



The Art Institute of California, a college of Argosy University, Hollywood  
The Art Institute of California, a college of Argosy University, Los Angeles  
The Art Institute of California, a college of Argosy University, Orange County  
The Art Institute of California, a college of Argosy University, Sacramento  
The Art Institute of California, a college of Argosy University, San Francisco  
The Art Institute of California, a college of Argosy University, Sunnyvale

**ADDENDUM TO THE  
2011-2012 CATALOG  
Spring 2012**

See [AiPrograms.info](#) for program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info.

## TABLE OF CONTENTS

<b>Campus Administration</b>	<b>4</b>
Hollywood	4
Los Angeles	4
Orange County	5
Sacramento	5
San Francisco	5
Sunnyvale	6
<b>Faculty Profiles</b>	<b>7</b>
Hollywood	7
Los Angeles	10
Orange County	15
Sacramento	20
San Francisco	22
Sunnyvale	26
<b>Programs By Campus</b>	<b>28</b>
<b>Revised Campus Information</b>	<b>29</b>
<b>Revised Program Length</b>	<b>31</b>
<b>Revised Program Offerings</b>	<b>31</b>
<b>Revised Program Information</b>	<b>32</b>
Art of Cooking, Diploma	32
Baking & Pastry, Diploma	33
Culinary Management, BS	33
Digital Filmmaking & Video Production, BS	34
Fashion Design, AS	34
Fashion Design, BFA	36
Fashion Marketing, AS	38
Fashion Marketing & Management, BS	39
Game Art & Design, BS	39
Media Arts & Animation, BS	39
Visual Effects & Motion Graphics, BS	39
Web Design & Interactive Media, AS	40
Web Design & Interactive Media, BS	40
<b>New Program Information</b>	<b>41</b>
Fashion Retailing, Diploma	41
Web Design & Interactive Communications, Diploma	42
<b>Course Descriptions</b>	<b>43</b>
<b>Academic Calendar &amp; Campus Holidays</b>	<b>51</b>
<b>Tuition and Fees</b>	<b>52</b>
<b>Policies &amp; Procedures</b>	<b>55</b>
Revision of The Art Institute Non-Discrimination Policy	55
The Art Institute No Harassment Policy	55
The Art Institute Policy Concerning Sexual Violence	56
The Art Institute Student Grievance Procedure for Internal Complaints of Discrimination and Harassment	57
Addition of the Book Process	58

Revision of Quarter Credit Hour Definition	<b>58</b>
Addition of the Community College Scholarship	<b>59</b>
Revision to Advanced Standing Statement	<b>59</b>
Addition of the Intellectual Property Policy	<b>60</b>
Addition of the Retaking Coursework Policy	<b>65</b>
Revision to the Arbitration Policy	<b>66</b>
Revision of the Undergraduate Satisfactory Academic Progress (SAP) Policy	<b>67</b>
Revision of the Transfer of Credit Policy	<b>78</b>
Revision of the English Language Proficiency Policy	<b>83</b>
Revision to Admissions Requirements for Nonimmigrant Students	<b>84</b>

This catalog addendum was prepared by The Art Institute of California, a College of Argosy University, with locations in Hollywood, Los Angeles, Orange County, Sacramento, San Francisco, and Sunnyvale, collectively hereinafter referred to as "The Art Institute." Curricula, fees, expenses, and other matters described herein and any accompanying addenda are subject to change without notice at the discretion of The Art Institute.

## **CAMPUS ADMINISTRATION**

### **THE ART INSTITUTE OF CALIFORNIA, HOLLYWOOD**

---

**AJ Antun** President  
**Karen Nowak** Dean of Academic Affairs  
**Melissa Huen** Senior Director of Admissions  
**Bill Kilby** Director of Career Services  
**Liesbeth Kok** – Interim Director of Administrative & Financial Services / Director of Student Accounting  
**Michelle Estrellado** Dean of Student Affairs  
**Gabriel Jones** Associate Dean of Academic Affairs/Academic Department Director- General Education / Interim Director for Game Art & Design and Visual & Game Programming  
**Terry Bailey** Academic Department Director - Foundation Studies / Web Design & Interactive Media  
**Aleta Campbell** Academic Department Director - Fashion Design  
**Nichole Dwyer** Academic Department Director - Fashion Marketing & Management  
**Mauro Daniel Rossi** Academic Department Director - Culinary  
**Chuck Gallyon** Academic Department Director - Digital Photography  
**Lori Hammond** Academic Department Director - Media Arts & Animation / Visual Effects & Motion Graphics  
**John Judy** Academic Department Director - Graphic Design  
**Gary LaVasser** Academic Department Director – Industrial Design / Set & Exhibit Design  
**Sandra Park** Academic Department Director - Interior Design  
**Josh Wilkinson** Academic Department Director - Digital Filmmaking & Video Production  
**Jeanne Chang** Director of Admissions  
**Lee Hughes** Director of Admissions  
**Adis Ceballos** Director of Student Financial Services  
**Liesbeth Kok** Director of Student Accounting  
**Lorena Lopez** Registrar  
**Christina Salazar** Librarian  
**Peter Sandoval** Campus IT Manager

### **THE ART INSTITUTE OF CALIFORNIA, LOS ANGELES**

---

**Vacant** President  
**Shelley Glickstein, Ph.D.** Dean of Academic Affairs  
**Ryan Gahagan** Associate Dean of Academic Affairs  
**Jesus Moreno** Senior Director of Admissions  
**Scott Saunders** Director of Career Services  
**Mohamed Ammar** Director of Administrative & Financial Services  
**Aaron Pompey** Dean of Student Affairs  
**Mark Lowentroun**: Academic Director - Audio Production  
**Chef Christophe Bernard** Academic Department Director - Culinary  
**David Schreiber** Academic Department Director - Digital Filmmaking & Video Production / Digital Photography  
**Claude Brown** Academic Department Director - Fashion Design / Fashion Marketing & Management  
**Vladimir Zimakov** Academic Department Director - Graphic Design / Advertising  
**Joanne Kravetz** Academic Department Director - Interior Design  
**Mike Libonati** Academic Department Director - Media Arts & Animation / Visual Effects & Motion Graphics  
**Jerry Kowalczyk** Lead Faculty Member Game Art & Design  
**Jessiah Ruiz** Lead Faculty Member Game Programming  
**Penny Key** Lead Faculty Member General Education  
**Claire Kwon** Lead Faculty Member Web Design & Interactive Media  
**Susanna Davtyan** Department Director - Residential Life & Housing  
**Monica Alderete** Director of Admissions  
**Zeina Elali** Director of Admissions  
**Julie Takashima** HR Generalist II

**Frida Stein** Librarian  
**Cynthia Galarza** Director of Student Financial Services  
**Dave Anter** Registrar

## **THE ART INSTITUTE OF CALIFORNIA, ORANGE COUNTY**

---

**Greg Marick** President  
**Alan Price, Ph.D.** Dean of Academic Affairs  
**Harry Ramos** Senior Director of Admissions  
**Vacant** Director of Career Services  
**Carl Henry** Director of Administrative & Financial Services  
**Steve Rickard** Dean of Student Affairs  
**Linda Johnson** Associate Dean of Academic Affairs  
**Thomas Baker** Academic Department Director - Media Arts & Animation / Visual Effects & Motion Graphics  
**Bennett Bellot** Academic Department Director - Game Art & Design / Visual & Game Programming  
**Alan Cusolito** Academic Department Director - Industrial Design  
**Paul Fornelli** Academic Department Director - Digital Filmmaking & Video Production / Digital Photography / Web Design & Interactive Media  
**Mary Ann Gale** Academic Department Director - Fashion Design / Fashion Marketing & Management  
**Daniel Mattos** Academic Department Director - Culinary  
**Jeff Milner** Academic Department Director - General Education  
**Catherine Stickel** Academic Department Director - Advertising / Graphic Design  
**Ronni Whitman** Academic Department Director / Interior Design  
**Julie Gonick** Director of Admissions  
**Jeannette Sheridan** Director of Admissions  
**Silvia Dimas** Director of Student Financial Services  
**Vita Gebauers** Registrar  
**Amanda Zamora** Director of Housing

## **THE ART INSTITUTE OF CALIFORNIA, SACRAMENTO**

---

**Terry Marlink** President  
**Lawrence Richman** Dean of Academic Affairs  
**Courtney Amos** Senior Director of Admissions  
**Carmen Meeks** Director of Career Services  
**Brett Daly** Director of Administrative & Financial Services  
**Steven Franklin** Director of Student Affairs  
**Doug Herndon** Academic Department Director - General Education / Foundation Studies  
**Kathie Griley** Academic Department Director - Culinary  
**Janelle Wheelock** Academic Department Director - Game Art & Design / Media Arts & Animation  
**William Mead** Academic Department Director - Graphic Design / Web Design & Interactive Media  
**John Mounier** Academic Department Director - Digital Filmmaking & Video Production  
**Marosi White** Lead Faculty Member Interior Design  
**Beryl Schantz** Director of Student Financial Services  
**Shiv Kumar** Accounting Supervisor  
**Michelle Bernardo** Registrar

## **THE ART INSTITUTE OF CALIFORNIA, SAN FRANCISCO**

---

**Byron Chung** President  
**Joseph LaVilla, Ph.D.** Dean of Academic Affairs  
**Louie Garcia** Senior Director of Admissions

**Donna Dessart** Director of Career Services  
**Laura de la Roz** Human Resources Generalist II  
**Henry Pegueros** Director of Administrative & Financial Services  
**Michelle Skoor** Dean of Student Affairs  
**Nathan Breitling, D.M.A.** Associate Dean of Academic Affairs  
**Vacant** Academic Department Director - Fashion Design / Fashion Marketing & Management  
**Mark Davis** Academic Department Director - Culinary  
**Todd Robinson** Academic Department Director - Game Art & Design / Visual & Game Programming / Visual Effects & Motion Graphics  
**Jeff Nokkeo** Academic Department Director - Interior Design / Foundation Studies  
**Ivan Trujillo** Academic Department Director – Graphic Design / Web Design & Interactive Media / Advertising  
**Todd Robinson - Interim** Academic Department Director - Media Arts & Animation  
**Vacant** Academic Department Director - General Education  
**Daven Gee** Academic Department Director - Digital Filmmaking & Video Production / Audio Production / Digital Photography  
**Vacant** Registrar  
**Kurt Lee** Senior Advisor  
**Kathleen Jones** Director of Library Services  
**Sheri Stein** Director of Admissions  
**Janett Cabanero** Director of Student Financial Services  
**Anna Wong** Director of Student Accounts  
**David Lee** Director of Housing  
**Hyde Revilla** Academic Achievement Coordinator

## **THE ART INSTITUTE OF CALIFORNIA, SUNNYVALE**

---

**Tim Hansen** President  
**Jonathan DeAscentis** Dean of Academic Affairs  
**Geoffrey Mahalak** Senior Director of Admissions  
**Brad Huggins** Director of Student Affairs  
**Jamie Flores** Human Resources Generalist  
**Vacant** Director of Administrative & Financial Services  
**Darchele Smith** Director of Career Services  
**Patrick Baird** Academic Department Director – Foundation Studies / Graphic Design / Web Design & Interactive Media / Digital Photography  
**Chef Lindsey Morgan** Academic Department Director - Culinary Arts and Culinary Management  
**Christina Ri, Ed.D.** Academic Department Director - Digital Filmmaking & Video Production  
**Luke Kwan** Academic Department Director – Fashion Marketing & Management / Interior Design  
**Jerome Solomon** Academic Department Director - Game Art & Design / Media Arts & Animation / Visual Effects & Motion Graphics  
**Jennifer Fuller** Registrar  
**Celia Huang** Director of Library Services  
**Erin Musil** Director of Student Financial Services  
**Victor Cuenca** Director of Student Accounts

## **FACULTY PROFILES**

Faculty members' names designated with "(FT)" are full time instructors at The Art Institute.

### **THE ART INSTITUTE OF CALIFORNIA, HOLLYWOOD**

---

#### **KAREN NOWAK**

##### **Dean of Academic Affairs**

- Argosy University, Master of Arts in Education in Educational Leadership
- Kent State University, Bachelor of Arts in Interior Design
- University of California, Irvine, Bachelor of Arts in English

#### **GABRIEL JONES (FT)**

##### **Associate Dean of Academic Affairs/Academic Department Director – General Education**

- Northwestern University, Master of Arts in English
- Northwestern University, Bachelor of Arts in Arts & Sciences

### **ACADEMIC DEPARTMENT DIRECTORS**

#### **TERESA (TERRY) BAILEY (FT)**

##### **Academic Department Director – Foundation Studies / Web Design & Interactive Media**

- Antioch University, Master of Fine Arts in Creative Writing
- San Francisco State University, Bachelor of Arts in Film

#### **ALETA CAMPBELL (FT)**

##### **Academic Department Director – Fashion Design**

- California State University, Dominguez Hills, Bachelor of Arts in Art History
- California Design College, Certificate of Graduation in Computer-Aided Design

#### **NICHOLE DWYER (FT)**

##### **Academic Department Director – Fashion Marketing & Management**

- American Intercontinental University, Master of Business Administration, Marketing
- Sacramento State University, Bachelor of Arts in Apparel Marketing & Design

#### **MAURO DANIEL ROSSI**

##### **Academic Department Director – Culinary**

- California State University, Northridge, Master of Arts in Anthropology
- California State University, Northridge, Bachelor of Arts in Anthropology
- Los Angeles Valley College, Associate of Arts in Liberal Studies
- Los Angeles Mission College, Associate of Arts in Interdisciplinary Studies

#### **LORI HAMMOND (FT)**

##### **Academic Department Director – Media Arts & Animation / Visual Effects & Motion Graphics**

- Pratt Institute, Master of Fine Arts Degree in Digital Arts
- Northern Illinois University, Bachelor of Fine Arts in Fine Art/Painting

#### **JOHN JUDY (FT)**

##### **Academic Department Director – Graphic Design**

- Miami International University of Art and Design, Master of Fine Arts in Graphic Design
- California State University, Sacramento, Bachelor of Arts in Journalism/Graphic Design

#### **GARY LAVASSER (FT)**

##### **Academic Department Director – Industrial Design / Set & Exhibit Design**

- California State University, Long Beach, Master of Arts in Art
- California State University, Long Beach, Bachelor of Arts in Art

**CHUCK GALLYON (FT)****Academic Department Director – Digital Photography**

- University of Phoenix, Master of Business Administration
- Brooks Institute of Photography, Bachelor of Arts

**SANDRA PARK (FT)****Academic Department Director – Interior Design**

- George Washington University, Master of Fine Arts in Interior Design
- Brooklyn Law School, Juris Doctor Degree
- University of Pennsylvania, Master of Science in International Development
- University of Pennsylvania, Bachelor of Arts in Anthropology and Fine Arts

**JOSHUA WILKINSON (FT)****Academic Department Director – Digital Filmmaking & Video Production**

- University of Southern California, Master of Fine Arts in Film & Television Production

**FACULTY MEMBERS****CULINARY**

---

**MATTHEW ZBORAY (FT)**

- Pitzer College, Bachelor of Arts in Political Studies and History

**DIGITAL FILMMAKING & VIDEO PRODUCTION**

---

**MICHAEL CONNORS (FT)**

- Columbia University, Master of Fine Arts in Directing
- Harvard University, Bachelor of Arts in English

**JONATHAN LEMOND (FT)**

- Columbia University, Master of Fine Arts in Film
- Columbia University, Bachelor of Arts in Political Theory

**DIGITAL PHOTOGRAPHY**

---

**JEFFREY WEBER (FT)**

- Academy of Art University, Master of Fine Arts in Photography
- Brooks Institute of Photography, Bachelor of Arts in Still Photography

**KEVIN MCCARTY (FT)**

- California Institute of the Arts, Master of Fine Arts in Photography
- University of Cincinnati, Bachelor of Fine Arts in Art

**CHRISTOPHER O'LEARY (FT)**

- University of California, Los Angeles, Master of Fine Arts in Design & Media Arts
- University of Washington, Bachelor of Fine Arts in Photography
- University of Washington, Bachelor of Arts in Interdisciplinary Art

**FASHION DESIGN**

---

**SOFI KHACHMANYAN (FT)**

- California State University, Los Angeles, Master of Arts in Fashion & Textiles
- California State University, Los Angeles, Bachelor of Arts in Art
- Los Angeles Community College, Associate of Arts in Art
- Fashion Institute of Design & Merchandising, Associate of Arts in Fashion Design

**ALINA PARSON (FT)**

- Woodbury University, Master of Arts in Organizational Leadership, 2010
- Tashkent State Institute of Foreign Languages, Bachelor of Arts in English as a Second Language



**ROBIN SCHNEIDER (FT)**

- California Institute of the Arts, Master of Fine Arts in Technical Theatre
- State University of New York-Binghamton, Bachelor of Arts in Theatre

**SHIDEH SHIRDEL (FT)**

- National University of Iran, Master of Arts in Education
- California State University, Northridge, Master of Arts in Apparel Design and Merchandising
- National University of Iran, Bachelor of Arts in English Literature and Language

**FASHION MARKETING & MANAGEMENT**

---

**KATRIN BALASSANIAN (FT)**

- Woodbury University, Master in Business Administration
- The Art Institute of California – San Francisco, Bachelor of Fine Arts in Fashion Design
- Glendale Community College, Associate of Arts in English Literature

**SIAMAK DABIRI (FT)**

- Minnesota State University, Master of Business Administration

**DORANNE JUNG (FT)**

- Boston University, Master of Science in Public Relations
- Mills College, Bachelor of Arts in Philosophy, Religion & Sociology

**FOUNDATION STUDIES**

---

**FRANCO CASTILLA (FT)**

- The Ohio State University, Master of Fine Arts in Art
- Virginia Commonwealth University, Bachelor of Fine Arts: Painting & Printmaking

**JILL NEWMAN (FT)****Lead Faculty – Foundation Studies**

- California Institute of the Arts, Master of Fine Arts in Art
- University of Wisconsin- Madison, Bachelor of Science in Art Education

**STEPHANIE SABO (FT)**

- California Institute of the Arts, Master of Fine Arts in Art & Writing
- Ashland University, Bachelor of Arts in Fine Art

**TAKVOR SALMASTYAN (FT)**

- Pepperdine University, Master of Business Administration
- Yerevan State University, Master's in Economic Geography
- Yerevan State University, Bachelor's in Economic Geography

**GENERAL EDUCATION**

---

**JAWAD ALI (FT)**

- California Institute of the Arts, Master of Fine Arts in Writing/Critical Studies
- University of California, Irvine, Bachelor of Science in Physics

**DEANN JORDAN (FT)****Lead Faculty – General Education**

- California State University, Northridge, Master of Arts in English/Creative Writing
- San Francisco State University, Bachelor of Arts in English (Creative Writing)

**ROBERTA MORRIS (FT)**

- University of Toronto, Doctor in Philosophy
- University of Toronto, Master's Degree in Philosophy
- University of Toronto, Masters of Divinity in Theology
- University of Toronto, Bachelor of Arts in English and Media Studies

**ROGER SU (FT)**

- University of Southern California, Master of Science in Computer Engineering
- University of California, Los Angeles, Bachelor of Science in Computer Science & Engineering

## **GRAPHIC DESIGN**

---

### **ARDEN DE BRUN (FT)**

- Cranbook Academy of Art, Master of Fine Arts in Graphic Design
- University of Illinois, Bachelor of Fine Arts in Graphic Design

### **PATRICK MINASSIAN (FT)**

- California State University- Northridge, Bachelor of Arts in Art

## **INTERIOR DESIGN**

---

### **MARK LEWISON (FT)**

- University of Massachusetts, Master of Science in Art
- University of Massachusetts, Bachelor of Business Administration in General Business Finance

### **ANNA PIWONSKA (FT)**

- University of Technology, Cracow, Master's Degree in Architecture

## **MEDIA ARTS & ANIMATION**

---

### **AGLAIA MORTCHEVA (FT)**

#### **Lead Faculty – Media Arts & Animation**

- University of California, Los Angeles, Master of Fine Arts in Animation
- National Academy of Film and Television Master of Fine Arts in Film and TV Directing
- Secondary School of Fine Art, Sofia, Bulgaria, Bachelor of Fine Art in Fine Art

## **SET & EXHIBIT DESIGN**

---

### **TREFONI (TONY) RIZZI (FT)**

- University of Hawaii, Manoa, Master of Fine Arts in Theatre and Dance
- University of California, Los Angeles, Bachelor of Arts in Design

### **JENNIFER SNOEYINK (FT)**

- University of Michigan, Master of Fine Arts in Scenic Design
- Calvin College, Bachelor of Arts in Liberal Arts/English

## **VISUAL EFFECTS & MOTION GRAPHICS**

---

### **GEORGE N. KONTOS (FT)**

- California Institute of the Arts, Master of Fine Arts in Integrated Media/Art
- Aristotle University of Thessaloniki, Professional Degree in Architecture

### **DAVID MARTIN (FT)**

- University of North Carolina School of the Arts School of Filmmaking, Bachelor of Fine Art in Cinematography
- Art Center College of Design, Master of Fine Arts in Broadcast Cinema

## **THE ART INSTITUTE OF CALIFORNIA, LOS ANGELES**

---

### **SHELLEY GLICKSTEIN**

#### **Dean of Academic Affairs**

- The Union Institute, PhD, Mythology
- Rutgers University, BA, Religion

### **RYAN GAHAGAN**

#### **Associate Dean of Academic Affairs**

- Gordon College, Wenham, MA, BA, Communications
- Musician's Institute, Los Angeles, CA, Certificate, Audio Engineering

## **ACADEMIC DEPARTMENT DIRECTORS**

### **CHEF CHRISTOPHE BERNARD (FT)**

#### **Academic Department Director – Culinary**

- Culinary Institute of America, Advanced Executive Chef
- Academy of Clermont Ferrand Hotel Restaurant School of Moulins France, Certificate of Professional Aptitude

### **DANIEL DRUMLAKE (FT)**

#### **Assistant Academic Department Director - Culinary**

- Mission College, AA, Hospitality Management
- American Culinary Certifications, Executive Chef and Culinary Educator, National Restaurant Association—Educational Foundation
- ServSafe Certification

### **CLAUDE BROWN (FT)**

#### **Academic Department Director – Fashion Design / Fashion, Marketing & Management**

- University of Nebraska, Lincoln, ABD/PhD, 20<sup>th</sup> Century Spanish Theatre
- Auburn University, MA, Hispanic Studies
- University of South Alabama, BS, Political Science/Spanish

### **JOANNE KRAVETZ (FT)**

#### **Academic Department Director – Interior Design**

- University of California, Los Angeles, BA, Fine Art Design

### **MIKE LIBONATI (FT)**

#### **Academic Department Director – Media Arts & Animation / Visual Effects & Motion Graphics**

- California Institute of the Arts, MFA, Experimental Animation
- Bowdoin College, BA, Anthropology and History

### **MARK LOWENTROUT (FT)**

#### **Academic Department Director – Audio Production**

- University of Utah, MFA, Film Studies
- University of California, Los Angeles, Completed MFA Producer's Program, Film & Television
- California State University, Long Beach, BA, Music

### **DAVID SCHREIBER (FT)**

#### **Academic Department Director – Digital Filmmaking & Video Production / Digital Photography**

- New York University, MFA, Motion Picture Production
- University of California, Los Angeles, BA Philosophy

### **VLADIMIR ZIMAKOV (FT)**

#### **Academic Department Director – Graphic Design / Advertising**

- Central St. Martin's College of Art and Design, MFA, Communication Design
- Kansas City Art Institute, BFA, Graphic Design/Illustration

## **FACULTY MEMBERS**

### **AUDIO PRODUCTION**

---

#### **JOE BARRERA (FT)**

- North Texas State University, MA, Music Composition
- North Texas State University, BA, Music Composition

#### **BARRY CONLEY (FT)**

- CalArts, BA, Music Composition
- Grinnell College, BA, Music & Biology
- Institute of Audio Research, Certificate, Audio Technology

**TED GREENBERG (FT)**

- Philadelphia College of Performing Arts, BA, Music

**CULINARY**

---

**MITCHELL FRIEDER (FT)**

- California State University, Fresno, BA, Theatre Arts
- Experience: National Restaurant Association—Educational Foundation, Certification
- ServSafe Certification

**GREG McNALLY (FT)**

- Court of Master Sommeliers, Sommelier
- California Culinary Academy, Professional Cooking Certification
- ServSafe Certification

**ODY MILTON (FT)**

- University of California, Berkeley, BA, Zoology
- Food Service Management Professional, FMP
- National Restaurant Association—Educational Foundation, Certification
- ServSafe Certification

**ANDREW PASTORE (FT)**

- New York Restaurant, Diploma, Culinary Arts Baking & Pastry

**ALEXANDRE REHBINDER (FT)**

- European Institute of Business, MBA France
- European Institute of Business, BA, Marketing

**RAINERIO SANTOS (FT)**

- University of the Philippines, BS Business Economics
- Peter Kump's New York Cooking School, Diploma, Techniques of Professional Cooking, Pastry & Baking

**GLEN SMITH (FT)**

- The Art Institute of California – Los Angeles, AS Culinary Arts

**PAUL SPOONER (FT)**

- San Diego State, BA, Geography
- ServSafe Certification

**JENNIFER TOOMEY (FT)**

- Arizona State University, BS, Recreation & Tourism Management
- Arizona Culinary Institute, Culinary Arts, Baking & Restaurant Management
- American Culinary Federation Certified Chef de Cuisine

**ROMMEL VALERIO (FT)**

- Pensacola Junior College, AA Advertising Design
- Los Angeles Trade Tech College, AA Professional Baking

**EDA VESTERMAN (FT)**

- Boston University, MS, Nutrition
- Park University, BS, Nutrition
- ServSafe Certification

**DIGITAL FILMMAKING & VIDEO PRODUCTION**

---

**MIGUEL DRAYTON (FT)**

- University of Southern California, MFA, Motion Picture Producing
- Stanford University, BA, Communications

**DAVE GARRISON (FT)**

- Butler University, BA, Communications

**STEVE GERBSON (FT)**

- California State University, Los Angeles, MA, Communications Studies
- New York Institute of Technology, BFA, Communication Art

**OMAR GONZALEZ (FT)**

- University of California, San Diego, BA Summa Cum Laude, Visual Arts (Media)

**SETH HILL (FT)**

- California State University, Northridge, MA, Art
- University of California, Berkeley, BA, Art

**JESSICA HOFFMAN (FT)**

- Columbia College, Chicago, BFA, Documentary Film Production

**MISCHA LIVINGSTONE (FT)**

- University of California, Los Angeles, MFA, Film and Television
- University of California, Los Angeles, BA, Film and Television

**MATTHAEUS SZUMANSKI (FT)**

- University of California, Los Angeles, MFA, Film and Television Production
- University of Virginia, BA, Comparative Literature

**FASHION MARKETING & MANAGEMENT**

---

**CLAUDINE PAPILLION (FT)**

- Woodbury University, Burbank, MBA
- Woodbury University, Burbank, BA, Fashion Marketing

**GRAPHIC DESIGN**

---

**JACK KEELY (FT)**

- Cranbrook Academy of Art, MFA, Design
- Rhode Island School of Design, BFA, Illustration

**RICHARD KHANBABIANS (FT)**

- The Art Institute of California – Los Angeles, BS, Graphic Design

**KOHL KING (FT)**

- The University of Arizona, MFA, Art
- The University of Georgia, BFA, Art

**SHERIDAN LOWERY (FT)**

- Southern California Institute of Architecture, M. Arch, Architecture
- North Carolina State University, BA, Environmental Design; Visual Design

**SUSANNE MANHEIMER (FT)**

- Kansas City Art Institute, BFA, Graphic Design

**MARWIN SCHILTZ (FT)**

- The Art Institute of California – Los Angeles, BS, Graphic Design

**INTERIOR DESIGN**

---

**ANDRZEJ SIOBOWICZ (FT)**

- University of Southern California, M. Arch., Architecture
- Cawkow Polytechnic, BS, Graphic Design

**GENERAL EDUCATION**

---

**AMIR AHSAN (FT)**

- University of California, Los Angeles, PhD candidate, Physics
- University of California, Los Angeles, MS, Physics
- University of California, Los Angeles, BA, Physics

**RICHARD CONANT (FT)**

- University of Pennsylvania, MBA, Marketing
- Middlebury College, BA, Economics

**RAINA MANUEL-PARIS (FT)**

- Pacifica Graduate Institute, PhD, Mythology & Archetypal Psychology
- Columbia University, MFA, Writing & Directing
- Columbia University, BA, Film Studies

**PENNY KEY (FT)****Lead Faculty – General Education**

- Pacifica Graduate Institute, MA, Psychology
- Florida State University, BFA, Theatre

**LEDA RAMOS (FT)**

- Rutgers University, MFA, Sculpture
- University of California, Santa Barbara, BA, Sociology

**BETH RHODES (FT)**

- University of Southern California, MFA, Cinema-Television
- University of Arkansas, BA, Journalism

**DANIEL A. SCHARFMAN (FT)**

- Pasadena College of Chiropractic, DC
- Argosy University, MA, Education
- SUNY Albany, BA, Psychology

**DAN STOLLER (FT)**

- Loyola Marymount University, MFA, Screenwriting
- John Carroll University, BA, English, Philosophy

**JENNIFER WADSWORTH (FT)**

- Pepperdine University, MA, Education
- Dartmouth College, BA, English

**MEDIA ARTS & ANIMATION / GAME ART & DESIGN / GAME PROGRAMMING / VISUAL EFFECTS & MOTION GRAPHICS**

---

**ANDY CLAYTON (FT)**

- The Art Institute of California – Los Angeles, BS, Game Art & Design
- 3D Studio Max Certified Instructor
- Discreet Certified Instructor

**RAFAEL CRUZ (FT)**

- The Art Institute of California – Los Angeles, BS, Media Arts & Animation

**RANDI DERAKHSHANI (FT)**

- The Art Institute of California – Los Angeles, BS, Media Arts & Animation

**ROSA FARRE (FT)**

- Universitat Autònoma de Barcelona, BS, Computer Science

**JAMES FINLEY (FT)**

- California State University San Bernardino, BA, Computer Systems

**PETER GEND (FT)**

- The Art Institute of California – Los Angeles, BS, Computer Animation

**MARJAN HORMOZI (FT)**

- Slade School, MFA, Drawing/Painting
- University of North London, BFA, Mixed Media—Drawing/Painting

**DOUGLAS KIRK (FT)**

- Royal College of Art (UK), MA, Painting
- Duncan of Jordanstone College of Art and Design (UK), Drawing/Painting

**MICHAEL KLINE (FT)**

- California Institute of the Arts, BFA, Experimental Animation
- California State Polytechnic University, Pomona, BFA, Graphic Design

**JERRY KOWALCZYK (FT)****Lead Faculty, Game Art & Design**

- Academy of Art College, San Francisco, MFA, Computer Arts
- University of California, Santa Cruz, BA, Social Anthropology

**NICK KOZIS (FT)**

- California Institute of the Arts, BFA, Experimental Animation
- The School of the Art Institute Chicago, BFA, Fine Arts

**NICK MARKS (FT)**

- The Art Institute of California – Los Angeles, BS, Game Art & Design

**LONG NGUYEN (FT)**

- San Jose State University, MFA, Art
- Christian Brothers College, BS, Electrical Engineering

**JIM REDDEN (FT)**

- Antioch University, BA, Liberal Studies

**MIKE ROGERS (FT)**

- Dean Junior College, ABS, Fine Arts

**JESSIAH RUIZ (FT)****Lead Faculty, Game Programming**

- California State University, San Bernardino, BS, Computer Systems/Information Management

**BIJAN TEHRANI (FT)**

- Tehran University-Tehran, MFA, Fine Arts

**HOANG VU (FT)**

- California State University, Fullerton, MFA, Art (Drawing, Painting, and Printmaking)
- California State University, Fullerton, BFA, Art (Drawing and Printmaking)

**WEB DESIGN & INTERACTIVE MEDIA**

---

**RUSSELL BURT (FT)**

- California Institute of the Arts, MFA, School of Music
- Berklee College of Music, Boston, Bachelor of Music

**CLAIRE KWON (FT)****Lead Faculty – Web Design & Interactive Media**

- Art Center College of Design, MFA, Media Design
- University of California, Riverside, MA, Art History
- Hong Ik University, BA, Art Studies

**PETE MARKIEWICZ (FT)**

- University of California, Los Angeles, Post-Doctoral fellow, Molecular and Cellular Biology
- The University of Chicago, PhD, Biophysics & Theoretical Biology
- Loyola University, BA, Biological Sciences

**JAN McWILLIAMS (FT)**

- University of California, Los Angeles, MFA, Art
- Western Washington University, BA, Education

**THE ART INSTITUTE OF CALIFORNIA, ORANGE COUNTY**

---

**ALAN PRICE, PH.D.****Dean of Academic Affairs**

- Claremont Graduate University, Ph.D., Information Systems & Technology
- Cornell University, M.Eng. E.E.,
- California State Polytechnic University, Pomona, B.S.E.E.

**LINDA JOHNSON (FT)****Associate Dean of Academic Affairs**

- California State University, San Bernardino, MA.ED., Education/ Vocational Education –
- Southern Illinois University, BS, Occupational Education

## **ACADEMIC DEPARTMENT DIRECTORS**

### **TOM BAKER (FT)**

#### **Academic Department Director – Media Arts & Animation / Visual Effects & Motion Graphics**

- Claremont Graduate School, MFA, Art
- San Diego State University, BA, Art

### **BENNETT BELLOT (FT)**

#### **Academic Department Director – Game Art & Design / Visual & Game Programming**

- California State University, Fullerton, MA, Illustration
- San Diego State University, BA, History

### **ALAN CUSOLITO (FT)**

#### **Academic Department Director – Industrial Design**

- Argosy University, MBA, Business Administration
- Art Center College of Design, BS, Industrial Design

### **PAUL FORNELLI (FT)**

#### **Academic Department Director – Digital Filmmaking & Video Production / Digital Photography / Web Design & Interactive Media**

- Loyola Marymount University, MFA, Broadcast Production
- California State University, Long Beach, BA, Electronic Media Arts

### **MARY ANN GALE (FT)**

#### **Academic Department Director – Fashion Design / Fashion Marketing & Management**

- American Intercontinental University, M.ED., Instructional Technology
- American Intercontinental University, BBA, Business Administration
- Brooks College, AA, Fashion Design

### **DANIEL MATTOS (FT)**

#### **Academic Department Director – Culinary**

- Johnson & Wales University, BS, Food Service Entrepreneur
- Johnson & Wales University, AS, Culinary Arts

### **JEFFREY MILNER (FT)**

#### **Academic Department Director – General Education**

- Herbert H. Lehman College of the City University of New York, MS, Education
- Pace College, BA, Mathematics/Education

### **CATHERINE STICKEL (FT)**

#### **Academic Department Director – Advertising / Graphic Design**

- Argosy University, MA.ED., Educational Leadership
- Woodbury University, BS, Commercial Art

### **RONNI WHITMAN (FT)**

#### **Academic Department Director – Interior Design**

- Florida State University, MS, Interior Design
- Rutgers University, BA, Theatre Arts

### **GARY WILCOX (FT)**

#### **Assistant Academic Department Director - Culinary**

- Saint Mary's College of California, MBA, Business Administration
- Springfield College, BS, Physical Education



## **FACULTY MEMBERS**

### **ADVERTISING / GRAPHIC DESIGN**

---

#### **MICHAEL ADAMCZYK (FT)**

- Miami International University of Art & Design, MFA, Graphic Design
- Alameda College, BA, Graphic Design

#### **JOEL BRUCE (FT)**

- Argosy University, MA.ED., Educational Leadership
- California State University, Fullerton, BA, Art
- Cerritos College, AA, General Studies

#### **RUDY GARDEA (FT)**

- Miami University International of Art & Design, MFA, Graphic Design
- California State University, Long Beach BFA, Illustration

#### **DANNY GROSS (FT)**

- University of Massachusetts, Amherst MFA, Theater
- Towson University, BS, Theatre

#### **GERALD HAMPTON (FT)**

- University of Hartford, MFA, Illustration
- Syracuse University, MA, Illustration
- California State University, Long Beach, BFA, Illustration

#### **MICHAEL HANSON (FT)**

- Union Institute & University, MFA, Visual Art
- Carthage College, BA, Commercial Design

#### **HERB PROSKE (FT)**

- Argosy University, MA.ED., Educational Leadership
- Ontario College of Art & Design, BA, Communications & Design

### **CULINARY**

---

#### **MICHAEL BACKOURIS (FT)**

- California Culinary Academy, AOS, Culinary Arts

#### **IAN BEACH (FT)**

- The Culinary Institute of America, AOS, Occupational Studies

#### **MAURA BRONDI (FT)**

- Argosy University, MA.ED., Educational Leadership
- University of Denver, BS / BA, Hotel & Restaurant Management
- Sullivan County Community College, AAS, Hotel Technology

#### **CHRISTOPHER GIELEN (FT)**

- California State University, Fullerton, BA, Linguistics
- California School of Culinary Arts, AOS, Le Cordon Bleu Culinary Arts

#### **MONA HARRINGTON**

- California State University, Long Beach, MA, English: Literature
- California State University, Long Beach, BA, English: Creative Writing
- California School of Culinary Arts, Diploma in Culinary Arts

#### **ANDREW JOHNSON (FT)**

- Widener University, BS, Hospitality Management
- Delaware Technical Community College, AAS, Hotel, Restaurant, Institutional Management

#### **COLLEEN JOHNSON (FT)**

- California State University, Long Beach BA, English - Literature

#### **BRANDY MCKAY (FT)**

- Argosy University, MA.ED, Educational Leadership
- California State University, Northridge BA, Journalism
- Los Angeles Valley College, AA, Interdisciplinary Studies

**RYAN WAGNER (FT)**

- California School of Culinary Arts, AOS, Culinary Arts

**TERESA ZAMORA (FT)**

- The Art Institute of California – Orange County, AS, Culinary Arts

**DIGITAL PHOTOGRAPHY / DIGITAL FILMMAKING & VIDEO PRODUCTION / WEB DESIGN & INTERACTIVE MEDIA**

---

**SCOTT ESSMAN (FT)**

- California State Polytechnic University Pomona, M.ED., Education/ Educational Multimedia
- University of Southern California, BA, Psychology

**GLENN BACH (FT)**

- California State University, Long Beach, MFA, Art
- California State University, Long Beach, MA, Art
- California State University, Long Beach, BA, Drawing & Painting
- Ventura County Community College, AA, General Liberal Arts & Science

**LOUIS BISPO (FT)**

- Savannah College of Art & Design, MA, Illustration Design
- University of California, Santa Barbara, BM, Music

**RICHARD JANSEN (FT)**

- National University, MFA, Digital Cinema
- San Diego State University, BS, Radio & TV Broadcasting

**AMY NORTON (FT)**

- Coleman College, MS, Business & Technology Management
- University of California, Santa Barbara BA, Dramatic Art

**FASHION DESIGN / FASHION MARKETING & MANAGEMENT**

---

**VICTORIA CORLESS (FT)**

- Loyola Marymount University, MBA, International Marketing
- California State Polytechnic University, BS, Apparel Merchandising and Management

**SONIN LEE (FT)**

- University of Memphis, MFA, Art / Painting
- University of Memphis, BFA, Art

**TERRI NISTA (FT)**

- California State University, Long Beach MFA, Theatre Arts: Technical Theatre/Design
- Weber State University, BA, Theatre Arts

**FOUNDATION STUDIES**

---

**ALICE ANDREINI (FT)**

- Ohio University, MFA, Production Design & Technology
- Oberlin College, BA, Theater

**BARRY BLAIR (FT)**

- Argosy University, MBA, Business Administration/Marketing
- California State University, Long Beach, BA, Art

**ALAN BURNER (FT)**

- University of California, Irvine, MFA, Fine Art
- University of California, Irvine BA, Studio Art
- Citrus Community College, AA, General Studies

**RICHARD EWING (FT)**

- California State University, Long Beach, MFA, Art
- California State University, Long Beach, BFA, Illustration

**GIL FRAZEE (FT)**

- California State Polytechnic University, Pomona, MA.ED., Education/Educational Multimedia
- Pitzer College, BA, Art
- Chaffey College, AA, General Education

**FAYE LAO (FT)**

- California State Polytechnic University, Pomona, MBA, Business Administration
- California State Polytechnic University, Pomona, BS, Business Administration

**GAME ART & DESIGN / VISUAL & GAME PROGRAMMING**

---

**BONGSUNG BAC (FT)**

- The Ohio State University, PH.D., Art Education
- School of Visual Arts, MFA, Computer Art
- San Francisco State University, BA, Industrial Arts

**TOMMY CHO (FT)**

- School of Visual Arts, MFA, Computer Art
- School of Visual Arts, BFA, Computer Art

**R. ALAN EMRICH (FT)**

- Argosy University, MA.ED., Curriculum & Instruction
- California State University, Long Beach, BA, History

**AN NGUYEN (FT)**

- National University, MS, Software Engineering
- Ho Chi Minh Polytechnic University, BS, Electronic & Computer

**GENERAL EDUCATION**

---

**JULIE ARMENDARIZ (FT)**

- National University, M.ED., Cross-Cultural Teaching
- California State University, Northridge, BS, Kinesiology

**STEPHEN CHENEY-RICE (FT)**

- University of Southern California, MS, Education
- University of Southern California, BA, English

**KEITH FURROWS (FT)**

- California State University, Long Beach, MA, History
- University of California, Irvine, BA, English
- University of Cape Town, BE, Education

**JULIO KIDDER (FT)**

- University of Florida, MA, English
- Purdue University, BA, English/ Spanish

**BEN MILES (FT)**

- Argosy University, ED.D., Curriculum & Instruction
- University of LaVerne, MS, School Counseling
- California State University, Long Beach, BA, Speech Communication

**TODD PHEIFER (FT)**

- Argosy University, ED.D., Educational Leadership
- Azusa Pacific University, M.ED., College Student Affairs
- Calvin College, BA, Business

**EDWARD SAVITZ (FT)**

- Drexel University, MS, Technical & Science Communication
- Temple University, BS, Health Records Administration
- Temple University, BFA, Fine Art

**SCOTT UNDERWOOD (FT)**

- Chapman University, MFA, Creative Writing
- Chapman University, MA, English
- California State University, Long Beach, BA, Creative Writing

**INDUSTRIAL DESIGN**

---

**RON PETERS (FT)**

- California State University, Long Beach, MA, Vocational Education
- Art Center College of Design, BS, Product Design

**GORDON RICHINS (FT)**

- University of California, Irvine, MFA, Drama
- Utah State University, BFA, Theatre Arts
- Salt Lake City Community College, AS, General Studies

**INTERIOR DESIGN**

---

**MARTHA HANSEN (FT)**

- University of Redlands, MBA, Business Administration
- California State University, Fullerton, BA, Art / Environmental Design

**JENNIFER LIANG (FT)**

- Columbia University, MS, Advanced Architectural Design
- California State Polytechnic University, Pomona, B.ARCH., Architecture

**MEEGAN MAILE**

- Southern Illinois University, BS, Interior Design

**DENESE MENARD (FT)**

- Argosy University, MA.Ed., Educational Leadership
- The Art Institute of Atlanta, AA, Interior Design
- Elon University, AB, Human Services

**MEDIA ARTS & ANIMATION / VISUAL EFFECTS & MOTION GRAPHICS**

---

**KATALIN ANGELOUV-NIVELT (FT)**

- University of Southern California, MFA, Film, Video & Computer Animation
- Evergreen State College, BA, Art

**JOHN BLALOCK (FT)**

- Academy of Art University, MFA, Animation
- California State University, Fresno, BA, Art/Graphic Design

**NOEL GOIN (FT)**

- University of Southern California, MFA, Film, Video & Computer Animation
- California State University, Long Beach, BFA, Illustration

**CHARLES HU (FT)**

- Art Center College of Design, BFA, Illustration

**MICHAEL TRACY (FT)**

- California State University, Los Angeles, MA, Art
- California State University, Los Angeles, BA, Art
- Barstow College, AA, Liberal Arts

**THE ART INSTITUTE OF CALIFORNIA, SACRAMENTO**

---

**LAWRENCE RICHMAN****Dean of Academic Affairs**

- American Intercontinental University, Master of Education
- Rider University, Bachelor of Science in Business Administration
- The Art Institute of California – Los Angeles, Associate of Science in Computer Animation

**ACADEMIC DEPARTMENT DIRECTORS****KATHERINA GRILEY (FT)**

- California State University, Chico, Bachelor of Science in Business Administration

**DOUG HERNDON (FT)****Academic Department Director – General Education / Foundation Studies**

- California State University, Sacramento, Master of Arts in English
- California State University, Sacramento, Bachelor of Arts in Journalism

**JOHN MOUNIER (FT)****Academic Department Director – Digital Filmmaking & Video Production**

- New York University, Bachelor of Fine Arts in Film and Television
- Sacramento City College, Associate Arts in Journalism

**WILLIAM MEAD Academic Department Director – Graphic Design / Web Design & Interactive Media**

- Lesley College, Master of Education in Curriculum and Instruction: Creative Arts
- The New School, Bachelor of Fine Arts in Fine Arts
- Massachusetts College of Art, Teaching Credentials

**JANELLE WHEELOCK (FT)****Academic Department Director – Media Arts & Animation / Game Art & Design**

- Savannah College of Art & Design, Masters of Fine Arts in Animation
- Savannah College of Art & Design, Bachelor of Fine Arts in Animation
- Cosumnes River College, Associate of Arts in Liberal Arts

**FACULTY MEMBERS****CULINARY**

---

**JAMES MCGRATH (FT)**

- Central Connecticut State University, Bachelor of Arts in History and Sociology
- Napa Valley College, Certificate in Culinary Arts

**CAROL THOMAS (FT)**

- Capella University, Master of Arts in Nutrition Education
- California State University, Fresno, Bachelor of Arts in Home Economics
- Delta College, Associate in Arts

**DIGITAL FILMMAKING & VIDEO PRODUCTION**

---

**THOMAS FRITSCHI (FT)**

- University of Bristol, Master of Arts in Documentary Practice
- California State University, Sacramento, Bachelor of Arts in Journalism

**JAY TRUESDALE (FT)**

- Chapman University, Master of Fine Arts in Film and Television
- California State University, Sacramento, Bachelor of Arts in Communications

**FOUNDATION STUDIES**

---

**MARK EMRSON (FT)**

- University of California, Davis, Master of Fine Arts in Art
- California State University, Sacramento, Bachelor of Arts in Art
- Sacramento City College, Associate in Arts in Art

**MORGAN GILES (FT)**

- National University, Master of Arts in English
- California State University, Sacramento, Bachelor of Arts in English

**LAURA HOHLWEIN (FT)**

- Transart Institute/Donau University, Master of Fine Arts in New Media
- Vermont College of Norwich University, Master of Fine Arts in Writing
- California State University, Sacramento, Bachelor of Arts in English

**GENERAL EDUCATION**

---

**SHELLY HOLLENBECK (FT)**

- California State University, Chico, Master of Arts in Mathematics Education
- California State University, Chico, Bachelor of Arts in Liberal and Interdisciplinary Studies

## **GAME ART & DESIGN & MEDIA ARTS & ANIMATION**

---

### **JOHN KURAICA (FT)**

- Academy of Art University, Bachelor of Fine Arts in Computer Arts
- ITT Technical Institute, Associate in Science in Computer Aided Drafting Technology

### **RANDY MCCRIMMON (FT)**

- Argosy University, Master of Arts in Education
- Sheridan College, Certificate in Computer Animation

### **MARK YEAGER (FT)**

- California State University, Sacramento, Master of Arts in Animation
- California State University, Sacramento, Bachelor of Arts in Graphic Design

## **GRAPHIC DESIGN**

---

### **ROBERT STEVE HOLLER (FT)**

- California College of the Arts, Master of Fine Arts in Graphic Design
- Kansas City Art Institute, Bachelor of Fine Arts in Graphic Design

### **HOLLY AGUNDES (FT)**

- Arizona State University, Master of Science in Design
- University of the Pacific, Bachelor of Fine Art in Graphic Design

## **INTERIOR DESIGN**

---

### **AMY ASWELL (FT)**

- University of Oregon, Master of Arts in Interior Architecture
- Humboldt State University, Bachelor of Arts in Liberal Studies

### **MAROSI WHITE (FT)**

- California State University, Chico, Master of Business Administration in Management Information Systems
- California State University, Chico, Business of Science in Marketing
- Kaplan College, Associate of Science in Interior Design
- Yuba College, Associate of Science in Business

## **WEB DESIGN & INTERACTIVE MEDIA**

---

### **WILLIAM MEAD (FT)**

- Lesley College, Master of Education in Curriculum and Instruction: Creative Arts
- The New School, Bachelor of Fine Arts in Fine Arts
- Massachusetts College of Art, Teaching Credentials

## **THE ART INSTITUTE OF CALIFORNIA, SAN FRANCISCO**

---

### **JOSEPH LAVILLA, PH.D.**

#### **DEAN OF ACADEMIC AFFAIRS**

- University of Rochester, Doctor of Philosophy in Organic Chemistry
- University of Rochester, Master of Science in Chemistry
- Cornell University, Bachelor of Arts in Chemistry
- Culinary Institute of America, Associate of Occupational Studies in Culinary Arts

### **NATHAN BREITLING, D.M.A.**

#### **ASSOCIATE DEAN OF ACADEMIC AFFAIRS**

- Stanford University, Doctor of Musical Arts
- Stanford University, Master of Arts in Music Arts
- University of Southern California, Bachelor of Music

## **ACADEMIC DEPARTMENT DIRECTORS**

### **MARK DAVIS (FT)**

#### **Academic Department Director – Culinary**

- American Culinary Federation Certified Executive Chef Certification
- Colorado State University, Masters in Education
- Colorado Technical University, Bachelor of Science in Business Administration

### **JEFF NOKKEO (FT)**

#### **Academic Department Director – Interior Design / Foundation Studies**

- Virginia Tech University, Bachelor of Architecture

### **TODD ROBINSON (FT)**

#### **Academic Department Director – Game Art & Design / Visual & Game Programming / Visual Effects & Motion Graphics**

- Cogswell Polytechnic, Bachelor of Arts in Computer and Video Imaging

### **DAVEN GEE (FT)**

#### **Academic Department Director – Digital Film and Video Production/ Audio Production/ Digital Photography**

- San Francisco State University, Master of Fine Arts in Film Production
- California State University – Chico, Bachelor of Arts in Communications

### **IVAN TRUJILLO (FT)**

#### **Academic Department Director – Graphic Design/ Web Design and Interactive Media/Advertising**

- Savannah College of Art and Design, Master of Fine Arts in Graphic Design
- The Art Institute of Atlanta, Bachelor of Fine Arts in Graphic Design
- Blake College (London), Diploma of Fine Arts, Graphic Design
- Universidad del Valle, Bachelor of Arts in Physical Education and Health

## **FACULTY MEMBERS**

### **ADVERTISING**

---

#### **GARY ACORD (FT)**

- Argosy University, Master of Arts in Educational Leadership
- Art Center College of Design, Bachelor of Fine Arts in Advertising Design

### **AUDIO PRODUCTION**

---

#### **KEVIN MARTIN (FT)**

- Middle Tennessee State, Master of Arts in Music Composition Theory
- Mississippi University for Women, Bachelor of Arts in Commercial Music
- Montana State University, Bachelor of Arts in Music

### **COMPUTER ANIMATION**

---

#### **VALERIE MIH (FT)**

- University of Southern California, Master of Fine Arts in Film Video & Computer Animation
- Stanford University, Bachelor of Arts in American Studies

### **CULINARY**

---

#### **BRIAN SHULSE (FT)**

- University of California - Santa Cruz, Bachelor of Arts in English
- Culinary Institute of America, Associates of Occupational Studies in Culinary

### **GAME ART & DESIGN**

---

#### **SEAN SPITZER (FT)**

- San Jose State University, Bachelor of Arts in Art

## **DIGITAL FILMMAKING & VIDEO PRODUCTION**

---

### **AMY SHIDLER-HARRISON (FT)**

- University of California – Berkeley, Master of Fine Arts in Arts
- McGill University – Bachelor of Science Equivalent in Biology

## **FASHION DESIGN**

---

### **ABRA BERMAN (FT)**

- University of California, Los Angeles, Master of Fine Arts in Theater
- The Art Institute of California – San Francisco, Bachelor of Fine Arts in Fashion Design & Merchandising

### **HSING-HUEY (CINDY) CHOW (FT)**

- Tamkang University, Bachelor of Business Administration
- The Art Institute of California – San Francisco, Diploma in Pattern Drafting

### **SHARI SCHOPP (FT)**

- Atlantic University, Master of Arts in Transformative Theories & Practices
- Southern Illinois University, Bachelor of Science in Clothing & Textiles

## **FASHION MARKETING & MANAGEMENT**

---

### **HARVEY BAILEY (FT)**

- University of Michigan Ann Arbor, Bachelor of Arts in Journalism

### **MUNG LAR LAM (FT)**

- California College of the Arts, Master of Fine Arts in Textiles
- San Francisco State University, Bachelor of Arts in Art
- Fashion Institute of Technology, Associate of Applied Science in Fashion Design

## **FOUNDATION STUDIES**

---

### **RUTH BLOCK (FT)**

- John F. Kennedy University, Master of Fine Arts in Studio Art
- Michigan State University, Master of Arts in Guidance & Personnel Services
- Michigan State University, Bachelor of Arts in Art Education

### **JOHN HOGAN (FT)**

- Argosy University, Master of Arts in Educational Leadership
- San Francisco State University, Bachelor of Arts in Interdisciplinary Studies in Creative Arts

### **CYNTHIA IMHOFF (FT)**

- University of California, Berkeley, Master of Fine Arts in Art
- San Francisco Art Institute, Bachelor of Fine Arts in Painting

### **DAVID OVERSTREET (FT)**

- University of Idaho, Master of Fine Arts in Art
- Eastern Washington University, Bachelor of Fine Arts in Studio Art
- Spokane Falls Community College, Associate of Applied Science in Graphic Design

### **BARRY EBNER (FT)**

- California College of the Arts, Master of Fine Arts in Printmaking
- University of Texas – Austin, Bachelor of Arts in Studio Art

## **GENERAL EDUCATION**

---

### **ANDREW BROSNAN (FT)**

- Virginia Commonwealth University, Master of Arts in English
- University of California, Davis, Bachelor of Arts in Comparative Literature

### **ORNELLA BONAMASSA, PH.D. (FT)**

- University of California – Santa Cruz, Doctor of Philosophy in Earth Science
- New York University, Master of Fine Arts in Theatre Design
- University of Connecticut, Bachelor of Science in Design & Resource Management



**ALICE TEMPLETON, PH.D. (FT)**

- University of Tennessee, Doctor of Philosophy in English
- University of California, Davis, Bachelor of Arts in Comparative Literature
- Lambuth College, Bachelor of Arts in English

**JORDAN YELINEK, PH.D. (FT)**

- Yale University, Ph.D. in Cell Biology
- Yale University, M.Phil. in Cell Biology
- Washington College, Bachelors of Science in Biology, Chemistry and Drama

**GRAPHIC DESIGN**

---

**MARTIN (MARTY) CHAPPELL (FT)**

- Argosy University, Master of Arts in Education
- Humboldt State University, Bachelor of Arts in Art

**JON CHESTER (FT)**

- San Francisco Art Institute, Master of Fine Arts in Painting
- California State University, Long Beach, Bachelor of Fine Arts in Drawing & Painting
- Ventura Community College, Associates Degree in Art

**JACKSON RIKER (FT)**

- California State University, Los Angeles, Master of Arts in Art
- California State University, Los Angeles, Bachelor of Arts in Art

**INTERIOR DESIGN**

---

**SARA JAFFE (FT)**

- University of California, Berkeley, Master of Architecture
- University of California, Berkeley, Bachelor of Arts in Politics & Environment

**MEDIA ARTS & ANIMATION**

---

**WILLIAM (BILLY) BURGER (FT)**

- Argosy University, Master of Arts in Education
- Ohio State University, Bachelor of Science in Industrial Design

**CATHERINE CARLSON (FT)**

- California State University, Chico, Bachelor of Arts in Information & Communication Studies

**JEFF PAUL (FT)**

- Academy of Art University, Master of Fine Arts in Computer Arts
- University of Dayton, Bachelor of Fine Arts in Commercial Design

**TREY GALLAHER (FT)**

- Syracuse University, Master of Fine Arts in Illustration
- San Jose State University, Bachelor of Science in Graphic Design

**ANDREW KLEIN (FT)**

- Carnegie Mellon University, Bachelor of Fine Arts in Fine Arts
- Maya Certification

**RICHARD WALSH (FT)**

- San Francisco State University, Master of Fine Arts in Cinema
- Virginia Tech, Bachelor of Arts in Communication

**WEB DESIGN & INTERACTIVE MEDIA**

---

**MAXINE (MAX) KELLY (FT)**

- San Francisco University, Master of Fine Arts in Art
- School of the Art Institute of Chicago, Bachelor of Fine Arts

**SHARON KAITNER (FT)**

- San Francisco State University, Master of Arts in Education (Instructional Technology)
- San Francisco State University, Bachelor of Arts in Psychology

## THE ART INSTITUTE OF CALIFORNIA, SUNNYVALE

---

### **JONATHAN DEASCENTIS**

#### **Dean of Academic Affairs**

- National University, Master of Fine Arts in Creative Writing
- Argosy University, Master of Arts in Education in Educational Leadership
- California State University, Fullerton, Bachelor of Arts in English

### **ACADEMIC DEPARTMENT DIRECTORS**

#### **PATRICK BAIRD (FT)**

##### **Academic Department Director – Foundation Studies / Graphic Design / Web Design & Interactive Media / Digital Photography**

- Parsons School of Design, Bachelor of Fine Arts in Photography
- Parsons School of Design, Master of Arts in Media Studies
- Brown University, Bachelor of Science in Sociology

#### **CHEF LINDSEY MORGAN (FT)**

##### **Academic Department Director – Culinary**

- University of Georgia, Bachelor of Science in Finance, Minor in German
- California Culinary Academy, Associate of Occupations Science in Culinary Arts

#### **JOO YEON CHRISTINA RI, ED.D (FT)**

##### **Academic Department Director – Digital Filmmaking & Video Production**

- Fielding Graduate University, Doctor of Education in Educational Leadership (Concentration in Media Studies)
- New York University, Master of Science in Digital Imaging and Design (Concentration in Digital Film)
- New York University, Bachelor of Fine Arts in Film and Television.

#### **LUKE KWAN (FT)**

##### **Academic Department Director – Fashion Marketing & Management / Interior Design**

- California State University, San Jose, Bachelor of Science in Interior Design

#### **JEROME SOLOMON (FT)**

##### **Academic Department Director – Game Art & Design / Media Arts & Animation / Visual Effects & Motion Graphics**

- Georgia Institute of Technology, Master of Science in Information and Computer Science (Graphics Visualization & Usability Lab)
- University of California, Los Angeles, Bachelor of Science in Computer Science

### **FACULTY MEMBERS**

#### **CULINARY**

---

##### **JIM ACCOMANDO (FT)**

- Johnson and Wales, Bachelor of Arts in Food Service Education
- Johnson and Wales, Associate of Occupational Science in Culinary Arts

##### **LEWIS BROWN (FT)**

- Johnson and Wales, Master of Arts in Teaching in Food Service Education
- Johnson and Wales, Bachelor of Science in Culinary Arts
- Johnson and Wales, Associate of Science in Culinary Arts

##### **DAVID COHEN (FT)**

- Cornell University, Bachelor of Science in Urban and Regional Planning
- Le Cordon Bleu, Diplome De Cuisine

##### **JEFF GLATSTEIN (FT)**

- California Culinary Academy, Certificate in Culinary Arts
- University of CA-Davis, Bachelor of Arts in International Relations
- Cornell, Master of Management in Hospitality Management

**RACHEL WILSON (FT)**

- Baker College, Bachelor of Business Administration
- Culinary Institute of America, Associate of Occupational Science in Culinary

**DIGITAL FILMMAKING & VIDEO PRODUCTION**

---

**GENE FRYE (FT)**

- Masters Institute, Bachelor of Science in Multimedia Communication & Presentations
- Westchester Community College, Associate of Science in Electrical Technology

**GERALD OLSEN (FT)**

- San Francisco State University, Bachelor of Arts in Film
- Sarah Lawrence College, Bachelor of Arts in Liberal Arts

**ANDREW PULS (FT)**

- University of Wisconsin, Milwaukee, Master of Fine Arts in Film & Video
- University of Wisconsin, Milwaukee, Bachelor of Fine Arts in Film & Video Production

**FOUNDATION STUDIES**

---

**JEFFREY CULLEN (FT)**

- University of Cincinnati, Master of Fine Arts in Painting
- Ohio University, Bachelor of Fine Arts in Painting

**GENERAL EDUCATION**

---

**TIM HEATH (FT)**

- University of Southern California, Master of Science in Management
- San Jose State University, Master of Arts in English

**CHRI SALANDER (FT)**

- San Jose State University, Master of Science in Environmental Science
- San Jose State University, Master of Arts in Literature
- University of California, Davis, Bachelor of Science in Electrical Engineering

**GRAPHIC DESIGN**

---

**JEANETTE BUTLER (FT)**

- University of San Francisco, Bachelor of Science in Information Systems Management
- Chabot College, Associate of Science in Computer Applications Software

**GOKCE KASIKI-ATA (FT)**

- San Diego State University, Master of Arts in Art
- Middle East Technical University, Bachelor of Arts in Foreign Language Education

**MEDIA ARTS & ANIMATION / GAME ART & DESIGN**

---

**MONICA CAPIELLO (FT)**

- Savannah College of Art & Design, Master of Fine Arts, Animation
- University of Virginia, Bachelor of Arts, Studio Arts, Minor, Astronomy

**CHRISTOPHER KELLY (FT)**

- School of Visual, Bachelor of Fine Arts in Media Art

**ALEX PETER (FT)**

- The Graduate School of Figurative Art, Master of Fine Arts in Figurative Art
- California College of Arts and Crafts, Bachelor of Arts in Painting

**WEB DESIGN & INTERACTIVE MEDIA**

---

**STACY HOUGHTON (FT)**

- Rochester Institute of Technology, Master of Arts in Computer Graphics Design
- Cogswell Polytechnical College, Bachelor of Arts in Computer & Video Imaging

## PROGRAMS BY CAMPUS

This updates the information found on page 14 of the catalog.

<b>DIPLOMA</b>	<b>HOLLYWOOD</b>	<b>LOS ANGELES</b>	<b>ORANGE COUNTY</b>	<b>SACRAMENTO</b>	<b>SAN FRANCISCO</b>	<b>SUNNYVALE</b>	<b>CATALOG PAGE</b>
Art of Cooking		◆	◆	◆	◆		18
Baking & Pastry		◆	◆	◆	◆		22
Fashion Retailing	◆	◆	◆	◆	◆	◆	NEW
Web Design & Interactive Communications	◆	◆	◆	◆	◆	◆	NEW
<b>ASSOCIATE OF SCIENCE</b>	<b>HOLLYWOOD</b>	<b>LOS ANGELES</b>	<b>ORANGE COUNTY</b>	<b>SACRAMENTO</b>	<b>SAN FRANCISCO</b>	<b>SUNNYVALE</b>	<b>CATALOG PAGE</b>
Baking & Pastry		◆	◆	◆	◆		24
Culinary Arts	◆	◆	◆	◆	◆	◆	28
Digital Photography	◆	◆	◆		◆	◆	36
Fashion Design	◆				◆		40
Fashion Marketing	◆				◆		44
Graphic Design	◆	◆	◆	◆	◆	◆	52
Video Production		◆					64
Web Design & Interactive Media	◆	◆	◆	◆	◆	◆	70
<b>BACHELOR OF SCIENCE</b>	<b>HOLLYWOOD</b>	<b>LOS ANGELES</b>	<b>ORANGE COUNTY</b>	<b>SACRAMENTO</b>	<b>SAN FRANCISCO</b>	<b>SUNNYVALE</b>	<b>CATALOG PAGE</b>
Advertising		◆	◆		◆		16
Audio Production		◆			◆		20
Culinary Management	◆	◆	◆	◆	◆	◆	30
Digital Filmmaking & Video Production			◆	◆	◆	◆	32
Digital Filmmaking & Video Production *	◆	◆					34
Digital Photography	◆					◆	38
Fashion Marketing & Management	◆	◆	◆		◆	◆	46
Game Art & Design	◆	◆	◆	◆	◆	◆	48
Game Programming		◆					50
Graphic Design	◆	◆	◆	◆	◆	◆	54
Industrial Design	◆		◆				56
Interior Design	◆	◆	◆	◆	◆	◆	58

<b>BACHELOR OF SCIENCE</b>	<b>HOLLYWOOD</b>	<b>LOS ANGELES</b>	<b>ORANGE COUNTY</b>	<b>SACRAMENTO</b>	<b>SAN FRANCISCO</b>	<b>SUNNYVALE</b>	<b>CATALOG PAGE</b>
Media Arts & Animation	◆	◆	◆	◆	◆	◆	60
Set & Exhibit Design	◆						62
Visual & Game Programming	◆		◆		◆		66
Visual Effects & Motion Graphics	◆	◆	◆		◆	◆	68
Web Design & Interactive Media	◆	◆	◆	◆	◆	◆	72
<b>BACHELOR OF FINE ARTS</b>	<b>HOLLYWOOD</b>	<b>LOS ANGELES</b>	<b>ORANGE COUNTY</b>	<b>SACRAMENTO</b>	<b>SAN FRANCISCO</b>	<b>SUNNYVALE</b>	<b>CATALOG PAGE</b>
Fashion Design	◆	◆	◆		◆		42
<b>MASTER OF FINE ARTS</b>	<b>HOLLYWOOD</b>	<b>LOS ANGELES</b>	<b>ORANGE COUNTY</b>	<b>SACRAMENTO</b>	<b>SAN FRANCISCO</b>	<b>SUNNYVALE</b>	<b>CATALOG PAGE</b>
Computer Animation					◆		26

\* Please refer to the Program Descriptions section for detailed information on both versions of the Digital Filmmaking & Video Production Bachelor of Science program.

Prospective students should contact the Admissions office directly for current information regarding program start dates.

## **REVISED CAMPUS INFORMATION**

### **ACCREDITATION & LICENSURE**

*This updates the information found on pages 4-5 of the catalog.*

The Art Institute of California, a college of Argosy University, Hollywood is a campus of Argosy University. Argosy University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, <http://www.wascsenior.org>).

The Art Institute of California – Hollywood is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate’s degrees and bachelor’s degrees. 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.

The Art Institute of California – Hollywood is licensed by the California Bureau of Private Postsecondary Education (Bureau for Private Postsecondary Education 2535 Capital Oaks Drive, Suite 400, Sacramento CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 1.916.431.6959, Toll-free phone: 1.888.370.7589).

The Art Institute of California, a college of Argosy University, Los Angeles is a campus of Argosy University. Argosy University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, <http://www.wascsenior.org>).

The Art Institute of California – Los Angeles is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate’s degrees and bachelor’s degrees. 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.

The Art Institute of California – Los Angeles is licensed by the California Bureau of Private Postsecondary Education (Bureau for Private Postsecondary Education 2535 Capital Oaks Drive, Suite 400, Sacramento CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 1.916.431.6959, Toll-free phone: 1.888.370.7589).

The Art Institute of California, a college of Argosy University, Orange County is a campus of Argosy University. Argosy University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, <http://www.wascsenior.org>).

The Art Institute of California – Orange County is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's degrees and bachelor's degrees. 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.

The Art Institute of California – Orange County is licensed by the California Bureau of Private Postsecondary Education (Bureau for Private Postsecondary Education 2535 Capital Oaks Drive, Suite 400, Sacramento CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 1.916.431.6959, Toll-free phone: 1.888.370.7589).

The Art Institute of California, a college of Argosy University, Sacramento is a campus of Argosy University. Argosy University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, <http://www.wascsenior.org>).

The Art Institute of California – Sacramento is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's degrees and bachelor's degrees. 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.

The Art Institute of California – Sacramento is licensed by the California Bureau of Private Postsecondary Education (Bureau for Private Postsecondary Education 2535 Capital Oaks Drive, Suite 400, Sacramento CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 1.916.431.6959, Toll-free phone: 1.888.370.7589).

The Art Institute of California, a college of Argosy University, San Francisco is a campus of Argosy University. Argosy University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, <http://www.wascsenior.org>).

The Art Institute of California – San Francisco is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's degrees and bachelor's degrees. 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.

The Art Institute of California – San Francisco is licensed by the California Bureau of Private Postsecondary Education (Bureau for Private Postsecondary Education 2535 Capital Oaks Drive, Suite 400, Sacramento CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 1.916.431.6959, Toll-free phone: 1.888.370.7589).

The Art Institute of California, a college of Argosy University, Sunnyvale is a campus of Argosy University. Argosy University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, <http://www.wascsenior.org>).

The Art Institute of California – Sunnyvale is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's degrees and bachelor's degrees. 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.

The Art Institute of California – Sunnyvale is licensed by the California Bureau of Private Postsecondary Education (Bureau for Private Postsecondary Education 2535 Capital Oaks Drive, Suite 400, Sacramento CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 1.916.431.6959, Toll-free phone: 1.888.370.7589).

## **REVISED PROGRAM LENGTH**

*This updates the information found on page 15 of the catalog.*

The Diploma programs are four quarters in length. Completion of a Diploma program in four quarters is dependent upon whether the student successfully completes 12–13 quarter credits per quarter.

## **REVISED PROGRAM OFFERINGS**

<b>Program</b>	<b>Catalog Page</b>	<b>Campuses Offered</b>
Advertising Bachelor of Science	16	Los Angeles, Orange County, and San Francisco
Art of Cooking Diploma	18	Los Angeles, Orange County, Sacramento and San Francisco
Digital Photography Associate of Science	36	Hollywood, Los Angeles, Orange County, San Francisco, and Sunnyvale
Digital Photography Bachelor of Science	38	Hollywood and Sunnyvale
Visual Effects & Motion Graphics Bachelor of Science	68	Hollywood, Los Angeles, Orange County, San Francisco, and Sunnyvale

### **New Programs Not Listed in Catalog**

### **Campuses Offered**

Fashion Retailing Diploma (See page 39 in Addendum)	Hollywood, Los Angeles, Orange County, Sacramento, San Francisco, and Sunnyvale
Web Design & Interactive Communications Diploma (See page 40 in Addendum)	Hollywood, Los Angeles, Orange County, Sacramento, San Francisco, and Sunnyvale

## **REVISED PROGRAM INFORMATION**

### **ART OF COOKING DIPLOMA**

**LOS ANGELES, ORANGE COUNTY, SAN FRANCISCO, SACRAMENTO**

*(These changes refer to the program description, and program objectives found on **page 18 and 19** of the current catalog).*

#### **Program Description**

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

#### **Program Objectives**

Upon successful completion of the program, graduates will have the opportunity to:

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

*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.*

#### **Graduation Requirements**

To receive a diploma in Art of Cooking, students must: receive a passing grade or credit for all required coursework; earn a minimum of 55 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institutes.

### **ART OF COOKING DIPLOMA**

**LOS ANGELES, ORANGE COUNTY, SAN FRANCISCO**

*(The following changes refer to the course requirements found on **page 19** of the current catalog).*

<b>Courses</b>		<b>Quarter Credits</b>
CUL1105	Concepts & Theories of Culinary Techniques	3
CUL1108	Fundamentals of Classical Techniques	6
CUL1116	American Regional Cuisine	6
CUL1124	Management, Supervision & Career Development	3
CUL1126	Introduction to Pastry Techniques & Artistry	6
CUL1143	World Cuisine	3
CUL1146	Garde Manger	6
CUL1200	Sustainable Purchasing & Controlling Costs	3
CUL2214	Asian Cuisine	3
CUL2216	Classical European Cuisine	3
CUL2225	Latin Cuisine	3
CUL2227	Food & Beverage Management	3



	Elective *	3
MS135	Nutrition Science ♦	4
<b>TOTAL QUARTER CREDITS</b>		<b>55</b>

♦ **GENERAL EDUCATION:** Courses designated with a diamond are General Education courses.

\***ELECTIVES:** Elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). Elective may not be chosen from General Education courses. Prerequisites must be met.

## **BAKING & PASTRY DIPLOMA**

**LOS ANGELES, ORANGE COUNTY, SACRAMENTO, SAN FRANCISCO**

*(These changes refer to the program description & objectives found on [page 22](#) of the current catalog).*

### **Program Description**

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

### **Program Objectives**

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

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

*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.*

## **CULINARY MANAGEMENT BACHELOR OF SCIENCE**

**HOLLYWOOD, LOS ANGELES, ORANGE COUNTY, SACRAMENTO, SAN FRANCISCO, SUNNYVALE**

*(These changes refer to the program description & objectives found on [page 30](#) of the current catalog).*

### **Program Description**

The Culinary Management bachelor's degree program blends theoretical and hands-on learning in the areas of culinary arts, management, human resources, finance, food and beverage operations and service. Students will have

the opportunity to be exposed to a variety of world cuisines and use ingredients and techniques from around the globe. Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with business acumen. This degree takes an in-depth, comprehensive approach to culinary education; a management externship is an integral part of the curriculum as it provides an opportunity for application to real world situations. The program also includes a senior-level capstone class and senior practicum that require students to apply all of their learned managerial and leadership skills.

### **Program Objectives**

Upon successful completion of the program, graduates will have the opportunity to:

- Identify, establish and maintain safety and sanitation procedures which meet industry quality standards.
- Demonstrate and articulate an awareness of the cross-cultural, moral, ethical and environmental issues in hospitality organizations and their relationship with all stakeholders.
- Analyze the food and beverage cost-control cycle and accounting practices, and implement controls to manage, maintain and ensure profitability
- Prepare a variety of international recipes using a variety of cooking techniques which meet industry quality standards.
- Apply standard Human Resource principles in regards to recruiting, retaining, and developing staff.
- Create a business plan for a food service outlet or hospitality company

*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.*

## **DIGITAL FILMMAKING & VIDEO PRODUCTION** **BACHELOR OF SCIENCE**

### **HOLLYWOOD CAMPUS**

*(These changes refer to the program course requirements found on [page 35](#) of the current catalog).*

<b>Current Catalog course</b>	<b>Hollywood course</b>
VP2205 The Commercial	VP2201 Commercials & Music Videos
DFVP3332 The Music Video	DFVP3331 Narrative Elements

## **FASHION DESIGN** **ASSOCIATE OF SCIENCE**

### **HOLLYWOOD CAMPUS**

*(These changes refer to the program course requirements found on [page 41](#) of the current catalog).*

<b>Courses</b>		<b>Quarter Credits</b>
RS091	Portfolio Foundations-Pass/Fail	0
FD1101	Draping	3
FD1121	Fundamentals of Construction	3
FD1123	History of Fashion I	3
FD1125	Fashion Illustration	3
FD1127	Introduction to the Fashion Industry	3
FD1131	Fundamentals of Patternmaking	3
FD1135	Advanced Fashion Illustration	3
FD1137	Apparel Marketing	3
FD2211	Intermediate Patternmaking	3
FD2215	Intermediate Construction	3
FD2217	Manufacturing Concepts	3

FD2221	Pattern Details	3
FD2225	Textiles	3
FD2227	Technical Drawing	3
FD2231	Applied Construction	3
FD2237	Computerized Patternmaking	3
FD2277	Computerized Grading & Markers	3
FS101	Fundamentals/Observational Drawing	3
FS102	Fundamentals of Design	3
FS103	Color Theory	3
FS297	Portfolio I	3
	Elective *	3
HU110	College English ♦	4
HU111	Effective Speaking ♦	4
HU130	Visual Language & Culture ♦	4
	General Education Requirement ♦	4
	Mathematics Requirement ♦	4
	Social & Behavioral Sciences Requirement ♦	4
<b>TOTAL QUARTER CREDITS</b>		<b>90</b>

♦ **GENERAL EDUCATION:** Courses designated with a diamond are General Education courses.

\* **ELECTIVES:** Elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). Elective may not be chosen from General Education classes. Prerequisites must be met.

**FASHION DESIGN**  
**ASSOCIATE OF SCIENCE**

**SAN FRANCISCO CAMPUS**

*(These changes refer to the program course requirements found on **page 41** of the current catalog).*

<b>Courses</b>		<b>Quarter Credits</b>
RS091	Portfolio Foundations-Pass/Fail	0
FD1101	Draping	3
FD1121	Fundamentals of Construction	3
FD1123	History of Fashion I	3
FD1125	Fashion Illustration	3
FD1127	Introduction to the Fashion Industry	3
FD1131	Fundamentals of Patternmaking	3
FD1135	Advanced Fashion Illustration	3
FD1137	Apparel Marketing	3
FD2211	Intermediate Patternmaking	3
FD2215	Intermediate Construction	3
FD2217	Manufacturing Concepts	3
FD2221	Pattern Details	3
FD2225	Textiles	3
FD2227	Technical Drawing	3
FD2231	Applied Construction	3
FD2237	Computerized Patternmaking	3
FD2277	Computerized Grading & Markers	3
FS101	Fundamentals/Observational Drawing	3
FS102	Fundamentals of Design	3
FS103	Color Theory	3
FS297	Portfolio I	3
	Elective *	3
HU110	College English ♦	4
HU111	Effective Speaking ♦	4
HU130	Visual Language & Culture ♦	4
	General Education Requirement ♦	4

Mathematics Requirement ♦	4
Social & Behavioral Sciences Requirement ♦	4

**TOTAL QUARTER CREDITS** **90**

♦ **GENERAL EDUCATION:** Courses designated with a diamond are General Education courses.

\* **ELECTIVES:** Elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). Elective may not be chosen from General Education classes. Prerequisites must be met.

**FASHION DESIGN**  
**BACHELOR OF FINE ARTS**

**HOLLYWOOD CAMPUS**

*(These changes refer to the program course requirements found on [page 43](#) of the current catalog).*

<b>Courses</b>		<b>Quarter Credits</b>
RS091	Portfolio Foundations-Pass/Fail	0
FD1101	Draping	3
FD1121	Fundamentals of Construction	3
FD1123	History of Fashion I	3
FD1125	Fashion Illustration	3
FD1127	Introduction to the Fashion Industry	3
FD1131	Fundamentals of Patternmaking	3
FD1133	History of Fashion II	3
FD1135	Advanced Fashion Illustration	3
FD2211	Intermediate Patternmaking	3
FD2215	Intermediate Construction	3
FD2217	Manufacturing Concepts	3
FD2221	Pattern Details	3
FD2225	Textiles	3
FD2227	Technical Drawing	3
FD2231	Applied Construction	3
FD2233	Basic Bodice	3
FD2235	Computer Design	3
FD2237	Computerized Patternmaking	3
FD2240	Production Processes	3
FD2277	Computerized Grading & Markers	3
FD2287	Fashion Show Production	3
FD3313	Concept & Line Development	3
FD3315	Surface Design	3
FD3325	Surface Design — Screen Printing	3
FD3327	Applied Computer Design	3
FD3331	Advanced Draping	3
FD3335	Surface Design — Knits	3
FD3337	Current Designers	2
FD4413	Design Specialties — Couture	3
FD4415	Surface Design — Wovens	3
FD4421	Costume Specialties	3
FD4427	Production Systems	3
FD4431	Costume Design & Production	3
FD4435	Product Development	3
FS101	Fundamentals/Observational Drawing	3
FS102	Fundamentals of Design	3
FS103	Color Theory	3
FS297	Portfolio I	3
FS497	Portfolio II	2
	1st Elective *	3
	2nd Elective *	3

	3rd Elective *	3
HU110	College English ♦	4
HU111	Effective Speaking ♦	4
HU130	Visual Language & Culture ♦	4
	Humanities Art Requirement – Upper-Division ♦	4
	Humanities Requirement – Upper-Division ♦	4
	Humanities Writing Requirement– Upper-Division ♦	4
	General Education Requirement ♦	4
	General Education Requirement – Upper-Division ♦	4
	General Education Requirement – Upper-Division ♦	4
	Mathematics Requirement ♦	4
	Mathematics & Sciences Requirement – Upper-Division ♦	4
	Social & Behavioral Sciences Requirement ♦	4
	Social & Behavioral Sciences Requirement ♦	4
	Social & Behavioral Sciences Requirement – Upper-Division ♦	4
<b>TOTAL QUARTER CREDITS</b>		<b>180</b>

♦ **GENERAL EDUCATION:** Courses designated with a diamond are General Education courses. Seven of the fourteen General Education courses required for a Bachelor of Fine Arts degree in Fashion Design must be chosen from upper division (300-400 level) courses.

\* **ELECTIVES:** 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd and 3rd electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education classes. Prerequisites must be met.

## **FASHION DESIGN** **BACHELOR OF FINE ARTS**

### **SAN FRANCISCO CAMPUS**

*(These changes refer to the program course requirements found on [page 43](#) of the current catalog).*

<b>Courses</b>		<b>Quarter Credits</b>
RS091	Portfolio Foundations-Pass/Fail	0
FD1101	Draping	3
FD1121	Fundamentals of Construction	3
FD1123	History of Fashion I	3
FD1125	Fashion Illustration	3
FD1127	Introduction to the Fashion Industry	3
FD1131	Fundamentals of Patternmaking	3
FD1133	History of Fashion II	3
FD1135	Advanced Fashion Illustration	3
FD2211	Intermediate Patternmaking	3
FD2215	Intermediate Construction	3
FD2217	Manufacturing Concepts	3
FD2221	Pattern Details	3
FD2225	Textiles	3
FD2227	Technical Drawing	3
FD2231	Applied Construction	3
FD2233	Basic Bodice	3
FD2237	Computerized Patternmaking	3
FD2240	Production Processes	3
FD2277	Computerized Grading & Markers	3
FD3313	Concept & Line Development	3
FD3315	Surface Design	3
FD3325	Surface Design — Screen Printing	3
FD3327	Applied Computer Design	3
FD3331	Advanced Draping	3
FD3335	Surface Design — Knits	3

FD3337	Current Designers	2
FD4413	Design Specialties — Couture	3
FD4415	Surface Design — Wovens	3
FD4421	Costume Specialties	3
FD4427	Production Systems	3
FD4431	Costume Design & Production	3
FD4435	Product Development	3
FS101	Fundamentals/Observational Drawing	3
FS102	Fundamentals of Design	3
FS103	Color Theory	3
FS122	Image Manipulation	3
FS297	Portfolio I	3
FS399	Internship I	3
FS497	Portfolio II	2
	1st Elective *	3
	2nd Elective *	3
	3rd Elective *	3
HU110	College English ♦	4
HU111	Effective Speaking ♦	4
HU130	Visual Language & Culture ♦	4
	Humanities Art Requirement ♦	4
	Humanities Requirement ♦	4
	Humanities Writing Requirement ♦	4
	General Education Requirement ♦	4
	General Education Requirement ♦	4
	General Education Requirement ♦	4
	Mathematics Requirement ♦	4
	Mathematics & Sciences Requirement ♦	4
	Social & Behavioral Sciences Requirement ♦	4
	Social & Behavioral Sciences Requirement ♦	4
	Social & Behavioral Sciences Requirement ♦	4

**TOTAL QUARTER CREDITS** **180**

♦ **GENERAL EDUCATION:** Courses designated with a diamond are General Education courses. Seven of the fourteen General Education courses required for a Bachelor of Fine Arts degree in Fashion Design must be chosen from upper division (300-400 level) courses

\* **ELECTIVES:** 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd and 3rd electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from General Education classes. Prerequisites must be met.

**FASHION MARKETING**  
**ASSOCIATE OF SCIENCE**

**HOLLYWOOD, SAN FRANCISCO**

*(These changes refer to the program course requirements found on **page 45** of the current catalog).*

<b>Current Catalog course</b>	<b>Hollywood course</b>
FD1119 Survey of the Fashion Industry	FD1127 Introduction to the Fashion Industry
FD1129 Textile Fundamentals	FD2225 Textiles
FD1139 Early History of Fashion	FD1123H History of Fashion I
FD2229 Modern History of Fashion	FD1133 History of Fashion II
FD2287 Fashion Show Production	FM2287 Fashion Show Production

**FASHION MARKETING & MANAGEMENT**  
**BACHELOR OF SCIENCE**

**HOLLYWOOD, SAN FRANCISCO**

(These changes refer to the program course requirements found on **page 47** of the current catalog).

<b>Current Catalog course</b>	<b>Hollywood course</b>
FD1119 Survey of the Fashion Industry	FD1127 Introduction to the Fashion Industry
FD1129 Textile Fundamentals	FD2225 Textiles
FD1139 Early History of Fashion	FD1123H History of Fashion I
FD2229 Modern History of Fashion	FD1133 History of Fashion II
FD2287 Fashion Show Production	FM2287 Fashion Show Production
FM3337 Current Designers	FD3337 Current Designers

**GAME ART & DESIGN**  
**BACHELOR OF SCIENCE**

**LOS ANGELES CAMPUS**

(These changes refer to the program course requirements found on **page 49** of the current catalog).

<b>Current Catalog course</b>	<b>Los Angeles course</b>
FS131 Typography I - Traditional	GA2099 Game Preproduction
GA3314 3-D Character Rigging	GA3099 Game Production
MA2204 3-D Animation	GA2501 Pre-visualization for Games
MA3324 Character Animation	GA4099 Game Post Production

**MEDIA ARTS & ANIMATION**  
**BACHELOR OF SCIENCE**

**LOS ANGELES CAMPUS**

(These changes refer to the program course requirements found on **page 61** of the current catalog).

<b>Current Catalog course</b>	<b>Los Angeles course</b>
MA2205 3-D Animation	MA2204 3-D Animation

**VISUAL EFFECTS & MOTION GRAPHICS**  
**BACHELOR OF SCIENCE**

**HOLLYWOOD CAMPUS**

(These changes refer to the program course requirements found on **page 69** of the current catalog).

<b>Current Catalog course</b>	<b>Hollywood course</b>
EM3311 Previsualization	EM2244 Digital Graphic Symbolism
FS111 Drawing, Proportion & Perspective	MM2204 Digital Audio Editing
GA3311 Material & Lighting	EM3271 (EM2271) Operating Systems & Shell Scripting
MA2212 3-D Camera Techniques	GA3323-H 3D Scripting
MA3312 Advanced Lighting & Texture	EM3393 Post-Production Management
MA4402 Editing Techniques	MM2205 Editing Techniques

**WEB DESIGN & INTERACTIVE MEDIA**  
**ASSOCIATE OF SCIENCE**

**HOLLYWOOD CAMPUS**

(These changes refer to the program course requirements found on **page 71** of the current catalog).

<b>Current Catalog course</b>	<b>Hollywood course</b>
MM1113 Introduction to Programming Logic	MM1121 Information Design
MM2203 Introduction to Web Design	MA2241 Motion Graphics
MM2233 Intermediate Web-based Programming	MM2220 Production Planning

**WEB DESIGN & INTERACTIVE MEDIA**  
**ASSOCIATE OF SCIENCE**

**SUNNYVALE CAMPUS**

(These changes refer to the program course requirements found on **page 71** of the current catalog).

<b>Current Catalog course</b>	<b>Sunnyvale course</b>
MM1113 Introduction to Programming Logic	MM1121 Information Design
MM2233 Intermediate Web-based Programming	MM2220 Production Planning
MM2202 Intermediate Authoring	MM3302 (MM2202) Intermediate Authoring

**WEB DESIGN & INTERACTIVE MEDIA**  
**BACHELOR OF SCIENCE**

**HOLLYWOOD CAMPUS**

(These changes refer to the program course requirements found on **page 73** of the current catalog).

<b>Current Catalog course</b>	<b>Hollywood course</b>
MM1111 Design Layout	MM2220 Production Planning
MM1113 Introduction to Programming Logic	MM1121 Information Design
MM2231 User Experience	MM2214 DVD Authoring
MM3001 Interface Design II	MM3313 Streaming Media
MM2233 Intermediate Web-based Programming	MM3303 (MM2233) Intermediate Web-based Programming
MM3315 Emerging Technology	MM3311 Interaction Design for Education

**WEB DESIGN & INTERACTIVE MEDIA**  
**BACHELOR OF SCIENCE**

**SUNNYVALE CAMPUS**

(These changes refer to the program course requirements found on **page 73** of the current catalog).

<b>Current Catalog course</b>	<b>Sunnyvale course</b>
MM1113 Introduction to Programming Logic	MM1121 Information Design
MM2231 User Experience	MM2214 DVD Authoring



MM3001 Interface Design II	MM3313 Streaming Media
MM3315 Emerging Technology	MM2220 Production Planning
MM2202 Intermediate Authoring	MM3302 (MM2202) Intermediate Authoring
MM2233 Intermediate Web-based Programming	MM3303 (MM2233) Intermediate Web-based Programming

## **NEW PROGRAM INFORMATION**

### **FASHION RETAILING DIPLOMA**

**HOLLYWOOD, LOS ANGELES, ORANGE COUNTY, SACRAMENTO, SAN FRANCISCO, SUNNYVALE**

#### **Program Description**

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

#### **Program Objectives**

Upon successful completion of this program, graduates will have the opportunity to:

- Define retailing, to include "bricks-and-mortar", "clicks-and-mortar", direct marketers with clicks-and-mortar retailing operations, and bricks-and-mortar retailers, relate them to the marketing concept with an emphasis on the total retail experience.
- Discuss why customer and channel relationships must be nurtured in today's highly competitive marketplace.
- Explain the steps in strategic planning for retailers, to include: situation analysis, objectives, and identification of consumers, overall strategy, specific activities, control and feedback.

*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.*

#### **Graduation Requirements**

To receive a diploma in Fashion Retailing, students must: receive a passing grade or credit for all required coursework; earn a minimum of 47 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institutes.

<b>Courses</b>	<b>Quarter Credits</b>
FD1129 Textile Fundamentals	3
FD2229 Modern History of Fashion	3
FM1135 Fundamentals of Marketing	3
FM1140 Retailing	3
FM2201 Consumer Behavior	3
FM2205 Sales Promotion	3
FM2214 Introduction to Manufacturing	3
FM2217 Retail Buying	3
FM2220 3D Visual Merchandising I	3
FM2224 Business Management	3
FM2229 Merchandise Management	3
FM3305 Store Operations	3
FM3315 Brand Marketing	3
FM3327 Advertising Sales & Ratings	3
FM3337 Current Designers	2

FM4420 Public Relations & Promotions

3

**TOTAL COURSE CREDITS**

**47**

**WEB DESIGN & INTERACTIVE COMMUNICATIONS**  
**DIPLOMA**

**HOLLYWOOD, LOS ANGELES, ORANGE COUNTY, SACRAMENTO, SAN FRANCISCO, SUNNYVALE**

**Program Description:**

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

**Program Objectives:**

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

- Demonstrate the use of appropriate visual elements and visual communication skills for interactive media.
- Create applications that solve specified problems through a variety of scripting techniques.
- Critique and evaluate appropriate design solutions.
- Design and develop media marketing and business plans.

*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.*

**Graduation Requirements**

To receive a diploma in Web Design & Interactive Communication, students must: receive a passing grade or credit for all required coursework; earn a minimum of 48 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institutes.

<b>Courses</b>	<b>Credits</b>
FS297 Portfolio I	3
GD1134 Digital Illustration	3
MA2241 Motion Graphics	3
MA4405 Intermediate Motion Graphics	3
MM1111 Design Layout	3
MM1132 Fundamentals of Authoring	3
MM2201 Interface Design	3
MM2202 Intermediate Authoring	3
MM2204 Digital Audio Editing	3
MM2205 Editing Techniques	3
MM2233 Intermediate Web-Based Programming	3
MM3001 Interface Design II	3
MM3301 Interaction Design for Entertainment	3
MM3304 Database Concepts	3
MM3315 Emerging Technologies	3
MM3323 Advanced Web-Based Programming	3
<b>TOTAL COURSE CREDITS</b>	<b>48</b>

## **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.

### **CULINARY ARTS**

#### **CUL1105**

##### **Concepts & Theories of Culinary Techniques**

##### **3 Quarter Credits (33 Hrs Lecture)**

The fundamental concepts, skills and techniques involved in basic cookery are covered in this course. The focus is on ingredients, cooking theories, 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 on basic cooking techniques such as sautéing, roasting, poaching, braising and frying.

*Corequisite*<sup>o</sup>: Completion of TAPs or a current certificate ★ Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.

#### **CUL1116**

##### **American Regional Cuisine**

##### **6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)**

This course explores the use of indigenous ingredients and cooking techniques in the preparation of traditional and contemporary American cuisine. The concepts of mise en place, timelines, organization skills, plate presentation, and teamwork in a production setting are emphasized.

*Prerequisite*: CUL1108 Fundamentals of Classical Techniques and Completion of TAPs or current certificate.

★Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.

#### **CUL1126**

##### **Introduction to Pastry Techniques & Artistry**

##### **6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)**

This is an introduction to pastry techniques for use in a commercial kitchen. Students prepare a variety of dough, batters, fillings, and glazes with an emphasis on formulas. Topics include the preparation of basic cakes and icings, roll-in dough, preparations of pastry cream and finishing techniques. Selection and proper use and handling of various chocolates used in baking and decorating are introduced. Emphasis is placed on dessert plating and presentation. Students must pass a practical exam.

*Corequisite*<sup>o</sup>: Completion of TAPs or a current certificate ★ Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.

#### **CUL1143**

##### **World Cuisine**

##### **3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)**

This course emphasizes both the influences and ingredients that create the unique character of selected world cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Spain, Middle East, Turkey, Greece, Africa and India. The focus is on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

*Prerequisite*: CUL1108 Fundamentals of Classical Techniques and Completion of TAPs or a current certificate ★ Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.

#### **CUL1146**

##### **Garde Manger**

##### **6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)**

This course introduces the skills, 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 explored. Students must pass a written and practical exam.

*Prerequisite*: CUL1108 Fundamentals of Classical Techniques, and Completion of TAPs or a current certificate ★ Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.

**CUL2214****Asian Cuisine****3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)**

This course emphasizes both the influences and ingredients that create the unique character of selected Asian cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of the four regions of China, Japan, Korea, Vietnam, Thailand, and Indonesia. The focus is on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

*Prerequisite: CUL1108 Fundamentals of Classical Techniques, and Completion of TAPs or a current certificate ★ Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.*

**CUL2216****Classical European Cuisines****3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)**

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 British Isles, Italy, France, and Germany, Austria, Switzerland, and Scandinavia countries. The focus is on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

*Prerequisite: CUL1108 Fundamentals of Classical Techniques, and Completion of TAPs or a current certificate ★ Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.*

**CUL2225****Latin Cuisine****3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)**

This course emphasizes both the influences and ingredients that create the unique character of selected Latin cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Mexico, South America and the Caribbean Islands. The focus is on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

*Prerequisite: CUL1108 Fundamentals of Classical Techniques, and Completion of TAPs or a current certificate ★ Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.*

**CUL2301****À La Carte****6 Quarter Credits (33 Hrs Lecture/132 Hrs Lab)**

This course introduces students to a restaurant kitchen with an emphasis on “a la minute” method of food preparation and dining room service standards. Topics include 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. The principles of dining room service are practiced and emphasized. The philosophy of food is explored and examined in light of today's understanding of food, nutrition and presentation.

*Prerequisite: A current California Food Handler's Card, CUL1108 Fundamentals of Classical Techniques, CUL1116 American Regional Cuisine , CUL1126 Introduction to Pastry Techniques & Artistry, CUL2227 Food & Beverage Operations Management , and CUL1146 Garde Manger or CUL1201 Artisan Breads & Baking Production*

**CUL2304****Art Culinaire****6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)**

This course celebrates the culinary styles, restaurants, restaurateur and chefs who are in the current industry spotlight. Their style, substance and quality are discussed and examined. During the hands-on production aspect of the class, students are exposed to specialty produce and products.

*Prerequisite: CUL1108 Fundamentals of Classical Techniques, CUL1116 American Regional Cuisine, CUL1126 Introduction to Pastry Techniques & Artistry, CUL1146 Garde Manger and CUL2227 Food & Beverage Operations Management, and Completion of TAPS or a current certificate ★*

**FASHION DESIGN****FD1101****Draping****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

Students are introduced to the proper method of 3D patternmaking, allowing for the free accurate expression of the design concept. Proportion, line, grain, and fit are analyzed in this laboratory class.

*Prerequisite: FD1131 Fundamentals of Patternmaking*

**FD1123****History of Fashion I****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

The study of the development of clothing from ancient times to the 17th century. A project based on historical fashion research will be completed for a final project.

*Prerequisite: None*

**FD1127****Introduction to the Fashion Industry****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

This course is an introduction to the apparel industry. Students will learn how the industry operates with regard to the creation, production, and marketing of apparel.

*Prerequisite: None*

**FD1129****Textile Fundamentals****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

Students explore natural and manufactured fibers. Topics include structure, production, uses, and characteristics.

*Prerequisite: None*

**FD1133****History of Fashion II****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

The study of the development of clothing from the 17<sup>th</sup> century to the present. Research project of costume will be done for a production.

*Prerequisite: None*

**FD2217****Manufacturing Concepts****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

The purpose of this course is to introduce and communicate manufacturing processes. Students will develop a working knowledge of terms and methods.

*Prerequisite: FD1127 Introduction to the Fashion Industry*

**FD2221****Pattern Details****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

In this course, flat pattern techniques are taught in accordance with the approved garment trade practices. Students will be drafting complex garment components and muslin samples.

*Prerequisite: FD2211 Intermediate Patternmaking*

**FD2225****Textiles****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

This course will enable students to identify the major categories of textiles including knits and wovens. There is special emphasis on textile terminology, fiber identification, and appropriate textile selection for a variety of end uses including apparel and home furnishings. Students will be introduced to the regulations and laws that apply to the textile and apparel industries. They will research and source textile manufacturers and mills relevant to product development.

*Prerequisite: None*

**FD2229****Modern History of Fashion****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

In this course students explore the evolution of garments and accessories from the French Revolution to the present.

*Prerequisite: By Permission of Academic Director/Advisor*

**FD2231****Applied Construction****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

In this course, students will demonstrate a working knowledge of basic and advanced construction techniques as they apply the methods to complex garments.

*Prerequisite: FD2215 Intermediate Construction*

**FD2233****Basic Bodice****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

The development of basic block patterns for industry standards as well as individuals.

*Prerequisites: FD2211 Intermediate Patternmaking; FD2215 Intermediate Construction*

**FD2235****Computer Design****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

In this course the use of computer design software as used in garment and textile production is emphasized.

Students develop their own textiles and draping solutions as related to the design industry.

*Prerequisites: Computer Applications Competence\*; FD2227 Technical Drawing*

**FD2237****Computerized Patternmaking****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

In this course, students further develop patternmaking skills using industry-specific Computer-Aided Design programs. Computer patternmaking tools, and input and output devices are used in a laboratory setting.

*Prerequisite: FD2221 Pattern Detail*

**FD2240****Production Processes****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

Students further explore manufacturing systems with the application of industry-specific CAD software. The interrelationship between budget and production are examined with the production of markers for various garment lines.

*Prerequisites: FD2231 Applied Construction; FD2221 Pattern Details*

**FD2277****Computerized Grading & Markers****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

In this course, students use industry-specific computer design software in creating grade rule tables to grade various patterns. They then use these patterns in a computerized marker program following specific parameters.

*Prerequisites: FD2237 Computerized Patternmaking; FD2240 Production Processes*

**FD2287****Fashion Show Production****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

In this course, the students will work as a team to produce a fashion show. They will cover all aspects of the production and management of the show.

*Prerequisite: FD1127 Introduction to the Fashion Industry*

**FD3313****Concept & Line Development****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

In this course, students explore specialty design areas through research, analysis, and forecasting. Advanced design skills are applied through hand rendering skills. Includes the production of portfolio-quality concept boards.

*Prerequisites: FD2227 Technical Drawing*

**FD3327****Applied Computer Design****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

This course concentrates on industry professional visual presentations. Students will use advanced computer design skills and a range of industry standard software. Comping, concept storyboards, image development for wholesale and retail, in print, email attachments, CD-Roms, and Web are developed.

*Prerequisite: FD2235 Computer Design/1<sup>st</sup> Qtr*

**FD3331****Advanced Draping****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

Advanced study of direct fabric manipulation on the form. More complex 3-D patternmaking will be studied. Students will be working with a variety of fabric.

*Prerequisites: FD1101 Draping; FD2215 Intermediate Construction*

**FD3335****Surface Design — Knits****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

In this course, students study the computer design of textiles for knitwear. Techniques of knitwear and production are stressed.

*Prerequisites: FD3315 Surface Design; FD2235 Computer Design*

**FD3337****Current Designers****2 Quarter Credits (11 hrs Lecture/22 hrs Lab)**

The study of the design characteristics, contemporary markets and lifestyles of leading designers.

*Prerequisite: FD1127 Introduction to the Fashion Industry*

**FD4413****Design Specialties — Couture****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

The focus of this course is to develop an awareness of the couture market. Students will learn to work with specialized clients and specialty designs. The focus will be on the areas of active and formal wear.

*Prerequisite: FD3331 Advanced Draping*

**FD4415****Surface Design — Wovens****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

Use of computer design software to develop textiles for manufacturers. Complete boards, catalogs, and searching are developed.

*Prerequisites: FD2235 Computer Design; FD3315 Surface Design*

**FD4421****Costume Specialties****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

This course concentrates on costume design and production costuming. The student will be challenged to develop creative forms while maintaining the ability to move, dance, and perform. This course will include masks and headdresses as well as full body costumes. An examination of various theatrical costume construction materials will be covered such as fiberglass, foam, leatherwork, thermoplastics, basic millinery techniques, wire frame, felt hats, and finishing techniques.

*Prerequisite: FD1133 History of Fashion II; FD2231 Applied Construction*

**FD4427****Production Systems****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

This course presents an in-depth study of apparel production processes from design concept to finished product.

Students will develop costing and industry specification and standards for a given product.

*Prerequisite: FD2237 Computerized Patternmaking*

**FD4431****Costume Design & Production****3 Quarter Credits (22 hrs Lecture/22 hrs Lab)**

This course focuses on total project management. Students will work in a team environment to produce an assigned performance production. The directorial and collaborative problems of arriving at a production concept, up to and including fully realized design documentation and costumes, is emphasized through this project.

*Prerequisite: FD1135 Advanced Fashion Illustration*



**FD4435****Product Development****Required for Fashion Design**

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)

Students implement design concepts to product completion. Specific target markets, industry standards, and manufacturing sources are analyzed.

*Prerequisite: FD2237 Computerized Patternmaking*

**FASHION RETAILING****FM1135****Fundamentals of Marketing****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

This course introduces the fundamental concepts and principles of marketing. This overview provides a framework in which to explore how each component contributes to the strength and utility of a marketing plan. Students investigate the ways in which world events and cultural assumptions influence marketing.

*Prerequisite: None*

**FM1140****Retailing****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

This course provides an overview of the retail environment. It introduces basic terminology and concepts related to retail trends, traditional and non-store retailing, operations, and planning.

*Prerequisite: None*

**FM2201****Consumer Behavior****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

This course examines the cultural, social, and individual variables involved in consumer behavior. It also reviews how these variables are incorporated into buyer decision processes and marketing practices.

*Prerequisite: None*

**FM2205****Sales Promotion****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

This course is a workshop in which students design and prepare a sales and promotion package. Students produce a written objective profile. Students explore the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales. The instructor acts as a facilitator and guide to ensure the generation of a well developed, positioned, sales promotion.

*Prerequisite: None*

**FM2214****Introduction to Manufacturing****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

This course provides an overview of the fashion industries, including the terminology of fashion and an explanation of the three levels of the industry (design, production, and sales). Careers and the organization, structure, and problems of the garment industry are examined.

*Prerequisite: None*

**FM2217****Retail Buying****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

This course provides a foundation for the study of retail buying. Theories are analyzed through the study of merchandise classifications and the calculation of open-to-buy.

*Prerequisite: FM1140 Retailing*

**FM2220****3-D Visual Merchandising I****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

This course provides an introduction to concepts relating to basic space planning. Through a combination of lectures, real-world case study analysis, and hands-on exercises using virtual 3-D space planning software, students develop a solid foundation of space planning fundamentals.

*Prerequisite: By Permission of Academic Director/Advisor*



**FM2224****Business Management****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

This course introduces students to the world of the manager, the knowledge needed, the process of managing, and the "adjusting to change" ability necessary in modern business.

*Prerequisite: FM1135 Fundamentals of Marketing*

**FM2229****Merchandise Management****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

Students are introduced to the responsibilities and intricacies of retail buying. Students investigate merchandise selection, how to negotiate a purchase, and select a resource.

*Prerequisite: FM2217 Retail Buying*

**FM3305****Store Operations****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

Students use computer applications as they apply to the ownership and operation of a retail store. Emphasis is placed on actual usage of spreadsheets and databases for employee scheduling, inventory plans, vendor lists, and other real-world retail applications.

*Prerequisites: Computer Applications Competence; FM1140 Retailing*

**FM3315****Brand Marketing****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

Branding became a buzzword in 1990s advertising and marketing, but this process has evolved into a powerful way to organize and use 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 create an identity for their products and services and to use that identity to support sales. This course is an introduction to the essential concepts and skills of brand marketing.

*Prerequisite: FM1135 Fundamentals of Marketing*

**FM3327****Advertising Sales & Ratings****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

This course focuses on a review of advertising fundamentals, their potential and limitations, advertising methods, objectives, copy, federal regulations, salesmanship, and the proper positioning of a client. Servicing accounts and interfacing with advertising agencies are covered.

*Prerequisite: FM1135 Fundamentals of Marketing*

**FM3337****Current Designers****2 Quarter Credits (11 Hrs Lecture/22 Hrs Lab)**

This is a study of the design characteristics, contemporary markets and lifestyles of leading designers.

*Prerequisite: None*

**FM4420****Public Relations & Promotions****3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)**

This course examines the historical development of public relations, showing the principles, methods, and means of influencing public opinion.

*Prerequisite: FM2205 Sales Promotion*

**GENERAL EDUCATION****HU340****Survey of Architecture****4 Quarter Credits (44 Hrs Lecture)**

This course is an introduction to American architecture and its architectural influences from the 16th century to the present. Topics covered in this course include, Colonial, Civil War, Victorian, Modern, International Style, Bauhaus, and the green movement architectural styles as well as Western and Non-Western influences on American design.

Select individuals, structures, and cities will be used throughout the class to emphasize architectural concepts and urban design principles. The course will also explore political, economic, religious, ethnic, and gender-related issues as they are part of the dynamics contributing to the creation of many structures.

*Prerequisite: HU130 Visual Language & Culture*

### **SB301**

#### **Cognitive Psychology**

##### **4 Quarter Credits (44 Hrs Lecture)**

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: SB112 Psychology*

### **SB320**

#### **Theories of Personality**

##### **4 Quarter Credits (44 Hrs Lecture)**

The study of personality deals with questions about what influences (internal and external, biological and learned) help determine our thoughts, emotions and behavior. This course will review various representative theories from traditional psychoanalytic and trait theories to contemporary cognitive-behavioral investigations.

*Prerequisite: SB112 Psychology*

## ACADEMIC CALENDAR

### QUARTER CALENDAR\*

<u>Session</u>	<u>Start Date</u>	<u>Last Date to Add/Drop</u>	<u>Last Date to Withdraw</u>	<u>Last Day of Classes</u>
SP 12	April 2, 2012	April 9, 2012	June 1, 2012	June 16, 2012
SU 13	July 9, 2012	July 16, 2012	September 7, 2012	September 22, 2012
FA 13	October 1, 2012	October 8, 2012	November 30, 2012	December 15, 2012
WI 13	January 7, 2013	January 14, 2013	March 8, 2013	March 23, 2013
SP 13	April 1, 2013	April 8, 2013	May 31, 2013	June 15, 2013

### MID-QUARTER CALENDAR\*

<u>Session</u>	<u>Start Date</u>	<u>Last Date to Add/Drop</u>	<u>Last Date to Withdraw</u>	<u>Last Day of Classes</u>
SP 12	May 10, 2012	May 14, 2012	June 1, 2012	June 16, 2012
SU 13	August 16, 2012	August 20, 2012	September 7, 2012	September 22, 2012
FA 13	November 8, 2012	November 12, 2012	November 30, 2012	December 15, 2012
WI 13	February 14, 2013	February 18, 2013	March 8, 2013	March 23, 2013
SP 13	May 9, 2013	May 13, 2013	May 31, 2013	June 15, 2013

### CAMPUS HOLIDAYS\*

<b>Good Friday</b>	Friday, April 6, 2012
<b>Memorial Day</b>	Monday, May 28, 2012
<b>Independence Day</b>	Wednesday, July 4, 2012
<b>Labor Day</b>	Monday, September 3, 2012
<b>Thanksgiving Day</b>	Thursday, November 22, 2012
<b>Day after Thanksgiving Day</b>	Friday, November 23, 2012
<b>December Holiday</b>	Monday, December 24, 2012
<b>Christmas Day</b>	Tuesday, December 25, 2012
<b>New Year's Holiday</b>	Monday, December 31, 2012
<b>New Year's Day</b>	Tuesday, January 1, 2013
<b>Martin Luther King Day</b>	Monday, January 21, 2013
<b>President's Day</b>	Friday, February 22, 2013
<b>Good Friday</b>	Friday, March 29, 2013
<b>Memorial Day</b>	Monday, May 27, 2013

\* All of The Art Institute calendar dates are subject to change.

## **TUITION AND FEES**

Tuition is currently charged at **\$518 per credit**. Tuition and fees effective **Fall 2011-Spring 2012**. Currently tuition and fees applicable to The Art Institute programs are as follows:

### **Diploma Programs**

	<b>Art of Cooking</b>	<b>Baking &amp; Pastry</b>	<b>Fashion Retailing</b>	<b>Web Design &amp; Interactive Communications</b>
Tuition per Quarter <sup>1</sup>	\$6216	\$6216	\$6,216	\$6,216
Non-Refundable Application Fee <sup>2</sup>	50	50	50	50
Administrative Fee <sup>2</sup>	100	100	100	100
Non-refundable STRF Fee <sup>3</sup>	75	75	75	75
Lab Fee per Quarter <sup>4</sup>	315	315	0	0
Digital Resource Fee <sup>5</sup>	700	600	800	800
Annual Tuition <sup>6</sup>	18,648	18,648	18,648	18,648
Total Tuition & Fees <sup>7</sup>	\$30,550	\$30,450	\$25,246	\$25,764
Starting Kit (pre-tax)	\$715.00	\$715.00	0	0

### **Degree Programs**

	<b>Advertising (B.S.)</b>	<b>Audio Production (B.S.)</b>	<b>Baking &amp; Pastry (A.S.)</b>	<b>Computer Animation (M.F.A.)</b>	<b>Culinary Arts (A.S.)</b>	<b>Culinary Management (B.S.)</b>	<b>Digital Filmmaking &amp; Video Production (B.S.)</b>	<b>Digital Photography (A.S.)</b>
Tuition per Quarter <sup>1</sup>	\$8,288	\$8288	\$8288	\$9,776	\$8,288	\$8,288	\$8,288	\$8,288
Non-Refundable Application Fee <sup>2</sup>	50	50	50	50	50	50	50	50
Administrative Fee <sup>2</sup>	100	100	100	100	100	100	100	100
Non-refundable STRF Fee <sup>3</sup>	240	240	125	140	125	245	240	120
Lab Fee per Quarter <sup>4</sup>	0	0	315	0	315	315	0	0
Digital Resource Fee <sup>5</sup>	2,800	2,800	1,050	1,200	1,100	2,450	2,800	1,400
Annual Tuition <sup>6</sup>	24,864	24,864	24,864	29,328	24,864	24,864	24,864	24,864
Total Tuition & Fees <sup>7</sup>	\$96,140	\$96,140	\$49,660	\$56,140	\$49,710	\$97,680	\$96,140	\$48,120
Starting Kit (pre-tax)	\$602.22	\$977.76	\$715.00	0	\$715.00	\$715.00	\$642.64	\$585.61

**Degree Programs (continued)**

	Digital Photography (B.S.)	Fashion Design (A.S.)	Fashion Design (B.F.A.)	Fashion Marketing (A.S.)	Fashion Marketing & Management (B.S.)	Game Art & Design (B.S.)	Game Programming (B.S.)	Graphic Design (A.S.)
Tuition per Quarter <sup>1</sup>	\$8,288	\$8,288	\$8,288	\$8,288	\$8,288	\$8,288	\$8,288	\$8,288
Non-Refundable Application Fee <sup>2</sup>	50	50	50	50	50	50	50	50
Administrative Fee <sup>2</sup>	100	100	100	100	100	100	100	100
Non-refundable STRF Fee <sup>3</sup>	240	120	240	120	240	240	240	120
Lab Fee per Quarter <sup>4</sup>	0	0	0	0	0	0	0	0
Digital Resource Fee <sup>5</sup>	2,800	1,400	2,800	1,400	2,800	2,800	2,800	1,400
Annual Tuition <sup>6</sup>	24,864	24,864	24,864	24,864	24,864	24,864	24,864	24,864
Total Tuition & Fees <sup>7</sup>	\$96,140	\$48,120	\$96,140	\$48,120	\$96,140	\$96,140	\$96,140	\$48,120
Starting Kit (pre-tax)	\$585.61	\$841.81	\$841.81	\$518.96	\$518.96	\$602.22	0	\$602.22

**Degree Programs (continued)**

	Graphic Design (B.S.)	Industrial Design (B.S.)	Interior Design (B.S.)	Media Arts & Animation (B.S.)	Set & Exhibit Design (B.S.)	Video Production (A.S.)	Visual & Game Programming (B.S.)
Tuition per Quarter <sup>1</sup>	\$8,288	\$8,288	\$8,288	\$8,288	\$8,288	\$8288	\$8,288
Non-Refundable Application Fee <sup>2</sup>	50	50	50	50	50	50	50
Administrative Fee <sup>2</sup>	100	100	100	100	100	100	100
Non-refundable STRF Fee <sup>3</sup>	240	240	240	240	240	120	240
Lab Fee per Quarter <sup>4</sup>	0	0	0	0	0	0	0
Digital Resource Fee <sup>5</sup>	2,800	2,800	2,800	2,800	2,800	1,400	2,800
Annual Tuition <sup>6</sup>	24,864	24,864	24,864	24,864	24,864	24,864	24,864
Total Tuition & Fees <sup>7</sup>	\$96,140	\$96,140	\$96,140	\$96,140	\$96,140	\$48,120	\$96,140
Starting Kit (pre-tax)	\$602.22	\$831.64	\$842.67	\$602.22	\$831.64	642.64	\$602.22

## Degree Programs (continued)

	Visual Effects & Motion Graphics (B.S.)	Web Design & Interactive Media (A.S.)	Web Design & Interactive Media (B.S.)
Tuition per Quarter <sup>1</sup>	\$8,288	\$8,288	\$8,288
Non-Refundable Application Fee <sup>2</sup>	50	50	50
Administrative Fee <sup>2</sup>	100	100	100
Non-refundable STRF Fee <sup>3</sup>	240	120	240
Lab Fee per Quarter <sup>4</sup>	0	0	0
Digital Resource Fee <sup>5</sup>	2,800	1,400	2,800
Annual Tuition <sup>6</sup>	24,864	24,864	24,864
Total Tuition & Fees <sup>7</sup>	\$96,140	\$48,120	\$96,140
Starting Kit (pre-tax)	\$602.22	\$602.22	\$602.22

1. Tuition per quarter based on 16 credits for Associate and Bachelor programs and 12 credits for Diploma programs.
2. Application and Administrative/Enrollment Fees are paid by new and transfer students only. The \$50 application fee is non-refundable
3. STRF Assessment based on \$2.50 per \$1,000 of tuition charged. Refer to the school catalog under heading "Student Tuition Recovery Fund"
4. Culinary lab courses and specific Bachelor level courses are charged a lab fee of \$105 for a 3 credit course or \$210 for a 6 credit course. The Culinary lab fee will be treated as part of the tuition for refund purposes.
5. The digital resource fee includes the cost of the digital textbook as well as other digital resources which are integrated into the course and vary by program. The fee includes all applicable taxes. This estimated fee assumes all courses require a digital resource; however currently not all courses use digital resources. Courses that include digital resources will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use digital resources, the student remains responsible for purchasing the required text and materials. The digital resource fee is \$50 per course.
6. Annual tuition costs are based on an academic year of three quarters and an average of 12 credits per quarter for Diploma programs and 16 credits for Associate, Bachelor, and Masters programs.
7. Not including starting kit. Total tuition cost based on 90 credit units for Associate degree program, 180 credit units for Bachelor degree programs, and 90 credit units for Masters program. Diploma programs based on 47/48/55 credit units/12 credits per quarter. A separate financial plan exists, which complies with the Truth in Lending Regulation Z, and is part of the Student's Enrollment Agreement.

*Each school quarter is typically 11 weeks.*

### **Estimated Monthly Supplies (Per Month):**

Supplies \$100/month

Texts \$75/month

## **POLICIES & PROCEDURES**

### **THE ART INSTITUTE NON-DISCRIMINATION POLICY**

The Art Institute does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The Art Institute 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: Human Resources Generalist, The Art Institute of California, a college of Argosy University, Hollywood, 5250 Lankershim Blvd., North Hollywood, CA 91601, 818-299-5100; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Los Angeles, 2900 31st Street, Santa Monica, CA 90405, 310-752-4700; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Orange County, 3601 West Sunflower Avenue, Santa Ana, CA 92704, 714-830-0200; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Sacramento, 2850 Gateway Oaks Dr., St. 100, Sacramento, CA 95833, (916) 830-6320; Human Resources Generalist, The Art Institute of California, a college of Argosy University, San Francisco, 1170 Market Street, San Francisco, CA 94102, 415-865-0198; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Sunnyvale, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400.

### **THE ART INSTITUTE NO HARASSMENT POLICY**

The Art Institute is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

#### **Definition of Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Other examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. The Art Institute prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

#### **Other Forms of Harassment**

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

## **Complaint Procedure**

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the "Student Grievance Procedure"). Students who have been subjected to sexual violence should also review the **Policy Concerning Sexual Violence** (and **Programs and Procedures Regarding Sexual Assault**, available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, The Art Institute will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, The Art Institute will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

## **THE ART INSTITUTE POLICY CONCERNING SEXUAL VIOLENCE**

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by The Art Institute. Complaints of sexual violence should be made to the Human Resources Generalist, The Art Institute of California, a college of Argosy University, Hollywood, 5250 Lankershim Blvd., North Hollywood, CA 91601, 818-299-5100; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Los Angeles, 2900 31st Street, Santa Monica, CA 90405, 310-752-4700; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Orange County, 3601 West Sunflower Avenue, Santa Ana, CA 92704, 714-830-0200; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Sacramento, 2850 Gateway Oaks Dr., St. 100, Sacramento, CA 95833, (916) 830-6320; Human Resources Generalist, The Art Institute of California, a college of Argosy University, San Francisco, 1170 Market Street, San Francisco, CA 94102, 415-865-0198; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Sunnyvale, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400.

Upon learning of possible sexual violence involving a student, The Art Institute will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If The Art Institute determines that sexual violence may have occurred, The Art Institute will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

The Art Institute will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to the Human Resources Generalist, The Art Institute of California, a college of Argosy University, Hollywood, 5250 Lankershim Blvd., North Hollywood, CA 91601, 818-299-5100; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Los Angeles, 2900 31st Street, Santa Monica, CA 90405, 310-752-4700; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Orange County, 3601 West Sunflower Avenue, Santa Ana, CA 92704, 714-830-0200; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Sacramento, 2850 Gateway Oaks Dr., St. 100, Sacramento, CA 95833, (916) 830-6320; Human Resources Generalist, The Art Institute of California, a college of Argosy University, San Francisco, 1170 Market Street, San Francisco, CA 94102, 415-865-0198; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Sunnyvale, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400.



2. Providing an escort to ensure the alleged victim can move safely between classes and activities.
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes.
4. Providing referral to counseling services or providers.
5. Providing academic support services, such as tutoring.
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

### **Disciplinary Actions and Sanctions**

On-campus disciplinary procedures against students will be in accordance with The Art Institute published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Students who have been subjected to sexual violence are encouraged to review the **No Harassment Policy**, the **Non-Discrimination Policy**, the **Student Grievance Procedure for Internal Complaints of Discrimination and Harassment** and the **Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office).

### **THE ART INSTITUTE STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below. Sexual violence is considered to be a form of sexual harassment, and therefore is also considered a form of sex discrimination. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether The Art Institute Non-Discrimination Policy has been violated. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether discrimination or harassment has occurred.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Human Resources Generalist, The Art Institute of California, a college of Argosy University, Hollywood, 5250 Lankershim Blvd., North Hollywood, CA 91601, 818-299-5100; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Los Angeles, 2900 31st Street, Santa Monica, CA 90405, 310-752-4700; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Orange County, 3601 West Sunflower Avenue, Santa Ana, CA 92704, 714-830-0200; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Sacramento, 2850 Gateway Oaks Dr., St. 100, Sacramento, CA 95833, (916) 830-6320; Human Resources Generalist, The Art Institute of California, a college of Argosy University, San Francisco, 1170 Market Street, San Francisco, CA 94102, 415-865-0198; Human Resources Generalist, The Art Institute of California, a college of Argosy University, Sunnyvale, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400. 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 Human Resources Generalist or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have an opportunity to meet and discuss the allegations with the investigator and may offer any witnesses and other evidence 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. When evaluating complaints of sexual harassment, the Human Resources Generalist or the Dean of

Academic Affairs will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Human Resources Generalist or the Dean of Academic Affairs may be appealed by either the complainant or the accused by petitioning the President's Office of The Art Institute. The written appeal must be made within 20 calendar days of receipt of the determination letter from Human Resources Generalist or the Dean of Academic Affairs. The President, or his/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. 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 The Art Institute Academic Catalog.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at <http://www.ed.gov/ocr>.

### **Book Process – The following Book Process should be added to the catalog:**

#### **Book Process**

Students in need of purchasing books for their classes will need to sign an authorization form either approving or not approving the use of excess Title IV funds, if applicable, to cover the cost of books and supplies. If the purchase of books and supplies should exceed the amount of the student's credit balance after all aid pays in, the remaining amount due will be posted to the student's account and the student will be responsible for making alternative payment arrangements.

Students who do not authorize and who have excess Title IV funding due to receiving funds from a Pell Grant will receive the lesser amount of either the amount of their Pell Grant excess or their full credit balance amount, for the term in question, within seven days of the start of the term. Students who do not authorize and who are receiving excess Title IV funds but do not have a Pell Grant will receive a stipend within the later of the term begin date or 14 days of the date of their credit balance on their ledger card.

### **Quarter Credit Hour – The following definition of a Quarter Credit Hour replaces all previous references to Quarter Credit Hour Definition or Quarter Credit Hour Requirements.**

#### Quarter Credit Hour Definition

A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

**COMMUNITY COLLEGE SCHOLARSHIP** *(Addition to scholarships offered on pages 124-125.)*

This is a portfolio and essay-based competition open to Community College students who are completing an Associate's degree and looking to transfer and complete a Bachelors degree. The winner of this scholarship receives a \$5000 tuition scholarship per Art Institutes location. However, each entrant receives a recurring tuition scholarship - \$1000 upon acceptance and a second \$1000 after they complete their first year.

There is a portfolio and essay component required to apply for this scholarship. The portfolio section is worth 75% and the essay is worth 25%. The essay will answer the question: "How do you see art impacting the world in the future and how do you see yourself contributing professionally?"

The scholarship entries are due in by November 28, 2011 with winners notified by December 19, 2011.

Students must be in an accepted status by December, 2012. The latest class start that the scholarship can be used for is January, 2013. Students must be enrolled for a minimum of 11 credits to use the scholarship.

For more information regarding this scholarship, please contact an admissions representative at the campus of your choice.

**ADVANCED STANDING** *(Revision to statement on page 129.)*

Course credits may be awarded for advanced course credit, proficiency examination, or proficiency for prior experiential learning (**The Art Institute of California, Hollywood, The Art Institute of California, Los Angeles, The Art Institute of California, Sacramento, The Art Institute of California, San Francisco and The Art Institute of California, Sunnyvale only**). These advanced standing credits 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.

*Addition of the Intellectual Property Policy – The following Intellectual Property Policy should be added to the catalog.*

## **INTELLECTUAL PROPERTY POLICY**

### **Introduction**

As a creative community of teachers, artists and scholars, The Art Institute is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of The Art Institute itself, which supports this creative and scholarly work.

### **I. Purpose and Scope**

This document expresses The Art Institute's policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of The Art Institute – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with The Art Institute, and this Policy governs in all circumstances, unless The Art Institute has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between The Art Institute and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit “fair use” as defined by U.S. laws.

### **II. 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 (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).
- B. *Commissioned Work* - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.
- C. *Independent Academic Effort or Creative Activity* - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.
- D. *Institutional Employee* - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.
- E. *Intellectual Property* - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any

- jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.
- F. *Patent* - A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.
- G. *Sponsored Work* - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.
- H. *Student* - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as "special status students": e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.
- I. *Substantial Institutional Resources* - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not "commonly provided", is considered a use of "Substantial Institutional Resources." This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of "Substantial Institutional Resources." Resources not considered "commonly provided" include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.
- J. *Trademark and Service Mark* - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party's goods or services from those of others.
- K. *Work* - The term "Work" as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.
- L. *Work Made for Hire* - A "Work Made for Hire" is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment. Consistent with the Copyright Act of 1976, as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. Examples of works made for hire include software programs created within the scope of an employee's duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

### III. The Rights of the Creator of Intellectual Property

#### A. *Faculty, Staff and Student Works*

##### 1. General Rule.

Subject to the exceptions noted in this Policy, as a general rule, The Art Institute does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and students.

##### 2. Exceptions to the General Rule.

Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:

- (a) The Intellectual Property is developed as a Sponsored Work.
- (b) The Intellectual Property is developed as a Commissioned Work.
- (c) The Intellectual Property is developed using Substantial Institutional Resources.
- (d) The Intellectual Property is developed by the creator within the scope of his or her employment with The Art Institute and constitutes a Work Made for Hire.
- (e) The Intellectual Property is developed by a creator who is assigned, directed or funded by The Art Institute to create the Intellectual Property.
- (f) The Intellectual Property is developed under a grant, program or agreement which provides The Art Institute with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2(a) through (f) above, the Intellectual Property shall be owned by The Art Institute (or by The Art Institute and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by The Art Institute under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by The Art Institute's President, and to execute any document deemed necessary by The Art Institute to perfect legal rights in The Art Institute and enable The Art Institute to file applications for registration when desired.

##### 3. Ownership Rights in Specific Types of Works.

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

(a) Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by The Art Institute. 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.

(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 as Works Made for Hire or otherwise.

(c) If any Intellectual Property to be owned by The Art Institute under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, the parties' respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.

(d) Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of The Art Institute will develop a written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to The Art Institute.

(e) Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.

(f) Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her own, or developed in the context of a course, is owned by the Student and The Art Institute will not use the Student's Work without the Student's permission to do so.

(g) Students working on a project governed by an existing written agreement to which The Art Institute is a party are bound by all terms of that agreement.

(h) Students hired to carry out specific tasks that contribute to Intellectual Property of The Art Institute retain no rights of ownership in whole or in part to that Intellectual Property or to the Student's contribution to that work.

(i) Students who wish to work collaboratively with Institutional Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to The Art Institute 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 to a perpetual, worldwide license (exclusive or non-exclusive, as The Art Institute deems necessary), to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non- Institution sponsor.

#### B. *Independent Contractor Works.*

As a general rule, The Art Institute will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or The Art Institute has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If The Art Institute does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor in the course of performance of the contract, in accordance with the parties' agreement.

#### **IV. Institution's Usage Rights**

To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, The Art Institute shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of The Art Institute . Where practicable, The Art Institute will use best efforts to cite the creator of the Work if The Art Institute exercises such usage rights.



## **V. Institution's Marks**

Intellectual Property comprised of or associated with The Art Institute's Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the "Marks") belongs exclusively to The Art Institute and/or its affiliates. This Policy is designed to protect the reputation of The Art Institute and its affiliates, and to prevent the illegal or unapproved use of The Art Institute's Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of The Art Institute. However, faculty, staff, and Students may identify their status or professional affiliation with The Art Institute as appropriate, but any use of The Art Institute's Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, The Art Institute. No products or services may be marked, offered, sold, promoted or distributed with or under The Art Institute's Marks without The Art Institute's prior written permission and compliance with the licensing policies of The Art Institute. All requests for use of Institution Marks must be submitted in writing to an officer designated by the President. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise The Art Institute's Marks.

## **VI. Substantial Use of Institution Resources**

Although "Substantial Institutional Resources" is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of The Art Institute, modes of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of "substantial use" from time to time and implement any changes or clarification to the definitions which The Art Institute deems necessary in order to establish an appropriate standard.

## **VII. Review Scheme**

Questions concerning this Intellectual Property Policy should be addressed to the Dean of Academic Affairs.

## **VIII. Reservation of Rights**

The Art Institute reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. The Art Institute agrees, however, that it will endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

## **IX. Effective Date**

This Policy supersedes any preexisting Intellectual Property policy of The Art Institute and will remain in effect until modified or revoked by The Art Institute. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with The Art Institute changes or terminates.

## **X. Governing Law**

This Policy shall be governed by and interpreted under applicable federal laws pertaining to intellectual property and applicable state law, without regard to choice of law provisions.



*Addition of the Retaking Coursework Policy – The following Retaking Coursework Policy should be added to the catalog.*

## **RETAKEING COURSEWORK POLICY**

Effective July 1, 2011, the Department of Education amended the full-time enrollment status definition for programs at term-based institutions. In a standard term-based program, students who retake previously completed coursework are considered eligible for additional Title IV assistance, even if the students will not receive credit for that coursework in addition to credits already received. To comply with this provision and to assist students with managing appropriate FSA loan balances, EDMC has implemented the following policy on retaking coursework for standard term and non-term based programs.

### **Standard Term-based Programs**

Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, some EDMC's Educational Systems have limitations on how many times students can retake failed courses before they are dismissed from the institution. Please refer to the school's SAP Policy.

For standard term-based programs, EDMC's policy will allow financial aid to cover a *single repetition* of a previously successfully passed course subject to certain conditions. Students who earned credit(s) may receive Title IV funds for one retake of any previously passed course only if they meet one of the following conditions:

- Specific State or Accreditation regulations require a student to retake a course which was previously successfully passed within a given time period of graduation.
- Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination.
- For students who need a specific grade or G.P.A. to practice upon graduation.

The student must have *completed* the course for it to be considered a repetition under this policy. Because only one repetition of a previously passed course may be included in the a student's enrollment status for purposes of Title IV aid, if the student failed the repeated course, the student is not eligible for an additional retake because the student is considered to have completed the course.

### **Non-term Based Programs**

Student's coursework is divided into payment periods based the credit hours and weeks of instructional time in the program or the academic year, whichever is less. A student must successfully complete the credit hours and instructional weeks in a payment period, or withdrawal, in order to advance to the next payment period and academic year. Students who fail or withdrawal from a course will not earn credits for the payment period and academic year. Students who successfully completed a course (earned credits) and wish to repeat the course to earn a better grade or G.P.A., the course attempted and earned credits will not be included in the payment period and academic year credits requirement. Students may only use FSA funds to cover such repeated courses to the extent excess funds are available in the academic year.

*Effective Date: January 2012*

*Revision to the Arbitration Policy – The Arbitration Policy found on page 142 of the catalog is replaced with the following:*

## **ARBITRATION**

Every student and The Art Institute agrees that any dispute or claim between the student and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at The Art Institute whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

Either party may elect to pursue arbitration upon written notice to the other party. Such notice must describe the nature of the controversy and the remedy sought. If a party elects to pursue arbitration, it should initiate such proceedings with JAMS, which will serve as the arbitration administrator pursuant to its rules of procedure. JAMS can be contacted as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, [www.jamsadr.com](http://www.jamsadr.com), 800-352-5267. This provision does not preclude the parties from mutually agreeing to an alternate arbitration forum or administrator in a particular circumstance. If either party wishes to propose such an alternate forum or administrator, it should do within twenty (20) days of its receipt of the other party's intent to arbitrate.

The Art Institute agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds than the relevant jurisdictional threshold The Art Institute reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR The Art Institute CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR The Art Institute WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student's written request, The Art Institute will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student's relationship with The Art Institute.

*Revision to the Undergraduate Satisfactory Academic Policy – The Undergraduate Satisfactory Academic Policy found on page 134 of the catalog is replaced with the following:*

## **UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

*Effective for quarters beginning on or after April 1, 2012*

### **I. Purpose/Scope**

The Satisfactory Academic Progress Policy ensures that all students enrolled in certificate, diploma, and undergraduate degree programs are maintaining satisfactory academic progress towards a successful completion of their academic programs. The criteria and standards contained in this policy are set to recognize exemplary academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress Policy complies with requirements of accrediting commission(s) along with federal regulatory guidelines.

### **II. Policy Guidance**

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with *C* or better grades indicates academic progress. Receiving *D* or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Aid Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the Dean 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 will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in the loss of financial aid and academic dismissal. Please meet with academic advisor if you are having attendance concerns, feel you are failing a course or courses or before withdrawing from a course or courses to determine how that will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program without attempting more than 150% of the credits in the program.

While the terms Academic/Financial Aid Warning, Academic/Financial Aid Dismissal, and Academic/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

### Criteria for Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarterly basis and upon graduation.

### Quarter Honors Designations (at the completion of a quarter)

Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

Quarter GPA	Honors Designation
4.0	President's Honor List
3.7-3.99	Dean's Honor List
3.5-3.69	Honor Roll

### Honors Designation at Graduation

Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

*Transitional studies courses are not considered when evaluating honors designations.*

### Milestones and Evaluation Points for Satisfactory Academic Progress

*Compliance with Standards of Academic Progress is reviewed every quarter for all Certificate and Diploma programs.*

### Certificate and Diploma Programs:

1. At the end of the first quarter, students must attain a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).
2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 50.00%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal**. Students who are only participating in Transitional studies courses are considered to be maintaining SAP.
3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal**.
4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Aid Dismissal**. Dismissal for violating the maximum timeframe (MTF) can happen at any time.
5. Students should note that if they are on Academic/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their **academic advisor** concerning their exact requirements.
6. Transitional Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the maximum time frame allowable to earn the certificate or diploma or in the incremental completion rate as attempted credits and, if successful, earned credits.
7. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no

- right to appeal the termination.
8. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.
  9. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation, or on Academic/Financial Aid Dismissal.
  10. Compliance with SAP is reviewed every quarter for Certificate and Diploma programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

Certificate/Diploma	Evaluation Point	Milestones(CGPA and ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Academic/Financial Aid Warning
	End of Second Quarter	< 1.5 and/or 50.00%	Academic/Financial Aid Warning (if 1 <sup>st</sup> time)/ Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
	End of Third Quarter And every quarter thereafter	< 2.0 and/or 66.67%	Academic/Financial Aid Warning (if 1 <sup>st</sup> time)/ Academic/Financial Aid Dismissal (if on Warning)
	At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal
Transitional Studies	At Any Time	3x Attempted Failures	Academic/Financial Aid Dismissal

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic / Financial Aid Dismissal with no right to appeal the dismissal.

Unless otherwise noted, **Academic/Financial Aid Dismissals** can be appealed. Please see the Appeal Process below.

### **Degree Programs:**

*Degree programs are evaluated after a student has attempted three quarters and sixth quarters including portions of a quarter) during the first six quarters. After the sixth quarter, the student is evaluated at the end of each quarter. While grades, GPAs, and Incremental Completion Rates are made available at the end of a student's quarter, they are informational only except at evaluation points. Please note students may be alerted of their progress at any time and may be required to take specific action.*

1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Dismissal. Please note that if your ICR and /or GPA is at the minimum or you are close to the minimum, you may need to pass most or all of your courses during the next three quarters. While you are making SAP, we recommend that you meet with your academic advisor.
2. At the end of the second academic year, students must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Dismissal.
3. Starting the quarter after the sixth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Failure to meet these standards will result in Academic/Financial Aid Warning unless the student was on Financial Aid Warning the previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal.

4. **Students may not attempt** more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic/Financial Aid Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time.
5. *Placement into Transitional Studies* courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the transitional study course(s) do not count in determining the maximum time frame allowable to earn the degree and do not count in the incremental completion rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same Transitional Study upon a third attempt.
6. **Transitional Studies** courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the dismissal.
7. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation or on **Academic/Financial Aid Dismissal**.
8. For Degree programs, compliance with SAP is reviewed every academic year during a student's first two years and then quarterly thereafter. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

<b>Degree Programs</b>	<b>Evaluation Point</b>	<b>Milestones(CGPA and ICR)</b>	<b>Required Action</b>
	End of First Academic Year	< 1.00and/or 33.3%	Academic/ Financial Aid Dismissal
	End of Second Academic Year	< 2.0 and/or 66.67%	Academic / Financial Aid Dismissal
	End of Seventh Quarter and Thereafter	< 2.0 and/or 66.67%	Academic/Financial Aid Warning (if 1 <sup>st</sup> time)/ Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
	At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal
Transitional Studies	At Any Time	3x Attempted Failures	Academic/Financial Aid Dismissal

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic / Financial Aid Dismissal with no right to appeal the dismissal.

Unless otherwise noted, Academic/Financial Aid Dismissals may be appealed. Please see the Appeal Process below.

A student enrolled in Transitional Studies courses must be able to pass the same Transitional Studies course after three attempts or that student will be placed on Academic/Financial Aid Dismissal.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirements at the next applicable measuring point.

### **Procedure for Appealing Academic/Financial Aid Dismissal**

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Dean 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
- Work-related transfer during the period
- Change in work schedule during the period
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment

A student who is successful in his or her appeal is able to apply for re-entry and if otherwise eligible, receive financial aid; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. A student on Academic/Financial Aid Probation may receive financial aid (if otherwise eligible).

The Dean 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. Student life issues and making the transition to college are not considered mitigating circumstances under this policy since students have at least two quarters to adjust to college life.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student's circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

If a student's appeal is successful, the student will be placed on Academic/Financial Aid Probation for one quarter. Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must document and maintain



as part of the appeals process a concrete plan for how a student will complete his remaining coursework by the next measurement point as well as how the student's progression will be monitored. The Academic Plan must detail specific time frames and student success measures and cannot be greater than one (1) quarter for certificate or diploma programs but for degree programs may be up to two (2) quarters. The Academic Plan must be reviewed with the student to ensure that designated Academic Plan is being met and the student is on track to achieve the success measures within the approved timeframe. There cannot be a change to the academic plan once approved by the student and the institution. Failure to meet the established goals approved in the appeal will result in Academic/Financial Aid Dismissal.

A student denied an appeal must sit out one year before being eligible to apply for re-entry. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her to not meet the minimum standards of the Satisfactory Academic Progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances and demonstrate that he or she will be able to meet satisfactory academic progress if re-admitted.

If the appeal is granted, the re-entering student will be placed on Academic/Financial Aid Probation at the start of his or her quarter of return. The student must meet the standards of Satisfactory Academic Progress by the end of his or her first quarter if in a diploma program and up to the second quarter if in a degree program (but only if there is a documented Academic Plan between the Institution and the student) to continue in the program. **The agreed upon academic plan must result in thresholds that exceed the last evaluation point's minimums and be sufficient for the student to realistically meet the next evaluation point.** The student may be asked to retake courses previously failed in order to raise both the CPGA and ICR. **If a student was initially denied a re-entry appeal and sat out for one year before attempting to re-enter, the student must submit a second appeal for consideration for re-entry. If the second re-entry appeal is denied, no additional appeals may be allowed and the student is permanently academically dismissed.**

Upon the Appeals Committee decision, the student is notified by the Dean 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's CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in the Institution then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Incremental Completion Rate as credits attempted and credits earned.

#### **Transfers from another Art Institute**

A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another affiliated Art Institute must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer.

Please note that course credits and applicability of those credits at each Art Institute for a program can vary from location to location. Please carefully discuss any possible transfer with the Art Institute you wish to attend.

#### **Grading System**

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total point basis):

## The Metrics of SAP

### Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<u>Letter Grade</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0 *

\*F does compute in GPA and CGPA and does count as credit attempted.

### Other Grade Codes worth Zero Quality Points:

<b>CR = Credit through examination</b>	Credits Earned/TR grade. This does not affect CGPA. They do impact ICR and MTF.
<b>I = Incomplete</b>	Affects ICR/MTF/CGPA( Computes as an F)
<b>S = Suspension</b>	Affects ICR/MTF/CGPA( Computes as an F)
<b>NP = Not passing/Fail</b>	Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non credited course
<b>P = Proficiency Credit by Exam or Portfolio</b>	Does not affect CGPA. This grade designation does impact ICR and MTF.
<b>PA = Pass</b>	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
<b>RE = Remedial Course</b>	This code will appear for remedial courses taken at schools utilizing the Campus Vue Student Information System (SIS). This code will be followed by the course grade. Does not affect ICR/MTF/CGPA/SCGPA
<b>SP or SA = Satisfactory/Pass</b>	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
<b>T = Termination from course</b>	Affects ICR/MTF/CGPA (Computes as an F)
<b>TR = External Transfer Credit</b>	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.
<b>U = Unsatisfactory</b>	Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.

**WV = Waiver**

Commonly used when waiving a Transitional courses and does not affect ICR/MTF/CGPA

**WX = Course was registered for but never attended**

Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

### **Repeating Courses**

Grades earned in repeated courses will replace grades of 'F', 'W', or 'WF'. Course credits with grades of 'F', 'W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the end of the second week of the following term. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Only if it is part of an Academic Plan may students retake courses in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted. The highest grade earned will be used in the CGPA calculations.

### **Changed Grade**

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean 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, which is rounded to 3.6.

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if the last digit is less than 5. Example: 1.95 = 2.0, 1.94 = 1.90)

**Incremental completion rate** is determined as follows (transitional study credits do not count in this calculation):

**(EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)**

---

**(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)**

**The 150% MTF:** Only the attempted and transferred courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.

**The 150% MTF is determined as follows:**

**TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM x 1.5 =  
TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.**

## **STUDENT STATUS CHANGES AND SAP**

### **Transfer Students**

Transfer credits from other post-secondary institutions applied to the current program of study are used to calculate attemptable credits remaining and remaining credits to graduate. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be  $180 \times 1.5 = 270$  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), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another Art Institute until he or she has been granted an appeal at the original school and is deemed to be making satisfactory academic progress.

### **Changes in Program**

Unless a second change is specifically approved for the specific student by the Dean, students are allowed only one change of program and must be making satisfactory academic progress at the time a request is made to change programs.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the

second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.

In the formulas below, the "CHANGE OF MAJOR" adjustment factor would be those credits from the previous major that we will NOT count in the student's current major.

**Incremental completion rate** is determined as follows (Transitional credits do not count in this calculation):

**(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS**

**(ATTEMPTED CREDITS in the New Program + TRANSFER CREDITS Accepted) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS**

**The 150% MTF** Only the attempted and transferred courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. An MTF violation occurs when the credits remaining to graduate exceeds the attemptable credits remaining.

The 150% MTF is determined as follows:

**TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.**

### **Second Degree**

When a student has graduated from The Art Institute in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will be applied to the student's new program CGPA calculation.

### **Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds**

Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, it may require a higher cumulative grade point average and/or a higher incremental completion rate. Examples of these education benefits are State Grants, Veterans' Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Service Office for details.

*Effective Date: June 6, 2012*

*Revision to Transfer of Credit Policy – The Transfer Credit Policy found on page 129 of the catalog is replaced with the following:*

## **TRANSFER CREDIT**

The sections below describe the various conditions under which credits might be transferred into or out of Art Institutes schools. Please contact the office of The Dean of Academic Affairs for all matters related to Transfer Credit and Program Change.

### **TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS**

The Art Institute of California does not imply, promise or guarantee transferability of its credits to any other institution. The fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution, taking into account such factors as course content, grading, accreditation and licensing. The goal of The Art Institute of California is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute of California is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, any student wishing to transfer credits to another institution will need to confirm that the academic credits earned at The Art Institute of California will transfer to the receiving institution before entering a program at The Art Institute of California.

Programs offered by one school within the Art Institutes system may be similar to, but not identical to, programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within the Art Institute system, you may be required to take additional courses beyond the completed portion of the program, including topics previously covered in past classes.

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

### **TRANSFERRING FROM ONE ART INSTITUTE TO ANOTHER ART INSTITUTE**

Students wishing to transfer from one Art Institutes school to another may do so only if they are in good standing at the sending school. Any student dismissed for academic progress cannot transfer to another Art Institute school until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress.

### **TRANSFER OF CREDIT BETWEEN ART INSTITUTES SCHOOLS**

**Associate's Degree Graduates to Bachelor's Degree Programs:** Every reasonable effort will be made to ensure that all credits earned by associate's degree graduates of an Art Institutes school will transfer to the corresponding bachelor's degree program within the system. However, differing state and accrediting regulations may require additional courses at the associate's degree level. If the associate's degree completed by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the associate's degree level.

Such graduates of the related associate degree program will attain upper division status in the bachelor's degree.

Associate's degree credits earned by graduates of an Art Institutes school for which there is no corresponding bachelor's degree program will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted. Under some conditions, all general education courses in the associate degree may be brought forward into the Bachelors degree program; because this may vary by state, the student attempting to transfer credits is advised to consult with the receiving institution on the policies regarding general education coursework. All conditions in the following associate's degree credits to associate's/bachelor's degree program procedure apply.

**Diploma Graduates to Associate's/Bachelor's Programs:** Every reasonable effort will be made to ensure that all credits earned by diploma program graduates of an Art Institutes school will transfer to the corresponding Associate/Bachelor's degree program within the system. If the diploma program completed by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to require retaking the course(s) at the associate's degree level.

Such graduates of the related diploma program will attain lower division status in the associate's degree program.

Diploma program credits earned by graduates of an Art Institutes school for which there is no corresponding Associate/Bachelor's degree program will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted. All the following conditions in the following diploma program credits to associate's/bachelor's degree program procedure apply.

*Allowable Total Transfer of Credit*

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the new location. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, or from proficiency examinations, or from alternative sources of credit. Due to regulatory considerations, at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above. See the campus registrar for the minimum percentages for your campus.

*Transcripts*

Official transcripts must be sent to the Admissions Office of the admitting Art Institutes school prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at The Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

**Diploma Program Credits to Associate's/Bachelor's Degree Program:**

Diploma program credits, with a grade of "C" or better from an Art Institutes school, earned by students not awarded an diploma, will be considered for transfer to the same program at the associate's degree or bachelor's degree level. Differing state and accrediting regulations may require additional courses at the associate's degree level.

**Associate's Degree Credits to Associate's/Bachelor's Degree Program:**

Associate's degree credits, with a grade of "C" or better from an Art Institutes school, earned by students not awarded an associate's degree, will be considered for transfer to the same program at the associate's degree or bachelor's degree level. Differing state and accrediting regulations may require additional courses at the associate's degree level.

*Transcripts*

Official transcripts must be sent to the Admissions Office of the admitting Art Institute school prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

*Course Descriptions*

The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalog will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

*Level of Transfer Credits*

Only college-level credits (100 level course or equivalent and above) taken at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer. If the student has passed only the transitional classes at an Ai school but not earned the respective college-level credit, then the receiving institution should re-test the student for placement purposes.

*Grades of Transfer Credits*



Only courses with an earned grade of “C” (2.0 on a 4.0 scale) or higher will be considered for transfer credit. Transfers between schools from within the same OPEID code (Office of Postsecondary Education Identifier), will transfer all comparable courses (including all attempts) to the new school.

#### *Course Prerequisites and Sequence of Courses*

Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

#### *Internal Proficiency Testing for Credit*

Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of a program’s required credits will be considered for any type of proficiency credit.

#### *Portfolio Review for Credit*

Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start. No more than 25 percent of a program’s required credits will be considered for any type of proficiency credit.

#### *Total Allowable Transfer of Credit*

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

**LIMITATION TO ONLINE EDUCATION QUOTIENT: Based on government and accreditation standards related to consortium agreements, students are limited in the total number of credits that can be earned in an online delivery mode. Students are required to complete more than 50% of their program credits in residence at the Art Institute school into which they have enrolled and from which they hope to graduate. Once the threshold of 50 percent program credits has been exceeded, the student must be transferred to The Art Institute of Pittsburgh – Online Division for the completion of the program. Transfer between Art Institute campuses does not guarantee that all credits earned will transfer to the same program at the receiving campus, including The Art Institute of Pittsburgh – Online Division.**

### **TRANSFER OF CREDIT FROM OUTSIDE COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTES SCHOOL**

#### *Transcripts*

Official transcripts must be sent to the Admissions Office of the admitting Art Institute school prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student’s first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

#### *Course Descriptions*

The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalog will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

#### *Level of Transfer Credits*

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

#### *Grades of Transfer Credits*

Only courses with an earned grade of “C” (2.0 on a 4.0 scale) or higher will be considered for transfer credit.

#### *Course Prerequisites and Sequence of Courses*



Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

#### *Proficiency Credit from External Sources*

Official documents related to CLEP or AP scores or similar means to demonstrate proficiency for credit must be received by an Art Institutes school prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

- *Advanced Placement.* Some foundation courses can be obtained through College Board's AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and evaluated prior to the end of the schedule adjustment period (add/drop) of the student's first quarter of attendance.
- *College Level Examination Program (CLEP).* Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to University courses prior to the end of the scheduled adjustment period (add/drop) of the student's first quarter of attendance.
- *Articulation Agreement Credit.* Successfully complete programs included in articulation agreements that have been established between the University and their high schools.
- *Military Experience Credits.* Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on an American Council on Education (ACE) transcript.

**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".

#### *Internal Proficiency Testing for Credit*

Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

#### *Portfolio Review for Credit*

Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

#### *Total Allowable Transfer of Credit*

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

### **TRANSFER OF CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT OR RE-ENTRY TO THE INSTITUTION) AT AN ART INSTITUTES SCHOOL**

NOTE: Transfer credit after matriculation must be completed prior to the student's final term of study.

**Concurrent Enrollment:** Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institutes school student's full-time schedule (at the student's own expense), and after a student's matriculation at an Art Institutes school, may be made to the Dean of Academic Affairs. Transfer Credit

may be awarded if all other criteria for transfer of credit are met, and if the secondary institution permits concurrent enrollment.

#### *Approval Needed*

Requests for concurrent enrollment in a course at another college or university while the student is at full-time status at an Art Institutes school (according to the US Department of Education's definition of the term) must be approved by the General Education Director, the Department Director, or the Dean of Academic Affairs prior to enrollment in the course.

#### *Full-time Status*

The student must be enrolled full-time at an Art Institutes school at all times during the concurrent enrollment at another college or university.

#### *One Course Limit*

Only one course per quarter in concurrent enrollment is permitted.

#### *Grading*

The concurrent enrollment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at The Art Institute of California will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

#### *Completion Deadline*

Credit will be awarded for the course when official documentation is provided by the secondary institution that the course was successfully completed, as defined above. Official Transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrollment course.

#### *Total Allowable Transfer of Credit*

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

#### *Transcripts*

Official Transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrollment course.

**Transfer Credit Upon Re-Entry to the Institution:** Requests for transfer of credit from accredited institutions of higher education for a course taken while a student was not in attendance at an Art Institutes school, but after a student's initial matriculation at the school, may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

#### *Grading:*

The concurrent enrollment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at The Art Institute of California will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

### **CHANGE OF PROGRAM WITHIN AN ART INSTITUTES SCHOOL**

A student petitioning to change from one program to another within The Art Institute of California 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.

**REVISION OF THE ENGLISH LANGUAGE PROFICIENCY POLICY** (found on page 122 in the catalog.)

**EFFECTIVE OCTOBER 1, 2011**

**International Admissions Policy**

All international (nonimmigrant) applicants to The Art Institute must meet the same admissions standards as all other students (Please refer to Admissions Requirements for all students in The Art Institute Catalog).

The following chart is used for the English Language Proficiency Policy, which states that regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to The Art Institute whose first language is not English must demonstrate competence in the English language before admission to or enrollment in any course or program of study, excepting for admission and enrollment to an approved English as a Second Language (ESL) program or by special agreement between an EDMC and a partner institution relating to collaborative studies. Any such agreement must be approved by the appropriate Academic Affairs office in The Art Institute education system. Demonstration that English is an applicant's first language can be satisfied if the applicant submits a diploma from a secondary school or post-secondary school in a system in which English is the official language of instruction. If English is not the applicant's native or first language, the applicant must demonstrate sufficient command of the English Language by providing evidence that he or she meets one of the English language proficiency standards listed below.

**Minimum Acceptable Proof of English Language Proficiency Standard**

<b>TOEFL</b>	<b>Paper</b>	<b>Diploma</b>	<b>AS/BS</b>	<b>Grad.</b>
	<b>i-BT (internet based test)</b>	<b>480</b> <b>54-55</b>	<b>500</b> <b>61</b>	<b>550</b> <b>79-80</b>
<b><u>TOEFL Equivalent/Alternative English Language Programs/Test</u></b>				
American College Testing (ACT) English		17	19	21
EF International Language Schools		C1	C1	C2
ELS Language Schools		Level 108	Level 109	Level 112
iTEP		4.0	4.5	5
Michigan English Language Assessment Battery (Also known as the MELAB or Michigan Test)		73	80	85
Pearson		42	44	53
Scholastic Aptitude Test (SAT) Verbal Score**		420	526	572
Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Section		453*	526	572
TOEIC (Academic Test)		650	700	750
I.E.L.T.S. (A Cambridge University Exam)		Level 5.5	Level 6	Level 6.5

\* The scale for The Prueba Aptitud Academica has changed and now closely reflects the SAT. \*\* As of April 2005, the SAT verbal test is replaced with the SAT critical reading test. 2005, the SAT verbal test is replaced with the SAT critical reading test.

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

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

Updated: November 2011

### **Admissions Requirements for Nonimmigrant Students**

Applicants seeking to enroll in valid student nonimmigrant status must submit each of the following items:

- A completed and signed Application for Admission Form including required essay;
- A completed and signed Enrollment Agreement;
- Original or official copies of all educational transcripts (secondary school and, if applicable, university- level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;
- Official credential evaluation of non-American educational credentials, if applicable; please note that official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services (NACES); see [www.naces.org](http://www.naces.org)
- Proof of English language proficiency (see English language proficiency policy);
- A completed and signed Sponsor’s Statement of Financial Support; (This statement is not required if the student is self-sponsored);
- Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
- A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable tuition deposit;
- A photocopy of the student’s passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
- For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student’s passport as well as a photocopy of the student’s I/94 arrival departure record (both sides);
- For all nonimmigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to The Art Institute;
- Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant, seeking to enroll in valid student nonimmigrant status, is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required.

If the applicant is accepted, he/she will be sent additional information regarding the student visa application process.

The Art Institute of California, a college of Argosy University, with locations in Hollywood, Los Angeles, Orange County, Sacramento, and San Francisco are authorized under federal law to admit nonimmigrant students. The Art Institute of California, a college of Argosy University location in Sunnyvale is pending approval to enroll nonimmigrant students.