry. Working under the guidance of the instructor, students will undertake a variety of recording projects chosen to best exemplify the demands of the industry.
Prerequisite: PRA111

PRA120
Digital Music Technology I (3 credits)
Students develop a working theoretical and skills-based knowledge of the multi-timbral synthesizer and the sequencing environment within the context of the contemporary MIDI production studio. Both live and studio applications are covered, including dynamic and static parameter automation.
Prerequisite: None

PRA121
Digital Music Technology II (3 credits)
Students develop a detailed knowledge of the MIDI language. This leads to more flexible and in-depth uses of sequencers involving graphical and list based editing, static and dynamic parameter and tempo automation, and the basic recording of MIDI messages. Professional skills are taught in a MIDI production studio using industry standard software and hardware.
Prerequisite: PRA120

PRA130
Digital Audio I (3 credits)
Digital Audio I introduces students to the concepts, procedures and techniques of non-linear digital audio editing. Through lectures and in-class projects, instruction covers digital audio theory and developing non-linear audio workstation skills. By the end of the course, students are ready to apply their skills to intermediate and advanced work in non-linear digital audio production effects and mixing.
Prerequisite: None

PRA131
Digital Audio II (3 credits)
Students move beyond the basics of Pro Tools and digital audio skills. Topics include SMPTE time code and synchronization; computer based digital audio workstations, and Pro Tools software and hardware. Curriculum also covers sound design, field recording, digital audio transfer protocols, software-based effects plug-ins, and real-time automation. The course also includes instruction and practical experience using software samplers and synthesizers with Pro Tools and the integration of MIDI control surfaces.
Prerequisite: PRA130
PRA140  
**Music Theory I (3 credits)**  
Students examine the fundamental concepts of music and its relationship to history and the technology used in composition and recording. A review of the terminology used by musicians, songwriters, arrangers, producers and engineers to communicate with each other is included. Music examples are used throughout and basic keyboarding skills are developed to apply to course material.  
*Prerequisite: None*

PRA141  
**Music Theory II (3 credits)**  
Students develop keyboard and theoretical musical skills. Practical keyboard skills are fused with relevant theoretical concepts necessary for success in advanced music composition courses.  
*Prerequisite: PRA140*

PRA170  
**Game Audio I (3 credits)**  
Various technologies are examined to gain a strong theoretical basis for the use of proprietary computer audio programs typically used in video game studios.  
*Prerequisites: PRA120 and PRA130*

PRA171  
**Game Audio II (3 credits)**  
This course develops students understanding of game audio through practical applications and real-world projects. Students will design, create and program acoustic environments within working game prototypes. Interactive audio programming techniques are introduced and expanded upon for the composition of acoustic spatial environments in interactive media and games. Students learn the theory and practice of sound as it interacts with visible images and explore intermediate and advanced techniques for interactive audiovisual presentation.  
*Prerequisite: PRA170*

PRA200  
**Acoustics (3 credits)**  
Students are introduced to the theoretical concepts of acoustics and acoustic design. They will learn to measure and evaluate acoustic spaces and develop an understanding of both the acoustical and electronic approaches to acoustic correction. Examples of studio and listening room acoustics will be examined. A practical ear-training component will teach the ability to identify and distinguish acoustical properties of spaces.  
*Prerequisite: PRA100*

PRA201  
**Psychoacoustics (3 credits)**  
This course builds on and expands the development of critical listening skills and the introduction of psychoacoustics and cognition. Topics covered include: perception of pitch, loudness and timbre; structure of the ear; hearing damage; voice physics and neurology; consonance, dissonance and tuning systems; auditory stream and source segregation and perceptual fusion and auditory perspective.  
*Prerequisite: PRA100*

PRA202  
**Audio Electronics (3 credits)**  
This course is an introduction to the theoretical foundation of analog audio electronics with a complete overview of all basic components and main principles.  
*Prerequisites: PRA100 and PRA110*
PRA210
Advanced Recording Techniques I (3 credits)
This course incorporates the skills needed to integrate the various technologies of, and engineer in, a hybrid digital/analog recording studio environment. Students explore digital audio theory and interact with analog consoles, digital recorders, external DSP, software signal routing, interfacing equipment, and synchronizing digital audio streams. Topics include linear digital audio, digital filtering, analog-to-digital/digital-to-analogue conversion, dithering, error correction and concealment, digital storage media, encoding methods involving data compression, digital audio interface standards, DAW interchange standards and synchronization methods.
Prerequisite: PRA112

PRA211
Advanced Recording Techniques II (3 credits)
Students develop advanced engineering skills and knowledge. Building upon the knowledge gained in previous studio courses, they will continue to master the techniques and equipment used in the professional recording industry. They will also become familiar with various musical formats, and the aesthetic and acoustical issues specific to each genre and instrument.
Prerequisite: PRA210

PRA212
Practical Audio Electronics (3 credits)
This course examines the recording studio from an electronics perspective, following a systems approach which emphasizes the integration of various equipment and formats. Topics include: basic audio circuitry components and their functions, test equipment, audio mixer signal flow and circuitry; system grounding issues; interfacing issues; patch bays; balanced lines; soldering techniques; project constructions; non-audio cables; cabling and connectors.
Prerequisites: PRA100 and PRA110

PRA220
Synthesis & Sound Design I (3 credits)
Students learn MIDI and basic synthesis skills for music production and sound design, and develop familiarity with sound design concepts using subtractive synthesis methods. Topics covered include configuring and maintaining a complex MIDI studio through a multiport interface, use of programmable or MIDI based hardware interfaces, advanced sequencing concepts, automating parameters in external MIDI devices, subtractive synthesis basics and audio recording in a sequencing environment.
Prerequisite: PRA121

PRA221
Synthesis & Sound Design II (3 credits)
This course will survey both commercially available synthesis methods and recent developments at audio research institutes. Students will also survey the current market for hardware and software implementations of various synthesis methods. Analytical listening sessions will expose students to synthesis methods in various musical contexts. Detailed study of subtractive, FM, physical modeling and granular synthesis will culminate in original sound design projects.
Prerequisite: PRA220

PRA222
Advanced Electronic Dance Music Production (3 credits)
This hands-on course teaches students techniques and tricks used by professional electronic dance music producers. Students will learn how to produce music in a variety of genres and be encouraged to produce artists and performers. The course will cover the theoretical, entrepreneurial, creative and personal skills required to work as a professional music producer. Topics include traditional concepts relating to arranging for sections, chord extensions and substitutions, voicing, melodic development, harmonization, remix techniques and arrangement planning and execution. The course will use synthesizers, sampling, and sequencing software common in industry to create a variety of musical productions.
Prerequisites: PRA141 and PRA220
PRA230
Digital Audio III (3 credits)
This course is designed to take the basics of DAW operations to an advanced level through hands on training and projects related to the post and music industries. The focus will be on increasing speed and efficiency using Pro Tools and the artistic side of editing and mixing. Instructor and student feedback and evaluation of projects will be encouraged throughout all stages of project development. The projects for the course will include three music mixes of different styles; a remix of one song using software based samplers and synthesizers; a project using a short film where students will have to edit all the automated dialogue replacement and dialogue, create and edit sound effects, music and backgrounds and complete a mix all using proper post production techniques for organization and editing.
Prerequisite: PRA131

PRA231
Digital Audio IV (3 credits)
This course introduces students to the DAW in a studio environment. Students learn to conduct tracking sessions and both stereo and surround mix sessions using a control surface, sync all elements of a production using SMPTE timecode, understand the pre-mastering process and be able to deliver final projects in current delivery formats.
Prerequisite: PRA131

PRA232
Advanced Postproduction Audio (3 credits)
This hands-on course builds on the basic postproduction skills learned in the Digital Audio courses. Students will develop their post audio engineering skills, knowledge and abilities for film, TV, and other media at an advanced level while working for real clients. Topics include studio protocol, system integration and interfacing, critical listening, working with talent and clients, and advanced mixing. Students will learn room calibration, dialogue, voice, and Foley recording, sound effects development and sound design, synchronization, surround mixing and delivery requirements.
Prerequisite: PRA112
Corequisite: PRA231

PRA233
Advanced Mastering Techniques (3 credits)
This hands-on course gives students the knowledge and skills required to be a professional mastering engineer. Mastering is the critical final stage of the recording process. The course will explore the theory important for mastering engineers to understand and learn how to apply this knowledge in a studio environment. Students in Advanced Mastering Techniques will learn about the combination technology, art and science required to master audio recordings for release in a variety of formats including vinyl, CD, and streaming media. Topics such as critical listening and mastering studio design and marketing are also covered.
Prerequisites: PRA112 and PRA201
Corequisite: PRA231

PRA240
Songwriting (3 credits)
Songwriting is a study of the elements that make a successful song. Students analyze the characteristics of all song genres with respect to form, melody, harmony, arrangement, and production techniques. Students also write and record an original song as a final project.
Prerequisites: PRA121 and PRA141

PRA241
Music Arranging and Recording Technology (3 credits)
Students study approaches to arranging as it relates to computer-based technology. This course is valuable to both non-musicians (audio engineers and producers) and musicians (arrangers and composers). Students submit weekly projects on paper, as MIDI files, or audio files. Topics include traditional concepts relating to controlling arrangement flow for live musicians, arranging for sections (rhythm, strings, brass, vocal), chord extensions and substitutions, voicing, beat creation, melodic development, harmonization, computer-based performance techniques, remix techniques and arrangement planning and execution.
Prerequisites: PRA141 and PRA220
PRA242
Music Production for Visual Media (3 credits)
This course starts by analyzing contemporary musical and sound design trends in TV and film work. The analysis includes both music theory and investigations of the technology behind the production. With a new found understanding of the demands of current production values, students go on to create their own music projects, developing their music theory and technical expertise. Finally, the course investigates the business aspects of creating music for the film and TV industries, covering practical considerations to get a career started.
Prerequisites: PRA121 and PRA141

PRA243
Composition for Advertising (3 credits)
Student gains knowledge encompassing all areas of audio for broadcast advertising. From getting the project, assessing client needs, strategizing creative planning and producing creative through to final delivery and follow up. Course will cover all areas of creative including original music, sound design, voice-over casting and production for production and comedy campaigns. Course designed for the student to be capable in all areas of the process, enabling them to be valuable in all areas of the industry.
Prerequisites: PRA121 and PRA141

PRA250
Live Sound Reinforcement (3 credits)
In this course students learn to design, operate and troubleshoot small to medium-sized PA systems, and to overcome the problems inherent in difficult acoustical environments. Students are exposed to the audio systems and acoustical environments encountered in live sound situations (sound reinforcement for performances, speeches and lectures, MC/DJ systems). Signal flow and troubleshooting skills are continually reinforced in the process of setting up and tearing down complete sound systems during classes. There is also a theory component to the course, which supports the practical application.
Prerequisites: PRA100 and PRA111

PRA260
Business Fundamentals (3 credits)
In this course, students are introduced to the fundamentals of business. Topics of learning include forms of business ownership, starting a business, developing a business plan, business management principles and strategies, and marketing and promotion strategies for a business.
Prerequisite: None

PRA270
Game Audio III (3 credits)
Students continue to develop the skills gained in previous courses by focusing on advanced solutions to real-world problems in game audio. In this course, students work as a team on the production of an electronic games project in a studio environment.
Prerequisite: PRA171

PRA271
Programming and Prototyping Interactivity (3 credits)
Interactive audio programming techniques are introduced and expanded upon for the composition of acoustic spatial environments in interactive media and games. Students learn the theory and practice of sound as it interacts with visible images and explore intermediate and advanced techniques for interactive audio-visual presentation.
Prerequisite: PRA220

PRA280
Media Studies - Technology and Culture I (3 credits)
This course explores the impact technology has on representing and shaping the way a culture thinks about itself and the world. The curriculum reviews various theoretical positions, and although contemporary North American culture is the central focus, the course examines other cultures with particular attention paid to comparing and contrasting attitudes, beliefs and impacts of technological change. Media Studies Technology & Culture I is especially valuable to those who work with technology on a regular basis, particularly in the entertainment industries, who want perspective on the broader implications of technology and its role in cultural identity and development.
Prerequisite: None
PRA281
Media Studies - Technology and Culture II (3 credits)
This course continues to explore the impact technology has on representing and shaping the way a culture thinks about itself and the world. The curriculum reviews various theoretical positions, and although contemporary North American culture is the central focus, the course examines other cultures with particular attention paid to comparing and contrasting attitudes, beliefs and impacts of technological change. Media Studies Technology and Culture II is especially valuable to those who work with technology on a regular basis, particularly in the entertainment industries, who want perspective on the broader implications of technology and its role in cultural identity and development.
Prerequisite: PRA280

PRA340
Advanced Music Production for Visual Media (3 credits)
Using the technical and creative skills acquired in previous music composition courses, students further develop their compositional and technical skills through the production of several pieces to accompany sections of film. With the instructor's guidance, students pay particular attention to different textures, instruments and tools used in film scoring to convey theme, mood and emotion to enhance the audience's viewing experience. Students are introduced to the processes and practicalities of writing for film, television dramas and documentaries, and providing library music. The students' final projects involve working with Digital Film & Video students to score their student films. The course allows students to experiment musically and discover their strengths and individual styles.
Prerequisite: PRA242

PRA370
Game Production Workshop (3 credits)
In this course, students work as a team on the production of an electronic games project in a studio environment.
Prerequisite: PRA270

PRA380
Directed Studies I (3 credits)
Students work independently on projects and papers as per agreements made with their LIPA mentor. Agreements include the definition, scope, assessment criteria, and timelines of the student's projects and papers. The course requires that students write a number of papers focused on critical analysis of their work in other courses, and in related areas of the recording arts.
Prerequisite: GE104

PRA381
Directed Studies II (3 credits)
Students work independently on projects and papers as per agreements made with their LIPA mentor. Agreements include the definition, scope, assessment criteria, and timelines of the student's projects and papers. The course requires that students write a number of papers focused on critical analysis of their work in other courses, and in related areas of the recording arts.
Prerequisite: PRA380

PRA390
Professional Development and Portfolio (3 credits)
In this course students apply techniques and strategies to market themselves in their chosen fields with emphasis on assessing their most marketable skills and building resources to support their employment search. This course guides students through the process of compiling their work into a final graduate portfolio. Students work on resumes and print material to support their portfolio and begin their industry networking process.
Prerequisite: Permission of the Academic Chair

PRA391
Senior Project (3 credits)
This course provides students with the opportunity to complete a comprehensive project which will be integral to their final portfolios. Students will employ their cumulative skills to produce a significant, sophisticated, multi-track digital audio work. Committee and/or faculty will approve the project content and type of audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.
Prerequisite: Permission of the Academic Chair
RCM241
Marketing for the Hospitality Industry (3 credits)
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 behaviour, market segmentation principles, target marketing, product planning, promotion planning, market research, and competitor analysis.
Prerequisite: None

RCM262
Catering and Banquet Operations (3 credits)
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 catering's role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project driven which requires significant creative and independent work.
Prerequisite: None

RCM263
Hospitality and Human Resources Management (3 credits)
This course introduces the principles and practices of human resources management relevant to hospitality organizations, with emphasis on the entry-level manager's role. Topics covered will include employment laws, workforce management, compensation and benefits administration, labor unions, employee safety, diversity and ethics.
Prerequisite: None

RCM264
Financial Management for the Hospitality Industry (3 credits)
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 behaviour, investment analysis, borrowing funds, and financial forecasting.
Prerequisite: None

RCM273
Leadership and Organizational Development (3 credits)
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.
Prerequisite: CUL250

RS299
Field Research (3 credits)
Students develop an understanding of career opportunities by researching workplace dynamics in their chosen industry.
Prerequisite: Permission of the Academic Chair

RS360
Media Business Law and Communication (3 credits)
This course covers the multiple facets of media business law. Topics include an overview of the legal system, contracts, personal property, intellectual property, copyright and additional legal and ethical business issues as it affects media and design professionals.
Prerequisite: None
RS400
Professional Development (3 credits)
As a final step in the preparation to seek entry-level employment upon graduation, students will gain experience in how to market themselves effectively for employment as well as how to participate in professional development activities. Course topics include; job search methods, pre-employment networking skills, professional resume preparation, cover letters, thank you letters, and interview skills. Students will also learn other valuable skills that can be applied throughout their career, such as time and stress management, making decisions, and solving problems.
Prerequisite: None

VFX191
Introduction to VFX (3 credits)
This course has both theoretical and practical elements. The course provides an overview of the history of visual effects with emphasis on various effects processes in their historical and modern contexts. Students will be encouraged to assess and analyze various production roles. This course also provides an students with an opportunity to become familiar with compositing applications and fundamental compositing theories and principles.
Prerequisite: None

VFX201
Compositing I (3 credits)
In this course students will be introduced to theoretical and practical knowledge of compositing. Students will learn basic compositing vocabulary and techniques such as keying, roto, RGBA colour theory, image and video formatting, tracking processes with emphasis on good organizational techniques and efficient industry standard workflows.
Prerequisite: VFX191 or permission of the Academic Chair

VFX251
Compositing II (3 credits)
In this course students will expand their theoretical and practical knowledge of layer based compositing. Students will enhance their compositing techniques and processes as they relate to the acquisition of resources, management and assembly of disparate elements, and will refine their ability to create believable composites. In addition, advanced keying, roto, tracking and particle techniques will be explored.
Prerequisite: VFX201

VFX351
Compositing III (3 credits)
In an instructed environment students will review compositing techniques in node based software program. Every day compositing techniques will be reviewed. Through the creative process students will test and refine their assignments including all technical, aesthetic and content considerations. Evaluation will be structured to reflect industry practices and students will be responsible for providing visual progress reports to their instructor on a weekly basis or as determined by the faculty mentor.
Prerequisite: VFX251

VFX401
VFX Techniques (3 credits)
This studio course focuses on advanced visual effects techniques currently employed in the industry.
Prerequisite: VFX351

VGP100
Introduction to Computer Systems (3 credits)
This course introduces students to the basic operation of a computer on multiple hardware platforms. File management and storage, basic word processing, spreadsheet, and database techniques are explored. The components of a computer and general network infrastructure will be examined. The use of peripherals and their interaction with the computer will be applied. The students will also be introduced to the Internet as a research and networking tool.
Prerequisite: None
VGP104
Software Development and Testing (3 credits)
This course is an introduction to software engineering techniques used in modern application and game development. The course will cover topics relating to software development processes such as requirement gathering, planning, designing, implementing, maintaining, and testing. Additionally, there will be introductions to software implementation, maintenance, quality assurance, and application troubleshooting.
Prerequisite: VGP111

VGP110
Procedural Programming in C I (3 credits)
This course introduces students to the fundamentals of programming using the C language, including variables, C types, branching, looping, logical and arithmetic operators, arrays, structures, algorithms, and user-defined functions.
Prerequisite: None

VGP111
Object-Oriented Programming in C++ I (3 credits)
This is an introduction to object-oriented programming in C++. Students are introduced to common object-oriented concepts such as classes, namespaces, inheritance, object-oriented designs, polymorphism, type casting, virtual functions, dynamic memory allocations, const-correctness, advanced data structures and dynamic memory. Students will simulate real world types of problems solving using C++ related to video games programming.
Prerequisite: VGP110

VGP112
UML and Technical Documentation (3 credits)
This course is an introduction to software documentation and planning techniques used in modern software development. The course will focus on utilizing the practical software engineering use-case approach to drive software specifications, requirement gathering, object-oriented design analysis, user documentation, and software designs. Technical design documentation using unified modeling language and other technical writing techniques are emphasized.
Prerequisite: VGP110

VGP120
Procedural Programming in C II (3 credits)
This course introduces students to advanced topics using the C language with a particular focus on pointers, dynamic memory access, data structures, abstract data types, coding styles and idioms, code modularity, and code robustness. The students will learn data patterns including various types of linked lists, stacks, queues, vectors, heaps, tree traversal, and other advanced standard data types. The student will also learn about the different types of memory including heaps and stacks.
Prerequisite: VGP110

VGP126
Applied Mathematics (3 credits)
This course covers the foundational mathematical tools required in any animation or physics based game. Students review the essentials of high school mathematics: algebra, trigonometry, combinatorics, and functions, and learn to apply these tools to problems encountered in game development. Vectors, mechanical energy, motion with constant acceleration, and complex numbers are introduced. Emphasis is placed on developing problem solving skills.
Prerequisite: None

VGP128
Geometry and Linear Algebra (3 credits)
This course covers the essential analytic geometry and linear algebra tools and techniques used in 3D games and graphics programming. Topics include coordinate systems, vectors, dot and cross product, projection, lines, planes, matrices, determinants, and transformations. Students apply these concepts to problems in game programming. They learn how to represent objects mathematically, and how to perform translation, rotation, scaling, and basic collision detection.
Prerequisite: VGP126
VGP130  
Object-Oriented Programming in C++ II (3 credits)  
This course focuses on advanced object-oriented programming techniques in C++. Topics include templates, multiple inheritance, deadly diamond, operator overloading, exception handling, memory management, smart pointers, reference counting, basic design patterns, and standard template libraries. The fundamentals of object-oriented programming in C++ through applied design, implementation, troubleshooting, maintenance and testing are reinforced.  
Prerequisite: VGP111

VGP220  
Algorithms and Data Patterns I (3 credits)  
This course is an introduction to algorithms and design patterns. Students learn to recognize the importance of developing fast and efficient algorithms for solving common complex problems in a simple and elegant manner. Students learn efficient sorting, pattern matching, tree traversal, data retrieval, time performance analysis and memory efficiency analysis. Students will explore the standard template library, abstract data types, trees, heaps, hash tables and other advanced object-oriented data types in C++. Furthermore, students will learn to analyze the run-time big O efficiencies, correctness, space efficiency, and optimality of a given algorithm.  
Prerequisite: VGP130

VGP230  
2D Games Programming (3 credits)  
This class is a project focused course where the student is responsible for the design, documentation, implementation and testing of a simple two-dimensional game. Students will be provided the 2D engine framework and will be shown how to use and extend the engine for their final game project. This course will introduce game engine architecture including 2D graphics, resource management, data driven design, physics, motion, collision detection, basic artificial intelligence, user interface, and special effects.  
Prerequisites: VGP111

VGP232  
Game Tools and Pipelines (3 credits)  
The role and function of a tools programmer on a games team is introduced to the students. Emphasis is on replacing repetitive tasks in the development process with effective and functional tools. The course will cover productivity tools, pipeline solutions, automated build process and reusable tools. Students will learn how to multiply team efficiency through building tools and pipelines to increase development productivity.  
Prerequisite: VGP111

VGP240  
3D Graphics and Applications (3 credits)  
Students are introduced the fundamentals of 3D graphics and the underlying mathematics. The students will cover 3D geometry, interpolations, rendering, clipping, matrix transformations, graphics pipelines, lighting, materials, texturing, rasterization, and shading. The class implements each of these concepts in an existing industry standard graphics framework.  
Prerequisites: VGP130

VGP242  
3D Graphics Programming (3 credits)  
In this course, students will apply their 2D/3D mathematics, computer graphic, and programming knowledge to interface with a real-world software development kit including Microsoft DirectX software development kit (SDK). Students will learn to build graphics software through interfacing, integrating, and linking with libraries and header files within the DirectX SDK environment. Students will also learn to use the DirectX User Documentation to navigate and find information on how to interface with the low-level subsystems within the framework.  
Prerequisite: VGP240
VGP244
Algorithms and Data Patterns II (3 credits)
This course introduces advanced algorithms including shortest path, advance sorting, hashing, compression, graphs traversal, tree traversal, Greedy method, breadth first search, depth first search, divide and conquer, and randomization algorithms. Students will apply their knowledge of algorithmic efficiency analysis to devise more complex algorithms and data structures including both recursive and non-recursive algorithms. Problem solving, algorithm analysis, recursions, and divide and conquer techniques are the main focus to this course.
Prerequisite: VGP220

VGP246
Calculus for Physics (3 credits)
This course will explore Single variable Differential, Integral Calculus and Vector Calculus, with application to physics and animation.
Prerequisite: GE129

VGP248
Physics of Motion, Light and Sound (3 credits)
This course covers Newtonian mechanics, rigid body dynamics, simple harmonic motion, and the basic physics of light and sound propagation in media. Students learn how to apply these principles to problems encountered in physics based games. Emphasis is placed on formulating solutions in pseudocode.
Prerequisite: GE129 or VGP128

VGP256
Math and Physics for Games (3 credits)
This course covers the mathematics and physics used in physics engines. Students learn the tools needed to program realistic animation of rigid bodies in 3D based on Newtonian mechanics, and get an introduction to techniques for animating articulated bodies and deformable bodies. Topics include collision detection techniques, Newton Euler equations of motion, Euler, Verlet, and other techniques of numerical integration, Hermite and Bezier spline curves, linear and spherical linear interpolation, Frenet, geodesic, parallel transport and quaternion frames, Lagrange multipliers, introduction to inverse kinematics.
Prerequisite: VGP248

VGP320
Database Programming (3 credits)
In this course students learn to work with a back end database through a front end programming language like C++ or C#. Students will learn to create, add, and manipulate tables using structured query language (SQL) database technologies. They will be introduced to modern data models, relational database systems, data normalization, and general database querying. Special focus will be given on building databases that allow for optimal look ups and queries.
Prerequisite: VGP111 Object-Oriented Programming in C++ I

VGP330
Real Time GPU Programming (3 credits)
Students will create more advanced visual effects that utilize real time programmable shader pipeline available on modern graphics processing units (GPUs). Both pixel and vertex shader techniques will be explored in detail. Potential shaders that students will implement may include morphing, bump mapping, normal mapping, specular mapping, parallax mapping, motion blur, and depth of field. All custom shaders in this course will be written in a High Level Shader Language (HLSL) in a preexisting 3D graphics programming framework.
Prerequisite: VGP242

VGP331
Network Programming (3 credits)
This course is an introduction to the fundamentals of basic networking including transport protocols, network routing, and error handling. Students will also learn about network topologies commonly found in games such as client server, peer to peer, star, distributed star, and tree. Common networking concepts in games such as dead reckoning, determinism, synchronization, and error handling are introduced and demonstrated in class.
Prerequisite: VGP130
VGP332
Artificial Intelligence (3 credits)
In this course, there are various artificial intelligence techniques and concepts that will be explored including automated reasoning, various types of pathfinding, bot behaviours, state machines, fuzzy logic, and decision making. There will be exposure to various different techniques in creating more realistic artificial intelligence (AI) behaviours through different randomization concepts. Students will apply their learning by implementing and designing artificial intelligence algorithms through a 3D framework in C/C++.
*Prerequisites: GE129 and VGP130*

VGP333
Programming for Game Engines (3 credits)
Students will learn how to work in a pre-existing modern game engine framework. They will learn a brand new pipeline and import game assets, prototype gameplay features, build networking gameplay, manipulate audio assets, use a modern 3rd party physics engine, and learn how to integrate all major systems through advanced scripting.
*Prerequisite: GAD140 for students in the Game Art & Design (Diploma) program; VGP111 for students in the Game Programming (Bachelor of Science)/ Visual & Game Programming (Diploma) program*

VGP334
Animation for Games (3 credits)
Students will explore the fundamentals of animation programming and pipelines for video games. They will have hands-on experience building the major parts of an animation system and pipeline including key frame/skeleton animation playback, animation evaluation trees, and complex blending techniques. Furthermore, students will learn the complex mathematics behind animation playback and blending. Following this course, students will be able to make video games with smooth animations, skinning and complex blending.
*Prerequisites: GE129 and VGP130*

VGP335
Audio for Games (3 credits)
Students will study elements of digital audio for video games beginning with the physics of sound, audio digitization, file formats and compression/decompression. Streaming and memory optimizations will be covered using 3rd party audio libraries. A production-intent audio engine will be developed in the context of a sample game project. Data and event-driven audio application program interface (APIs) will be used throughout all game audio exercises.
*Prerequisite: VGP111*

VGP336
Gameplay Programming (3 credits)
This course is an introduction to game play programming that is focused around working with modern game programming architectures to produce, and prototype game mechanics. Game play programming will focus on developing, expanding, and utilizing existing technologies to produce fun and interactive game mechanics. A high level of emphasis will be working hands-on with numerous game sub-systems including enemy behaviours, artificial intelligence, path finding, audio, animations, player interactions, physics and networking.
*Prerequisite: VGP130*

VGP400
Portfolio I (3 credits)
Students assemble and critique works from completed courses, and discover the limits of their programming knowledge. Students research potential employers and learn about the different positions available for them. Students are expected to present a plan that lead up to their Senior Portfolio which enables them to plan for future programming career objective.
*Prerequisite: VGP130*
VGP420
Senior Research (3 credits)
The student will select a specific subject that can be effectively designed and coded in eleven week period of time. This course will provide an introduction to various research methodologies and evaluation will focus on the research process, including the identification of a research problem, literature and/or content review, research purpose and hypotheses, data collection and analysis, technical design documentation and research evaluation. During this time students will conduct research sufficient for a professional presentation as a graduate project, to be submitted and defended during their final quarter.
Prerequisite: VGP400

VGP430
Senior Project (3 credits)
Students, in a team or on their own, will pick a research thesis completed in Senior Research and turn it into a practical coding project. The student will learn how to manage their time, the project risk and effectively complete a project that demonstrates coding abilities, creativity, the ability to adapt and effective problem solving.
Prerequisite: VGP420

VGP440
Concurrency and Parallel Programming (3 credits)
An introduction to concurrency programming, basics of asynchronous game application designs, and platform technologies across different gaming consoles and hardware. The next generation of technology in game consoles and applications is moving away from traditional programming approaches towards a more asynchronous paradigm. Modern software design topics covered in this course include threading, concurrency, data pipelines, parallel processing, batch processing, asynchronous design patterns, asynchronous work load dispatching, and general performance optimizations.
Prerequisites: VGP130 and VGP244

VGP450
Programming Workshop (3 credits)
This is a special topics workshop where an instructor and students explore a contemporary games programming topic that has immediate relevance.
Prerequisite: VGP130

VGP452
Senior Portfolio (6 credits)
This course focuses on the completion of a student’s portfolio and enables the student to begin to seek entry-level employment upon graduation. Students are introduced to the game industry interview screening process, technical interviews, whiteboard questions, programming tests, complex problem solving and verbal presentation of tough technical challenges.
Prerequisite: Permission of the Academic Chair

VGP453
Portfolio II (3 credits)
This course focuses on the completion of a student’s portfolio and enables the student to begin to seek entry-level employment upon graduation. Students are introduced to games interview screening process, technical interviews, whiteboard questions, programming tests, complex problem solving and verbal presentation of tough technical challenges.
Prerequisite: VGP400

WDIM100
Computer Literacy and Web Fundamentals (3 credits)
This course introduces students to the basic operation of computer hardware on multiple platforms. File management and storage, basic word processing, spreadsheet and database techniques are explored. The use of peripherals and network operations will be examined. Students will also be introduced to the Internet as a research and networking tool.
Prerequisite: None
WDIM101
Concepts in Computer Graphics (3 credits)
This course introduces the student to the wide range of applications for computers in industries ranging from computer animation to video production and includes extensive hands-on training in the use of mainstream computer graphics programs. Emphasis is on the development of basic cognitive and critical thinking skills related to the use of tools, menus, and other key features of vector- and raster-based imaging programs.
Prerequisite: None

WDIM110
Design Layout I (3 credits)
This course will enable the student to utilize their design skills in collaboration with web development technology and technology considerations. Emphasis will be placed upon translating original and innovative design concepts to the web.
Prerequisite: None

WDIM111
Design Layout II (3 credits)
Students will continue to develop and demonstrate through projects effective conceptual development processes and research techniques. Emphasis will be placed on the process of design development from roughs to comprehensives, grid systems in relationship to interface development and outputting to a final product that is optimized for screen delivery.
Prerequisite: WDIM110

WDIM130
Web Site Development I (3 credits)
Students will learn to create effective websites with maximum browser compatibility utilizing authoring software. Students will learn how to apply their skills to construct a commercial website with Web accessibility. Students will also learn advanced HTML and CSS.
Prerequisite: None

WDIM131
Digital Typography (3 credits)
An examination of typographic structures for digital communication. Students will learn principles of typographic composition with an emphasis on effective use of type in screen-based media.
Prerequisite: None

WDIM140
Computer Animation for Multimedia (3 credits)
In this class you will learn how to create graphics, animate those graphics, create interface elements with interactivity, and how to create the HTML necessary to display your graphics, animations, and interface elements as a webpage. Other topics include pop-up menus, interactive movies, forms and variables, and timeline control.
Prerequisite: None

WDIM141
Intermediate Interactive Web Scripting (3 credits)
Students will learn to create and deliver fast-loading interactive animation, buttons, graphics and sound for the Web with exciting transparency and shape blending effects. In this course students will learn advanced action scripting, and will develop the creative, technical, and academic capabilities to create sophisticated interactive projects.
Prerequisite: WDIM140

WDIM142
Advanced Interactive Web Scripting (3 credits)
Students will continue to build upon what they have learned to create and deliver fast-loading interactive animation, buttons, graphics and sound for the Web with exciting transparency and shape blending effects. This course will teach advanced action scripting with classes to allow students to create sophisticated interactive projects.
Prerequisite: WD141
WDIM150
Introduction to Scripting Languages (3 credits)
Students will learn to build database applications that are integrated with the Web. In addition, students will use principles and techniques used to develop small-to-medium scale applications that store, manage and retrieve data. Projects will focus on essential web development skills using PHP, MySQL, loops, and conditions. Students will communicate with databases using the SQL query language and apply server side scripting knowledge to create dynamic websites.
Prerequisite: WDIM130

WDIM201
Introduction to User Centred Design (3 credits)
This course introduces students to the concepts and processes of developing web sites which have as a primary goal addressing and solving user needs. By exploring the process step-by-step, students will identify where user issues are raised and how they are answered. During the course, students either physically create a Web site or a prototype. Students present and defend their decisions.
Prerequisite: WDIM140

WDIM202
Human Computer Interaction (3 credits)
This course provides an introduction to and overview of the field of human-computer interaction (HCI). The course is designed to introduce students to the basic principles of human factors and usability, user-centred design, prototyping, and usability evaluation. HCI is an interdisciplinary field that integrates theories and methodologies from computer science, psychology, design, and many other areas.
Prerequisites: WDIM201 and GE310

WDIM203
Corporate Identity for Web (3 credits)
This course will explore the role of design in a corporate identity program. Participants develop skills to analyze corporate objectives and apply practical applications. While the course focuses on corporate identity and its function, logo development is also explored with other business communication solutions. Students will learn design strategies for developing integrated digital branding.
Prerequisite: WDIM111

WDIM205
Introduction to Game Development (3 credits)
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.
Prerequisite: WDIM140

WDIM215
Broadcast Graphics (3 credits)
In this course, students study the nature and attributes of motion and broadcast graphics and learn to generate, select and manipulate still and motion graphics for broadcast and other media delivery. Students not only produce graphics, but also apply them to media content design.
Prerequisite: WDIM140

WDIM225
Desktop Video (3 credits)
This course deals with the processes involved with desktop editing of audio and video for digital output. Topics include the operation of non-linear systems, compression schemes, special effects compositing software, and shooting and editing for digital compression and DVD authoring. Students will produce short video projects for output to various storage formats, playback on digital media and for streaming on the web.
Corequisite: DFV120
WDIM302
Usability Testing (3 credits)
This course provides an introduction to the central ideas and concepts of Human Computer Interaction (HCI), usability, and User Interface (UI) design. Students will learn to examine cultural disposition and reaction to interactive systems through heuristic evaluations, or some other inspection method, as applied to media such as wireless devices, websites, gaming environments and other media.
Prerequisite: WDIM201

WDIM305
E-Learning (3 credits)
Through the course, students are introduced and gain experience in the design, development, and evaluation of effective e-learning programs. The course focuses on theoretical foundations of e-learning, types of authoring software, options for authoring systems, principles of effective design, instructional analysis, and production of e-learning materials. Students design, build, evaluate, and revise instructional applications using industry standard authoring systems.
Prerequisites: WDIM130 and WDIM140

WDIM312
Designing for Dynamic Websites (3 credits)
This course provides students with an introduction to the dynamic website authoring environment. Students will apply user-centred design principles, database structures and server side scripting to create dynamic web sites. Particular attention will be paid to design issues relating to the display of dynamic content on the screen and how that dynamic content will be delivered.
Prerequisites: WDIM150 and WDIM141

WDIM330
Interface Design (3 credits)
Students will formulate design projects specifically for the delivery mediums such as the kiosk, the World Wide Web, and other digital media. Parameters relating to colour, resolution access speed, and composition will mediate the design process. Students will also employ principles of interactive design appropriate for the client and target audiences.
Prerequisite: WDIM201

WDIM340
Interactive Game Prototyping (3 credits)
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.
Prerequisites: WDIM130 and WDIM205

WDIM360
Information Design (3 credits)
An examination of systems for organizing and presenting information so that it is effective, efficient, and understandable - students will design and organize content into information structures that encourage users to browse, learn, search, and explore.
Prerequisite: WDIM111

WDIM390
Portfolio I (3 credits)
This first class in a series of two portfolio classes will assist the students with the overall look and feel of their digital portfolios. The students will design the container for their digital presentations.
Prerequisite: Completion of 90 credits and permission of the Academic Chair

WDIM410
Project Management (3 credits)
Curriculum focuses on the project management process and development of the project team as they pertain to success in interactive media design. The course examines the main elements required in every proposal/plan, time frame, and budget. Key areas of interactive design project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively.
Prerequisites: WDIM130 and WDIM140
WDIM412
**Designing for Server Side Technology (3 credits)**
Students will design and develop web content for server-based dynamic delivery. Focus will be on incorporating server side solutions into user-centred web design in order to provide an exchange of information between client and server.

*Prerequisites: WDIM150 and WDIM141*

*Corequisite: WDIM312*

WDIM413
**Design for Social Media (3 credits)**
In this course, students will be introduced to a full range of social media tools that will identify key influencers, monitor feeds, establish benchmarks, and perform competitive analysis for the optimization of a social campaign. Topics covered include: social media and Web 2.0, blogs, wikis, podcasts, rich site summary (RSS) feeds, viral video, social bookmarking, social media news releases, and other emerging web technologies.

*Prerequisite: WDIM111*

WDIM415
**Production Team (3 credits)**
This course focuses on the interactive design project management process, stressing the development of the project team as key to successfully achieving project goals. Students examine the main elements required in efficient planning and execution of an interactive project and study issues of copyright and intellectual property as they relate to project implementation. They participate in a team on a realistic project.

*Prerequisite: WDIM410*

WDIM431
**Intermediate Scripting Languages (3 credits)**
This course will expand upon concepts and techniques presented in the Introduction to Scripting Languages. Students will continue to develop and demonstrate through projects effective conceptual development processes, research techniques and data organization by programming. Emphasis will be placed on the process of design and web development from roughs to final projects optimized for screen delivery. In addition, Intermediate Scripting Languages functions as a research course for major portfolio classes.

*Prerequisites: WDIM130 and WDIM140*

WDIM440
**Advanced Web Site Development (3 credits)**
This course will guide students through the process of compiling their work into a final interactive web-based portfolio with accompanying professional development content. Students will apply techniques and strategies to market themselves in their chosen fields. Emphasis will be placed on students assessing their most marketable skills, designing storyboards for their interactive portfolios, creating professional design layouts, creating interfaces, as well as visual, audio, video, and type elements.

*Prerequisite: WDIM130*

WDIM441
**Capstone 1 (3 credits)**
The student will select a specific subject that can be effectively presented using interactive media or Web design. Emphasis during this research is to be on quantitative and qualitative components of the subject area, project scheduling, presentation methods, and qualitative results. During this time students will conduct research sufficient for professional presentation as a graduate project, to be submitted and defended during their final quarter.

*Prerequisite: WDIM410*

WDIM442
**Advergames (3 credits)**
This course will discuss how to develop games for marketing and advertising applications. Topics covered include, branded entertainment, product placement, player markets, genres, platforms, and the science of persuasive marketing.

*Prerequisite: WDIM205*
WDIM450
**Design for Mobile Devices (3 credits)**
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.
*Prerequisite: WDIM201*

WDIM451
**Capstone 2 (3 credits)**
Students select a major interactive media design project. They engage in individual research culminating in a statement of their philosophy of conceptual development and problem solving.
*Prerequisite: WDIM441*

WDIM455
**Design for Mobile Devices II (3 credits)**
This is an intensive research and production course focused on the design, creation and implementation of mobile applications. Students will research new and emerging mobile device platforms and will build upon their knowledge of delivery on mobile devices to develop appropriate applications. In this class, students will work in class with mobile devices to learn needs and restrictions as well as test student-designed interfaces.
*Prerequisite: WDIM450*

WDIM470
**Web Systems Management & Structures (3 credits)**
This course introduces the student to the operating systems, network protocol and technology essential for setting up an Internet/Intranet site. Students will explore various site models, including corporate, commercial, government and education. Using case studies, the students will develop moderate-scale site designs that solve problems inherent in the distribution and security of information on the World Wide Web.
*Prerequisite: WDIM412*

WDIM480
**Special Projects (3 credits)**
A variable content course in Web design in which students pursue topics or subjects of current interest not found in the regular curriculum. This class is designed to emulate a real world environment by combining the skills of students from more than one curriculum. One quarter a project may be selected that will require web, graphic, and interior design students to complete the final project. Another quarter, the project may require web, film and web skills. Projects will vary and students and faculty will have the ability to propose projects for future classes.
*Prerequisite: Permission of the Academic Chair*

WDIM490
**Senior Portfolio (3 credits)**
This course guides students through the process of compiling their work into a final interactive portfolio. Students apply techniques and strategies to market themselves in their chosen fields. Emphasis is on students assessing their most marketable skills, designing storyboards for their interactive video, and text elements. Students work on the packaging and presentation of various projects developed in other upper division courses including resumes, and print material to support their interactive portfolios and to begin their industry networking process.
*Prerequisite: Permission of the Academic Chair*

WS121
**Fundamentals of the World Wide Web (3 credits)**
This course will focus on the origins of the World Wide Web, an introduction to various web browsers and recent developments and applications concerning the Internet and World Wide Web. Students will also create World Wide Web pages utilizing HTML, the basic scripting language of all web documents, in addition to many of the other effects and extension scripts available for that medium.
*Prerequisite: None*
WS130
Web Site Development I (3 credits)
Students will learn to create effective websites with maximum browser compatibility utilizing authoring software. Students will learn how to apply their skills to construct a commercial website with Web accessibility. Students will also learn advanced HTML and CSS.
Prerequisite: None

WS221
Interactive Motion Scripting (3 credits)
An advanced course that applies motion graphics as an integrated interactive solution; students will script interaction, sequencing, and motion for interactive projects. Optimization is a critical consideration in the creation of the user centered experience.
Prerequisite: MM221

WS230
Web Site Development II (3 credits)
Students will expand on the principals developed in previous courses and apply their skills to the development of a personal website accessible on the Web.
Prerequisite: WS130
POLICIES AND PROCEDURES

ADMISSIONS INFORMATION

The Art Institute of Vancouver has a long tradition of preparing students 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 Vancouver 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 Vancouver. Personal tours are given as part of the admissions interview process. To schedule an interview, call the Admissions Office at 800.661.1885.

Admissions Requirements for Academic Programs

All Art Institute of Vancouver applicants are evaluated for admission on the basis of their previous education, background, and stated or demonstrated interest in one of our education programs. An applicant must be a high school graduate, possess a recognized high school equivalency (GED® - General Education Diploma), or qualify as a mature student of not less than 19 years of age as of the start date of the program.

In lieu of documenting high school graduation, applicants who have graduated with a postsecondary diploma, associate's degree or higher earned degree at an accredited institution of postsecondary education (or its equivalent if earned at an institution located outside of Canada), can provide official academic transcripts for the credential granted. An applicant who is homeschooled must be able to present a high school credential evidencing that the applicant completed secondary education or complies with applicable Provincial requirements for homeschooling in the Province in which the student resided during homeschooling. Other proof of high school graduation or its equivalency may be considered under special circumstances and must be approved by the Dean of Academic Affairs.

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 describing the applicant's career goals and how The Art Institute of Vancouver can help the applicant achieve those goals. Portfolios are welcomed, but not required.

Applicants who have taken the Scholastic Aptitude Test (SAT), American College Test (ACT), and/or Advanced Placement (AP) Exams are encouraged to submit scores to Admissions for evaluation.

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

How to Apply

Applications may be submitted at any time of the year and should be directed to: Admissions, The Art Institute of Vancouver, 2665 Renfrew Street, Vancouver, British Columbia V5M 0A7. Requests for application information should be made by calling 800.661.1885 or 604.683.9200.

Application Requirements

Individuals seeking admission to a full-time program at The Art Institute of Vancouver are required to complete and submit the following:

1. Admissions Interview (in person or over the phone) with an Admissions officer. The purpose of the interview is to:
   - Explore the prospective student's background and interests as they relate to the programs offered at The Art Institute of Vancouver;
• Assist prospective students in identifying the appropriate area of study consistent with their previous education, background, and stated or demonstrated interest in our program offerings;
• Provide information related to curriculum offerings and support services available at The Art Institute. The admission interview is designed to assist in assessing whether the prospective student possesses an ability to benefit from the programs they are considering at The Art Institute of Vancouver, that they are currently able to handle college-level coursework, and that they have a reasonable capability of successfully completing the appropriate program of study.

2. Academic status: The applicant must either have successfully completed secondary school (Grade 12 or GED 12) or qualify as a mature student of not less than 19 years of age as of the start date of the program (please see the section, “Mature Students.”) Applicants are required to submit official proof of secondary school graduation or equivalent (please see the section “Proof of Secondary School Graduation” for descriptions of acceptable forms of documentation for proof of graduation.) The applicant must accurately represent their education, age, and other required information to determine that they meet the admissions criteria for The Art Institute of Vancouver programs.

3. Forms: A separate Application Form and Enrolment Agreement must be completed and signed by the applicant, as well as their parent or guardian if the applicant is a minor.

4. Essay: Prospective students must independently conceive and write an essay of at least 250 words describing the applicant’s employment goals and how The Art Institute of Vancouver can help the applicant achieve those goals.

5. Fees: A $50 Application Fee and a $100 Assessment Fee. The Art Institute of Vancouver may elect to waive these fees under special circumstances. The $100 Assessment Fee will be refunded to the applicant if they are not accepted.

6. Test Scores for degree programs. All degree-seeking applicants are required to submit official academic grades and/or test scores or take the Accuplacer test to determine placement in The Art Institute of Vancouver's college-level general education courses. Applicants who earn less than an acceptable score on the test are required to enroll in the appropriate developmental and/or transitional studies course offered at The Art Institute of Vancouver. Please see the section “Academic Placement” for a complete description. Transfer credit may be accepted in place of test scores.

7. English Proficiency: Regardless of country of birth or citizenship, temporary or permanent status, all applicants to The Art Institute of Vancouver whose first language is not English must demonstrate competency in the English language. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma from secondary school (or a higher level of education) in a system in which English is the official language of instruction. If English is not the applicant’s first language, the applicant will need to meet the minimum English Language Proficiency standard as outlined for international students.

8. Foundation for Design: If the applicant wishes to receive advanced standing in a program that has a foundation quarter, the applicant must submit a portfolio and have it deemed acceptable by the Admissions Committee before advanced standing can be granted.

9. The Art Institute of Vancouver reserves the right to request any additional information necessary to evaluate an applicant’s potential for academic success.

10. The minimum admissions requirements cannot be waived by either The Art Institute of Vancouver or the applicant.

Each applicant's academic transcript, completed essay, and any other submitted documents will be evaluated by the Admissions Committee. The Committee determines the compatibility of the applicant with the programs at The Art Institute of Vancouver and ultimately makes the final decision regarding acceptance to The Art Institute of Vancouver.

Applicants who are unable to submit all transcripts and/or other required documentation before classes start may be allowed to begin class conditionally, but must provide all required transcripts and documentation by 30 days after the class start date. The Director of Admissions has the discretion to extend this deadline, not to exceed one quarter. Under these circumstances, applicants who are unable to submit required documentation and/or meet the requirements for the program for which they have
applied, but who otherwise meet all the entrance requirements (including all required documents) for another Art Institute program, may request to have their application changed to that program. Courses completed under the original program may or may not transfer into the new program. Changes in program may also impact eligibility for student financial aid.

Although a visit to The Art Institute of Vancouver is not a requirement for submitting an application form and enrolment agreement for acceptance, prospective students are encouraged to schedule a visit with one of our admissions representatives to discuss special needs, long-term or short-term goals, and lifelong employment aspirations.

Foundation for Design Portfolio Requirements
Applicants who wish to receive advanced standing in the Graphic Design diploma program must submit a portfolio that demonstrates proficiency in foundation-level skills. For current portfolio submission guidelines, please contact an Admissions representative.

Mature Students
Canadian applicants (citizens, permanent residents) to The Art Institute of Vancouver who do not have a high school diploma or hold a GED certificate may qualify for admission as a mature student if they meet the following criteria:
1. The applicant must be 19 years of age or older on his/her first day of classes.
2. The applicant must pass a placement test to demonstrate that the applicant has the ability to benefit from the course of study. Minimum passing scores are as follows:

<table>
<thead>
<tr>
<th>Test</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCUPLACER Reading Comprehension</td>
<td>55</td>
</tr>
<tr>
<td>ACCUPLACER Sentence Skills</td>
<td>60</td>
</tr>
<tr>
<td>ACCUPLACER Arithmetic</td>
<td>34</td>
</tr>
</tbody>
</table>

Applicants must achieve minimum scores on all three sections of the Accuplacer test in order to pass. If an applicant is unable to pass the test, they can make one re-attempt after 24 hours or more have elapsed. Applicants can petition for additional attempts if the candidate can provide evidence of some instructional intervention that would suggest that score improvement would be possible. Applicants who admitted under mature students status are deemed to have also met minimum English requirements for admissions.

Proof of Secondary School Graduation
Prospective students who wish to attend The Art Institute of Vancouver and do not qualify as a mature student must have successfully completed the requirements for secondary school graduation or equivalent, such as the General Education Development (GED) certificate, as set by the recognized legal authority in the jurisdiction where secondary school was completed. In the absence of such legal authority, The Art Institute of Vancouver reserves the right to examine academic credentials on a case by case basis. For students in British Columbia, a high school completion certificate is not considered to be equivalent to graduation. Applicants must provide documentation in the form of official school transcripts sent directly from the institution to The Art Institute that clearly indicate that the requirements for graduation have been met and the date of graduation. Documentation from outside of Canada will be evaluated by The Art Institute of Vancouver prior to acceptance. For countries where it may not be possible to have official documentation sent directly from the institution, applicants should consult with their
Admissions representative to determine what forms of documentation are acceptable. In some cases, evaluation by a credential evaluation agency may be required. An applicant who holds a postsecondary diploma, associate’s degree or higher may submit proof of that credential as evidence of satisfying the secondary school graduation requirement. Secondary school applicants who have not yet graduated should submit a partial transcript that indicates their expected graduation date in order to be evaluated for early conditional acceptance. Applicants who are unable to provide documentation of having completed a high school diploma or GED due to a natural disaster destroying the records or the institution having been closed may submit the following for consideration in addition to completing an attestation of High School Diploma or GED completion:

- Confirmation from the province recognizing that the institution lost its records to a natural disaster. If the province cannot confirm, confirmation can be obtained from a recognized authority as approved by the Dean of Academic Affairs.
- Confirmation from the province recognizing that the institution has closed and that the records are not attainable.

Submission of Official Documents

All students must provide official transcripts of high school and college attendance, and must provide proof of high school graduation on the official transcript. Unofficial transcripts are acceptable for scheduling and testing purposes (if official transcripts have not been received). However, the official transcript is required by 30 days after class start and will be verified by the Registrar and placed in the student file. The Director of Admissions has the discretion to extend this deadline, not to exceed one quarter.

Acceptance Notification

The Art Institute of Vancouver will notify the applicant, in writing, of his or her acceptance. In the event the student is not accepted, the Application Fee and the Enrolment Fee, if submitted, will be refunded.

Acceptance does not guarantee enrolment in a chosen program or course, which may require an additional application process.

- Accepted: A seat is reserved for the applicant pending completion of the registration procedure for the start date the applicant selected.
- Conditionally Accepted: A seat is reserved for the applicant pending receipt of specified requirements for the start date the applicant selected.
- Not Accepted: The applicant has not met the admission requirements or information requested has not been received.

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 Vancouver 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 (Enrolment 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.

International Students

Admissions requirements for persons who are neither a Canadian Citizen nor an Official Permanent Resident of Canada nor a Convention Refugee, defined as “international students”

In addition to meeting admissions requirements defined in the preceding sections, international students seeking to enroll at The Art Institute of Vancouver must submit each of the following items:

1. Transcripts and diplomas, prepared in English or an official English translation. Please see the section “Proof of Secondary School Graduation” for more detailed information;

2. A photocopy of the student’s passport to provide proof of birth date and citizenship (applicants who have yet not yet acquired a passport will need to submit a copy of their birth certificate).

3. In order to study in a full-time program at The Art Institute of Vancouver, students must obtain a valid Study Permit and be permitted by Citizenship and Immigration Canada to physically be in Canada. Obtaining a valid Study Permits and/or visa is the student’s responsibility. For more information contact Citizenship and Immigration Canada at 1-888-242-2100, or visit their Web site at www.cic.gc.ca. To extend your study permit, contact the nearest Canadian Immigration Centre at least two-months before the expiry of your Study Permit. Where an international student on a Study Permit has been dismissed or withdraws from the program for which the Study Permit is/has been issued, The Art Institute of Vancouver may be required to provide notification to Citizenship and Immigration Canada.

4. International students must provide proof of medical coverage via the Medical Services Plan (MSP) of British Columbia, or private health insurance. For more information call 1-800-663-7100 (This number is intended for persons residing outside Victoria or Vancouver). In Vancouver, call 604-683-7151. In Victoria, call 604-382-8406 or write to the following address: Medical Services Plan, PO Box 9035 Stn Prov Govt, Victoria, BC V8W 9E3.

You can also visit their Web site at http://www.gov.bc.ca/healthservices/.

Important International Student Disclosure - The Art Institute of Vancouver is a Designated Learning Institution. International students attending The Art Institute of Vancouver under a Citizenship and Immigration Canada (CIC) Study Permit are required
to actively pursue and make continuous progress toward completing their programs of study. Study may be undertaken full-time or part-time (defined as either 9 academic credits per term or 36 academic credits in a calendar year for Study Permit students). Study must include at least 1 on-ground (campus-based) course per academic term. Not more than 1 online course or 3 online credits per academic term may be counted toward meeting the continuous progress requirements. Program and course offerings are subject to change and international students may be required to take additional courses to meet the continuous progress requirement. International students should work closely with the International Student Advisor to ensure all requirements of their Study Permits are met.

English Language Proficiency Policy

- Instruction at The Art Institute of Vancouver is conducted in English [or other language]. Students whose first language is not the language of instruction are required to undergo a Language Proficiency Assessment prior to enrolment in order to ensure they have the language abilities necessary to successfully complete the program of their choice. Language proficiency requirements are admission requirements and may not be waived by either the institution or the student. The following are accepted:

<table>
<thead>
<tr>
<th>English Language Proficiency</th>
<th>Certificate and Diploma</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL (computer based)</td>
<td>197</td>
<td>213</td>
</tr>
<tr>
<td>TOEFL (Internet based)</td>
<td>75</td>
<td>80</td>
</tr>
<tr>
<td>TOEFL (paper)</td>
<td>530</td>
<td>550</td>
</tr>
<tr>
<td>Accuplacer ESL</td>
<td>320 composite</td>
<td>400 composite</td>
</tr>
<tr>
<td>American College Testing (ACT) English</td>
<td>17</td>
<td>19</td>
</tr>
<tr>
<td>Cambridge</td>
<td>FCE</td>
<td>CAE</td>
</tr>
<tr>
<td>CET Vancouver</td>
<td>Cambridge FCE</td>
<td>Cambridge CAE</td>
</tr>
<tr>
<td>Columbia College</td>
<td>English 097</td>
<td>English 097</td>
</tr>
<tr>
<td>CSLI</td>
<td>Intermediate Practical English 6</td>
<td>Advanced Practical English 7</td>
</tr>
<tr>
<td>EC Canada</td>
<td>Upper Intermediate B2</td>
<td>Pre Advanced B2</td>
</tr>
<tr>
<td>EF International Schools</td>
<td>C1</td>
<td>C1</td>
</tr>
<tr>
<td>ELS Canada</td>
<td>Level 108</td>
<td>Level 109</td>
</tr>
<tr>
<td>Embassy English</td>
<td>Upper Intermediate</td>
<td>Upper Intermediate</td>
</tr>
<tr>
<td>Eurocentres</td>
<td>B2-Upper Intermediate</td>
<td>C1-Advanced Level</td>
</tr>
<tr>
<td>GEOS Languages Plus</td>
<td>Level 5 Certificate</td>
<td>Level 5 Certificate</td>
</tr>
<tr>
<td>Global Village</td>
<td>Level 5 Certificate</td>
<td>Level 7 Certificate</td>
</tr>
<tr>
<td>IELTS</td>
<td>5.5</td>
<td>6.5</td>
</tr>
<tr>
<td>ILAC</td>
<td>Pathway 1 Certificate</td>
<td>Pathway 2 Certificate</td>
</tr>
<tr>
<td>ILI</td>
<td>B2</td>
<td>B2+</td>
</tr>
<tr>
<td>School Name</td>
<td>Level 1</td>
<td>Level 2</td>
</tr>
<tr>
<td>---------------------</td>
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<td>-----------------------</td>
</tr>
<tr>
<td>ILSC</td>
<td>University Pathway - Level I4</td>
<td>University Pathway - Level A1</td>
</tr>
<tr>
<td>inlingua - Vancouver</td>
<td>Level 3B</td>
<td>UPC</td>
</tr>
<tr>
<td>International House (Vancouver/Whistler)</td>
<td>EAP 1</td>
<td>EAP 2</td>
</tr>
<tr>
<td>ITEP</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>ITTTi</td>
<td>General English - Upper Intermediate</td>
<td>General English - Upper Intermediate</td>
</tr>
<tr>
<td>Kaplan Vancouver</td>
<td>Higher Intermediate</td>
<td>Higher Intermediate</td>
</tr>
<tr>
<td>KGIC</td>
<td>ESL Level 4</td>
<td>ESL Level 5</td>
</tr>
<tr>
<td>LPI Essay</td>
<td>Level 4</td>
<td>Level 5</td>
</tr>
<tr>
<td>Michigan Test or MELAB</td>
<td>73</td>
<td>80</td>
</tr>
<tr>
<td>Pacific Language Institute (PLI)</td>
<td>Level 5</td>
<td>Level 5</td>
</tr>
<tr>
<td>Pan Pacific College</td>
<td>Level 6 – Advanced Certificate</td>
<td>Level 7 – Academic Test Prep</td>
</tr>
<tr>
<td>Pearson</td>
<td>42</td>
<td>44</td>
</tr>
<tr>
<td>Scholastic Aptitude Test (SAT) Verbal Score</td>
<td>420</td>
<td>526</td>
</tr>
<tr>
<td>SEC – Canada</td>
<td>Level 8</td>
<td>Level 9</td>
</tr>
<tr>
<td>St. Giles</td>
<td>B2</td>
<td>B2</td>
</tr>
<tr>
<td>TOEIC (Academic Test)</td>
<td>650</td>
<td>700</td>
</tr>
<tr>
<td>Vancouver English Centre</td>
<td>Level 9</td>
<td>Level 11</td>
</tr>
<tr>
<td>Van West College</td>
<td>Level 6 Certificate</td>
<td>Level 7 Certificate</td>
</tr>
<tr>
<td>VGC</td>
<td>Level 7</td>
<td>Level 8</td>
</tr>
<tr>
<td>Zoni Canada</td>
<td>Higher Intermediate - Level 3</td>
<td>Higher Intermediate - Level 4</td>
</tr>
</tbody>
</table>

The Art Institute of Vancouver may amend the table from time to time.

Applicants should contact the Admissions Office to determine other examinations for which official scores are acceptable as an alternative.

Applicants may also satisfy the minimum standard of English language proficiency by successfully completing the English for Academic Purposes (EAP) course at The Art Institute of Vancouver with a minimum grade of “C” or higher or submitting official documentation of one of the following:

- Successful completion of a minimum of two semesters or quarters of post-secondary course work at an accredited college or university 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;
- GED administered in English;
- High School Diploma from a country in which English is (one of) the official language(s);

Satisfactory completion of English at the 100 level at an accredited English speaking college or university, achieving a grade of “C” or higher.
International Admissions Policy
All international applicants to The Art Institute of Vancouver must meet the same admissions standards as all other students. In addition to the Admissions Requirements above, students presenting transcripts or credentials earned outside Canada will be evaluated internally and may be required to provide a credential evaluation prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member credential evaluation service and an English translation (if applicable). International students will also be required to present evidence of financial support sufficient to cover the duration of their stay prior to receiving the Letter of Acceptance. Please speak with an Admissions Representative to determine eligibility and learn more.

Admissions Requirements for Continuing Education
Applicants who wish to enroll in continuing education certificate courses through the Centre for Professional Development (CPD) must meet the following general requirements:

1. Applicants must be at least 15 years of age at the time of enrolment, unless otherwise stated in the course description.
   a. Some programs, such as the Sommelier & Wine Studies programs, require students to be of legal drinking age at the time of enrolment. Applicants should refer to the course description for details.

2. A separate application form and enrolment agreement must be completed and signed by the applicant, as well as parent or guardian (if the applicant is a minor).

3. Applicants must meet the minimum entrance requirements for each CPD course.
   a. If documentation of minimum requirements such as transcripts and/or portfolio cannot be provided at the time of application, applicants may be required to meet with the instructor and/or Academic Department Director to determine eligibility.
   b. Applicants who wish to enroll in Cross-Disciplinary Studies (CDS) courses must demonstrate English proficiency as described in the General Admissions Requirements section. Domestic applicants who have not yet completed high school may submit high school transcripts as proof of English proficiency.

Academic Placement for Bachelor’s Degree Programs
The Art Institute of Vancouver is committed to academic success. We recognize that students come with various strengths and skill sets, and to help us determine academic preparation, we have selected the Accuplacer test. To ensure proper placement for college-level general education courses, entering students in degree programs are required to take this test. Based on the results of the academic placement test, students may be required to take Transitional Studies courses. Students must successfully complete such courses with a minimum passing mark of “C” in order to progress in their program of study.

Degree students who do not take the Accuplacer assessment before the start of their first quarter at The Art Institute of Vancouver and who are not granted exceptions per the following criteria, will be automatically enrolled in Transitional Studies courses.

Exceptions will be granted to students who have the following academic grades and/or test scores:

**English**
- 68 percent in English 12, English Literature 12, English 12 First Peoples, Communications 12 or Technical and Professional Communications 12 or equivalent. Equivalencies can only be determined by the Dean of Academic Affairs.
- Computer-based TOEFL score of 213 with Essay 4.5
- Paper-based TOEFL score of 550 with a TWE of 4.5
- Internet-based TOEFL score of 80
- LPI Essay score of 26, level 4
- IELTS (Academic module only), minimum overall band score of 6.5
- Advanced Placement (AP) English Language or English Literature, minimum grade of 3 or 68 percent
- International Baccalaureate (IB) English Language A (Higher level), minimum grade of 6 or 68 percent
- Proof of undergraduate (bachelor) degree conferral from an English-speaking postsecondary institution
- College credits in 100-level and above English courses (grades of 68 percent or higher at an accredited post-secondary institution)
- 450 score or higher in the verbal portion of the SAT
- Score of 50 on the CLEP exam in English
- Composite score of 17 or higher on the ACT

Applicants who do not meet the above exceptions and enroll in a Bachelor’s degree program will be required to take a transitional English course. International students who meet the minimum English Language Proficiency score for entrance into a degree program are not required to take a Transitional English course.

**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 Admissions 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.

New student orientation is mandatory component for new students. Students are required to attend the scheduled new student orientation for the campus location. Campuses can also hold additional or make-up orientation sessions to accommodate students who aren’t able to attend the regularly scheduled orientation.

**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.

Preferred Software Specifications:
- Mac OSX 10.5 or 10.6
- 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 Software Specifications:
- Apple Mac OSX 10.4
- 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:
- GHz processor
- 512 MB of RAM
- Graphics card capable of 1024x768 screen resolution
- Dial-up internet access is the minimum standard, however, a higher speed is recommended

Recommended Plug-ins or Downloads:
Course instructors may employ technology in the eCollege classroom that requires one of these recommended plug-ins or downloads in order to function properly. If your instructor uses the ClassLive technology, Java will be required. If your instructor provides PDF files, Adobe Reader may be required to open and view those files. You can download these items at the time that they are deemed necessary.

Java
- If Mac - 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/)

Online Courses

Online Policy
The Art Institute offers selected online courses through a consortium agreement with The Art Institute of Pittsburgh – Online Division. Online courses are 5½ weeks in length. They are delivered in an asynchronous electronic mode, meaning 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 during a separate 24-hour period). One day is defined as the 24-hour period beginning at 5:01 AM and
ending at 5:00 AM EST. Students are able to access assignments, lectures, all required reading and classroom discussions. Students participate in discussions and post assignments. Student participation in the course is required in addition to submitting formal assignments for the course. 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.

Study Permits for international students are not required for distance education courses of study. International students interested in enrolling in online courses through The Art Institute should consult with an admissions representative. See International Student Disclosure above for Study Permit Student limitations.

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 charges the same tuition for online courses as it charges for on ground courses.

Requirements for Participation in Online Courses
Students must have computer hardware and software equivalent to the specifications indicated by The Art Institute of Pittsburgh – Online Division, as well as a reliable connection to the Internet. Specific technology requirements are listed by program on The Art Institute of Pittsburgh – Online Division Website, at www.aionline.edu/online-education/tech-requirements. Students are advised of resources where they may purchase their own equipment through an outside vendor, made available through The Art Institute. Students are not, however, required to purchase or lease any hardware or software through The Art Institute. Online course codes are different from 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 located in the online information packet available from Academic Affairs.

Registration for Online Courses
Prior to registration each quarter, The Art Institute provides students with a list of 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). Students who are new to online are required to complete an online orientation/readiness survey.

Online Course Schedules
Online courses are offered in two sessions within an academic quarter. Each session lasts 5 ½ weeks. The session start dates may not match those of on-ground courses. Students should check their official class schedule for the start and end dates for each session.

Online Schedule Adjustment Policy
The first seven academic days (including Saturday) of each quarter constitute the Schedule Adjustment Period. During this time, students may drop an online course without financial penalty. The second session courses have an extended Schedule Adjustment Period; these courses may be dropped up to four academic days after the start of the second session without financial penalty. Students who drop all of their courses, either online or on ground, will have their enrolment terminated and should refer to the Refund Policy for more information.

Once the Schedule Adjustment Period ends, a student may receive permission from their Academic Advisor or Academic Department Director to withdraw from an online course. Please note no refunds will be given for any online course withdrawals initiated after the designated Schedule Adjustment Period.
Students who choose to take only online courses during a particular quarter are considered “virtual” students. Virtual students who register for two online courses, one each session, are not permitted to withdraw from an individual course. Doing this would cause the student to no longer be in attendance. Therefore, virtual students who wish to withdraw must withdraw from both courses which will withdraw them from enrolment for the quarter. Students in this situation must apply for readmission into The Art Institute the subsequent quarter.

Technical Support
Students have access to 24-hour technical support via a toll-free number throughout the course to assist them should they have any problems. Students also have access to email through The Art Institute of Pittsburgh – Online Division Web site, www.aionline.edu, to address any questions or concerns that arise.

Online Faculty
Faculty members who teach online courses possess equivalent academic credentials and experience as faculty who teach the same course on ground. In addition, all faculty members who teach online are required to successfully complete a six week online training course. In many cases, faculty members who teach online courses teach the same courses on ground in The Art Institute system.

Online Course Textbooks
Textbooks for online courses are listed in syllabi located at The Art Institute of Pittsburgh – Online Division Web site, www.aionline.edu.
FINANCIAL INFORMATION

Financial Services

The Financial Services Department is committed to providing students with excellent customer service. Financial Services bills students quarterly or monthly based on the financial plan developed. This department is responsible for processing student payments.

Any student who has incurred or anticipates a financial problem is encouraged to meet with Financial Services to discuss alternative payment options. Financial Services works to address unforeseen circumstances that may affect a student's ability to meet financial commitments.

Financial Services

At the time of initial enrolment, the student meets with a Financial Planner to work on a plan so that he or she should be able to meet the expenses involved in the education process (tuition, fees, supplies, cost of living, etc.) for the length of the program.

The school is very sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments. Consequently, this staff offers planning services to all students. Any student who has incurred or anticipates a financial problem is encouraged to meet with Financial Services and receive consulting assistance as needed to ensure his/her completion.

The Art Institute of Vancouver is eligible to offer its students the opportunity to apply for a variety of financial assistance programs. These programs include loan and grant assistance for qualified applicants. Details regarding these programs are available in Financial Services.

Students who receive financial assistance are cautioned to remember the various responsibilities they have under these programs: to maintain satisfactory academic progress as outlined elsewhere herein; to inform Financial Services of address changes, or any other status changes that might affect the student's eligibility for financial assistance; and to initiate loan renewal applications in advance of the upcoming quarters, as applicable.

Some students do not initially apply for financial assistance, or do apply and are determined to be ineligible for assistance. The continuing student should be aware that the federal and provincial eligibility criteria are periodically reviewed and modified. Therefore, any student whose financial circumstances change or for whom a financial need arises should contact Financial Services for assistance. As noted, the student who receives financial assistance must maintain satisfactory academic progress to remain eligible for such assistance on a continuing basis. The satisfactory academic progress policies and related financial assistance eligibility policies are outlined herein; to inform Financial Services of address changes, or any other status changes that might affect the student's eligibility for financial assistance; and to initiate loan renewal applications in advance of the upcoming quarters, as applicable.

Student Financial Assistance

To be eligible for Student Financial Assistance, a student must make satisfactory academic progress as defined in the Satisfactory Academic Progress Policy.

The Art Institute of Vancouver Financial Services staff can assist students in understanding the student financial assistance options that may be available to him/her. However, only the student loan authority, e.g. Student Aid BC (SABC), or U.S. Department of Education, can make the final determination as to a student's eligibility and the amount of student loan for which a student may qualify. The Art Institute of Vancouver Financial Services staff may also be able to identify additional or alternate funding options for students from both public and private sources.
Eligibility Requirements

There are basic eligibility requirements (subject to change) that students normally must meet in order to qualify for assistance under the British Columbia Student Assistance Program (SABC). Only SABC can make the determination about a student's eligibility for student assistance. Students must be eligible for Canada Student Loan funding in order to be eligible for provincial funding. Only government student assistance officials can make determination about a student's eligibility. Student eligibility requirements (subject to change) for B.C. Student Aid include:

- Graduated Grade 12 or GED 12;
- Be a Canadian citizen, or permanent resident of Canada with a valid IMM1000;
- Have a valid Canadian Social Insurance Number;
- Be a resident of British Columbia as defined by SABC;
- Be pursuing full-time studies as their primary occupation;
- Not be in default of previous student loans or restricted from receiving assistance due to an audit, or other reasons;
- Not be incarcerated or have an outstanding warrant for arrest;
- Be able to demonstrate financial need based on a moderate standard of living as determined by federal criteria;
- Maintain enrolment and attendance in at least 60 percent of a full course load at all times;
- Attain satisfactory scholastic standing in each period of post-secondary study by successfully completing at least 60 percent of a full course load, for each study period a student receives student financial assistance and/or interest-free status;
- Attend a provincially designated school as defined by the SABC.

Eligibility Requirements for U.S. Students ( Eligible for Title IV Funding)

The Art Institute of Vancouver 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 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.

Payment of Tuition and Fees

Tuition for each quarter is due within 30 days of the first day of class. A student may not register for any academic quarter unless all tuition and fees due have been paid, or unless the student has made arrangements for an approved alternative payment plan.

The Art Institute of Vancouver may extend your credit during periods when financial aid application materials are in process and/or provide you with the convenience of paying your Balance of Costs through periodic payments. Should you withdraw from the program for any reason prior to the disbursement of financial aid funds, you are responsible for any account balance remaining. The Art Institute of Vancouver reserves the right to withdraw extension of credit for any reason of non-payment or default of such payments. Non-payment of account to The Art Institute of Vancouver may result in additional collection costs to the fullest extent permitted by applicable law.

The Art Institute of Vancouver will charge a $15 service charge on all N.S.F. cheques.

No transcripts, certificates or diplomas will be given to any student until tuition fees (and any other monies owing to The Art Institute) are paid in full.

TUITION AND FEES

<table>
<thead>
<tr>
<th>TOTAL TUITION PER PROGRAM</th>
<th>Domestic</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Game Programming* (180 credits)</td>
<td>$74,520</td>
<td>$77,940</td>
</tr>
<tr>
<td>Bachelor of Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic Design* (180 credits)</td>
<td>$74,520</td>
<td>$77,940</td>
</tr>
<tr>
<td>Bachelor of Applied Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Design* (180 credits)</td>
<td>$79,740</td>
<td>$79,740</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Culinary Arts &amp; Restaurant Ownership (90 credits)</td>
<td>$37,620</td>
<td>$38,970</td>
</tr>
<tr>
<td>Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3D Modeling for Animation &amp; Games (105 credits)</td>
<td>$43,470</td>
<td>$45,465</td>
</tr>
<tr>
<td>Advanced Graphic Design (30 credits)</td>
<td>$12,420</td>
<td>$13,290</td>
</tr>
<tr>
<td>Animation Art &amp; Design (105 credits)</td>
<td>$43,470</td>
<td>$45,465</td>
</tr>
<tr>
<td>Baking &amp; Pastry Arts (60 credits)</td>
<td>$24,840</td>
<td>$25,980</td>
</tr>
<tr>
<td>Culinary Arts* (60 credits)</td>
<td>$24,840</td>
<td>$25,980</td>
</tr>
<tr>
<td>Digital Film &amp; Video (90 credits)</td>
<td>$37,260</td>
<td>$38,970</td>
</tr>
<tr>
<td>Digital Photography (60 credits)</td>
<td>$24,840</td>
<td>$25,980</td>
</tr>
<tr>
<td>Event Management (60 credits)</td>
<td>$24,840</td>
<td>$25,980</td>
</tr>
<tr>
<td>Entrepreneurship &amp; Restaurant Ownership (30 credits)</td>
<td>$12,420</td>
<td>$13,290</td>
</tr>
<tr>
<td>Fashion Design* (90 credits)</td>
<td>$39,870</td>
<td>$39,870</td>
</tr>
<tr>
<td>Program</td>
<td>Credits</td>
<td>Tuition 1 Year</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td>Fashion Marketing* (90 credits)</td>
<td></td>
<td>$37,260</td>
</tr>
<tr>
<td>Game Art &amp; Design (90 credits)</td>
<td></td>
<td>$39,870</td>
</tr>
<tr>
<td>Graphic Design* (75 credits)</td>
<td></td>
<td>$31,050</td>
</tr>
<tr>
<td>Graphic Design &amp; Foundation for Design (90 credits)</td>
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<td>$37,260</td>
</tr>
<tr>
<td>Hospitality &amp; Restaurant Business Management (60 credits)</td>
<td></td>
<td>$24,840</td>
</tr>
<tr>
<td>Interior Design* (90 credits)</td>
<td></td>
<td>$39,870</td>
</tr>
<tr>
<td>Professional Recording Arts (90 credits)</td>
<td></td>
<td>$38,520</td>
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<tr>
<td>Professional Recording Arts (LIPA) (110 credits)</td>
<td></td>
<td>$46,224</td>
</tr>
<tr>
<td>VFX for Film &amp; Television (105 credits)</td>
<td></td>
<td>$43,470</td>
</tr>
<tr>
<td>Visual &amp; Game Programming (90 credits)</td>
<td></td>
<td>$37,260</td>
</tr>
</tbody>
</table>

* Eligible program for US Title IV financial aid for qualified students. Not all programs are eligible.

**Certificate**

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Credits</th>
<th>Tuition 1 Year</th>
<th>Tuition 2 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting - Level 1 (12 credits)</td>
<td></td>
<td>$4,968</td>
<td>$5,196</td>
</tr>
<tr>
<td>Acting - Level 2 (12 credits)</td>
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<td>$4,968</td>
<td>$5,196</td>
</tr>
<tr>
<td>Acting - Level 3 (12 credits)</td>
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<td>$4,968</td>
<td>$5,196</td>
</tr>
<tr>
<td>Acting - Level 4 (12 credits)</td>
<td></td>
<td>$4,968</td>
<td>$5,196</td>
</tr>
<tr>
<td>Acting - Level 5 (12 credits)</td>
<td></td>
<td>$4,968</td>
<td>$5,196</td>
</tr>
<tr>
<td>Applied Arts Essentials</td>
<td></td>
<td>$5,160</td>
<td>$5,552</td>
</tr>
<tr>
<td>Applied Culinary Essentials</td>
<td></td>
<td>$5,160</td>
<td>$5,552</td>
</tr>
<tr>
<td>Asian Cuisine for Aspiring Chefs</td>
<td></td>
<td>$495</td>
<td>$495</td>
</tr>
<tr>
<td>Baking &amp; Pastry Arts Level I (30 credits)</td>
<td></td>
<td>$12,420</td>
<td>$13,290</td>
</tr>
<tr>
<td>Baking &amp; Pastry Arts Level II (30 credits)</td>
<td></td>
<td>$12,420</td>
<td>$13,290</td>
</tr>
<tr>
<td>Culinary Arts Level I (30 credits)</td>
<td></td>
<td>$12,420</td>
<td>$13,290</td>
</tr>
<tr>
<td>Culinary Arts Level II (30 credits)</td>
<td></td>
<td>$12,420</td>
<td>$13,290</td>
</tr>
<tr>
<td>English for Academic Purposes Level 1</td>
<td></td>
<td>$3,300</td>
<td>$3,300</td>
</tr>
<tr>
<td>English for Academic Purposes Level 2</td>
<td></td>
<td>$3,300</td>
<td>$3,300</td>
</tr>
<tr>
<td>Foundation Wine &amp; Wine Service Level 1</td>
<td></td>
<td>$349</td>
<td>$349</td>
</tr>
<tr>
<td>Intermediate Studies in Wine &amp; Spirits Level 2</td>
<td></td>
<td>$800</td>
<td>$800</td>
</tr>
<tr>
<td>Advanced Wine &amp; Spirits Level 3 (Section 1)</td>
<td></td>
<td>$995</td>
<td>$995</td>
</tr>
<tr>
<td>Global Business of Wine &amp; Wine Production Level 4 (Section 1)</td>
<td></td>
<td>$995</td>
<td>$995</td>
</tr>
<tr>
<td>Light Wines of the World I Level 4 Section III</td>
<td></td>
<td>$995</td>
<td>$995</td>
</tr>
<tr>
<td>Light Wines of the World II Level 4 Section IV</td>
<td></td>
<td>$995</td>
<td>$995</td>
</tr>
<tr>
<td>Sparkling &amp; Fortified Wine Studies Level 4 Section II</td>
<td></td>
<td>$995</td>
<td>$995</td>
</tr>
<tr>
<td>Spirits Studies Level 4 Section V</td>
<td></td>
<td>$600</td>
<td>$850</td>
</tr>
<tr>
<td>French Wine Scholar</td>
<td></td>
<td>$700</td>
<td>$700</td>
</tr>
<tr>
<td>Kitchen &amp; Bath - Level 1</td>
<td></td>
<td>$333</td>
<td>$333</td>
</tr>
<tr>
<td>Kitchen &amp; Bath - Level 2</td>
<td></td>
<td>$333</td>
<td>$333</td>
</tr>
<tr>
<td>Digital Photography - Level 1</td>
<td></td>
<td>$333</td>
<td>$333</td>
</tr>
<tr>
<td>Digital Photography - Level 2</td>
<td></td>
<td>$333</td>
<td>$333</td>
</tr>
<tr>
<td>Fundamental Skills for Aspiring Chefs</td>
<td></td>
<td>$495</td>
<td>$495</td>
</tr>
<tr>
<td>International Cuisine for Aspiring Chefs</td>
<td></td>
<td>$495</td>
<td>$495</td>
</tr>
</tbody>
</table>
### TUITION CHARGE BREAKDOWN

<table>
<thead>
<tr>
<th></th>
<th>Domestic</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour:</td>
<td>$414 - $443</td>
<td>$433 - $443</td>
</tr>
<tr>
<td>Per Quarter Based on 15 Credits:</td>
<td>$6,210 - $7,088</td>
<td>$6,495 - $6,645</td>
</tr>
<tr>
<td>Per Academic Year of 4 Quarters:</td>
<td>$24,840 - $28,352</td>
<td>$25,980 - $26,580</td>
</tr>
</tbody>
</table>

### ADMISSIONS FEES

| Application Fee:       | $50                           |
| Assessment Fee:        | $100                          |
| Total Fees (in order to enroll): | $150                           |

### QUARTERLY FEES

| Culinary               | $495                          |
| All Other Programs     | $186                          |

### HOUSING FEES

| Deposit:               | $380                          |
| Approximate Cost per Quarter: | $2,344             |
| Approximate Cost per Academic Year: | $9,376             |

### OTHER FEES

| Digital Textbook:      | $50                           |

$50 per digital textbook with a maximum of $75 per course.

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.

### STARTING KIT INFORMATION

(optional; 1st quarter only)

Starting Kit is not required to be purchased from the school; however, all kit contents are expected to be obtained by the student for use in the program

<table>
<thead>
<tr>
<th>Program</th>
<th>Kit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3D Modeling for Animation &amp; Games (Diploma)</td>
<td>$265</td>
</tr>
<tr>
<td>Advanced Wine &amp; Spirits Studies Level 3* (Certificate)</td>
<td>$130</td>
</tr>
<tr>
<td>Animation Art &amp; Design (Diploma)</td>
<td>$265</td>
</tr>
<tr>
<td>Baking &amp; Pastry Arts (Diploma)</td>
<td>$995</td>
</tr>
<tr>
<td>Baking &amp; Pastry Arts Level 1/Level 2 (Certificate)</td>
<td>$995</td>
</tr>
<tr>
<td>Culinary Arts* (Diploma)</td>
<td>$995</td>
</tr>
<tr>
<td>Culinary Arts &amp; Restaurant Ownership (Advanced Diploma)</td>
<td>$995</td>
</tr>
<tr>
<td>Culinary Arts Level 1/ Level 2 (Certificate)</td>
<td>$995</td>
</tr>
<tr>
<td>Digital Film &amp; Video (Diploma)</td>
<td>$300</td>
</tr>
<tr>
<td>Digital Photography (Diploma)</td>
<td>$795</td>
</tr>
<tr>
<td>Entrepreneurship &amp; Restaurant Ownership (Diploma)</td>
<td>$995</td>
</tr>
<tr>
<td>Fashion Design (Diploma)</td>
<td>$800</td>
</tr>
<tr>
<td>Course</td>
<td>Fee</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Fashion Marketing (Diploma)</td>
<td>$340</td>
</tr>
<tr>
<td>Foundation in Wine &amp; Wine Service Level 1* (Certificate)</td>
<td>$79</td>
</tr>
<tr>
<td>French Wine Scholar* (Certificate)</td>
<td>$145 + $130 cost of examination</td>
</tr>
<tr>
<td>Game Art &amp; Design (Diploma)</td>
<td>$125</td>
</tr>
<tr>
<td>Global Business of Wine &amp; Wine Production Level 4 Section 1* (Certificate)</td>
<td>$985</td>
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<tr>
<td>Graphic Design* (Bachelor/Diploma)</td>
<td>$195</td>
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<tr>
<td>Hospitality &amp; Restaurant Business Management (Diploma)</td>
<td>$995</td>
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<tr>
<td>Interior Design* (Bachelor/Diploma)</td>
<td>$750</td>
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<tr>
<td>Intermediate Studies in Wine &amp; Spirits Level 2* (Certificate)</td>
<td>$80 + $105 cost of examination</td>
</tr>
<tr>
<td>Kitchen &amp; Bath Design - Level 1/Level 2 (Certificate)</td>
<td>$150</td>
</tr>
<tr>
<td>Light Wines of the World I Level 4 Section III* (Certificate)</td>
<td>$875</td>
</tr>
<tr>
<td>Light Wines of the World II Level 4 Section IV* (Certificate)</td>
<td>$255</td>
</tr>
<tr>
<td>Professional Recording Arts (Diploma)</td>
<td>$320</td>
</tr>
<tr>
<td>Professional Recording Arts (LIPA) (Diploma)</td>
<td>$320</td>
</tr>
<tr>
<td>Sparkling &amp; Fortified Wine Studies Level 4 Section II* (Certificate)</td>
<td>$480</td>
</tr>
<tr>
<td>Spirits Studies Level 4 Section V* (Certificate)</td>
<td>$90 + $185 cost of examination</td>
</tr>
<tr>
<td>VFX for Film &amp; Television (Diploma)</td>
<td>$265</td>
</tr>
<tr>
<td>Applied Arts Essentials (Certificate)</td>
<td>Up to $200</td>
</tr>
<tr>
<td>Applied Culinary Essentials (Certificate)</td>
<td>Up to $460</td>
</tr>
</tbody>
</table>

*Cost of Examination is added to kit costs.

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

Examples of the calculations are available in the Financial Services office.

**REFUND POLICY**

As allowed under Federal, state, provincial, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes.

**Tuition Refund Policy**

Refunds will be made within thirty (30) calendar days after the applicant's/student's written request or within thirty (30) calendar days after his/her first scheduled class day. All students will be subject to the institutional refund policy. Students who receive Federal Title IV student aid and are subject to the Return of Title IV Funds Policy.

**Institutional Refund Policy**

Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable Application and Assessment Fees. Where total fees have not yet been collected, the school is not responsible for refunding more than has been collected to date and a student may be required to pay for amounts due under the contract.
The school's tuition refund policy is as follows:

1. Refunds Before the Quarter or Mid-Quarter Starts:
   a. If the applicant is not approved for admission by the school, the applicant will receive a refund of all tuition and other fees paid.
   b. If the applicant is approved and cancels the Enrolment Agreement in writing before the program/course start date, the applicant will receive a refund of all tuition and other fees paid less the $50 application fee and the $100 assessment fee, both of which are non-refundable.

2. Refunds After the Quarter or Mid-Quarter Starts:
   a. If written notice of withdrawal is received by the school or a student is dismissed by the school within ten percent (10%) of the quarter or session of study's duration, the school will retain thirty percent (30%) of the total tuition due under the contract for that quarter or session of study.
   b. Subject to subsection (2)(a), if written notice of withdrawal is received by the school or a student is dismissed by the school after ten percent (10%) and up to and including 30% of the quarter or session of study's duration, the school will retain fifty percent (50%) of the total tuition due under the contract for that quarter or session of study.
   c. If a student withdraws or is dismissed after thirty percent (30%) of the quarter or session of study's duration, the school will retain one hundred percent (100%) of the tuition due under the contract for the quarter or session of study.
   d. The Student Quarterly Fee is non-refundable as of the first day of the quarter start; that is, if the student fails to cancel/withdraw their Enrolment Agreement by providing notice in writing to the school before the first day of class of the quarter, the Student Quarterly Fee is non-refundable.
   e. In addition to the tuition fee refund prescribed within this section, the applicant/student will receive a refund of the starting kit fees paid provided the kit has not been received by the student or the kit is returned to the school unopened and within twenty (20) days of the student's last day of class attendance.

3. Other Refund Policy Requirements:
   a. Where the school provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the school may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.
   b. Tuition refunds owing to students shall be paid within thirty (30) days of the school receiving written notification of withdrawal, or within thirty (30) days of the school's written notice of dismissal.
   c. Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates specified by the Private Training Act Policy Manual.
   d. Where a student's tuition has been paid in part or in whole by a recognized student aid program, the school may be required to refund the funding party before any refund is payable to the student.
   e. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, the school may modify the tuition refund policy as deemed appropriate to the circumstances.
   f. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by the school. The school reserves the right to apply any student payment, or any refund due a student, to any student financial liability.
g. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.

h. 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. Information in the catalogue 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.

**Refund Policy for Online Course Withdrawal**

Students who withdrawal 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.

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.

Withdrawing from a course may mean withdrawing from your program, which has financial implications as outlined within your Student Enrolment Agreement. This can include ‘taking a break’ from your studies. If you are making any change to your studies, you need to contact your Academic Chair to discuss the implications which could include refund or withdrawal penalties.

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

If kits, components of the kit, books, supplies, or uniforms, are returned to the Supply Store in resalable, completely unused condition within twenty (20) calendar days of the last date of attendance, a credit will be given.

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

The following programs of instruction do require approval under the Private Training Act and students may not file a claim against the fund with the trustee (Private Training Regulation, s. 25(3)): Bachelor of Science in Game Programming, Bachelor of Design in Graphic Design, Bachelor of Applied Design in Interior Design, Asian Cuisine for Aspiring Chefs, Foundation Wine & Wine Service Level 1, Studies in Wine & Spirits Level 2, Advanced Wine & Spirits Level 3 (Section 1), Global Business of Wine & Wine Production Level 4 (Section 1), Light Wines of the World I Level 4 Section III, Wines of the World II Level 4 Section IV, Sparkling & Fortified Wine Studies Level 4 Section II, Spirits Studies Level 4 Section V, French Wine Scholar, Digital Photography - Level 1, Digital Photography - Level 2, Kitchen & Bath - Level 1, Kitchen & Bath - Level 2, Fundamental Skills for Aspiring Chefs, and International Cuisine for Aspiring Chefs.

Important Information for US Students in Receipt of Title IV Financial 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 date of attendance, it will also reduce the calendar days completed.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

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

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

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.
If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned. If students are only scheduled to attend Session I or Session II, the Return of Title IV calculation as described in the Enrolment Agreement will be applied to the applicable session attended using the session start and end dates.

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

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

Appeal of Financial Assistance
Students who are denied or suspended from financial assistance may file an appeal, under appropriate federal and provincial guidelines. See the Financial Services department for additional information.

Tuition Tax Receipts T2202A
T2202A tax receipts will be mailed to each student’s home address.

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 Enrolment Agreement and in the Catalogue, 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 Enrolment Agreement and in the Catalogue, or a supplemental disclosure.

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

The student may request a modification at any time for a subsequent payment period, regarding her or his choice to use The Art Institute’s method to obtain books and supplies, but not retroactively, by contacting the Financial Services Department.
SCHOLARSHIP INFORMATION
The following scholarships are available for prospective students. Complete details, terms and conditions for each scholarship can be found on the scholarship website or from an admissions representative.

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Eligible Students</th>
<th>Quantity Awarded</th>
<th>Amount Awarded</th>
<th>Deadline for Entry</th>
<th>How to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Art Institute of Vancouver General Scholarship Competition</td>
<td>Prospective Students</td>
<td>Varies</td>
<td>Individual awards range from $1,000 to $20,000</td>
<td>Awards are granted on a first-come, first-served basis</td>
<td>Contact your Assistant Director of Admissions</td>
</tr>
<tr>
<td>Wanting Qu Rising Star Scholarship</td>
<td>Prospective Students</td>
<td>One</td>
<td>$20,000</td>
<td>March 31</td>
<td>Contact your Assistant Director of Admissions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Eligible Students</th>
<th>Quantity Awarded</th>
<th>Amount Awarded</th>
<th>Deadline for Entry</th>
<th>How to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Art Institute of Vancouver Merit Scholarship</td>
<td>Current students taking a minimum of 12 credits</td>
<td>Varies</td>
<td>Varies</td>
<td>Awards are granted quarterly based on previous term grade point average</td>
<td>Current students on full course loads are automatically entered</td>
</tr>
<tr>
<td>EDMC Canadian Foundation Scholarship</td>
<td>Current students on full course loads</td>
<td>Varies</td>
<td>Varies</td>
<td>The program is ongoing</td>
<td>Contact your Financial Services Representative</td>
</tr>
<tr>
<td>Wanting Qu Most Dedicated Artist Scholarship</td>
<td>Current students</td>
<td>One</td>
<td>$10,000</td>
<td>March 31</td>
<td>Contact your Financial Services Representative</td>
</tr>
</tbody>
</table>
ACADEMIC POLICIES AND PROCEDURES

The Art Institute of Vancouver maintains academic policies to ensure a quality education and to provide meaningful measurements of student academic progress.

Advanced Standing

Course credits, which may be awarded by advanced course credit, proficiency examination, or prior learning assessment, are applied to the total credits required for graduation, but have no letter or point value and are not computed in the grade point average.

Advanced Course Credit

Credit will be given for college courses successfully completed with a grade point of 2.0 or better, and where the courses are comparable to those offered by The Art Institute of Vancouver program to which the student applies. The credit must be from an accredited post-secondary institution authorized by appropriate legal authorities. Official grades must be on file. All advanced course credit must be applied for and approved before the first (1st) day of class of the initial quarter of study. The Art Institute of Vancouver reserves the right not to accept any advanced course credit applications and the transfer of any credit based solely on its internal guidelines, and on a case-by-case basis. All exceptions must be approved by a designee of the Academic Affairs Department.

TRANSFER OF CREDIT POLICY

TRANSFERRING FROM ONE ART INSTITUTE TO ANOTHER ART INSTITUTE

Students wishing to transfer from one Art Institutes school to another may do so only if they are in good standing at the sending school. Any student dismissed for academic progress cannot transfer to another affiliated Art Institute school until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress. (See the Student Academic Progress Policy-Transfer from another Art Institute). An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

TRANSFER OF CREDIT BETWEEN ART INSTITUTES SCHOOLS

Associate's Degree Graduates to Bachelor's Degree Programs: Every reasonable effort will be made to ensure that all credits earned by associate's degree graduates of an Art Institutes school will transfer to the corresponding bachelor's degree program within the system. However, differing provincial and accrediting regulations may require additional courses at the associate's degree level. If the associate's degree completed by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the associate's degree level.

Such graduates of the related associate degree program will attain upper division status in the bachelor's degree.

Associate’s degree credits earned by graduates of an Art Institutes school for which there is no corresponding bachelor’s degree program will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted. Under some conditions, all general education courses in the associate degree may be brought forward into the Bachelors degree program; because this may vary by state, the student attempting to transfer credits is advised to consult with the receiving institution on the policies regarding general education coursework. All conditions in the following associate's degree credits to associate's/bachelor's degree program procedure apply.
Diploma Graduates to Associate's/Bachelor's Programs: Every reasonable effort will be made to ensure that all credits earned by diploma program graduates of an Art Institutes school will transfer to the corresponding Associate/Bachelor's degree program within the system. If the diploma program completed by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to require retaking the course(s) at the associate's degree level.

Such graduates of the related diploma program will attain lower division status in the associate's degree program.

Diploma program credits earned by graduates of an Art Institutes school for which there is no corresponding Associate/Bachelor's degree program will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted. All the following conditions in the following diploma program credits to associate's/bachelor's degree program procedure apply.

Allowable Total Transfer of Credit
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the new location. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, or from proficiency examinations, or from alternative sources of credit. Due to regulatory considerations, at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above. See the campus registrar for the minimum percentages for your campus.

Transcripts
Official transcripts must be sent to the Admissions Office of the admitting Art Institutes School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at The Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

Diploma Program Credits to Associate's/Bachelor's Degree Program:
Diploma program credits, with a grade of “C” of better from an Art Institutes school, earned by students not awarded an diploma, will be considered for transfer to the same program at the associate's degree or bachelor's degree level. Differing provincial and accrediting regulations may require additional courses at the associate's degree level.

Associate's Degree Credits to Associate's/Bachelor's Degree Program:
Associate's degree credits, with a grade of “C” of better from an Art Institutes school, earned by students not awarded an associate's degree, will be considered for transfer to the same program at the associate's degree or bachelor's degree level. Differing provincial and accrediting regulations may require additional courses at the associate's degree level.

Transcripts (All Ai schools except Ai Pittsburgh)
Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

Transcripts (Ai Pittsburgh and Ai Pittsburgh Online Division)
Official transcripts can be reviewed by the school at any time during the student's attendance. Transcripts will not be reviewed if the student is in a hold status. Transfer of Credit (TOC) will not be given to students for courses already completed at The Art Institute of Pittsburgh, or for courses for which the student is currently registered at The Art Institute of Pittsburgh.

Course Descriptions
The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalogue will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.
**Level of Transfer Credits**

Only college-level credits (100 level course or equivalent and above) taken at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer. If the student has passed only the transitional classes at an Ai school but not earned the respective college-level credit, then the receiving institution should re-test the student for placement purposes.

**Grades of Transfer Credits**

Only courses with an earned grade of “C” (2.0 on a 4.0 scale) or higher will be considered for transfer credit. Transfers between schools from within the same OPEID code (Office of Postsecondary Education Identifier), will transfer all comparable courses (including all attempts) to the new school.

**Course Prerequisites and Sequence of Courses**

Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

**Internal Proficiency Testing for Credit**

Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of a program’s required credits will be considered for any type of proficiency credit.

**Portfolio Review for Credit**

Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start. No more than 25 percent of a program’s required credits will be considered for any type of proficiency credit.

**Total Allowable Transfer of Credit**

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to provincial and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

**LIMITATION TO ONLINE EDUCATION QUOTIENT:** Based on government and accreditation standards related to consortium agreements, students are limited in the total number of credits that can be earned in an online delivery mode. Students are required to complete more than 50% of their program credits in residence at the Art Institute School into which they have enrolled and from which they hope to graduate. Once the threshold of program credits have been exceed, the student must be transferred to The Art Institute of Pittsburgh – Online Division for the completion of the program. Transfer between Art Institute campuses does not guarantee that all credits earned will transfer to the same program at the receiving campus, including The Art Institute of Pittsburgh – Online Division.

**TRANSFER OF CREDIT FROM OUTSIDE COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTES SCHOOL**

**Transcripts**

Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.
Course Descriptions
The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalogue will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

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

Grades of Transfer Credits
Only courses with an earned grade of “C” (2.0 on a 4.0 scale) or higher will be considered for transfer credit. Where a percentage or point system is used, only courses with earned scores of 68% and above will be considered for transfer credit.

Course Prerequisites and Sequence of Courses
Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

Proficiency Credit from External Sources
Official documents related to CLEP or AP scores or similar means to demonstrate proficiency for credit must be received by an Art Institutes school prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

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

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

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

- Military Experience Credits. Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on an American Council on Education (ACE) transcript. The Art Institute of Vancouver recognizes and uses the ACE Guide to the Evaluation of Educational Experience in the Armed Services to determine the value of learning acquired in military service. We award credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations when applicable to a Service member’s program. In addition, we utilize Joint Services Transcript in our processing of prior learning experiences for possible transfer credit.

- Internal Proficiency Testing for Credit. Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start. (Please refer to the PLAR policy below.)
• **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. (Please refer to the PLAR policy below.)

• **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. (Please refer to the PLAR policy below.)

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

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

**University Transcripts with Credit/No Credit Course Grades**
Accredited colleges and universities where courses are offered for credit/no credit and no allowable grade is earned in major courses according to existing regulations will be converted to a grade by the registrar's office. Credit grades will be converted to a “C” and no credit grades will be converted to an “F”.

**Total Allowable Transfer of Credit**
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to provincial and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

**TRANSFER OF CREDIT AFTER MATRICULATION (CONCURRENT ENROLMENT 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 Enrolment:** Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institutes school student's full-time schedule (at the student's own expense), and after a student's matriculation at an Art Institutes school, may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met, and if the secondary institution permits concurrent enrolment.

**Approval Needed**
Requests for concurrent enrolment in a course at another college or university while the student is at full-time status at an Art Institutes school (according to the US Department of Education’s definition of the term) must be approved by the General Education Director, the Department Director, or the Dean of Academic Affairs prior to enrolment in the course.

**Full-time Status**
The student must be enroled full-time at an Art Institutes school at all times during the concurrent enrolment at another college or university.
**One Course Limit**

Only one course per quarter in concurrent enrolment is permitted.

**Grading**

The concurrent enrolment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at The Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

**Completion Deadline**

Credit will be awarded for the course when official documentation is provided by the secondary institution that the course was successfully completed, as defined above. Official Transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrolment course.

**Total Allowable Transfer of Credit**

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to provincial and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

**Transcripts**

Official Transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrolment course.

**Transfer Credit Upon Re-Entry to the Institution:** Requests for transfer of credit from accredited institutions of higher education for a course taken while a student was not in attendance at an Art Institutes school, but after a student's initial matriculation at the school, may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

**Grading**

The concurrent enrolment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at The Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

**BC Transfer System**


**Prior Learning Assessment and Recognition (PLAR)**

Prior Learning Assessment and Recognition (PLAR) is a process whereby students receive credit for learning that occurred in a non-standard or non-traditional environment. It is the responsibility of those seeking credit to follow these guidelines in order for evaluation to occur.

Prospective students seeking credit for non-traditional learning must demonstrate mastery of competencies acquired through their professional work or other learning experiences. These competencies will be demonstrated through submission of a portfolio to The Art Institute of Vancouver and will be reviewed by the respective program department.
To apply for PLAR, applicants must:

1. Submit their request prior to the start of their program.
2. Complete one (1) PLAR form for each course challenge.
3. Demonstrate the competencies for the courses to which they are applying. Credit is not granted based on experience alone. If the applicant cannot provide examples demonstrating the competency or competencies, an exam may be arranged, or the applicant may be required to complete an equivalent project.
4. Pay the non-refundable Administrative Fee.
5. Submit the following where applicable:
   a. A current resume.
   b. Copies of certificates or recognition for the completion of course work, i.e. Photoshop workshop.
   c. Copies of awards received for work.
   d. Letter(s) of recommendation.
   e. Appropriate portfolio/work examples for each course challenge.
   f. Please include a description for all submitted work, for example:
      i. printed samples with a description of project purpose
      ii. CD or disk with files description of project purpose
      iii. URLs demonstrating description of project purpose

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.

CHANGE OF PROGRAM WITHIN AN ART INSTITUTES SCHOOL
A student petitioning to change from one program to another within The Art Institute must obtain approval from the Department Director of the department from which the student is changing. The student's coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation. Only one change of program is allowed per student.

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 2.00, 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>4.00</td>
<td>President's Honor List</td>
</tr>
<tr>
<td>3.70-3.99</td>
<td>Dean's Honor List</td>
</tr>
<tr>
<td>3.50-3.69</td>
<td>Honor Roll</td>
</tr>
</tbody>
</table>

Honors Designation at Graduation
Students who achieve a CGPA of 3.50 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

Certificate and Diploma Programs that are less than 90 credits in length and Degree 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.

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. 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 enrolment.

5. Please note that if you are in a 30 credit hour certificate or diploma program, since the maximum time frame to complete is 45 credits (the 30 credits times 150%), you may be dismissed if at the end of the 3rd quarter you attempted 45 credits and you did not complete the program.

6. 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.

7. 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.

8. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

9. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation, or on Academic/Financial Aid Dismissal.

10. Compliance with SAP is reviewed every quarter for Certificate and Diploma programs that are less than 90 credits in length. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.
CERTIFICATE/DIPLOMA less than 90 credits

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Milestones (CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Quarter</td>
<td>&lt; 1.0 and/or 33.33%</td>
<td>Academic/Financial Aid Warning</td>
</tr>
<tr>
<td>End of Second Quarter</td>
<td>&lt; 1.5 and/or 50.00%</td>
<td>Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)</td>
</tr>
<tr>
<td>End of Third Quarter and every quarter thereafter</td>
<td>&lt; 2.0 and/or 66.67%</td>
<td>Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Warning)</td>
</tr>
<tr>
<td>At Any Time</td>
<td>Anything in excess of 150% MTF</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
</tbody>
</table>

Unless otherwise noted, Academic/Financial Aid Dismissals can be appealed. Please see the Appeal Process below.

Certificate/Diploma Programs that are 90 credits or greater in length and Degree Programs:
Certificate/Diploma programs that are 90 credits or greater in length and Degrees 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 1.25 and an ICR of 50.0%. 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 certificate or diploma 90 credits or greater or 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 enrolment 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 Certificate/Diploma programs that are 90 credits or greater in length as well as 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. Reentries: To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the Winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) and requirements). Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.

### DEGREE PROGRAMS 90 credits or greater and Degree Programs

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Both Milestones (CGPA and ICR) Must be Met</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Academic Year</td>
<td>• &lt; 1.00 and/or 33.33%</td>
<td>• Academic/Financial Aid Dismissal</td>
</tr>
<tr>
<td>• End of Second Academic Year</td>
<td>• &lt; 2.00 and/or 66.67%</td>
<td>• Academic/Financial Aid Dismissal</td>
</tr>
<tr>
<td>• End of Seventh Quarter and Thereafter</td>
<td>• &lt; 2.0 and/or 66.67%</td>
<td>• Academic/Financial Aid Warning (if 1st time)/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic/Financial Aid Dismissal (if on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic/Financial Aid Warning)</td>
</tr>
<tr>
<td>• At Any Time</td>
<td>• Anything in excess of 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.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirements at the 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)

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 the student's ability to avoid the circumstance. Any consideration of the conditions outside of the list provided should be discussed with the Art Institute Vice President of Academic Affairs for final approval. Student life issues and making the transition to college are not considered mitigating circumstances under this policy since students have at least two quarters to adjust to college life.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor’s opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student’s circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

If a student's appeal is successful, the student will be placed on Academic/Financial Aid Probation for one quarter (or two if eligible). Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must document and maintain as part of the appeals process a concrete plan for how a student will complete his remaining coursework by the next measurement point as well as how the student's progression will be monitored. The Academic Plan must detail specific time frames and student success measures and cannot be greater than one (1) quarter for certificate or diploma programs less than
90 credits in length but for certificate or diploma programs 90 credits or greater in length as well as degree programs may be up to two (2) quarters. The Academic Plan must be reviewed with the student to ensure that designated Academic Plan is being met and the student is on track to achieve the success measures within the approved timeframe. Failure to meet the established goals approved in the appeal 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 SAPP Prediction Calculation Form or other local documentation.

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.

A student denied an appeal must sit out one year before being eligible to apply for re-entry. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her to not meet the minimum standards of the Satisfactory Academic Progress must go through the same appeal process. The appeal procedure described in the preceding section applies.

If the appeal is granted, the re-entering student will be placed on Academic/Financial Aid Probation at the start of his or her quarter of return. The student must meet the standards of Satisfactory Academic Progress by the end of his or her first quarter if in a certificate or diploma program that is less than 90 credits in length and up to the second quarter if in a certificate or diploma program 90 credits or greater or a degree program (but only if there is a documented Academic Plan between the Institution and the student) to continue in the program. The student may be asked to retake courses previously failed in order to raise both the CPGA and ICR. If a student was initially denied a re-entry appeal and sat out for one year before attempting to re-enter, the student must submit a second appeal for consideration for re-entry. If the second re-entry appeal is denied, no additional appeals may be allowed and the student is permanently academically dismissed.

Upon the Appeals Committee decision, the student is notified by the Dean 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.

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' CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrolment agreement which must be filed in the student's academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in the Institution then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Incremental Completion Rate as credits attempted and credits earned.
Transfers from another Art Institute
A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another affiliated Art Institute must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer. An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

Please note that course credits and applicability of those credits at each Art Institute for a program can vary from location to location. Please carefully discuss any possible transfer with the Art Institute you wish to attend.

Grading System
At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total point basis):

The Metrics of SAP

Academic Grading System
The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.4</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.4</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0 *</td>
</tr>
</tbody>
</table>

*F does compute in GPA and CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

CR = Credit through examination
Credits Earned/TR grade. This does not affect CGPA. They do impact ICR and MTF.

I = Incomplete
Affects ICR/MTF/CGPA (Computes as an F)
This grade is assigned only when some portion of a course has not been completed for good and sufficient reason. Courses in which “IPA” grades are assigned must be completed no later than the end of the next regular term in which the student is enrolled or the grade will be recorded as “F” on the permanent record. This does not affect CGPA/ICR/MTF.

IPA = Incomplete Pass

S = Suspension
Affects ICR/MTF/CGPA (Computes as an F)
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>This grade is reserved for zero-credit courses only. Non-credit courses are not computed in the grade point average, ICR or MTF.</td>
</tr>
<tr>
<td>NP</td>
<td>Not passing/Fail</td>
<td>Does not affect ICR/CGPA. This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course.</td>
</tr>
<tr>
<td>P or PR</td>
<td>Proficiency Credit by Exam or Portfolio</td>
<td>This does not affect CGPA. They do impact ICR and MTF.</td>
</tr>
<tr>
<td>PA</td>
<td>Pass</td>
<td>This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.</td>
</tr>
<tr>
<td>SP or SA</td>
<td>Satisfactory/Pass</td>
<td>This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.</td>
</tr>
<tr>
<td>T</td>
<td>Termination from course</td>
<td>Affects ICR/MTF/CGPA (Computes as an F)</td>
</tr>
<tr>
<td>TR</td>
<td>External Transfer Credit</td>
<td>Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.</td>
</tr>
<tr>
<td>F</td>
<td>Earned F</td>
<td>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.</td>
</tr>
<tr>
<td>EF</td>
<td>Earned F</td>
<td>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.</td>
</tr>
<tr>
<td>UF</td>
<td>Unearned F</td>
<td>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.</td>
</tr>
</tbody>
</table>
grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.

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 hours.

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 hours.

Commonly used when waiving a Transitional courses and does not affect ICR/MTF/CGPA

Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter including mid quarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses
Grades earned in repeated courses will replace grades of ‘F’, ‘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.

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.

In this example:

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, 3.57. Rounding occurs after the 4 digit of a CGPA is calculated and if the fourth digit is 5 or over, it is rounded up. If the fourth digit is 4 or lower it is rounded down.

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute.

Incremental completion rate is determined as follows (transitional study credits do not count in this calculation):

\[
\frac{\text{(EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)}}{\text{(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)}}
\]

The 150% MTF Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.

The 150% MTF is determined as follows:

\[
\text{TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM} \times 1.5 = \text{TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.}
\]
STUDENT STATUS CHANGES AND SAP

Transfer Students
Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completion rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be \( 180 \times 1.5 = 270 \) credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as “TR” in the Student Information System and will not affect the student's CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education) as a campus that does not share the same leading six-digit OPE-ID number), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrolment) 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 are 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. Students who change programs will have all grades earned and attempted in the original program that apply to the new program count towards CGPA, ICR, and the MTF (150%) calculations as necessary.

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):

\[
\frac{(\text{EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED}) \text{ minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}{(\text{ATTEMPTED CREDITS in the New Program + TRANSFER CREDITS Accepted}) \text{ minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}
\]

The 150% MTF Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. The 150% MTF is determined as follows:

\[
\text{TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.}
\]

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 Provincial Grants, Veterans’ Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Service Office for details.

Retaking Coursework Policy for U.S. Students receiving Title IV Funds

Effective July 1, 2011, the Department of Education amended the full-time enrolment status definition for programs at term-based institutions. In a standard term-based program, students who retake previously completed coursework are considered eligible for additional Title IV assistance, even if the students will not receive credit for that coursework in addition to credits already received. To comply with this provision and to assist students with managing appropriate FSA loan balances, EDMC has implemented the following policy on retaking coursework for standard term and non-term based programs.

In a notification issued by NASFAA on October 4, 2012, the agency has received reaffirmation from the Department of Education (ED) that its guidance on retaking coursework provisions found at 668.2 of the General Provisions regulations apply only to undergraduate students. ED stated it will issue a Dear Colleague Letter for the purpose of stating the current policy in a more official manner.

Standard Term-based Undergraduate Programs

Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, some EDMC’s Educational Systems have limitations on how many times students can retake failed courses before they are dismissed from the institution. Please refer to the school’s SAP Policy.

For standard term-based programs, EDMC’s policy will allow financial aid to cover a single repetition of a previously successfully passed course subject to certain conditions. Students who earned credit(s) may receive Title IV funds for one retake of any previously passed course only if they meet one of the following conditions:

- Specific Provincial or Accreditation regulations require a student to retake a course which was previously successfully passed, as defined under State Course.
- Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination, as defined under Progress or Professional Requirements.
- For students who need a specific grade or G.P.A. to practice upon graduation or progress in a program, as defined under Progress or Professional Requirements.

The student must have completed the course for it to be considered a repetition under this policy. Because only one repetition of a previously passed course may be included in the a student’s enrolment status for purposes of Title IV aid, if the student failed the repeated course, the student is not eligible for an additional retake because the student is considered to have completed the course.

Non-term Based Undergraduate Programs

Student’s coursework is divided into payment periods based the credit hours and weeks of instructional time in the program or the academic year, whichever is less. A student must successfully complete the credit hours and instructional weeks in a payment period, or withdrawal, in order to advance to the next payment period and academic year. Students who fail or withdrawal from a course will not earn credits for the payment period and academic year. Students who successfully completed
a course (earned credits) and wish to repeat the course to earn a better grade or G.P.A., the course attempted and earned credits will not be included in the payment period and academic year credits requirement. Students may only use FSA funds to cover such repeated courses to the extent excess funds are available in the academic year.

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.

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.

**SPECIAL CIRCUMSTANCES**

In special cases where a student’s ability to pursue their education may be irrevocably damaged by this policy, the Dean of Academic Affairs may recommend an exception to the President. The President has the sole discretion to make such exceptions. No exceptions may be made for students receiving Title IV funds or Veterans Benefits.

**APPEAL PROCESS – CONSECUTIVE DAYS ABSENT (GROUND)**

Students who are administratively withdrawn from school for violating the consecutive days absence attendance policy may submit an appeal to the Dean of Academic Affairs for reinstatement into their course(s) in the active term based on mitigating circumstances. Students, who appeal, must do so in writing and must include documentation of mitigating circumstances.

Mitigating circumstances may include one of the following reasons: on the day of the recorded absence. The following is a comprehensive list of events that may indicate a mitigating circumstance:

1. Death of an immediate family member
2. Student illness requiring hospitalization (this includes mental health issues)
3. Illness of an immediate family member where the student is the primary caretaker
4. Illness of an immediate family member where the family member is the primary financial support
5. Abusive relationships
6. Divorce proceedings
7. Previously undocumented disability
8. Natural disaster
9. Family emergency
10. Financial hardship such as foreclosure or eviction
11. Documentation from a Professional Counselor
12. A doctor documented illness of the student for a significant period of time
13. Military deployment
14. Military Permanent Change of Station (PCS)
15. Special Circumstances

New students at on-ground campuses who attend the first week of a course and fail to attend the second week of classes will be cancelled for the term start.

Continuing students at on-ground campuses who do not attend any of their classes through close of business Wednesday of the second week of classes may be withdrawn from the Institute. They must contact the campus registrar to indicate their intent to return. Additionally, the cumulative week policy (above) will still apply to any classes not attended in week 1 and beyond.

Students who receive Veteran Affairs (VA) educational benefits must understand VA benefits, including tuition and fees, the monthly housing allowance, book stipend, and Yellow Ribbon benefits are based in whole or in part on the number of credit hours certified. The school is required to monitor and report enrolment status to the VA. Accordingly, any violation of the school attendance policy will result in the adjustment or termination of VA benefits. Adjustments in enrolment will likely affect payment of VA benefits, and reductions in enrolment may result in a debt to the VA for any education benefits already received. The school will report enrolment as follows:
- VA Students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.

- VA students who are administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.

- VA students who complete the term with all non-punitive “F” and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

*Reports will be available in SIS for this information; please see Course Attendance Process.

**Students in Mid quarter ground courses that meet for 5.5 weeks who miss two cumulative weeks will be withdrawn from the course and will receive a Withdrawal (W) grade before week 4 or Withdrawal/Fail (W/F) grade after week 4.

**There may be additional conditions placed on veterans for pursuing their education. VA students should see their VA Student Certification Officer (VASCO).

ATTENDANCE VERIFICATION
Students may verify their attendance at any time during the term by speaking with their instructor. In addition, they may go to the campus academic advisors. Students who need information regarding their attendance will need to request it in person. Any discrepancies should be discussed with the individual instructors.

QUALIFYING MILITARY SERVICE, DISASTERS, NATIONAL EMERGENCIES
To assist individuals who are performing qualifying military service and individuals who are affected by disaster, war or other military operation or national emergency, an attendance exception may be granted. A student is declared as military deployed upon receipt of official activation orders documentation by the school. Similarly, appropriate documentation for students residing in an area declared as a disaster area must be submitted to the school. The school’s registrar office will record the student’s actual last date of attendance and then provide an attendance exception. If the documentation shows that the student knew she/he was going to be deployed prior to the term or course start date and still decided to start, the school will not provide this military attendance exception. For these reasons, it is required that the school personnel request deployment paperwork/orders to verify deployment status or to document evidence of a disaster area declaration prior to applying the attendance exception. The school must record the student’s actual last date of attendance regardless of the exception granted.

ONLINE ATTENDANCE POLICY AND SUBSTANTIVE PARTICIPATION CRITERIA (PLUS & AIPOD)
Students taking online classes (including students taking PLUS courses) must submit at least one academically-related posting in the learning management system each full attendance week. For online classes beginning on a Monday, the full attendance week is defined as beginning on Monday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Sunday. For online classes beginning on Thursday, the full attendance week is defined as beginning on Thursday at 12:00 a.m. MST to 11:59 p.m. MST the following Wednesday.

1. For attendance purposes, an academically-related posting can include, but may not be limited to, posting a drop box submission, posting to a threaded discussion forum, and taking a test/quiz. If a third-party system such as MyLabs is required, usage of that system may also count for student attendance if also recorded within an approved learning management system. For attendance purposes, simply logging into an online class does not count toward attendance. It does not include orientation, reading the courses or programs syllabus or activity prior to the start date of the course.
2. Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

   a. Student submission of an academic assignment
   b. Student submission of an exam
   c. Documented student participation in an interactive tutorial or computer assisted instruction.
   d. A posting by the student showing the student's participation in an online study group that is assigned by the institution.
   e. Posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
   f. An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a faculty member about the subject studied in the course.

Online students are required to meet the first week's attendance in order to be confirmed as an active student. Failure to do this could negatively impact a student's financial aid.

During the last half week of a 5.5 week class, students taking online classes must submit at least one academically-related posting in the classroom on at least one day. For online classes that end on a Wednesday, the half week is defined as beginning on Monday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Wednesday. For online classes that end on a Saturday, the half week is defined as beginning on Thursday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Saturday.

Students who fail to meet the attendance requirements for a week will be given an absence for that attendance week. AiPOD students who fail to meet the attendance requirements for two consecutive attendance weeks (cumulative for PLUS students) during a course will be administratively withdrawn from the course. If the student is administratively withdrawn from all current courses, the student will be withdrawn from the institution.

If the student is administratively withdrawn due to attendance on or before the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a W grade for the course. If the student is administratively withdrawn due to attendance after the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a grade of WF for the course. The last date of attendance will be the last day where the student met the attendance requirements.

In the specific case where a student has a current course grade of F and fails to meet positive attendance in the last week of the course, the final course grade of F will be considered an unearned F as it pertains to Title IV financial aid purposes.

**ATTENDANCE POLICY FOR SHORT DURATION AND NON-ACADEMIC PROGRAMS**

Short duration and non-academic programs do not have employment outcomes, but are rather taken by students for purposes of personal development, enrichment, and/or pleasure. Course attendance is taken during the first class session for courses in short duration and non-academic programs. Students who enrol in these programs are confirmed as participants based on attendance during the first session of a course, completion of enrolment documents and/or the student's written confirmation of enrolment. Attendance is recorded for each session but does not impact student status or enrolment in the course. No grades or transcripts are issued for short duration and non-academic programs. Student financial aid is not available for these programs.

**Academic Appeals**

If a student is in disagreement on an academic/education matter and unable to resolve the issue first with their instructor and then with the Academic Chair, they may appeal to the Dean of Academic Affairs.
The Dean of Academic Affairs will not address the appeal unless the student has first attempted to address the issue with his instructor and if that was unsuccessful, the applicable Academic Chair. If, after exhausting these options the student remains dissatisfied, the student may submit his/her appeal in writing to the Dean of Academic Affairs within three business days of being informed of the action/decision of the Academic Chair or the relevant instructor. In making his/her appeal to the Dean of Academic Affairs, the student will follow these additional guidelines.

The student must provide a complete explanation of the basis for the appeal and must attach appropriate documentation, including witnesses which provide evidence, justification, or reason for the student's situation or actions. The Dean of Academic Affairs will review the matter and will make a determination and decision based on his/her review and judgment as to the merits of the appeal. Unless the matter is referred to the Appeal Panel by the Dean of Academic Affairs or President, The Dean of Academic Affairs Decision is final and without appeal.

Where the matter involves the academic dismissal or suspension of a student the Dean of Academic Affairs may choose, in his/her absolute discretion, to convene an Academic Appeal Panel to consider the student's appeal. The panel may request the appearance of the student, or witnesses, to clarify any statements or materials presented by the student. The panel will follow a similar composition and procedure as set out in the student conduct policy appeal procedure. The Dean may apply and modify these procedures as he/she deems appropriate to the circumstances and will provide the student a summary of the process before the appeal is heard. The Panel is responsible for reviewing all documentation presented by the student and available from The Art Institute of Vancouver faculty, staff, and records and then renders a final decision regarding the student's status. The decision reached by this panel is the final position of The Art Institute of Vancouver.

**Appeal of Grades Procedure**
Students who feel they have received an erroneous grade must appeal that grade to their instructor a maximum of five (5) business days after the start of the following quarter. Only final grades may be appealed. If the student and instructor do not reach a resolution, the student may appeal to the Academic Chair of their program. The Academic Chair, after consultation with the instructor and student, will make a determination. The student, if still unhappy with the decision, may appeal to the Dean of Academic Affairs, in writing, who will make a final determination and whose decision is final.

**Requirements for Graduation**
The Art Institute of Vancouver awards certificates, diplomas or degrees to successful graduates. In order to graduate and receive the applicable certificate, diploma or degree, students must fulfill all of the following requirements:

- Satisfactory completion of all the course requirements of the given program;
- Be in good standing with all offices at the time of graduation;
- Unless specifically indicated otherwise in the program syllabus, all Art Institute of Vancouver programs also require the student to submit a portfolio;
- Comply with attendance, SAP and student conduct policies;
- Unless specifically indicated otherwise in the program syllabus, participation in the Portfolio Show during the final quarter of study;
- Satisfy all financial obligations to The Art Institute of Vancouver;
- Earn at least 25% of the required credits at The Art Institute of Vancouver.

**Registrar’s Office**
The Registrar’s Office is responsible for the following services: maintenance of all permanent student records, issuance of grade reports and/or attendance reports, issuance of student transcript records, supervision of quarterly student registration activities, processing of student status changes.

Student academic records are kept in the Registrar’s Office. For additional protection electronic copies of students’ records are also kept off-site in a secure database located in Pittsburgh, PA. This database is, in turn, backed up on tape. Student records are confidential and protected by law.
Transcript Requests
The Registrar’s Office is responsible for issuance of student transcripts. The first transcript is issued to graduates at no additional charge. For all additional copies, there will be a $10 processing fee and please allow one week processing time. Document Retention Vendor Information: The Art Institute of Vancouver has engaged an approved student records retention vendor which maintains student records off-site in the event of catastrophe or long term retrieval. Students and graduates may contact: Datawitness Online Ltd., #113 – 10451 Shellbridge Way, Richmond, B.C., V6X 2W8, www.datawitness.com, 1.855.809.0453.

Contact Information and Name Changes
Any student whose name or contact information (including address, telephone and email) changes while attending The Art Institute of Vancouver must notify the Registrar’s Office. This will enable the school to keep students better informed of events, notices, and changes occurring at The Art Institute of Vancouver.

Class Scheduling
The Art Institute of Vancouver reserves the right to reschedule students or modify the sequencing of program courses at any time necessary to accommodate the curriculum, classroom and facility usage needs.

Section Changes to Schedule
During the first week of each quarter, students can request section changes to their schedules. Forms for section changes may be obtained from the Registrar’s office or at a location designated by the Registrar’s office. Students need to attend their regularly scheduled class until their request has been approved or they will be marked absent. Section changes are only be possible where enrolment and class distribution allows.

Changes in Programs and Courses
Courses are periodically reviewed for updating and relevance to changing industry, technology or facility needs. Reviews may result in changes in the curriculum, courses, titles, equipment, resource materials used or the sequencing / scheduling of courses. Changes are effective when made. Some courses within a program are necessarily taught in sequential order and others may be taught in a varied sequence.

For greater clarity, The Art Institute of Vancouver reserves the right to alter things like course titles, course curriculum content, or the sequencing of courses from time to time. Such changes are effective when made. The student is welcome to meet with his or her Academic Chair regarding any course change.

Program Cancellation or Delay
In the event The Art Institute of Vancouver determines a program or course does not achieve or maintain sufficient enrolment for the program or course to be or remain viable and productive, the program or course may be cancelled, the start may be delayed, students may be offered the opportunity to take a similar program or course as a substitute or permission to transfer to another program may be granted. In the event the program is cancelled, The Art Institute of Vancouver tuition refund policies will apply.

Program Completion Dates and Maximum Allowable Completion Timeframe
The program completion is based on a calculation of a student continuously enrolled as a full-time student to program completion. In the event the student interrupts their studies (i.e. taking a quarter off), the student must notify The Art Institute of Vancouver so the program completion date can be amended. The actual program completion may be impacted by interruptions or schedule changes. Completion date amendments shall not be deemed a breach of the enrolment agreement or any warrantee hereunder.

To be awarded the designated certificate, diploma, or degree of the academic program, the student must successfully complete all the program requirements within the maximum allowable timeframe which is 150% of the of the program length. The maximum allowable timeframe is calculated as a period of time during which the student attempts 1.5 times the number of credit hours required to complete the program.
**Program Types**
Continuing Education programs offered through the Centre for Professional Development (CPD) are generally short-duration training programs. These programs generally do not have occupational outcomes and may range from hobby courses to professional development. Students in these programs do not have access to The Art Institute of Vancouver Career Services as part of their program. Due to the nature and design of CPD programs, unless otherwise stated, CPD programs do not participate in the Student Tuition Protection Fund.

Certificate programs are non-CPD programming with employment training outcomes, and generally of a more limited scope than diploma programs. Certificate programs do have occupational outcomes, but do not have access to The Art Institute of Vancouver Career Services as part of their program.

Diploma programs are career-focused, applied academic programs that are generally more advanced than certificate programs. Students in diploma programs have access to The Art Institute of Vancouver Career Services as part of their program.

Degree programs are career-focused, applied academic programs with a significant portion of the curriculum devoted to general education courses. Students in degree programs have access to The Art Institute of Vancouver Career Services as part of their program.

**ARTICULATION AGREEMENTS**
The Art Institute of Vancouver participates in the British Columbia Council on Admissions and Transfer (BCCAT) system. A list of courses from other postsecondary institutions for which The Art Institute grants credit can be found at the BCCAT Transfer Guide website [bctransferguide.ca](http://bctransferguide.ca).

**Event Management, Diploma**
The Art Institute of Vancouver and the Canadian Tourism Human Resource Council (CTHRC) have analyzed and compared the Event Management diploma program to the Occupational Knowledge component of the TCP- Event Coordinator certification program and found the programs to be equivalent. As a result, the two organizations as well as go2 who is the provincial partner of the CTHRC and delivery agent of Emerit tourism training and certification in the province of British Columbia, have entered into an articulation agreement.

Current and future students that successfully complete the Event Management diploma program with an overall cumulative grade point average of 3.0 automatically qualify to receive credit towards the knowledge component of the Tourism Certified Professional - Event Coordinator certification and designation. Application fees apply.

**Professional Recording Arts (LIPA), Diploma**
The Liverpool Institute of Performing Arts (LIPA) and The Art Institute of Vancouver have entered into a block transfer agreement. Students who successfully complete The Art Institute of Vancouver’s Professional Recording Arts LIPA program are granted an interview for advanced standing at LIPA. In the event the student is selected by LIPA through the LIPA interview process, the student shall be granted admission to the LIPA, BA (Honours) Sound Technology Degree with advanced standing allowing them to proceed directly into the final year of that program. In addition to the block transfer of credits, Art Institute of Vancouver students may be required to complete two additional courses to complete the LIPA, BA (Honours) Sound Technology degree.
ACADEMIC HONESTY POLICY

PURPOSE
This policy establishes the standards of academic conduct expected of students and describes the procedures that The Art Institute of Vancouver will follow when a person is alleged to have breached these standards, as well as, identifies possible penalties.

ACADEMIC HONESTY POLICY

The mission of The Art Institute of Vancouver is, in part, to support the development of students’ creativity, skills, and knowledge and to enable students to pursue careers in their fields of practice. We are dedicated to the pursuit of academic excellence and committed to creating an environment that promotes ethics, integrity, honesty and professionalism in the activities that students will carry into their chosen workplace. It is The Art Institute of Vancouver’s aim to inculcate a culture of honesty and professionalism while students pursue the training needed to meet their career needs.

Students enrolled at The Institute have the responsibility to pursue all educational activities in an ethical manner and in accordance with The Art Institute of Vancouver’s policy. Actions that are dishonest, such as cheating, submitting work that is not the work of the student, and plagiarism are matters, not only of academic dishonesty or misconduct, but of inherent dishonesty and are considered serious offences. The Art Institute of Vancouver will investigate all allegations of academic misconduct, and will issue penalties where necessary and appropriate.

DEFINITION OF ACADEMIC DISHONESTY

The Art Institute of Vancouver defines an act of academic dishonesty as any attempt to take the work of someone else and submit it, in part or in whole, as one’s own or to enable another student to commit an act of academic misconduct. This includes the unattributed use of material from any source – including but not limited to written material, in whatever form, i.e. books, periodicals or electronic files, as well as, and image, design, (visual, aural, tactile or conceptual from whatever source including the internet. All quotations, paraphrases, adaptations of others’ work, in whatever form, must be properly cited and documented. Any student who uses images, texts, or other media without proper attribution will be subject to penalties.

INVESTIGATIONS AND DETERMINATIONS OVERVIEW

All investigations and decisions, as well as, the implementation of penalties will conform to generally accepted principles of procedural fairness. All students alleged to have engaged in a matter of academic dishonesty must be provided with an opportunity to respond to allegations made against them. Investigators will make a reasonable effort to ensure that students in this situation are aware of this opportunity. If a student elects not to participate in the investigation, or respond to the allegations, the investigator may proceed with the investigation, make determinations and implement penalties.

RECORDS

A record of all academic honesty offenses will be kept in the offices of the Dean of Academic Affairs and the Director of Student Affairs.

KEY TERMS

Cheating: An act of dishonesty, deceit, distortion of the truth, or improper use of another person’s effort to obtain an advantage.

Honesty: The general quality or fact of being honorable in principles, intentions, and actions in one’s dealings and interactions. Furthermore honesty is being upright, fair, truthful, sincere, frank and free from deceit or fraud in one’s dealings and interactions.
Plagiarism: An act of dishonesty. The unauthorized use or close imitation of the language or visual media, and thoughts of another author and the representation of them as one's own original work, as by not crediting the author. For plagiarism to occur, intent is not necessary; plagiarism can be either intentional or unintentional. In either case, it is unacceptable.

Academic Misconduct: any act of Academic Dishonesty.

RELATED TERMS
Examination: includes any test used by the Institute for assessment purposes, whether administered by the Institute or by its agents, on or off campus.

Self-plagiarism: the submission of work which is the same or substantially the same as work for which the student has already received academic credit unless approved by the instructor.

Academic Dishonesty includes, but is not limited to:
1. Plagiarism or self-plagiarism;
2. Copying a student’s examination or permitting a student to copy your examination;
3. Altering examination answers;
4. Using unauthorized information, books, notes, diagrams or other aids during an examination; Obtaining or using unauthorized material, such as a copy of an examination before it is given;
5. Communicating with any person during an examination, other than the examination invigilator or faculty;
6. Fabricating information, such as data sources for a market research report;
7. Violating procedures established to protect the integrity of an assignment, test or other evaluation;
8. Working with another person or persons on an assignment without the faculty member’s consent or allowing anyone to use your work without attribution.
9. Submitting an assignment or paper written by someone other than the student submitting that assignment, regardless of the assignment being freely given or purchased;
10. Submitting an examination or assignment as one’s own where it was completed in part or whole by another person;
11. Using a paper writing “service” or having another person write one’s paper;
12. Borrowing all or part of another student’s paper or using someone else’s outline to write one’s own paper;
13. Submitting work that another individual, including a tutor, has edited or partially written, without prior permission from the instructor;
14. Helping another person cheat;
15. Enabling another student to commit academic misconduct;
16. Using sources of information without identifying them;
17. Directly quoting the words of others without using quotation marks, indented format, or an appropriate citation style to identify the author;
18. Paraphrasing materials or ideas of others without identifying the sources;
19. In computer programming classes, using computer code from another person and presenting it as one’s own

GENERAL PROCEDURES
When a person is alleged to have cheated or plagiarized, the instructor will immediately notify their Academic Department Director. The Academic Department Director will record the incident for future reference. If the subsequent investigation determines that the student is not guilty of an offence under this policy, the Academic Department Director will remove records concerning the allegation. If the subsequent investigation determines that the student is guilty of an offence under this policy, the Academic Department Director will notify the Dean of Academic Affairs, as well as, the Director of Student Affairs of the offense. The Academic Department Director will provide the Deans with an Incident Report of Plagiarism describing the full details of the offense, supporting documentation, as well as, a penalty recommendation. The Dean of Academic Affairs and the Director of
Student Affairs will review these items and keep these on file. If the recommended penalty is deemed appropriate to the offense, the Director of Student Affairs will issue a disciplinary letter to a student who is determined to be guilty of plagiarism or cheating. If there is a conflict of interest or similar circumstance, the Dean of Academic Affairs may assign an investigation to another staff member or committee. Before assigning a grade to an assignment or examination on which a student is alleged to have committed an act of academic dishonesty, the instructor may require the student to take, without prior notice, an oral or written examination on the content of the assignment or examination, or to submit further course work.

**CHEATING, PLAGIARISM or ACADEMIC MISCONDUCT WITHIN A COURSE – FIRST OFFENSE**

**Investigation and Decision**

a. The instructor will contact their Academic Department Director or the Dean of Academic Affairs to determine if there is a record of any previous offences by the student.

b. If a student is alleged to have committed the offence has no record of academic dishonesty, the instructor will support the Academic Department Director’s investigation, to determine facts, and in consultation with instructor the Academic Department Director will normally determine the penalty, if any.

c. Before making a recommendation regarding a penalty, the Academic Department Director will offer the student a reasonable opportunity to respond to the allegation and possible penalties.

**Penalties Available – First Offense**

Upon determining the facts, and confirming the allegations, the Academic Department Director may (in consultation with the instructor) recommend one or more of the following penalties:

a. Warning or reprimand

b. Failed or reduced grade on an assignment or examination

c. A new assignment or additional course work

Following the investigation of the offense, the Academic Department Director will notify the Dean of Academic Affairs and the Director of Student Affairs regarding the conclusion of the offense investigation and will provide a penalty recommendation. If the penalty is deemed appropriate to the offense, The Director of Student Affairs will issue an appropriate disciplinary letter, and will document the offense in the student file.

**CHEATING, PLAGIARISM or ACADEMIC MISCONDUCT WITHIN A COURSE – REPEATED OFFENCE OR SERIOUS FIRST OFFENSE**

**Investigation and Decision**

a. An investigation should begin with the Instructor upon determining there is cause or probable cause for an investigation of cheating, plagiarism or Academic Misconduct.

b. The instructor shall complete the Incident Report of Plagiarism, Cheating, and/or Academic Misconduct.

c. If resolved, a copy of the completed form shall be forwarded to the Dean of Academic Affairs and to the Director of Student Affairs, if not continue to step d.

d. The Coordinator or Academic Chair shall determine if a student who is alleged to have committed the offence, also has a previous record of dishonesty, or the Academic Department Director believes that the instance under investigation is serious enough to warrant a penalty more severe than those provided for in the “first offense” section, then the Academic Department Director may recommend a more serious penalty.

e. Before making a penalty recommendation, the Academic Department Director will offer the respondent a reasonable opportunity to make a written submission in response to the finding of fact.
f. The instructor’s role is to support the investigation to determine the facts, as well as, collaborate in the determination of a penalty recommendation. This recommendation will be made by the Academic Department Director to the Dean of Academic Affairs and the Director of Student Affairs.

g. The Academic Department Director will then make a penalty recommendation based on consultation with instructor and the submission of the student (if any).

h. If the appropriate Academic Department Director is not available, the decision may be made by an alternate Academic Department Director, the Associate Dean or Dean of Academic Affairs.

**Penalties Available – Repeat or Serious Offense**

Upon determining the facts, and confirming the allegations, the Academic Department Director may recommend one or more of the following penalties:

- a. Warning or reprimand.
- b. Failed or reduced grade on an assignment or examination.
- c. A new assignment or additional course work.
- d. Failed or reduced grade for a course.

Following the investigation of the offense, the Academic Department Director will notify the Dean of Academic Affairs and the Director of Student Affairs regarding the conclusion of the offense investigation and will provide a penalty recommendation. If the penalty is deemed appropriate to the offense, the Director of Student Affairs will issue an appropriate disciplinary letter, and will document the offense in the student file.

**SUSPENSION OR EXPULSION**

If the Academic Department Director determines that the matter under investigation is serious enough to warrant a penalty more severe than those provided for in the “first, or repeat or serious offense” categories, the Academic Department Director may recommend that the student be suspended or expelled. Authority to suspend or expel a student for reasons of academic misconduct, as outlined in this policy, rests solely with the President.

A recommendation from an Academic Department Director that a student be suspended or expelled must be reviewed and endorsed by the Dean of Academic Affairs and the Director of Student Affairs before being forwarded to the President.

The review and endorsement by the Dean of Academic Affairs and the Director of Student Affairs will ensure that:

- a. Procedures set out in this policy have been followed.
- b. The proposed penalty is appropriate for the offence.
- c. The respondent has been informed of the finding of fact, and the penalty that is being recommended.
- d. The respondent has had a reasonable opportunity to submit a written response to the penalty recommendation.

**APPEAL OF PENALTY**

A student may appeal a penalty imposed under this policy. Findings of fact are not subject to appeal. The student must submit a written appeal to the Dean’s Office within two (2) business days of the issuance of a decision to impose a penalty. The written appeal must include relevant documentation in support of the case being made by the student. The written appeal must specify the grounds upon which the appeal is based, and explain how each ground applies to the case in question.
Permissible grounds for appeal are limited to:

- a. Given the finding of fact, there is no violation of the policy.
- b. The penalty imposed is too severe in light of the nature of the offence.
- c. The policy has not been followed.
- d. There is a conflict of interest.

The Dean of Academic Affairs and/or the Director of Student Affairs will review the written appeal to determine if it is based on permissible grounds. If the Dean determines that no grounds exist, the appeal will be dismissed. The Dean's decision on this matter is final and not subject to further appeal. The Dean must provide the respondent with written reasons for a decision to dismiss an appeal based on lack of grounds. The Dean of Academic Affairs will normally make decisions based upon written submissions.

These submissions will normally include:

- a. The written appeal of the student (including any documentation submitted by the student)
- b. A written submission from the instructor and/or Academic Department Director in response to the student's appeal (including any documentation submitted by the instructor or Academic Department Director), if any.
- c. The student's response to the submission from the instructor and/or Academic Department Director, if any.
- d. Written submissions from any other party that the Dean deems appropriate.

The Dean may upon discretion, conduct oral meetings if it is deemed necessary and appropriate to do so. The Dean will not review determinations of fact. Consequently, the possible outcomes are limited to:

- a. Uphold the original penalty.
- b. Substitute a lesser penalty or no penalty at all.
- c. Substitute a greater penalty.
- d. Refer the matter back for further investigation, or order a new investigation. The decision of the Academic Conduct Appeal Panel is final and not subject to further appeal.

Upon receiving a recommendation that a student be suspended or expelled, along with the review and endorsement of a Dean of Academic Affairs and the Director of Student Affairs, the President may accept the recommendation or substitute a lesser or greater penalty.

INTELLECTUAL PROPERTY POLICY

Introduction

As a creative community of teachers, artists and scholars, The Art Institute of Vancouver 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 Vancouver itself, which supports this creative and scholarly work.

I. Purpose and Scope

This document expresses The Art Institute of Vancouver's policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of The Art Institute of Vancouver – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with The Art Institute of Vancouver, and this Policy governs in all circumstances, unless The Art Institute of Vancouver 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 Vancouver and
any party, the terms of that separate written agreement will govern. This Policy is not intended to limit “fair dealing” as defined under the Canadian Copyright Act, R.S.C. 1985, c. C-42.

II. Terminology

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 (Copyright Act, R.S.C. 1985, c. C-42) for an original work of authorship fixed in any tangible form of expression. To constitute original work, the work must be the product of an exercise of skill and judgment of an author. Copyright provides the owner with the sole right to produce or reproduce the work or any substantial part thereof in any material form whatever, to perform the work or any substantial part thereof in public or, if the work is unpublished, to publish the work or any substantial part thereof, and includes the sole right to adapt, produce, reproduce, perform or publish any translation of the work. The exclusive rights possessed by a copyright owner are: (a) First Public Distribution (right to first distribute unpublished work); (b) Reproduction (covers copying into any dimension, size or medium; (c) Subsidiary Rights (right to abridgments, digests, condensations, translations, novelizations, dramatizations cinematicographic adaptations, film and audio and video recordings); (d) Public Performance (any acoustic or visual representation of a work); (e) Telecommunicate to the Public (transmission by wire, radio, visual, optical or other electromagnetic system); (f) Public Exhibition of Artistic Work other than for sale or hire; (g) Rental (computer programs, musical works); (g) Authorization (authorize or consent to any of the rights granted under the Copyright Act); and (h) Assign (the copyright, either wholly or partially, either generally or subject to limitations, and either for the whole terms of the copyright or for any part thereof, and license any interest in the copyright). The Copyright Act also grants “moral rights” to an author in respect of their work. Moral rights mean the author’s right to attribution, integrity and association with the work.

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) trade-marks, 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; (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction; (vii) Derivative Works which shall mean works based upon one or more pre-existing works, such as a translation, musical arrangement, dramatization, fictionalization, motion picture version, sound recording, art reproduction, abridgment, condensation, or any other form in which a work may be recast, transformed, or adapted. A work consisting of editorial revisions, annotations, elaborations, or other modifications which, as a whole, represent an original work of authorship, shall be a Derivative Work.

F. Patent - A Canadian patent is a grant which gives the owner of the patent the right to exclude all others from making, constructing, using, or selling the claimed invention in Canada for a set period of time under the Canadian Patent Act, R.S.C. 1985, c. P-4. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on Canadian 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. Trade-mark and Service Mark - A trade-mark 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), (v), (vi) and (vii) of the definition of Intellectual Property in paragraph E.

L. Work Made for Hire - A “Work Made for Hire” is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.
M. Consistent with the Copyright Act, 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. The Rights of the Creator of Intellectual Property

A. Faculty, Staff and Student Works


Subject to the exceptions noted in this Policy, as a general rule, The Art Institute of Vancouver 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. (b) The Intellectual Property is developed as a Commissioned Work.

c. (c) The Intellectual Property is developed using Substantial Institutional Resources.

d. (d) The Intellectual Property is developed by the creator within the scope of his or her employment with The Art Institute of Vancouver and constitutes a Work Made for Hire.

e. (e) The Intellectual Property is developed by a creator who is assigned, directed or funded by The Art Institute of Vancouver to create the Intellectual Property.

f. (f) The Intellectual Property is developed under a grant, program or agreement which provides The Art Institute of Vancouver 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 Vancouver (or by The Art Institute of Vancouver and any other party as specified in any written grant, program or agreement). The authors of the Work shall agree and do hereby agree to waive all their moral rights to the Work.

The creator of any Intellectual Property that is or might be owned by The Art Institute of Vancouver under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by The Art Institute of Vancouver’s President, and to execute any document deemed necessary by The Art Institute of Vancouver to perfect legal rights in The Art Institute of Vancouver and enable The Art Institute of Vancouver 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 Vancouver. 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 Vancouver.

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 Vancouver as Works Made for Hire or otherwise.

c. If any Intellectual Property to be owned by The Art Institute of Vancouver under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, all rights, interests and ownership to the Intellectual Property shall be vested with The Art Institute of Vancouver, unless the parties agree otherwise in a written agreement.

d. Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of The Art Institute of Vancouver 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 Vancouver.

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 Vancouver 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 Vancouver 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 Vancouver 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 Vancouver 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 Vancouver to a perpetual, worldwide license (exclusive or non-exclusive, as The Art Institute of Vancouver deems necessary), to adapt, modify, copy, reproduce, display, distribute, publish, translate and otherwise use the copyrighted materials in any medium, 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 Vancouver will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or The Art Institute of Vancouver 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 Vancouver 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. The independent contractor shall agree and does hereby agree to waive all their moral rights to the Work.

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 Vancouver 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 Vancouver. Where practicable, The Art Institute of Vancouver will use best efforts to cite the creator of the Work if The Art Institute of Vancouver exercises such usage rights.

V. Institution’s Marks

Intellectual Property comprised of or associated with The Art Institute of Vancouver’s Trade-marks 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 Vancouver and/or its affiliates. This Policy is designed to protect the reputation of The Art Institute of Vancouver and its affiliates, and to prevent the illegal or unapproved use of The Art Institute of Vancouver’s Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of The Art Institute of Vancouver. However, faculty, staff, and Students may identify their status or professional affiliation with The Art Institute of Vancouver as appropriate, but any use of The Art Institute of Vancouver’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 Vancouver. No products or services may be marked, offered, sold, promoted or distributed with or under The Art Institute of Vancouver’s Marks without The Art Institute of Vancouver’s prior written permission and compliance with the licensing policies of The Art Institute of Vancouver. 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 Vancouver’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 Vancouver, 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 Vancouver 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 Vancouver 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 Vancouver agrees, however, that it will endeavour 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 Vancouver and will remain in effect until modified or revoked by The Art Institute of Vancouver. 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 Vancouver changes or terminates.

X. Governing Law
This Policy shall be governed by and interpreted under applicable laws of Canada pertaining to intellectual property and applicable provincial law, without regard to choice of law provisions.
STUDENT AFFAIRS

Student Affairs coordinates events and activities that are designed to enrich your experience at the school. The department also serves as a liaison to various departments so don’t hesitate to contact us if you have any questions or suggestions.

Orientation

Students are required to attend Orientation prior to beginning their programs at The Art Institute of Vancouver.

Orientation is designed to help new students with the transition to college. It is designed to introduce students to the broad educational opportunities of the college and integrates new students into life at The Art Institute of Vancouver.

Student Volunteers and Clubs

The Art Institute of Vancouver encourages students to get involved by contributing to the development of the school culture. There are a number of clubs to join and opportunities to suggest ideas for new clubs or become a club leader. For more details visit MyAiCampus.com.

The Art Institute of Vancouver Student Association

The Art Institute of Vancouver encourages and supports student leadership through the Student Association (SA). The purpose of the SA is:

- To provide a forum to discuss student issues
- To facilitate the exchange of ideas and information among students
- To act as a liaison between students, faculty and administration
- To support school clubs and work collaboratively with these organizations
- To provide leadership opportunities for students within the school
- To promote school spirit among the student body and create a sense of connectedness with the school that will result in student success

If you are interested in joining the Student Association, please visit the Student Affairs office. New members are welcome.

Wellness Services

The Student Affairs Department provides assistance for the student population through:

- Workshops and events around campus on a variety of topics such as, but not limited to, stress management, alcohol and drug awareness, depression, and anxiety and addiction
- Resources for services in the local area
- Crisis management
- Referrals to short-term counseling by the Student Assistance Program for students in need of emotional support or guidance

Community Resources

Resources and/or referrals for stress management, anxiety and depression, finding a doctor, fitness facilities, food banks, mental health, health clinics, disability resources, and much more.
All One Health Student Assistance Program
This service is available at no charge to students and provides benefits such as:

- 4 sessions of short-term counseling per issue
- Confidential Services
- 24/7 access to telephone consultations
- Budget and debt consultations
- New Parents’ Partner telephone consultations
- Support during difficult times

Contact the Student Assistance Program, and “Talk One2One” at: 888.617.3362, 24 hours a day, 7 days a week.

Student Employment Assistance
The Student Affairs Department can assist you with your career-related needs during school. If you would like to seek a part-time job, or would like to discuss how you can get a head start on your career while you are still in school, make an appointment with the Student Employment Advisor. The advisor can also provide job leads, information on how to create an effective resume and cover letter, and job search and interview strategies.

Non-Discrimination Policy
The Art Institute of Vancouver does not discriminate or harass on the basis of race, colour, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by provincial, local or federal law, in our programs and activities. The Art Institute of Vancouver provides reasonable accommodations to qualified individuals with disabilities. The Art Institute of Vancouver will not retaliate against persons bringing forward allegations of harassment or discrimination. The following person has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the Non-Discrimination Policy: Dean of Student Affairs, 2665 Renfrew Street, Vancouver, BC V5M 0A7; (866)717-8080.

Disability Services Statement
The Art Institutes provide accommodations to qualified students with disabilities. The Office of Disability Support Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institutes.

Students who seek reasonable accommodations should notify the Office of Disability Support Services at 1-855-855-0567 or via email at _TheCenterDSS@edmc.edu 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@edmc.edu. Complaints will be handled in accordance with the school’s Internal Grievance Procedure for Complaints of Discrimination and Harassment.

School-Sponsored Housing
School-Sponsored Housing is often a perfect compromise between students and parents as it provides an environment that is a step between living at home and living on your own. Many of the lasting connections and memories you’ll make at school will happen outside of the classroom. School-Sponsored Housing gives you the opportunity to connect with your classmates on a daily basis.
The Art Institute of Vancouver contracts with a local apartment complex located in Vancouver to provide housing to students who wish to live in an environment with fellow Art Institute of Vancouver students. Some of the benefits include:

- Opportunities to meet and network with other Art Institute of Vancouver students
- Located approximately 25 minutes by public transportation from campus
- Costs can be included in the student financial plan
- Staff supervised environment with social and educational programs and events
- Whether you are a student moving away from home for the first time or you’re just trying to find a new apartment outside of School-Sponsored Housing, the Assistant Director of Residential Life and housing staff at The Art Institute of Vancouver want to make sure that you have comfortable and convenient housing options.

We’re here to help you assess your needs and provide resources to get you started on the process of finding an appropriate place to live, whether in School-Sponsored Housing or a place independent of The Art Institute of Vancouver. For more information, please contact the Resident Life Coordinator.

**Homestay Services**

International students or other students interested in living with a Canadian family may contact Student Affairs for homestay referral. Living with a Canadian family provides a great opportunity to further experience Canadian culture. Where practicable, The Art Institute of Vancouver may work with homestay providers in the Greater Vancouver area for placement. Students will work directly with the homestay provider on securing an accommodation. Students complete an application and pay a fee to be matched with a family that has been carefully interviewed by the homestay provider. Students are responsible for coordinating all payments and fees for services with the homestay provider. The Art Institute of Vancouver does not endorse or screen any family or placement secured through a homestay provider.

**International Student Advisor.**

The Art Institute of Vancouver is proud to host students from around the world who have chosen to study here. If you are from another country, you are likely to have concerns about making a successful transition into a new culture. Many of your questions can be answered by the Student Services Department, which is available to help ensure a successful experience at The Art Institute of Vancouver by assisting with immigration procedures, housing, medical insurance, and campus resources.

International students will find opportunities to take part in social activities with other international students and Canadian students as well. International students will find many opportunities to learn about Canadian culture and Canadian students have much to gain by getting to know international students and the cultures they bring with them.
STUDENT SERVICES

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 quality in foodservice and bookstore supplies.
5. Serve as the advising point of contact for military and veteran students.

Career Services
As you near the completion of your program of study, you will have the opportunity to meet individually with a Career Services Advisor to review career goals, job-search strategies, interview techniques, and résumé development.

The Student Services Department coordinates the quarterly Portfolio Show and career focused activities. These events bring together prospective employers and soon-to-be graduates. Graduate employment information is available on the College website.

Alumni Services
The Student Services Department offers a variety of online services and resources to Art Institute graduates. The self-directed alumni website (www.alumni.artinstitutes.edu) is available to graduates and to students in their last quarter.

The website exists to support the creative endeavours 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 or email AiAlumniSupport@aii.edu
LIBRARY SERVICES

The library is an important part of students' success at The Art Institute of Vancouver, providing resources and services to support research, inspire creativity, and develop skills for life-long learning.

Services
The librarian is able to assist students in many aspects of the research process; from refining research topics and finding information sources to proofreading citations. In addition to research help, the librarian provides one-on-one and in-class instruction on research and citation skills, as well as, how to use library resources. For library assistance, come to the library, call 778-373-8919 or send an email to aivlibrary@aii.edu. There is additional research assistance available to students over the phone at 1-855-884-2411 or by email at aivlibrary@aii.edu through our Ask Today program.

Resources
The library collection consists of print and electronic books, print and electronic magazines, videos, videogames, training tutorials, stock footage and images, music and sound effects. To access the library's ever-expanding online resource offerings, search the library catalogue, or access subject guides, go to the Online Library in the student portal (myaicampus.com).

Facilities
The library provides students study areas to work quietly on their own and group study rooms to work less quietly together. Group study rooms can be used as needed depending on availability or reserved in advance. Macintosh and Windows computer workstations, as well as, wireless internet are available to those who want to access online library resources or work on assignments. With the addition of a colour printer/copier and two flatbed scanners, the library is well equipped to help students get creative work done.

General Policy & Library Information
A student ID with an up-to-date security sticker is all that is required to borrow from the library. The loan periods are as follows:

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Loan Period</th>
<th>Item Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>2 weeks</td>
<td>5 items</td>
</tr>
<tr>
<td>CDs, DVDs, Games &amp; Magazines</td>
<td>1 week</td>
<td>2 items</td>
</tr>
<tr>
<td>Course Reserves</td>
<td>5 hours</td>
<td>2 items</td>
</tr>
</tbody>
</table>

The hours of operations are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 AM to 9:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 AM to 7:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:00 AM to 5:00 PM</td>
</tr>
<tr>
<td>Sunday and Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

To contact the library, phone 778-373-8919 or send an email to aivlibrary@aii.edu.
STUDENT INFORMATION

Student Input
The Art Institute of Vancouver welcomes suggestions from our student body on ideas that might assist in carrying out the educational mission of the school. There are a number of ways for students to share their ideas:

• Schedule an appointment with your Academic Chair and share your idea in person;
• Email your suggestion to the Student Affairs Department or consult the Campus Guide for your local Student Affairs Office contact information;
• Where applicable, fill in a Suggestion Form and drop it in the Suggestion Box. See the Campus Guide for location of Suggestion Box;
• Where applicable, send your suggestion or concern to your Student Representative (see Campus Guide for more details).

While not every suggestion may be feasible, The Art Institute of Vancouver regularly evaluates student suggestions and implements those that are in the best interest of all constituencies of The Art Institute of Vancouver.

Privacy Legislations
The Art Institute of Vancouver respects the confidentiality of all student records and complies with the British Columbia Protection of Privacy Act and relevant Ministry of Advanced Education and Ministry of Advanced Education Directives on Record Keeping and Privacy.

Procedure to Inspect Educational Records
The Art Institute of Vancouver generally will not permit disclosure of personally identifiable information to third parties from the records of a student without prior written consent of the student and consistent with the British Columbia “Personal Information Protection Act”. Student records may also be reviewed on a confidential basis by accreditation, Student Assistance or authorized government officials as part of compliance or operational requirements.

Students who wish to inspect and review their education records should submit a written request to the Registrar. The request should identify as precisely as possible the records s/he wishes to inspect. If the requested records are subject to inspection and review by the student, the Registrar will make the needed arrangements for access within a reasonable period of time but in no case more than forty-five (45) days after the request was made, and will notify the student 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.

When a record contains personally identifiable information about more than one student, the student may inspect and review only those records which relate to him/her personally.

Where Student Records are Located
A list of the types and locations of records maintained by The Art Institute of Vancouver and the title of officials responsible for those records is as follows:

- Admissions Records: Admissions Department prior to matriculation / Registrar’s Office post-matriculation
- Attendance & Academic Records: Registrar’s Office
- Financial Aid Records: Financial Services
- Billing & Payment Records: Financial Services
- Career Services Records: Office of Career Services

The Art Institute of Vancouver abides by the B.C. “Personal Information Protection Act” and regulations with respect to student information, confidentiality and retention of student records.
Your name and personal identification information, the name of your program and the tuition paid may be forwarded to the Ministry of Advanced Education for the purposes of administering the Student Tuition Protection Fund. This information has to be collected by the Ministry under section 26 of the Freedom of Information and Protection of Privacy Act.

The Art Institute of Vancouver may be obliged to disclose student information and provide notice/confirmation to funding and sponsorship agencies of students receiving student assistance. This information may include, but is not limited to, the student's continued enrolment, withdrawal, attendance and/or graduation from the program for which he/she was granted student assistance. The Art Institute of Vancouver may also use student information for the purposes of employment assistance tracking; student satisfaction and follow-up research or recovery of debt the student may owe The Art Institute of Vancouver.

Use of Information Submitted by Student
All information, ideas, or documents disclosed or submitted by the student as part of his/her education program at The Art Institute of Vancouver are disclosed or submitted upon the understanding that the only obligation that the recipient has with respect to such information, ideas or documents and any use of the same, is limited solely to claims for infringement of valid patents or failure to comply with copyright laws.

Students' Rights & Responsibilities
Students have the right to:

- Know what financial assistance is available, including information on federal, provincial, and institutional financial aid programs;
- Know the deadlines for submitting applications for each of the financial aid programs available;
- Know the cost of attending The Art Institute of Vancouver and the school's Refund Policy;
- Know the criteria used by The Art Institute of Vancouver to select financial aid recipients;
- Know how The Art Institute of Vancouver determines a student's financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget;
- Know what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- Know how much of your financial need, as determined by The Art Institute of Vancouver, has been met and may request from the Financial Services Department an explanation of the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you;
- Know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the pay-back procedures, the length of time you have to repay the loan, and when repayment is to begin;
- Know how the school determines whether you are making satisfactory academic progress, and what happens if you are not.

Student responsibilities are to:

- Review and consider all information about The Art Institute of Vancouver program before you enroll;
- Complete all application forms accurately and submit them on time and to the appropriate office;
- Accurately complete your application for student financial aid. Errors can result in long delays in your receipt of financial aid;
- Return all additional documentation, verification, corrections, and/or new information requested by either Financial Services or the agency to which you submitted your application;
- Read and understand all forms that you are asked to sign and keep copies of them;
• Accept responsibility for all agreements you sign;
• If you have a loan, notify the lender of changes in your name, address or school status;
• Know and comply with the deadlines for application or reapplication for aid;
• Know and comply with The Art Institute of Vancouver’s refund procedures;
• Know the policies and procedures as outlined in your Student Handbook.

Student Conduct and Intellectual Property
The Art Institute of Vancouver is a professional learning environment and expects students to act accordingly. Students are bound by The Art Institute of Vancouver rules of conduct with respect to intellectual property which require that all students:

• Act in a mature, professional, responsible and business-like manner;
• Not copy any software that is in use, or developed during the program of study at The Art Institute of Vancouver. The student agrees that any unauthorized use by him/her of such software infringes Canadian, U.S. and international patent laws, copyright laws, and laws of industrial property rights of third parties. The student further agrees to indemnify The Art Institute of Vancouver for any suit brought against The Art Institute of Vancouver based on a claim that such unauthorized use infringes such aforementioned laws, even where based upon use in combination with other software. The student further agrees to maintain complete confidentiality with respect to information about The Art Institute of Vancouver business, which the student may acquire during his/her program of study, and in particular, but not so as to limit generality of the foregoing, with respect to the use of courseware, learning methodologies and intellectual property.
• Under certain circumstances a student may be able to claim some intellectual property rights to original intellectual property that s/he creates in the course of attending his/her program/course. However, The Art Institute of Vancouver shall be permitted to use the student’s projects and related work for the purpose of advertising, exhibition and promotion of The Art Institute of Vancouver, with the student’s permission, and do so without cost or obligation to the student.

Student Conduct Policies and Procedures
Nothing in this Calendar or The Art Institute of Vancouver policies prevents The Art Institute of Vancouver from immediately dismissing or suspending a student where, in the judgment of The Art Institute of Vancouver, there is valid safety or academic reason for doing so or where a student is disrupting the educational environment of others.

The Art Institute of Vancouver community is composed of individuals with varied interests and diverse opinions. A student, by voluntarily joining The Art Institute of Vancouver community, assumes responsibility for abiding by the standards that have been instituted pursuant to our mission, processes, functions, goals, and as expressed in this Academic Calendar. To function properly, members must exhibit a respect for the individual and collective rights of all those within the community. Students who violate these principles or the rights of others are subject to disciplinary action based on the Student Conduct Policy. Disciplinary actions can range from a warning to suspension or termination from The Art Institute of Vancouver.
STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES.
The Art Institute of Vancouver 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 Art Institute of Vancouver provides guidance to students regarding those standards of student conduct and behaviour 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 Art Institute of Vancouver.

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 College Housing. At the discretion of the Chief Conduct Officer (Dean of Student Affairs, Director of Student Affairs, Dean of Academic Affairs or a delegate as appointed by the President of The Art Institute of Vancouver), 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 Art Institute of Vancouver may sanction other conduct not specifically included on this list.

1. 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.

2. 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, school sponsored housing or at college sponsored functions, except where possession is required by law.

3. 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.)
4. 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 another individual, one’s own self, or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student

5. Theft, Property Damage and Vandalism
   - Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
   - Extortion
   - Setting fires, tampering with fire safety and/or firefighting equipment

6. Disruptive or Disorderly Conduct
   - Disruptive Behaviour, 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 behaviour 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
     - 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 colours, 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
     - Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests The Art Institute of Vancouver 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, colour, national origin, religion, sexual orientation, age, disability or any other criteria protected by federal or provincial 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 Art Institute of Vancouver 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 Provincial Laws
- Violation of federal, provincial 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 Dean of Student Affairs 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 institutions 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 Art Institute of Vancouver may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS.
The Art Institute of Vancouver 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 Art Institute of Vancouver reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning**: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. **Probation**: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. **Discretionary Sanctions**: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. **Removal from Sponsored Housing**: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. **Suspension**: Separation of the student from the school for a pre-determined period of time. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. **Expulsion**: The student will be expelled from The Art Institute of Vancouver immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
7. **Restitution**: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

SECTION VII. DISCIPLINARY PROCEDURES:

Complaint
Any member of The Art Institute of Vancouver community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of Vancouver 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 Art Institute of Vancouver 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 Art Institute of Vancouver reserves the right to search the contents of students’ personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to
vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

**Notification and Determination of violations that warrant Disciplinary Meeting**

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,

   a. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute of Vancouver 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 college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate.

This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

SECTION VIII. Appeal Procedures.
Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of Vancouver policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institute of Vancouver 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 Art Institute of Vancouver'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.
No Harassment Policy
The Art Institute of Vancouver 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, colour, 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.)

The Art Institute of Vancouver Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints
The Art Institute of Vancouver 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 Vancouver 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 Vancouver 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 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 the threat, attempt, or commission of:

- Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- Non-Consensual Sexual Contact: Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- Sexual Exploitation: An act attempted or committed through the abuse or exploitation of another person’s sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person’s knowledge.
- Indecent Exposure: the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a
  sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a
term or condition of an individual's academic status; or (b) Submission to or rejection of such conduct by an individual
is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of
unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or
offensive environment for working, learning, or living on campus.

B. What is “Relationship Violence”?
Relationship Violence includes:

- Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse,
  committed by a current or former spouse or intimate partner or any other person from whom the student is protected
  under federal or applicable state law.

- Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed
  by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The
  existence of such a relationship is generally determined based on a consideration of the length and type of
  relationship and the frequency of interaction.

- Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own
  safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in
  which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors,
  observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

The following also constitute violations of this Policy:

- Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.

- Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this
  Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or
  who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy.
  Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear,
  retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is
  strictly prohibited.

C. Who are “Complainants” and “Respondents”?
The Art Institute of Vancouver 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
For purposes of complying with provincial, Canadian, and U.S. law, matters involving sexual misconduct and relationship violence will be addressed by The Art Institutes’ Vice President of Student Affairs, who serves as the system’s Title IX Coordinator (“Coordinator”). The Coordinator for The Art Institutes schools is: Kristine Andersen, Vice President of Student Affairs. The Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under provincial and Canadian law, as well as Title IX of the Education Amendments of 1972, including compliance with this policy. The Coordinator will help to coordinate any investigations under this Policy.

In addition, the School has other individuals who serve as Deputy 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 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: President, Dean of Student Affairs, other Student Affairs 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 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 U.S. law's 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 Coordinator, Deputy Coordinator, the Dean of Student Affairs, or the Campus President. If a report is made verbally, the School will request a written statement by the student. While a student may contact any of these persons to report an incident, the Dean of Student Affairs will be well prepared to handle all types of sensitive student matters. The Dean of Student Affairs for The Art Institute of Vancouver is Teresa Vaccaro.

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 Coordinator and/or Student Affairs staff will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. Student Affairs 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 School, in consultation with the 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 Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

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 Dean of Student Affairs for the campus (or any other individual appointed by the Coordinator) if the Respondent is a student. 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 Coordinator (or his/her designated Deputy Coordinator). In all cases, the Coordinator or the designated Deputy Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the 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 EDMC. 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.

G. Standard of Proof

In all cases under the Sexual Misconduct policy, the 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 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.

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.

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 Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.

The appropriate College staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue. You will be provided with written reasons for the decision within ten class days from when the meeting with the Dean of Student Affairs and/or Dean of Academic Affairs takes place.

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 be provided written results of the appeal within ten class days from the date the appeal is received.

Students may, at their own expense, engage an attorney or agent to represent them during the complaint process.

If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to:

PTIB
203 - 1155 West Pender St
Vancouver, BC
Canada V6E 2P4

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 additional information regarding disputes or claims.
Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether The Art Institute of Vancouver Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with the Dean of Student Affairs, 2665 Renfrew Street, Vancouver, BC, V5M 0A7, 778-373-8968 or with the Dean of Academic Affairs, 2665 Renfrew Street, Vancouver, BC, V5M 0A7, 778-373-8930. 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 Vancouver 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 Vancouver’s final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals’ privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the President’s Office of The Art Institute of Vancouver. 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 Vancouver 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 Catalogue.

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.
Family Educational Rights and Privacy Act (applicable for all US students)
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 Vancouver may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records
Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Registrar. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student’s records.

Certain limitations exist on a student’s right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors. In addition, the term “education record” does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records
The Art Institute of Vancouver 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 in the following circumstances:

1. To The Art Institute of Vancouver 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 financial services 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 Vancouver has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student’s request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or nonforcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator not the name of any other student, including a victim or witness without the prior written consent of the other student(s)).
   a. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Vancouver will not provide: social security numbers, race, ethnicity, nationality, grade point average (GPA), grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, and students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure
Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Vancouver officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Vancouver 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 Vancouver 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. Enrolment status (i.e., enroled, continuing, future enroled 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 Vancouver to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Vancouver, 2665 Renfrew Street, Vancouver, BC V5M 0A7. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above designated categories of personally identifiable directory information.

V. Correction of Educational Records
Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The Art Institute of Vancouver may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, The Art Institute of Vancouver 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 Vancouver. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. The Art Institute of Vancouver will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, The Art Institute of Vancouver decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, The Art Institute of Vancouver decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Vancouver 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 Vancouver to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:
JURY WAIVER AND AGREEMENT TO BINDING, INDIVIDUAL ARBITRATION

Student and The Art Institute 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 (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 (“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 Catalogue.

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 /EDMC at 210 Sixth Avenue, Suite 3300 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 Catalogue or Enrolment 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.

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.

Notice of The Art Institute of Vancouver Policies to Comply with the Higher Education Opportunity Act of 2008 (applicable to all US students)

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 Notice 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 Vancouver’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. The Art Institute of Vancouver’s policies prohibit use of The Art Institute of Vancouver 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.)
Culinary Standards

I. Purpose or Scope

The culinary profession requires skills and abilities in the classroom and kitchen settings. As such, guidelines for students are necessary to provide appropriate expectations. Industry and kitchen standards introduced and reinforced throughout the curriculum are essential for student's success in the classroom and the industry. Abiding by local health codes is essential for safety and sanitation in the kitchen. The Art Institute is committed to equal opportunity in its culinary programs and does not discriminate on the basis of disability (or any other reason) and will make reasonable accommodations to a qualified student to enable the student to participate in culinary programs, provided that the accommodation does not jeopardize safety, pose an undue hardship, or materially alter the academic integrity of the program.

II. Policy Provisions

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

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

The foregoing technical standards are essential to the programs of instructions in The International Culinary Schools at The Art Institute and also reflect industry requirements and standards.
IDENTIFICATION (ID) CARDS

Security and Access to the Institute
It is the policy of The Art Institute of Vancouver that access to all campus facilities is limited to authorized personnel, students, and invited visitors. During their first quarter, students will be issued a new ID card with photograph this is required for all students. Visitors must sign in at Reception and receive a Guest Pass. Additionally, visitors are at all times subject to school policies and conduct codes. Responsibility for the lawful and appropriate behaviour of visitors is shared by their student or employee host. Visitor access is limited to 30 minutes, except with permission from an authorized staff member. All students must wear their Student ID at all times while on campus. In addition, the card is required to pick-up grades, transcripts, schedules, refund cheques, and check-out library books, resource materials, and equipment. ID card stickers are issued free each quarter to continuing students and new students will be issued an ID card and sticker. If you forget your ID, you are entitled to three free Day Passes a quarter after which you will need to purchase a replacement ID card for $10. You can get your ID, Day Passes and guest passes from Campus Resources. Consult your Campus Guide for specific details.

Dress Code
While it is not The Art Institute of Vancouver’s intention to dictate how to dress, there are a few basic rules that all of the students are expected to follow:

1. Shirt and shoes are required at all times.
2. Apparel should not be as revealing or questionable as to cause disruption of normal school and classroom operations.
3. Both the individual and his/her clothes should be clean, so as not to offend others.

Remember that part of your education is to learn how to present yourself well to others.

Health Services/First Aid
In the event of illness or injury to a student on The Art Institute of Vancouver premises or at a sponsored function of The Art Institute of Vancouver, security staff are trained in First Aid and should be called upon to render assistance. The student may request transportation to a local hospital emergency room or doctor for examination and treatment if necessary. The student is responsible for any resulting expenses. The student should review personal and/or family insurance policies to determine whether appropriate coverage exists.

Health/Medical Insurance for International Students
International students are required to maintain appropriate and sufficient health insurance. Please contact Student Affairs for more information.

Portable Communications Devices
The Institute is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, the Institute prohibits the use of portable telecommunications devices (cellular telephones, pagers, mp3 players, radios, etc.) in classrooms during class meetings. Such devices should be disabled prior to class periods to prevent their inadvertently sounding during classes. Failure to adhere to this regulation may result in grade adjustments, dismissal from class, and/or additional disciplinary action.

Visitors and Phone Calls
Visitors or family are not permitted in class without prior permission from the Instructor or Administration. A main priority of The Art Institute of Vancouver is to provide an uninterrupted atmosphere for class and studies. Consequently, The Art Institute of Vancouver cannot operate a telephone message service for students. Only in medical emergencies will a message be taken to a student.

Children on Campus
From time to time, children accompany parents to campus. If students are conducting a short visit when they are not attending class, they may bring children as long as they are supervising them at all times. Please be mindful, however, that children are not permitted in the classrooms or labs at any time, and are not permitted to use the Library or computer resources.
Animals on Campus
The Institute prohibits any animals on campus property, with the exception of approved service animals. In order to receive approval to bring a service animal on campus property, please contact the Dean of Student Affairs. In addition, approved emotional support animals may be permitted in campus housing. To receive approval to have an emotional service animal in campus housing, please contact the Dean of Student Affairs.

Solicitation
Solicitation is forbidden (unless prior approval is granted) on the grounds of The Art Institute of Vancouver. Individuals found soliciting should be reported to the Student Affairs Office. If a recognized Art Institute of Vancouver organization wishes to raise funds as part of a service project, permission must be obtained from the Student Affairs Office prior to any such activity.

Use of Facilities
The Art Institute of Vancouver expends considerable effort to maintain a clean and professional facility conducive to an educational environment. Consequently, students are requested to make efficient use of receptacles provided for garbage, recycling and ashtrays. Students are also expected to clean up after themselves when using the microwaves and other facilities.

Vending Machines, Telephones and Facilities
Consult your Campus Guide for specific locations and availability of these amenities.

Personal Property
The Institute is not responsible for the loss or damage of any personal property of a student. We encourage you to take measures to safeguard your property including placing your name and student number on valuable items and to avoid leaving items anywhere unattended. You may want to review your personal property or homeowner's insurance policies to ensure that valuable items are covered. You are responsible for any Institute books or equipment you use or check out. If material is lost or damaged, you will be charged for the cost of repair or replacement at the Institute’s discretion.

Inclement Weather
There are a number of ways to determine closure status of each Art Institute of Vancouver location. Students may call the campus at 778-373-8904 or check the Student Portal Web site http://myaicampus.com for updates.
EMERGENCY PROCEDURES

911 Procedures

- Do not hesitate to call 911 in matters of life and death or if you are uncertain about the severity of a situation.
- Dial 911 on a mobile or land line phone device and provide (a) nature of the emergency and (b) the location including the name of the building, the address, phone number and room number.
- Contact Campus Security concerning all safety and safety-related issues as soon as possible. Security phone numbers are listed below.
- Students and staff are advised not to talk to the media in a crisis situation.

How do I know if it is an emergency? Err on the side of caution. Tell someone: campus security, a faculty member, a co-worker, a supervisor, a peer, or call 911.

Campus Address: 2665 Renfrew Street, Vancouver, British Columbia, V5M 0A7

Campus Contact Information

Security                      Reception Desks
778-373-9000                 604-683-9200

Emergency Phone Numbers

- Fire/Medical/Police 911
- Poison Control Centre 604-682-5050
- Crisis Centre 604-872-3311
- Gas Leaks & Odours 1-800-663-9911
- Power Outages & Emergencies 1-888-769-3766
- Earthquake, Flood, Dangerous Goods Spills, and Tsunami 1-800-663-3456
- Environment/Wildlife Conflict 1-800-663-9453
- Sexual Assault Centre 604-255-6344
- Coastal/Airport Watch program 1-888-855-6655
- Police non-emergency 604-717-3321
- Fire non-emergency 604-665-6000
- Ambulance non-emergency 604-872-5151

School Closing Procedure

The Art Institute of Vancouver may determine in the interests of staff, faculty and students to close the school for the following reasons, but not limited to:

- Bomb threat, earthquake, fire, violence, inclement weather, transportation strikes, demonstrations (planned/unplanned), terrorist attack (in any part of the country), other national emergencies

School closures are rare; however in the event that the school must close, we will post the details of the closure on the main reception line or check the Student Portal Website:

http://myaicampus.com/
If no information related to school closure is posted, you may assume that all campuses will be open for regularly scheduled hours.

**Emergency Evacuation Procedures**

Situations requiring evacuation include fire, hazardous material release, bomb threats and earthquakes. Fire alarms must be treated as real emergencies and building evacuation must occur. The need for evacuation in other situations will be determined by emergency personnel and you will be advised if evacuation is necessary.

If evacuation is necessary:

1. Calmly proceed to nearest exit -- in case of fire check doors for heat before opening.
2. Follow instructions from emergency personnel.
3. Do not use elevators.
4. Walk -- don’t rush or crowd. Use handrails in stairways. Assist people with disabilities.
5. Move away from the building quickly -- watch for falling glass and other hazards.
6. Move to your emergency meeting location and stay there so that all personnel may be accounted for.
7. Never re-enter the building until notified by emergency personnel that it is safe to do so.

**Evacuating Disabled Persons:**

Individuals who are non-ambulatory, hearing impaired, or visually impaired require special assistance during any evacuation. These persons should inform their supervisors, co-worker and the Building Emergency Director of the help that they will require in the event of an emergency.

**Fire Safety**

If you see a fire:

1. Activate the fire alarm, alert others, and move everyone away from the area of the fire, closing doors behind you.
2. Call 911 and report location of fire (see 911 Procedures).
3. Use a fire extinguisher on small fires (waste basket sized) only if it is safe to do so. Use the correct fire extinguisher.

Fire extinguishers are specific to certain types of fires.

<table>
<thead>
<tr>
<th>Class</th>
<th>Type of Fire</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Ordinary combustibles</td>
</tr>
<tr>
<td>B</td>
<td>Flammable liquids</td>
</tr>
<tr>
<td>C</td>
<td>Electrically charged equipment</td>
</tr>
<tr>
<td>D</td>
<td>Combustible metals</td>
</tr>
</tbody>
</table>

When a fire alarm is activated:

1. It must be treated as a real emergency.
2. Evacuate the building and proceed to your emergency meeting location.
3. Never open a closed door without checking it first for heat - if the door is hot, do not open it. If not hot, open it slowly, standing behind it to one side, and be prepared to shut it quickly if fire is present.
4. Use the stairway, proceeding down to the ground floor, never up. Never use elevators if fire is suspected.
5. Once outside, proceed to the predetermined area so that a head count can be taken. Find out the location of your predetermined area before a fire occurs.

If clothing catches on fire:

Yours:

STOP where you are.
DROP to the floor.
ROLL around on the floor.

Someone else’s:

Grab a blanket, rug or coat and wrap them in it to smother the flames.

If trapped in a room by fire:

1. Block smoke from entering by placing damp cloth material around / under door.
2. Retreat, closing as many doors as possible between yourself and the fire.
3. Signal your location -- phone 911 and give the fire department your exact location; if this is not possible be prepared to signal from a window. Do not open the window or break glass unless absolutely necessary -- outside smoke may be drawn in.

If caught in smoke:

1. Drop to your knees and crawl.
2. Breathe shallowly through your nose, holding your breath as long as possible. Use a damp cloth over your mouth and nose to filter out smoke.

Note: Know in advance exactly how many doors you will have to pass along your evacuation route before you reach the nearest exit. In heavy smoke you can crawl or crouch low with head 30”-36” from the floor (watching the base of the wall) and count out the number of doors you pass -- you will then know when you have reached the exit door (even if you can’t see that it is the exit).

Personal Security

- Know the location of the nearest phone, alarm and exits.
- Have emergency numbers posted by the phone.
- If you have concerns about your personal safety, call Campus Security (numbers above).

Safety on the go:

- Walk with someone else whenever possible.
- Stay in busy, well lit areas. Do not take shortcuts through low-traffic areas.
- Use caution when stopping to give strangers information or directions, especially at night.
- If you suspect you are being followed, be suspicious. Keep checking behind you so the person knows you cannot be surprised. Change directions, cross the street and go to a busy, well lit area. Report the incident to the police immediately.
- Park your car or bicycle in a busy, well lit area. If this is not possible, or if you are returning to your vehicle late at night, call Campus Security, or have someone accompany you.
• Be alert as you return to your vehicle. If someone is hanging around - leave. Have your keys ready and check your backseat before getting in your car. Lock your door and keep your windows rolled up.

If you witness a crime:

• Call 911 and then Campus Security (numbers above)
• Do not place yourself in danger by attempting to apprehend or interfere with a suspect.
• Get a good description of the suspect. Note physical characteristics, clothing, direction and mode of travel.
• Note the license plate number as well as the make and colour of any vehicle which may be involved.

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.edmc.edu/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-vancouver.pdf.

The Art Institute reports to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

The Art Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.
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B.A in Psychology, City University of New York

Bernadette Askey
Instructor, Interior Design
M.A. in Liberal Studies, Simon Fraser University
B.Sc. in Interior Design, The Art Institute Online
Dipl. in Interior Design, Lakeland College
Certificate in Interior Design, British Columbia Institute of Technology

Timothy Budd
Instructor, Culinary
Culinary and Baking & Pastry Red Seal Certification
Certificate in Commercial Baking, British Columbia Institute of Technology/Vancouver Community College
Certificate of Apprenticeship - Culinary, Vancouver Community College
BC Provincial Instructor Diploma, Vancouver Community College

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Lead Instructor, Recording Arts
M.A. in Liberal Studies, Simon Fraser University
B.F.A. in Music, Art & Culture Studies, Simon Fraser University

June Fong
Instructor, Interior Design
National Council for Interior Design Qualification (NCIDQ)
Associate Dipl. in Interior Design, Kwantlen University College
Management Dipl. in Interior Design, British Columbia Institute of Technology

George Gardiner
Instructor, Culinary
Cookery for the Hotel and Catering Industry, City and Guilds of London Institute
Basic Cookery for the Catering Industry, City and Guilds of London Institute

Shainin Hudda
Lead Instructor, Fashion
B.B.A. in Marketing, Simon Fraser University
Associate Dipl. in Fashion Design and Clothing Technology, Kwantlen University
Certificate in Fashion Draping, Paris American Academy, Paris American Academy

William Maher
Instructor, Media Arts
M.A. in Computer Animation, Teesside University
B.A. in Computer Animation, Teesside University
Dipl. in Digital Animation, The Art Institute of Vancouver

Jarett Metcalfe
Lead Instructor, Game Art & Design
Bachelor of Environmental Design, University of Manitoba
Dipl. in Game Art & Design, The Art Institute of Vancouver

Azriel Paz
Instructor, Culinary
M.A. in Hospitality and Tourism, Bournemouth University
B.Sc. in Hospitality and Tourism, Nova Southeastern University
Dipl. in Hotel Administration, TADMOR School of Hotel Professional Studies

Valerie Pugh
Instructor, Foundation Arts
B.F.A. in Art, University of Calgary

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B.F.A. in Fine Arts, Queen’s University

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B.B.A. in Marketing/Management, Mount Saint Vincent University

Janet Wang
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B.F.A. in Visual Arts, University of British Columbia

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Instructor, Digital Film & Video
B.A. in English, University of Calgary

Paul Winskell
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B.Sc. in Computer Science, Simon Fraser University

John Wong
Instructor, Media Arts & Animation
Certificate in Maya Game, Alias|wavefront
Dipl. in Maya, Vancouver Film School
Dipl. in Life Drawing, Vancouver Film School
Academic Department Directors
and Program Coordinators

William B. Dow
Program Coordinator, General Education
Ph.D. in Humanities, Simon Fraser University
M.A. in Liberal Studies, Simon Fraser University
B.A., Athabasca University

Benjamin Faber
Academic Department Director, Culinary
Culinary Arts Red Seal Certification

Corrie Heringa
Academic Department Director, Design
M.Des., University of Alberta
B.F.A. in Visual Communication Design, University of Alberta

Vesna Maljkovic
Academic Department Director, Media
M.Ed. in Educational Leadership, Simon Fraser University
Dipl. in Adult Education, Vancouver Community College
Dipl. in New Media Animation, British Columbia Institute of Technology
Dipl. in Classical Animation, Vancouver Film School

Executive Committee

Brian A. Parker
President
B.A., Bowling Green State University

Milan M. Petrovich
Dean of Academic Affairs
M.F.A., University of Southern California
B.A., Northwestern University

Teresa Vaccaro
Dean of Student Affairs
M.Ed., University of Calgary
B.Ed., University of British Columbia
B.A., University of British Columbia

Keleigh Asbury
Director of Student Affairs
M.B.A., Argosy University
B.A., Pennsylvania State University

Kathryn Bridge
Senior Human Resources Generalist
B.A., University of Toronto

Benjamin Colling
Senior Director of Admissions
B.A., University of Phoenix

Academic Administration

Karen Kiely
Registrar
B/TEC, Shrewsbury College of Arts and Technology

Ryan Kyle
Librarian
MLIS, University of Western Ontario
B.A., University of Victoria

Vernie Tan
Assistant to the Registrar
B.A., University of the Philippines

Liza Tongos
Assistant to the Registrar
## ACADEMIC DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>Midsession Start</th>
<th>End Date</th>
</tr>
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<tbody>
<tr>
<td>Fall 2016</td>
<td>October 3, 2016</td>
<td>November 10, 2016</td>
<td>December 18, 2016</td>
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<tr>
<td>Spring 2017</td>
<td>April 3, 2017</td>
<td>May 11, 2017</td>
<td>June 18, 2017</td>
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<tr>
<td>Summer 2017</td>
<td>July 3, 2017</td>
<td>August 10, 2017</td>
<td>September 17, 2017</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>October 2, 2017</td>
<td>November 9, 2017</td>
<td>December 17, 2017</td>
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## School Holidays

### 2016

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1, 2016</td>
</tr>
<tr>
<td>B.C. Family Day</td>
<td>February 8, 2016</td>
</tr>
<tr>
<td>Good Friday</td>
<td>March 25, 2016</td>
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<tr>
<td>Victoria Day</td>
<td>May 23, 2016</td>
</tr>
<tr>
<td>Canada Day</td>
<td>July 1, 2016</td>
</tr>
<tr>
<td>B.C. Day</td>
<td>August 1, 2016</td>
</tr>
<tr>
<td>Labour Day</td>
<td>September 5, 2016</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>October 10, 2016</td>
</tr>
<tr>
<td>Remembrance Day</td>
<td>November 11, 2016</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25, 2016</td>
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### 2017

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1, 2017 (January 2, 2017 observed)</td>
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<tr>
<td>B.C. Family Day</td>
<td>February 13, 2017</td>
</tr>
<tr>
<td>Good Friday</td>
<td>April 14, 2017</td>
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<tr>
<td>Victoria Day</td>
<td>May 22, 2017</td>
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<tr>
<td>Canada Day</td>
<td>June 30, 2017 (observed)</td>
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<td>B.C. Day</td>
<td>August 7, 2017</td>
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<tr>
<td>Labour Day</td>
<td>September 4, 2017</td>
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<tr>
<td>Thanksgiving Day</td>
<td>October 9, 2017</td>
</tr>
<tr>
<td>Remembrance Day</td>
<td>November 10, 2017 (observed)</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25, 2017</td>
</tr>
</tbody>
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