



## GETTING THE MOST FROM YOUR EDUCATION

At The Art Institute, our role is to provide educational services to help you develop your potential. An Art Institute education is not something we do to our students. Instead, it is a process where we learn and explore with you. We cannot simply hand you skills and knowledge. You must be a full partner in this interactive learning process.

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

Your responsibilities as a student of The Art Institute include:

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

Reading and understanding the policies in this catalog, the application booklet, the student handbook, and any policies subsequently provided to you, are also your responsibility.

The doors of our faculty and staff are open to you. If you have any questions, please don't hesitate to ask!

# GENERAL INFORMATION

## ADMISSION

Prospective students may apply at any time. Admissions decisions are made on a rolling basis and students are encouraged to apply as early as possible prior to their intended start date. Students may begin their program of study at the start of any academic quarter: October, January, April, or July. Students may also begin in mid-quarter. All prospective students are encouraged to visit The Art Institute of their choice. Personal tours are given as part of the admissions interview. To schedule an interview, call the admissions office at the location of your choice listed to the left.

Admissions decisions are made by an admissions committee at each campus, comprised of members of that location's faculty. The committee determines whether an applicant has a reasonable chance to be successful in college based upon his or her academic record, essay, and how well the applicant's stated education and career goals relate to the chosen program of study. The committee may request additional information or require the applicant to meet with a department chair prior to making a final decision. In Atlanta and Washington, the committee may recommend that a student participate in College Bound, a no-cost program offering an opportunity to engage up to 12 sessions of math, reading, writing, and study skills classes to prepare to enter college. Upon successful completion of the program, including acceptable scores on placement re-testing, students can be accepted for admission to The Art Institute of Atlanta or The Art Institute of Washington. This program is only available at the Atlanta and Washington campuses.

### Admissions Contact Information

The Art Institute of Atlanta  
6600 Peachtree Dunwoody Road  
100 Embassy Row  
Atlanta, Georgia 30328-1635  
[www.artinstitutes.edu/atlanta](http://www.artinstitutes.edu/atlanta)  
Phone: 1.800.275.4242 or 770.394.8300  
Fax: 770.394.0008  
Email: [aiaadm@aii.edu](mailto:aiaadm@aii.edu)

The Art Institute of Atlanta-Decatur  
One West Court Square  
Suite 110  
Decatur, Georgia 30030-2538  
[www.artinstitutes.edu/decatur](http://www.artinstitutes.edu/decatur)  
Phone: 1.866.856.6203 or 404.942.1800  
Fax: 404.942.1818  
Email: [aiadadm@aii.edu](mailto:aiadadm@aii.edu)

The Art Institute of Charleston  
24 North Market Street  
Charleston, SC 29401  
[www.artinstitutes.edu/charleston](http://www.artinstitutes.edu/charleston)  
Phone: 1.866.211.0107 or 843.727.3500  
Fax: 843.727.3440  
Email: [aicscadm@aii.edu](mailto:aicscadm@aii.edu)

The Art Institute of Tennessee-Nashville  
100 Centerview Drive, Suite 250  
Nashville, TN 37214  
[www.artinstitutes.edu/nashville](http://www.artinstitutes.edu/nashville)  
Phone: 1.866.747.5770 or 615.874.1067  
Fax: 615.874.3530  
Email: [aitnadm@aii.edu](mailto:aitnadm@aii.edu)

The Art Institute of Washington  
1820 N. Fort Myer Dr.  
Arlington, VA 22209  
[www.artinstitutes.edu/arlington](http://www.artinstitutes.edu/arlington)  
Phone: 1.877.303.3771 or 703.358.9550  
Fax: 703.358.9759  
Email: [aiwadm@aii.edu](mailto:aiwadm@aii.edu)

The language of instruction is English at The Art Institute of Atlanta, its satellite or branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington). At all campuses, students who require additional educational assistance are referred to appropriate government agencies or other special education institutions. Students may also be required to complete a transitional studies program to fulfill proficiency requirements. See page 160 for more information. Services for students with disabilities are described on page 166.

### How to Apply

Applications to The Art Institute of Atlanta or any of its satellite or branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington — referred to in this catalog as The Art Institute), may be submitted at any time of year. Application forms are available from the admissions office or Web site of each campus. Applications can also be made online through a link from the Web sites. Contact information for each campus is to the left.

### Application Requirements for First-Time College Students

Students attending college for the first time and pursuing their first associate or bachelor's degree or diploma must complete the following in order to begin the enrollment process:

1. Personal interview. Students are required to meet with an assistant director of admissions. A telephone interview can fulfill this requirement under certain circumstances. The purpose of the interview is to explore the student's background and interests and how they relate to The Art Institute's programs, to assist the student in identifying the appropriate area of study consistent with his or her background and interests, and to provide information concerning the curriculum and support services at The Art Institute.
2. Application for admission, including essay and enrollment agreement. (See application form, booklet, or Web site.)
3. High school transcript or General Educational Development (GED) test scores. Transcripts must show grades for all years of high school attended and date of graduation. An applicant still in high school will be considered for early acceptance contingent on proof of graduation. Transcripts should be mailed or faxed directly to the college. Before a student may begin studies at The Art Institute, he or she must have received a diploma from a regionally accredited high school or a state-approved home school program, demonstrating satisfactory completion of state high school equivalency requirements, or earned a General Educational Development (GED). A certificate of attendance or completion is not acceptable.

4. Official report of COMPASS test scores. SAT, ACT, or ASSET test scores can be used in place of the COMPASS test. The ASSET test is preferred at The Art Institute of Tennessee-Nashville. The ACCUPLACER test may be used at The Art Institute of Washington. If the applicant has not taken any of these tests prior to application, the COMPASS or ASSET test may be taken at no charge at The Art Institute of Atlanta or any of its satellite or branch campuses. The Art Institute of Charleston requires the COMPASS test to be completed within 10 days of making application to the college. This allows for placement of the student into the appropriate level courses. When taking the SAT or ACT, please use the following code numbers to have scores reported directly to the college.

- Atlanta: 5429
- Charleston: 5583
- Washington: 3836

The Art Institute of Atlanta-Decatur and The Art Institute of Tennessee-Nashville receive SAT and ACT test scores through the student's high school transcript.

5. A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable tuition deposit. (The refund of the tuition deposit is subject to certain restrictions; see refund policy, page 188.)

**NOTE:** A portfolio of the student's artwork is not required for admission, but is required for high school seniors entering the annual scholarship competition. (See "Scholarships" for more information.) Work experience in the foodservice or hospitality industry is not required for culinary arts applicants. Students applying for the food & beverage management or wine, spirits & beverage management programs must provide proof of age to show that they will be 21 years of age or older before matriculating in the program.

### Application Requirements for Transfer Students

Students who have attended another college or have earned an associate degree from another college must complete the following in order to begin the enrollment process:

1. Personal interview. Students are required to meet with an assistant director of admissions. A telephone interview can fulfill this requirement under certain circumstances. The purpose of the interview is to explore the student's background and interests and how they relate to The Art Institute's programs, to assist the student in identifying the appropriate area of study consistent with his or her background and interests, and to provide information concerning the curriculum and support services at The Art Institute.
2. Application for admission, including essay and enrollment agreement. (See application form, booklet, or Web site.)
3. High school transcript or General Educational Development (GED) test scores. (If the applicant has an academic associate degree, the high school transcript or GED is not required.) Transcripts must show grades for all years of high school attended and date of graduation. Transcripts should be mailed or faxed directly to the college. Before a student may begin studies at The Art Institute, he or she must have received a diploma from a regionally accredited high school or a state-approved home school program, demonstrating satisfactory completion of state high school equivalency requirements, or earned a General Educational Development (GED). A certificate of attendance or completion is not acceptable.
4. Official transcripts from each college attended, showing all courses attempted. Transcripts should be mailed or faxed directly from the college(s) attended to the Admissions Office at The Art Institute location of choice.
5. Official report of COMPASS test scores. SAT, ACT, or ASSET test scores can be used in place of the COMPASS test. The ASSET test is preferred at The Art Institute of Tennessee-Nashville. The ACCUPLACER test may be used at The Art Institute of Washington. If the applicant has not taken any of these tests prior to application, the COMPASS or ASSET test may be taken at no charge at The Art Institute of Atlanta or its branch campuses. The Art Institute of Charleston requires the COMPASS test to be completed within 10 days of making application to the college. This allows for placement of the student into the appropriate level courses. When taking the SAT or ACT, please use the following code numbers to have scores reported directly to the college. Atlanta: 5429, Charleston: 5583, Washington: 3836. The Art Institute of Atlanta-Decatur and The Art Institute of Tennessee-Nashville receive SAT and ACT test scores through the student's high school transcript. Test scores are not required for students who

have satisfied English and math credits based on previous college study or through Advanced Placement, International Baccalaureate, or College Level Examination Program Exam scores.

6. A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable tuition deposit. (The refund of the tuition deposit is subject to certain restrictions; see refund policy, page 188.)

**NOTE:** A portfolio of the student's artwork is not required for admission (other than for high school seniors entering the annual scholarship competition). Work experience in the foodservice or hospitality industry is not required for culinary arts applicants. Students applying for the food & beverage management or wine, spirits & beverage management programs must provide proof of age to show that they will be 21 years of age or older before matriculating in the program. For more information about advanced placement testing and transfer credit evaluation, see page 149.

### **Application Requirements for Students with a College Degree**

Students who already hold a bachelor's or master's degree and are seeking a degree or diploma at The Art Institute, must complete the following in order to begin the enrollment process:

1. Personal interview. Students are required to meet with an assistant director of admissions. A telephone interview can fulfill this requirement under certain circumstances. The purpose of the interview is to explore the student's background and interests and how they relate to The Art Institute's programs, to assist the student in identifying the appropriate area of study consistent with his or her background and interests, and to provide information concerning the curriculum and support services at The Art Institute.
2. Application for admission, including essay and enrollment agreement. (See application form, booklet, or Web site.)
3. Official transcripts from each college attended, showing all courses attempted. Transcripts should be mailed or faxed directly from the college(s) attended to the Admissions Office at The Art Institute location of choice.
4. A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable tuition deposit. (The refund of the tuition deposit is subject to certain restrictions; see refund policy, page 188.)

**NOTE:** A portfolio of the student's artwork is not required for admission (other than for high school seniors entering the annual scholarship competition). Work experience in the foodservice or hospitality industry is not required for culinary arts applicants. Students applying for the food & beverage management or wine, spirits & beverage management programs must provide proof of age to show that they will be 21 years of age or older before matriculating in the program.

### **International Admission**

Students from abroad are welcome at The Art Institute of Atlanta, The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, and The Art Institute of Washington, which are authorized under federal law to enroll nonimmigrant alien students. All international (nonimmigrant) applicants to The Art Institute must meet the same admissions standards as all other students (see above). Please note that English is the official language of instruction at The Art Institute.

### **English Language Proficiency Policy**

All applicants to The Art Institute whose first language is not English must demonstrate competence in the English language. Demonstration that English is an applicant's first language can be satisfied if the applicant submits a diploma from secondary or post-secondary school in a system in which English is the official language of instruction. If English is not the applicant's first language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL) or its TOEFL computer-based equivalent. The minimum written TOEFL score required is 480 for diploma, and 500 for associate and bachelor's level programs (157 and 173 respectively on the computer TOEFL). Applicants should contact the Admissions Office to determine other examinations for which official scores, equivalent to TOEFL, are acceptable as an alternative to TOEFL. The above stated English language proficiency requirements are effective November 1, 2004.

## Admission Requirements for Non-immigrant Students

Applicants seeking to enroll in valid student non-immigrant status must submit each of the following items:

1. A completed and signed application for admission form including required essay and enrollment agreement. (See application form, booklet, or Web site.)
2. 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.
3. Fee for official credential evaluation of non-American educational credentials, if applicable.
4. Proof of English language proficiency (see English language proficiency policy above).
5. A completed and signed Sponsor's Statement of Financial Support. (This statement is not required if the student is self-sponsored).
6. 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.
7. A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable tuition deposit. (The refund of the tuition deposit is subject to certain restrictions; see refund policy, page 188.)
8. 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 certificates).
9. All non-immigrant applicants residing in the United States at the time of application must submit 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).
10. All non-immigrant applicants residing in the United States at the time of application in F, M, or J non-immigrant classification must submit written confirmation of non-immigrant status at the school attended before transferring to The Art Institute.
11. 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.
12. If an applicant seeking to enroll in valid student non-immigrant 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.

## Advanced Standing, Transfer, and Proficiency Credit and Exemption from Coursework

Students applying to The Art Institute of Atlanta or any of its satellite or branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) may be eligible to receive advanced standing credit in a number of ways:

- Take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score 3 or higher on the AP exam or 4 or higher on the IB exam for those courses while in secondary school.
- Successfully complete programs included in articulation agreements that have been established between The Art Institute of Atlanta or any of its satellite or branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) and their high schools.
- Earn college credit at other accredited post-secondary institutions.
- Complete the requirements of a transfer agreement established between The Art Institute and the post-secondary institution they attend before coming to The Art Institute.
- Complete College Level Examination Program (CLEP) exams covering material equivalent to Art Institute courses and earn a score of 50 or higher on those examinations.
- 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.

- Present evidence of experience obtained in the workplace or through other means, as demonstrated through a portfolio of their work and additional supporting documentation. For more information about advanced standing, transfer and proficiency credit, and exemption from coursework, see the policies section of this catalog, page 183.

**Advanced Standing, Transfer and Proficiency Credit for Veteran's Administration Students in South Carolina**

All VA students applying to The Art Institute of Charleston must provide documentation (official transcripts) to the college. Credits awarded will be provided to the degree that is being sought.

## FINANCING A COLLEGE EDUCATION

The Art Institute understands the significant financial commitment required by an investment in college education. The student financial services staff works one-on-one with students and their families to develop a personal financial plan, based on each individual's particular financial needs, which allows students to reach their educational and career goals. The college's financial aid officers guide families through the process of assessing educational costs, applying for financial aid programs, completing financial aid paperwork (including the Free Application for Federal Student Aid or FAFSA), and developing a payment plan. The college also provides customized payment plans for those who wish to spread their financial commitment out over time.

### Tuition and Fees

A complete explanation of tuition and fees is given in the application booklet or materials that accompany this catalog. Tuition is charged per credit hour. Some programs also have a quarterly lab fee for specific courses. Fees for starting kits, available to new students in their first quarter, vary by program. Additional books and materials are required throughout most programs.

### Refund Policy

An explanation of the college's refund policy and procedure is on page 188 of this catalog.

### Financial Aid

The Art Institute offers a comprehensive financial aid program for those who qualify. Each year, The Art Institute oversees the administration of more than \$62 million in financial aid, including federal and state loans and grants as well as institutional scholarships. The following is a list of financial aid options. The college's financial aid officers can provide detailed information about each of these options, which are presented in more detail in the financial aid materials sent to students after their applications are received.

### Federal Grants

*These funds do not have to be repaid.*

#### Federal Academic Competitiveness Grant (ACG)

The Academic Competitive Grant is available to students who are receiving a Pell Grant, are U.S. citizens, are full-time in their first or second year of college in a degree program, graduated from high school in 2005 or later, and took a program of study in high school that was considered to be rigorous. Each eligible student may receive two years of ACG. The award is up to \$750 the first year and up to \$1,300 the second year. To receive a second year grant, the student must have a 3.0 GPA at the end of the first year.

#### Federal Pell Grant

Undergraduate students who are pursuing their first bachelor's or professional degree may be eligible for this need-based grant. Students must meet financial and other eligibility standards set by the federal government. Full-time, half-time, and less than half-time students may be eligible.

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

These awards are made to students who demonstrate exceptional financial need as determined by standards set by the federal government. Program funds are limited, so it is essential that students apply early.

#### National Science and Mathematics Access to Retain Talent (SMART) Grants

SMART Grants are available to eligible students in the third and fourth years of certain bachelor's degree programs. Students must be receiving a Pell Grant, be a U.S. citizen, and have a 3.0 GPA. If transferring from another school, the student must have a 3.0 in classes for which credits are being transferred. The admissions office can provide the student with a list of eligible programs. Awards are up to \$4,000 per year.

## **Federal Loans**

*These are loans and must be repaid. Repayment requirements vary by program.*

### **Federal Stafford Student Loan Program**

Students registered at least half-time are eligible to borrow funds from lenders to help cover the costs of educational expenses. Subsidized Federal Stafford Loans are awarded based on financial need. The federal government pays the interest on the loan while the student attends school, during the grace period, and during periods of deferment or forbearance. Unsubsidized Federal Stafford Loans are not awarded based on financial need. Students are responsible for the interest on the loan from the time the loan is issued until it is completely paid. Funded through banks, savings and loan associations, credit unions, and state education agencies, both the Subsidized and Unsubsidized Federal Stafford Student Loans currently carry an interest rate of 6.8%.

### **Federal Parent Loan for Undergraduate Students (FPLUS)**

These loans are made to qualified parents of dependent students by participating lenders. FPLUS loans have a current interest rate of 8.5%. Eligibility is based on an evaluation of the parents' credit by the lender. Parents may be able to borrow up to the difference between the student's educational costs, including living expenses, and other financial aid that the student receives. Repayment begins within 60 days after the final loan disbursement for the academic year. Repayment may be delayed while the student is in school.

### **Federal Perkins Loan Program**

Federal Perkins Loans offer a low 5% interest rate and repayment terms as long as ten years. Because funds under this program are limited, priority is given to students who are Pell Grant eligible and who demonstrate the greatest financial need. Repayment on the loan generally does not begin until nine months after the student leaves college or the student's coursework is reduced to less than a half-time basis.

## **State Grants**

*These funds do not have to be repaid.*

Some states, including Georgia, offer educational loans, grants, and scholarship programs funded by individual state legislatures to help students obtain higher education. The eligibility criteria, amounts, and loan repayment obligations vary according to state regulations. The student financial services department at The Art Institute of Atlanta can help students who are Georgia residents apply for Georgia Tuition Equalization Grants (GTEG) and HOPE Scholarships. For more information about state-sponsored financial aid programs in Georgia, please contact:

**Georgia Student Finance Authority**  
**State Loans & Grants Division**  
**2082 East Exchange Place, Suite 245**  
**Tucker, Georgia 30084**  
**770.414.3008**

## **College-Sponsored Scholarships**

*These funds do not have to be repaid.*

### **The Art Institute High School Scholarship Competition**

Graduating high school students are eligible to compete for scholarships at The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington). Each year, the colleges award more than \$450,000 in scholarships through this program. Students can compete for scholarships in each program of study offered at each campus, where a committee of faculty from that program selects winners based on a review of the applicant's portfolio work, projects, essays, high school achievement, and letters of recommendation. Entry requirements vary by program. Special criteria apply to entries in culinary arts. (See The Art Institutes Best Teen Chef Scholarship Competition below.) The deadline for entering is in February. Contact the admissions office at the location of choice for rules and entry forms.

### **Other College-Sponsored Scholarships**

Other college-sponsored scholarships are available at each location to new and continuing students. These may include the Imagine America Scholarship, President's Scholarship, Merit Scholarship, Family Scholarship, EDMC Education Foundation Scholarships, the Fashion Your Future Scholarship, The Bookout Interior Design Scholarship, Congressional Art Competition Scholarship, EDMC Education Foundation Scholarship, The Art Institute of Atlanta 50th Anniversary Scholarship, the President's Award for Perfect Attendance, the International Student Internship Scholarship, and the United Parcel Service (UPS) Earn and Learn Program. Specific scholarship availability depends on location and eligibility. Please contact the admissions office for more information.

### **EDMC Education Foundation Scholarships**

The EDMC Education Foundation was established in 2000 to offer scholarship support to students interested in continuing their education in one of the postsecondary, career-focused schools in the EDMC system. The number and amount of the awards can vary depending on the funds available. Scholarship applications are considered every quarter. In Atlanta, applicants must be currently enrolled in an associate or bachelor's degree program, and in their fourth quarter or higher (but no further than their second-to-last quarter) at the time of application. Awards are made based on academic performance and potential, as well as financial need.

### **The Art Institutes National Scholarships**

*These funds do not have to be repaid.*

Students at The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) are eligible for scholarships awarded by several national education associations. Some of these are listed below. The admissions or financial aid offices can provide more information on these competitions, as well as where to research additional scholarship opportunities.

### **The Art Institutes and Americans for the Arts Poster Design Scholarship Competition**

Graduating high school seniors who are interested in entering a design or media arts program at any Art Institute may compete in The Art Institutes and Americans for the Arts Poster Design Scholarship Competition. Scholarships of \$2,000 and \$3,000 are awarded at the local level, and up to \$25,000 at the national level. The deadline for entering is in February. Contact the admissions office for rules and entry forms.

### **The Art Institutes Best Teen Chef Scholarship Competition**

Graduating high school students who are interested in entering the culinary arts program at any Art Institute offering culinary arts are eligible to compete for scholarships ranging from \$2,000 to approximately \$30,000. Winners are selected based on a preliminary competition written entry, a local semifinals cook-off, and a national finals cook-off. The deadline for entering is in February. An entry into this competition also is also the entry for local culinary arts scholarship awards at The Art Institute of Atlanta. Contact the admissions office for rules and entry forms.

### **The Art Institutes Passion for Fashion Scholarship Competition**

Graduating high school students interested in either fashion design or fashion & retail management are eligible to compete for scholarships ranging from \$3,000 to approximately \$75,000 (full tuition). Winners are selected on the basis of a garment design, product or plan, as well as an essay. One local winner from each Art Institutes location offering fashion programs advances to the national competition. Since The Art Institute of Atlanta, The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington offer only the fashion & retail management program, only entries in that category will be accepted. The deadline for entries is in November. Contact the admissions office for rules and entry forms.

### **Evelyn Keedy Memorial Scholarship**

High school seniors who show dedication to their education and a desire for a creative career may apply for the Evelyn Keedy Memorial Scholarship through The Art Institutes. One full-tuition, two-year scholarship is awarded each year. Deadline to apply is in the beginning of May. Details and applications may be obtained by contacting the admissions office.

### **National Art Honor Society Scholarship**

High school seniors who belong to the National Art Honor Society may apply for an Art Institutes National Art Honor Society Scholarship. Scholarships range from \$2,000 to \$20,000. Details may be obtained by calling the admissions office.

### **SkillsUSA Championship**

Students who are members of SkillsUSA may compete in local, state, and national championships. The winners of the national championships are awarded the following scholarships. Winners of the Advertising Design, Culinary, and Photography championships will be awarded a \$20,000 tuition scholarship. Winners of the 3D Visualization and Animation, Web Design, and Television Production championships will be awarded a \$10,000 tuition scholarship. Each Art Institute has a limited number of scholarships. Winners are permitted to choose The Art Institute location of their choice and scholarships will be awarded on a first-come, first-served basis. National championships are held in June. For details, visit the SkillsUSA Web site: [www.skillsusa.org](http://www.skillsusa.org) or call 703.777.8810. Winners of the SkillsUSA competition may contact Julie Walsh at The Art Institutes at 1.800.275.2440 for scholarship details.

### **Scholastic Arts & Writing Competition**

Four \$10,000 scholarships will be awarded by The Art Institutes to the Scholastic National Award Recipients on a first-come-first-served basis. For information, visit the Scholastic Web site at [www.scholastic.com/artandwriting](http://www.scholastic.com/artandwriting) or call 212.343.6100. National Award Recipients must contact Julie Walsh at The Art Institutes at 1.800.275.2440 as soon as they are notified of the award.

### **Technology Student Association Competition**

Members of the Technology Student Association who win first place at the national championships in the high school category of Cyberspace Pursuit and Imaging Technology may be eligible for an Art Institutes scholarship. Winners are permitted to choose their Art Institutes location on a first-come, first-served basis. Students who have questions regarding the organization or competition should contact the Technology Student Association at 703.860.9000.

### **IACP (International Association of Culinary Professionals) Foundation**

The Art Institutes supports the International Association of Culinary Professionals Foundation by offering a \$2,000 tuition scholarship from each Art Institutes location that offers a culinary arts program. For information, call IACP at 1.502.587.7953.

### **C-CAP (Careers through Culinary Education Arts Program)**

C-Cap students may compete for one full-tuition, two-year scholarship to be applied at The Art Institutes location of their choice. Only students enrolled in a C-Cap program are eligible for this scholarship. For more information, visit [www.starchefs.com/features/c-cap/html](http://www.starchefs.com/features/c-cap/html).

### **ProStart Scholarship**

ProStart students may apply for a \$3,000 scholarship to be applied toward the completion of an Art Institutes culinary arts program. One scholarship is awarded at each Art Institute location that offers a culinary arts program. Only ProStart students are eligible for this scholarship. In addition, students nationwide who successfully complete their high school ProStart program and earn their national ProStart Certificate are eligible to receive proficiency credit at The Art Institute of Atlanta and its branch campuses (The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) that offer culinary arts based on their work in this high school program. For more information on the scholarships, contact the National Restaurant Association at 1.800.765.2122. For more information on ProStart proficiency credit, contact the admissions office.

### **College-Sponsored Assistance Early Payment Plan**

Upon enrolling in The Art Institute of Atlanta or any of its satellite or branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) and before starting classes, students can begin an Early Payment Plan that allows them to begin making payments months before their classes begin. By spreading tuition payments out over a longer period of time, monthly payments are lower.

### **Other Aid Programs**

#### **Federal College Work Study**

*These funds are earned.*

The Federal Work-Study program provides students the opportunity to meet part of their education expenses by working part-time on- or off-campus. Students can earn up to the amount of their unmet need (the difference between expenses and all resources). A limited number of assignments are available and priority is given to students with the greatest need.

#### **Veterans Education Act**

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. Enrollment forms are completed through the registrar's office; eligibility is determined by the Veterans Administration. For the policy concerning advanced standing, transfer, and proficiency credit for VA students at The Art Institute of Charleston, see page 183. This benefit is available at some, but not all, branch campuses.

#### **Vocational Rehabilitation Programs**

For people who have disabilities, various states offer financial assistance to those who qualify. Contact the Vocational Rehabilitation Office in the state of residence for details.

#### **Alternative Loan Programs**

Students who need additional funding may wish to take advantage of private alternative loan sources. Contact a financial aid officer for more information.

## ACADEMIC AFFAIRS

### Getting Started: Orientation

Before starting their first quarter, all new students must attend Orientation, which includes a presentation on The Art Institute, a presentation by the faculty about academic life and success in college, and a meeting with the department chair in the student's program of study. Students also pick up starting kits, supplies, and ID cards, and complete registration, financial aid arrangements, placement or exemption tests, as needed, and also participate in social events. Students receive information about the date and time of Orientation at their branch campus by mail, email, and telephone.

### The Faculty

After Orientation, students begin classes and officially embark on their academic careers. Supporting and guiding them at every step are the college's faculty, many with professional experience in their industries, all enthusiastic about teaching, and all committed to the success of their students. The Art Institute's faculty pride themselves on building close personal relationships with their students and, with an average student/faculty ratio of sixteen to one (at The Art Institute of Atlanta - the ratio at the branch campuses may vary slightly), students find it's easy to get to know their faculty.

The Art Institute's faculty and staff maintain an informal, open-door policy. They are open to student questions and suggestions and are available to meet with students and student organizations. Students are encouraged to provide feedback on the college's performance through student evaluations and course surveys, which are distributed each quarter.

### The Library

The library at each location serves the study and research needs of the students, faculty, and staff at The Art Institute of Atlanta and its satellite or branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington).

At The Art Institute of Atlanta, the library collection includes more than 40,000 items, including books, DVDs, video tapes, and CD-ROMs, providing resources for all programs of study. Periodical resources include more than 100 paper subscriptions to professional journals and electronic resources include more than 40 full-text databases, most accessible through the GALILEO portal. The library catalog is available on the Internet at [www.artinstitutes.edu/atlanta/library](http://www.artinstitutes.edu/atlanta/library). The library at The Art Institute of Atlanta-Decatur has approximately 3,000 items, subscriptions to more than 70 print periodicals, and access to multiple databases. In addition, the resources of the library at the main campus are available to students in Decatur through daily delivery.

The Art Institute of Washington library offers a collection of 16,000 items, as well as 153 print publications and access to more than a dozen databases. The Art Institute of Charleston library, which opened in Spring 2007, has nearly 6,000 items and subscribes to 92 periodicals. The library at The Art Institute of Tennessee-Nashville, shared with Argosy University/Nashville, offers more than 1,000 items and 63 periodicals for Art Institute students alone and includes such specialized items as a culinary arts series on DVD.

The libraries at all locations offer research assistance to students and faculty, as well as books, periodicals, and other media. In addition, they carry a wide array of royalty-free sound effects, music, motion graphics, and photographs for use in student projects. These resources give students the opportunity to familiarize themselves with the same tools used in their future professions.

While the size and scope of the library at each branch campus is somewhat smaller in keeping with the size of each student body, the library remains a central resource to each college community, with appropriate print and digital media resources, internet and database access, and professional staff.

## Academic Freedom of Expression

The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) guarantee academic freedom to their students in the classroom within the parameters of their mission and academic policies and procedures as approved by the applicable licensing and accrediting agencies. Students are afforded freedom in the classroom to express their points of view and conclusions supported by relevant evidence. It is expected that students behave in a manner consistent with their status as members of a community of artists and scholars.

## Academic Advising and Placement

Before his or her first quarter of study, each student meets with an academic advisor. Each quarter thereafter, students may meet with an advisor or with their department chair. Advisors and faculty help with scheduling and provide guidance to foster progress and success. Specific procedures and schedules for advisement and registration are announced in advance of the registration period.

## Course Changes

Programs and courses are periodically revised to keep pace with changing industry needs, standards, equipment, supplies, and resource materials. The Art Institute reserves the right to change course titles, content, or sequencing of courses any time it deems such action necessary to enhance the educational program.

## Courses of Study: Degree Programs

The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) offer the bachelor of fine arts degree, the bachelor of arts degree, the bachelor of science degree, and the associate in arts degree. Some programs of study are offered at all branch campuses and others at one or two. Below is a comprehensive list of degree programs and locations.

### Bachelor of Arts

- Advertising (Atlanta, Decatur, Washington)
- Audio Production (Atlanta, Nashville, Washington)
- Fashion & Retail Management (Atlanta, Charleston, Decatur, Nashville, Washington)
- Visual & Game Programming (Atlanta, Washington)

### Bachelor of Fine Arts

- Digital Filmmaking & Video Production (Atlanta, Charleston, Nashville, Washington)
- Game Art & Design (Atlanta, Decatur, Washington)
- Graphic Design (Atlanta, Charleston, Decatur, Nashville, Washington)
- Illustration (Atlanta)
- Interior Design (Atlanta, Charleston, Decatur, Nashville, Washington)
- Media Arts & Animation (Atlanta, Decatur, Nashville, Washington)
- Photographic Imaging (Atlanta, Charleston, Nashville, Washington)
- Visual Effects & Motion Graphics (Atlanta, Washington)
- Web Design & Interactive Media (Atlanta, Charleston, Decatur, Nashville, Washington)

### Bachelor of Science

- Culinary Arts Management (Atlanta, Charleston, Nashville, Washington)
- Food & Beverage Management (Atlanta, Washington)

### Associate in Arts

- Culinary Arts (Atlanta, Charleston, Nashville, Washington)
- Culinary Arts with a Concentration in Baking & Pastry (Atlanta, Charleston, Nashville, Washington)
- Graphic Design (Atlanta, Decatur, Charleston, Nashville, Washington)
- Photographic Imaging (Atlanta, Washington)
- Video Production (Atlanta, Nashville, Washington)

- Web Design & Interactive Media (Atlanta, Charleston, Decatur, Nashville, Washington)
- Wine, Spirits & Beverage Management (Atlanta, Charleston, Washington)

### **Quarter Credit Hours Required**

All programs are taught on the quarter system, with most classes equivalent to four quarter credit hours. Some culinary arts classes are two or six hours of college credit. Students normally take three or four classes for a total of 12–16 credits each quarter, spending 16 to 22 hours in class, with a similar amount of time spent working on projects and assignments outside of class.

For all degree programs, the minimum for full-time status is 12 credit hours per quarter for three quarters per year.

### **Overview of Bachelor's Programs**

The bachelor of fine arts and bachelor of arts programs are 12-quarter programs of study requiring 192 credit hours and incorporating art foundation, general education, program specific classes, and electives. In art foundation classes, students learn fundamental art and design principles and techniques. General education classes teach students the essential elements of communication, mathematics, history, and science, as well as focusing on art history. Classes in each program prepare students with the theories, history of the field, skills, and specific techniques necessary for success in their chosen career field. Electives provide opportunities to explore other disciplines or concentrate on learning advanced techniques. Many programs also include internships for academic credit.

The bachelor of science programs are 12-quarter programs requiring 192 credit hours and incorporating classes in general education as well as program-specific classes. General education classes teach students the essential elements of communication, mathematics, history, and science. Classes in each program prepare students with fundamental program competencies in culinary arts and wine, spirits, and beverages. In addition, students learn skills in management, marketing, human resources, accounting and financial management, technology, business communication, legal issues, customer service, and global management and operations, as they relate to the foodservice industry, with the emphasis varying according to the program of study.

The bachelor's degree programs prepare students for careers as practitioners and managers in their respective fields.

### **Overview of Associate Programs**

The associate in arts programs are six-quarter programs of study requiring 96 credit hours (seven quarters/112 credit hours for culinary arts and wine, spirits & beverage management; eight quarters/128 credit hours for culinary arts with a baking and pastry concentration) and incorporating art foundation (except for culinary arts), general education, program-specific classes, and electives. In art foundation classes, students learn basic art and design principles and techniques. General education classes teach students the essential elements of communication, mathematics, history, and science, as well as focusing on art history (except for culinary arts). Classes in each program prepare students with the theories, skills, and specific techniques necessary for success in their chosen career field. Electives provide opportunities to explore other disciplines or concentrate on learning advanced techniques.

Associate degree programs prepare students for careers as practitioners in their respective fields. The associate in arts programs are not considered terminal degrees. Some students in an associate degree program choose to enter a bachelor's degree program.

### **Other Information about Degree Programs**

Students are encouraged to attend classes year-round, and in many cases are able to complete a 12-quarter bachelor's degree program in 36 months and a six-, seven-, or eight-quarter associate's degree program in 18 to 24 months.

Each course of study prepares students to seek entry-level positions in the applied and creative arts or in the culinary profession. Curricula are focused on the competencies required by employers in each field, and students are expected to develop a portfolio of their best work. Faculty members regularly review portfolio pieces, challenging students to achieve academic and professional excellence. Culinary students continually refine their skills and techniques under the watchful eyes of chef instructors.

### **Courses of Study: Diploma and Certificate Programs**

The Art Institute of Atlanta, The Art Institute of Atlanta-Decatur, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington offer diploma programs as well as degree programs. The Art Institute of Charleston offers certificate programs, which are identical to the diploma curriculum.

Some diploma programs are offered at all branch campuses and others at one or two. Below is a comprehensive list of programs and locations.

#### **Diploma**

- Advertising Design (Atlanta, Decatur, Washington)
- Commercial Photography (Atlanta, Washington)
- Culinary Arts: Baking & Pastry (Atlanta, Nashville, Washington)
- Culinary Arts: Skills (Atlanta, Nashville, Washington)
- Digital Design (Atlanta, Decatur, Washington)
- Residential Interiors (Atlanta, Decatur)
- Video Skills (Atlanta, Washington)
- Web Design (Atlanta, Decatur, Washington)

#### **Certificate**

- Commercial Photography (Charleston)
- Culinary Arts: Skills (Charleston)

The diploma or certificate in culinary arts: skills is a three-quarter program requiring 36 credit hours. Students learn skills in nutrition, sanitation and safety, culinary skills, baking and pastry, American regional cuisine, and management and supervision. The diploma in culinary arts: baking and pastry is a four-quarter program requiring 48 credit hours. In addition to those courses listed for culinary skills, students take additional courses such as computer applications in the foodservice industry and advanced baking and pastry.

The diploma in advertising design is a five-quarter program requiring 40 credit hours. Students learn basic drawing and 2D design, digital photography, computer illustration, and layout. The diploma or certificate in commercial photography is a five-quarter program requiring 40 credit hours. The focus is on digital photography and production, as well as photographic principles and the history of photography. The diploma in digital design is a five-quarter program requiring 40 credit hours. Students learn design elements, computer illustration, basic Web design, graphic symbolism, digital photographic imaging, and print production. The diploma in residential interiors is a six-quarter program requiring 48 credit hours. Students study architectural drafting, 3D design, design process, design history, interior materials, and textiles. The diploma in video skills is a five-quarter program requiring 40 credit hours that focuses on videography; video editing, lighting, and audio; scriptwriting and directing. The diploma in Web design is a five-quarter program requiring 40 credit hours, in which students learn interactive design concepts and fundamentals, scripting language, information architecture, and motion scripting.

Diploma and certificate programs offer those who are already working in business, foodservice, or agencies an opportunity to broaden and deepen their skills or learn basic skills needed to change careers. These students are in class with degree students in each program area. However, diploma and certificate programs do not include general education classes. In Atlanta and Decatur, students must have graduated from high school at least two years before the date of application. This policy varies at other branch locations.

## **Academic Assistance**

### **Transitional Studies**

Students found to be deficient in English or math through the COMPASS test (or other approved test— see admissions section) may be required to enroll in one or two transitional studies courses. Such courses are charged at the normal per-credit charge for coursework. Students enrolled in transitional studies classes may be required to take four to eight credits in addition to the requirements of their program of study.

Transitional studies courses are not applied to the credits required for graduation. All transitional studies courses must be completed by the end of the student's third quarter of study. Transitional studies classes are offered at The Art Institute of Atlanta and all its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington). Please see page 187 for more information about transitional studies.

### **Tutorials**

Students who require less formalized transitional programs or are in need of tutorial assistance in any course may be required to participate in computer-based, peer, or faculty-assisted tutorial programs and workshops.

### **College Bound**

The College Bound program, available only at The Art Institute of Atlanta and The Art Institute of Washington, offers students whose test scores and other academic measures do not qualify them for admission to the college an opportunity to improve their basic skills. Students who have applied for admission and are recommended for College Bound must complete a specified number of scheduled sessions and achieve a score sufficient for admission on a retest of the COMPASS or other approved test in order to be admitted as a student at The Art Institute of Atlanta or The Art Institute of Washington. There is no charge for this program, other than the purchase of textbooks.

## **Academic Enrichment**

### **Off-Campus Programs and Trips**

Field trips provide varied program and course-related activities beyond class work. On local field trips, students usually provide their own transportation. Field trips outside the local area (generally, more than 50 miles) usually involve prearranged public or private transportation and, in some instances, overnight accommodations. Students participating in these field trips must complete a travel release form to assure their understanding of the conditions established for such a trip.

### **Academic Study Abroad**

The Art Institutes Academic Study Abroad Program provides students the opportunity to expand and improve their learning through international study. Students gain knowledge and experience that will assist them in preparing for success in a global economy. Led by faculty from The Art Institutes system of schools throughout the U.S. and Canada, programs vary in length and may be credit or non-credit bearing. The Program is open to students enrolled in member schools of The Art Institutes Academic Study Abroad Consortium. Students at schools that are not part of the Consortium are not eligible for the program. Financial aid may be available for those who qualify.

Past Art Institutes' study abroad programs have taken students throughout the world to countries including Australia, Austria, Canada, China, Costa Rica, England, Finland, France, Germany, Greece, Ireland, Italy, New Zealand, Russia, Spain, Sweden, Switzerland, Turkey, and Wales. The Art Institute of Atlanta, its satellite, and several of its branch campuses are members of The Art Institutes Academic Travel Abroad Consortium; students at these campuses may take part in these exciting study and travel opportunities. See also page 10 of this catalog.

### **Internships for Academic Credit**

Many upper-level students qualify academically and professionally to work for academic credit as interns with cooperating employers. Internships provide an excellent opportunity to gain practical experience. The deadline to add an internship to a schedule is by the end of the drop/add period. Before starting an internship, students are required to have the approval of their department chair, who reviews:

1. the quality of experience likely to be gained,
2. the employer's ability and willingness to fulfill the program's educational objectives, and
3. the student's previous professional involvement and level of academic success.

Credit is based on an evaluation of work completed during the internship. Final internship grades are based on reports from cooperating employers on students' performance, attendance, and related projects assigned by Art Institute faculty. Internships may be paid or unpaid. Students in F-1 nonimmigrant status cannot take paid internships without prior approval of the Office of U.S. Citizenship and Immigration Services (USCIS). For more information on internships, contact the department chair for the student's program.

### **Online Courses**

The Art Institute of Atlanta, The Art Institute of Atlanta-Decatur, and The Art Institute of Washington offer selected online courses through a consortium agreement with The Art Institute of Pittsburgh - Online Division. In order to enroll in online courses, students must meet certain requirements. Registration for online courses must be discussed with the student's advisor during registration each quarter. Online classes are five and a half weeks long. Students can work on the course at any time within a 24-hour period, and are required to log into the course four out of each seven days in the class week and each of the four log-ins must be during a separate 24-hour period. All assignments must be submitted by midnight of the due date. Student participation in the course is required in addition to submitting formal assignments for the course. Log-ins are monitored.

An online course has similar course and exit competencies as the "on-ground" version of the same course. Online courses are designed to take advantage of technology, making the learning environment more efficient and maximizing relevance to the student's prior learning and experience. As in traditional on-ground classes, students are expected to complete all work and submit assignments within the time period given by the instructor and as listed on the course syllabus. The Art Institute has reviewed all course descriptions, course outcomes, and course syllabi for online courses to determine the educational integrity and equivalency of these courses to the same courses that are offered on-ground at The Art Institute.

The Art Institute charges the same tuition for online courses as for on-site courses. In addition, a \$100 fee is charged for each online course. The fee covers administration and technical support for online students.

### **Prerequisites for Participation in Online Courses**

A self-administered survey about online courses is available on The Art Institute of Pittsburgh – Online Division Web site, [www.aionline.edu](http://www.aionline.edu), to assist students in determining whether they are good candidates for online classes. Before registering for an online course, students should speak to the Advising Center to discuss their interests, the type of learning activities with which they are most comfortable, and the amount of time they have available in their schedule to pursue online courses. Advisors can recommend the most appropriate course types and course load.

In order to participate in online classes, students must have computer hardware and software equivalent to the specifications indicated by The Art Institute of Pittsburgh – Online Division. Prior to registration each quarter, The Art Institute provides students with a list of courses to be offered online. The technology requirements specified for each course are available on the virtual campus Web site, [www.campus.aionline.edu](http://www.campus.aionline.edu). The Art Institute regularly reevaluates hardware and

software needs to ensure that students taking online courses are using technology in parity with students taking the same courses on-ground.

### **Registration for Online Courses**

Students register for online courses during the regular registration period at The Art Institute. Online courses are offered in two sessions within the academic quarter calendar. The first session begins at the same time the on-ground coursework begins at The Art Institute and runs for 39 days (five-and-a-half weeks, seven days per week). The second session begins 38 days prior to the end of an academic, on-ground quarter and ends on the same day as the quarter for The Art Institute. Students must register for either or both sessions of a given quarter during the registration process. A student who intends to enroll in an online course for only one of two sessions, whether the first or second session, must still register for that class during the regular on-ground course registration period for the academic quarter. Registration is considered to be confirmed when students have successfully completed the required online academic orientation. This online academic orientation for both sessions of the online courses is offered prior to the start of classes. Any student not completing the orientation will be removed from class.

### **Required Online Academic and Software Orientations**

All students taking online courses are required to successfully complete an academic orientation to online learning prior to the beginning of their course or courses (see previous section). This orientation reviews the expectations, policies, and procedures associated with taking courses online, and is a prerequisite to confirmation of registration in an online course.

The required software orientation must be completed prior to the beginning of classes. During the week of software orientation, students log onto the site that runs the courses; they complete several exercises to make sure they are knowledgeable and comfortable working on the site before the class begins. It is absolutely necessary to complete this orientation before the class begins; students do not have the time to orient themselves once the class has begun. Students have access to 24-hour online platform software support via a toll-free number throughout the class if any problems arise. Students also have access to email through The Art Institute of Pittsburgh – Online Division Web site to address any questions or concerns.

Some courses also require knowledge of software used in the class. In this case, a software tutorial is offered at no additional charge. The tutorial and a test of software competency need to be successfully completed prior to taking the class.

### **Student Financial Planning**

The resources of the student financial services offices at The Art Institute are available to students who are studying either entirely or partly through an online program. See page 151 for more information about financial aid.

### **Faculty, Textbooks, and Technical Equipment**

Faculty who teach online courses possess the same subject matter credentials and experience requirements as faculty who teach the same course on-ground. In addition, all faculty who teach online are required to successfully complete a six-week online training course. In most cases, faculty who teach online courses teach the same courses on-ground with The Art Institutes system. Required textbooks for online courses are found in the online course syllabi at [www.campus.aionline.edu](http://www.campus.aionline.edu) and may be obtained from The Art Institute of Pittsburgh - Online Division's textbook partner at [www.specialty-books.com](http://www.specialty-books.com), which provides 48-hour delivery for most textbooks. Textbooks can be purchased online over a secure server using a credit card. Prior to registration, students are provided with a technical specification list for hardware and software that supports the online courses. The technology requirements specified for each course are available on The Art Institute of Pittsburgh - Online Division virtual campus Web site, [www.campus.aionline.edu](http://www.campus.aionline.edu). Students may purchase their own equipment with an outside vendor or through The Art Institute of Pittsburgh - Online Division technology partners, which can also be found at [www.campus.aionline.edu](http://www.campus.aionline.edu). Students are not required to purchase or lease any equipment through The Art Institute of Atlanta, The Art Institute of Washington, or The Art Institute of Pittsburgh – Online Division.

## **Non-Degree Programs**

### **Personal Track**

Students interested in broadening their base of knowledge or expertise for career advancement may enroll for classes without enrolling in a degree program. Students in the Personal Track program are assisted in analyzing their individual needs so that their class sequences can be planned to maximize the benefit of the program. No financial aid is available for students enrolled in Personal Track. The Personal Track program is not available at all campuses. Call the admissions office for more information.

## **Community & Professional Education**

### **SmartFun Workshops**

The community and professional education department at The Art Institute of Atlanta offers non-credit workshops for those interested in exploring their creative skills or learning new techniques. Beginning and intermediate skill levels are covered in areas such as graphic design software, Web design, audio and video production, digital photography, interior decorating, and cooking. Offerings are modified on a regular basis.

### **Certificate Programs**

At some campuses, non-credit certificate programs are offered in digital photography, Web site design, effects & compositing, and landscape design/build for professionals or dedicated enthusiasts interested in expanding their knowledge and skills in these specific disciplines.

### **Programs for High School Students: Summer Studio**

Each summer, high school students may spend a week learning skills in a program area, creating projects, and getting a sample of a career field in the college's summer workshop. Call the admissions office at The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) for more information about the summer workshop or visit The Art Institute's Web site.

### **More Information**

Additional information on academic policies can be found beginning on page 183. Complete information on academic policies and procedures is published in the Student Handbook, available in the student affairs and registrar's offices. The Art Institute reserves the right to change program offerings, admission requirements, tuition and fees, and graduation requirements as it deems necessary.

## STUDENT AFFAIRS

Students find that the student affairs department at their campus provides many valuable resources to aid them in reaching their education and career goals. Services include personal and disability counseling, international student assistance, student activities, and housing assistance. The Art Institute encourages all students to take advantage of these services.

### Student Housing

The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) offer a variety of housing options to meet the varied personal and financial needs of a diverse student body. Whether a student wants to live in college-sponsored housing, or find his or her own housing, the student housing office is a useful resource. Housing services may include college-sponsored housing, general advising on housing-related issues, and information on apartment referral agencies, utility companies, and local transportation. Housing options and services vary by location; contact the admissions office at the campus of your choice for specific information.

### Student Activities

There are many opportunities for social and cultural activities at The Art Institute. Students can enjoy cook-outs, festivals, performances from slam poetry to a dance team, hiking and white water rafting, and trips to art exhibits and cultural activities, as well as international dinners. Activities vary by location; contact the admissions office in the campus of your choice for specific information.

### International Student Affairs

The Art Institute of Atlanta, The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, and The Art Institute of Washington welcome students from around the world who have chosen to study here. International students are likely to have concerns about making a successful transition into a new culture. Many questions can be answered by the international student advisor, who is available to help ensure a successful experience at The Art Institute by assisting with immigration procedures, tax preparation, housing, medical insurance, and college resources. International students find opportunities to take part in social activities with both other international students and American students, and to learn about American culture. Of equal importance, American students have much to gain by getting to know international students and the cultures they bring with them. At this time, The Art Institute of Charleston and The Art Institute of Tennessee-Nashville are not approved for admission of international students.

### Student and Professional Organizations

Student and professional organizations are an excellent way for students to grow personally and professionally, as well as a way to get involved in the decision-making process at the college. Membership in field-related societies and groups gives students the opportunity to network with industry professionals, take part in educational programs, and get involved in community outreach projects. Students are encouraged to get involved with student and professional organizations.

In addition to the professional organizations and clubs listed, each campus has student groups for many majors and interests. For more information about the following groups and other opportunities, see the Student Handbook for the location of your choice.

#### Professional Organizations

- Advertising Photographers of America (APA) — Atlanta
- American Culinary Federation (ACF) — Atlanta, Washington
- American Institute of Graphic Artists (AIGA) — Atlanta, Charleston, Washington
- American Society of Interior Designers (ASID) — Atlanta, Charleston, Washington
- American Society of Media Photographers (ASMP) — Atlanta, Charleston
- ACM-SIGGRAPH (Computer Graphics/Animation) — Atlanta, Washington
- Aspiring Sound Engineers (ASE - Audio) — Atlanta

- Comic Book Club — Atlanta, Washington
- Concept Arte Design Club — Washington
- Creativity Atlanta — Atlanta
- GAME Mod & Design Club — Atlanta
- H.E.A.R. (Digital Filmmaking & Video Production) — Atlanta
- International Interior Design Association (IIDA) — Atlanta
- Project Design — Washington
- The Ad Club — Washington
- The Animation Group — Atlanta
- The Fashion Group — Atlanta

### **Special Interest Clubs**

- ALPHA CHI — Washington
- Allies/GLBT Support Group — Atlanta, Washington
- Art of Drama — Atlanta
- Creative Minds Group — Decatur
- Game Guilders — Washington
- Photography Club — Atlanta, Charleston, Washington
- International Student Association — Atlanta
- Rooted 4 Life — Atlanta

### **Student Association**

The Student Association provides a responsive forum for students to express their interests and concerns.

- Student Leadership Council — Charleston, Atlanta
- Student Housing Council — Atlanta
- Student Government Association — Washington
- Residential Housing Association — Washington

### **Student Ambassadors**

The role of the Student Ambassadors combines leadership and service. As members of a highly respected student organization, Student Ambassadors assist new students in their adjustment to the college during Orientation and serve as hosts to important visitors.

Students who wish to become Student Ambassadors must meet a minimum CGPA, be enrolled 12 or more quarter credit hours, and be in the second quarter of study or above. Students selected to be Ambassadors are eligible to receive a scholarship for each quarter of acceptable service. Applications are available in the student affairs office, which can also provide the specific requirements at a particular campus. Participation in the Student Ambassadors is available at The Art Institute of Atlanta, The Art Institute of Atlanta-Decatur, and The Art Institute of Washington.

### **Counseling**

The Art Institute of Atlanta and The Art Institute of Washington provide confidential short-term counseling, crisis intervention, and/or community referral services to students for a wide range of concerns including relationship issues, family problems, loneliness, depression, and alcohol or drug abuse. The counseling office also offers programs on mental health-related topics each quarter, as well as small discussion groups. Psychological and educational testing and assessment is available through The Art Institute of Washington's department of counseling services. Students at The Art Institute of Atlanta-Decatur may use the services of the main Atlanta campus. Counseling at The Art Institute of Charleston and The Art Institute of Tennessee-Nashville is provided to students through the Wellness Corporation's Student Assistance Program (SAP).

## **Services for Students with Disabilities**

The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) provide accommodations to qualified students with disabilities through the disability services office, which assists them with acquiring reasonable and appropriate accommodations and supports their success at The Art Institute. The Art Institute is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of college services, programs, and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the disability services coordinator, in writing, in the student affairs department at least one month before the accommodations will be needed. If you have a concern in this regard, please contact the dean of student affairs at each campus location. Complaints will be handled in accordance with the college's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment on page 193 of this catalog.

## **CAREER AND ALUMNI SERVICES**

### **Part-Time Employment Services**

Many students find that part-time employment is an excellent way to help meet the financial obligations of a college education and also maintain a flexible schedule that allows for class time and study time. The student employment advisor aids students in finding suitable employment, posting a daily listing of part-time job opportunities for students. In addition, the office sponsors quarterly job fairs and on-campus recruiting events. Students in later quarters can apply for field-related positions. The Art Institute lists some freelance job opportunities, through which qualified students can receive valuable experience while working for local clients.

### **Preparing for Career Success**

As students near the completion of their program of study, they meet individually with a career services advisor who is a specialist in their field of study to review career goals, job-search strategies, interview techniques, and résumé development. In addition to the one-on-one counseling provided by career services advisors, career development courses, which are required of every student, provide extensive career preparation training (see course listing for content and exemption information). The career services department coordinates portfolio shows and internship fairs for all programs, as well as career days for the culinary arts program. These special events bring together industry professionals and soon-to-be graduates.

The career services department continuously seeks new job leads and business contacts to assist graduates in matching their skills to employers' needs. Memberships in professional organizations, attendance at trade shows, and on-site visits to area businesses help keep career services advisors up-to-date with industry trends as well as develop relationships with employers. On-going communication with employers through mail and phone contact keeps employers current with the programs and the pool of talented graduates available to them from The Art Institute.

The degree programs at The Art Institute are designed to prepare students for entry-level positions in their chosen fields. The Art Institute does not guarantee employment or any particular level of compensation following graduation. Students who confine their job search to the metropolitan area where their campus is located may limit the particular employment opportunities available to them. Graduates need to be prepared for a competitive marketplace, which may require relocating in order to enhance their career endeavors. Although the college does not offer any guarantee of employment, the career services department works hard to cultivate employment opportunities and to match job leads with qualified graduates.

### **Graduate Success Rates**

The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) provide career-oriented education designed to develop fundamental skills using technology that's recognized in the workplace. Ongoing partnerships with local and national employers help The Art Institute deliver industry-relevant education and curricula benefiting both students and employers. An emphasis on employer satisfaction and staying on top of industry trends allows The Art Institute to provide employers with candidates who fulfill their needs and leads to career success for graduates — now and in the future. The graduate success statistics support this assertion.

Complete employment statistics for each individual program of study are available in the admissions and career services offices.

### **Alumni Services**

The Art Institute believes that continued contact with alumni is important and maintains an ongoing relationship through periodic events, mailings, newsletters, email, and exhibitions. For graduates and alumni anticipating an employment change or for those who may have become unemployed, the Alumni Connections Online Community offers a Career Center where alumni can post their résumés and search for job opportunities throughout the United States. This site also offers an online directory, a permanent email address, a calendar of events, a virtual marketplace with alumni discounts, and more. The career services department can conduct an evaluation of career experience for alumni and give professional direction to career endeavors. The departments at all satellite and branch campuses are also in contact with other Art Institutes and can give feedback on markets throughout the country.

# POLICIES

It is the student's responsibility to be familiar with the policies and regulations in this Catalog, as well as those in the materials given to students in their application packets and the Student Handbook distributed at Orientation and throughout the year at the office of student affairs. Students who have questions about these policies before matriculation should contact the admissions office. After matriculation, students may contact their department chairs, the office of academic affairs, or the office of student affairs.

## Exhibition of Student Work

Student artwork is very important to The Art Institute. Student work is featured in regular exhibits in the college gallery at all locations. Student work teaches other students and demonstrates the nature and value of the programs. Assistant directors of admissions show student work to prospective students, high school teachers, and guidance counselors to demonstrate what Art Institute students have achieved. Student artwork is also an important part of publications and exhibitions illustrating the programs at the college. The Art Institute reserves the right to make use of the artwork of its students for such purposes, with student permission.

## Instructional Equipment

Instructional equipment is available according to the program curriculum so students can acquire an understanding of the kind of equipment they could expect to encounter in an entry-level position in their field. The equipment must be shared by students; accordingly, The Art Institute cannot guarantee students hands-on use of the equipment beyond that called for in the curriculum. To complete the requirements of their programs, students may have to schedule use of the equipment outside normal class hours. Equipment may be used for class assignments only.

## Advanced Standing, Transfer, and Proficiency Credit and Exemption from Coursework

Students applying to The Art Institute of Atlanta or any of its satellite or branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) may be eligible to receive advanced standing credit in a number of ways:

- Take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score 3 or higher on the AP exam or 4 or higher on the IB exam for those courses while in secondary college.

- Successfully complete programs included in articulation agreements that have been established between The Art Institute of Atlanta or any of its satellite or branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) and their high schools.
- Earn college credit at other accredited post-secondary institutions.
- Complete the requirements of a transfer agreement established between The Art Institute and the post-secondary institution they attend before coming to The Art Institute.
- Complete College Level Examination Program (CLEP) exams covering material equivalent to Art Institute courses and earn a score of 50 or higher on those examinations.
- 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.
- Present evidence of experience obtained in the workplace or through other means, as demonstrated through a portfolio of their work and additional supporting documentation.

## Advanced Standing, Transfer and Proficiency Credit for Veteran's Administration Students in South Carolina

All VA students applying to The Art Institute of Charleston must provide documentation (official transcripts) to the college. Credits awarded will be provided to the degree that is being sought.

## Student Responsibility Regarding Transfer Credit

In all cases, new students are responsible for informing their assistant director of admissions during the application and enrollment process of any educational experiences they may have had that they feel could lead to advanced standing credit at The Art Institute. Any documentation supporting the award of advanced standing credit, including, but not limited to, copies of examination score reports, official copies of final college transcripts from other post-secondary institutions, portfolios of outside work, and any required supporting documentation must be submitted to the transfer credit evaluator, through his/her assistant director of admissions, well in advance of registration for a student's first quarter at The Art Institute. Any exemption testing must be completed by the

end of the first week of classes. No advanced standing credit will be awarded later than the end of the fifth week of a student's first quarter.

Students transferring from another Art Institute must complete at least 25 percent of their required coursework at The Art Institute of Atlanta or the satellite or branch campus (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) where they choose to enroll; students transferring from other schools must complete at least 50 percent of their required coursework at The Art Institute of their choice. Students must be in satisfactory academic standing to be allowed the opportunity of transferring from one Art Institute school to another.

Enrolled students who change from one degree program to another degree program at a single Art Institute are responsible for informing the transfer credit coordinator once that change becomes official so that a re-evaluation of previously submitted transcripts may be completed based on the requirements of the new degree program. A request for re-evaluation of these transcripts must be made when the change of the program or degree program is submitted to the registrar.

Once all supporting documentation has been received by the transfer credit coordinator, decisions on advanced standing credit are normally communicated to the student through the admissions office within two weeks. Those students who believe additional advanced standing credit may be due to them should speak with their admissions representative, their academic advisor, or with the transfer credit coordinator immediately following the initial notification of award of advanced standing credit. It is strongly suggested that students avoid registering for any course for which they expect to receive advanced standing credit until a final response from the transfer credit coordinator has been issued.

The Art Institute assumes no responsibility for classes remaining on students' schedules after the drop/add period where transfer or proficiency credit has subsequently been awarded, or where exemption has been granted. Students will be charged for any courses remaining on their schedule after that period, even though advanced standing credit may be awarded after the drop/add period has concluded. In addition, the awarding of advanced standing credit does not guarantee students early completion of their

programs due to possible prerequisite and scheduling restrictions.

Specific requirements for each kind of credit are outlined below.

### **Credit for Advanced Placement (AP) and International Baccalaureate (IB) Courses**

Students who participated in AP or IB programs during secondary school and took the applicable examinations may be eligible for credit for equivalent courses at The Art Institute. Students must earn a score of 3 or higher on an AP exam or a score of 4 or higher on an IB exam. Copies of AP or IB score reports must be submitted to the admissions office as part of the application process. Advanced placement credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

### **Credit for Secondary School Articulation Agreements**

The Art Institute has established articulation agreements for certain high school programs throughout the United States. Students eligible for advanced standing credit resulting from such an articulation agreement should submit an articulated credit application and any required documentation to the transfer credit coordinator as part of the application process. Articulated credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

### **Credit for Courses Taken at Other Post-Secondary Institutions**

Students may be eligible to receive advanced standing credit for Art Institute courses based on work completed at other post-secondary institutions. In general, for a student to receive general education required or elective credit for prior post-secondary coursework, that post-secondary institution must be accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA). In the event that a student has taken courses online through another educational service, he or she may be eligible to receive transfer credit if that educational service is currently accred-

ited by the Distance Education and Training Council (DETC), or if it has been validated by the American Council on Education's College Credit Recommendation Service (CREDIT). In other cases, equivalent courses in the program may be transferable from a non-regionally or non-ACICS/ACCSCCT accredited institution if that prior post-secondary institution is accredited by one of the more specialized accrediting bodies, such as the National Association of Schools of Art and Design (NASAD), the American Culinary Federation (ACF), or the Council for Interior Design Accreditation.

Every effort will be made to award transfer credit to students who have attended an accredited post-secondary institution for equivalent Art Institute courses as long as they have earned a grade of C or higher. In the event that the course is technologically based, it must also have been taken within the past three years. For technology-based coursework older than three years, students who can prove they have remained current with that technology should contact the transfer credit coordinator well in advance of first quarter registration to apply for possible proficiency (P) credit for those courses. These requirements also apply to courses taken at another Art Institute.

Transfer credit will be recorded on the student's transcript as TR credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

In the event that a student completes an associate degree at The Art Institute and then chooses to complete a bachelor's degree at the same Art Institute, credit earned for the associate degree will be brought in for matching courses and added to the student's bachelor's degree transcript. This is also true for students who complete one associate degree at The Art Institute and choose to return for a second associate degree. In these situations only grades for matching courses will be recorded, and the grades earned as part of one Art Institute degree will be computed in the student's second Art Institute degree GPA and CGPA.

Students who have completed coursework at a post-secondary institution with which The Art Institute has a current transfer agreement will

receive transfer credit based on the terms of that agreement.

The Art Institute does not grant transfer credit for pass/fail or satisfactory/unsatisfactory grades unless a statement appears on the official transcript that equates such notation to a C or higher. In addition, review, remedial, and developmental courses are not considered for transfer credit.

### **Credit for College Level Examination Program (CLEP) Tests**

Students may earn advanced standing credit for Art Institute courses based on equivalent computer-based CLEP examinations provided they earn a score of 50 or higher. Students who may have taken the former pencil and paper version of a CLEP exam will need to have scored in the 50th percentile or higher in order to earn credit. CLEP examination score reports should be submitted to the admissions office prior to enrollment at The Art Institute. In some cases, currently enrolled students may also be allowed to take a CLEP exam for credit. Those students must meet with the transfer credit coordinator prior to registering for any CLEP exam. More information about the CLEP program may be obtained from the transfer credit coordinator. CLEP credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

### **Credit for Military Training and/or Experience**

The prior training and/or education received as part of military experience may make a student eligible for advanced standing credit based on the results of DANTES or DSST examination scores, or as recommended in the American Council on Education's (ACE) Guide to Educational Credit by Examination, or in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. Military credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

## Credit for Workplace Experience or Other Areas of Proficiency

Students who feel they can meet the competencies required of courses at The Art Institute through other life experiences or skills they may have acquired through employment may submit a portfolio of works they have completed and supporting documentation as proof of their ability to meet these competencies. New students should inform their assistant director of admissions of such experience and submit their portfolios and supporting documentation to him or her. The assistant director of admissions will then turn over these portfolios to the transfer credit coordinator, who will make sure they are evaluated by the appropriate department chair. Once a decision on proficiency credit has been made, the transfer credit coordinator will return the portfolio to the student's assistant director of admissions, who will inform the student of that decision. The student may then pick up his or her portfolio from the admissions office. It should be noted that in general, proficiency credit may only be earned for 100-200 level courses. In addition, this kind of proficiency credit is not awarded for art foundation courses.

Work experience credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

## Advanced Standing Credit's Effect on Financial Assistance

Advanced standing credit typically reduces the number of classes students take because they receive credit for certain courses in the sequence of the program. For students receiving financial assistance, taking fewer classes may affect their eligibility for financial assistance, especially if they no longer qualify as full-time students. (A "full-time student" is defined as carrying at least twelve credit hours per quarter. However, students normally carry sixteen-credit-hour course loads.) Since the student financial services office is notified of advanced standing credit, financial aid officers will work with students to establish or revise their financial plans.

## Co-Enrolled / Transient Students

In certain circumstances, students who are in good academic standing may be given permission to co-enroll at another school while attending The Art Institute or while on a leave of absence, and trans-

fer credit back to The Art Institute. Students must see the transfer credit coordinator well in advance to secure this permission in writing before enrolling at another school. Students will be required to submit a course description and semester starting and ending dates when applying for co-enrolled or transient status.

All grades earned for courses taken elsewhere while co-enrolled must be received by The Art Institute immediately following the completion of such courses. It is the student's responsibility to arrange for official transcripts to be sent to the transfer credit coordinator.

No co-enrollment or leaves of absence for the purpose of co-enrollment are permitted during the final quarter of study before graduation. The last six months of study before graduation must be in residence at The Art Institute of Atlanta.

## Limitations on the Award of Credit

Students may earn up to 25 percent of the required amount of credit toward their Art Institute degree as the result of testing, high school articulation agreements, or prior work experience (P credit).

Students may earn up to 50 percent of the required amount of credit toward their Art Institute degree as the result of coursework completed at other accredited post-secondary institutions (TR credit), or in combination with credit received as the result of a transfer agreement The Art Institute may have with that post-secondary institution, as well as any testing or prior work experience credit mentioned above (P and TR credit combined).

Students may earn up to 75 percent of the required amount of credit toward their Art Institute degree as the result of coursework completed at another Art Institute (TR credit), or in combination with credit received as the result of a transfer agreement The Art Institute may have with that post-secondary institution, as well as any testing or prior work experience credit mentioned above (P and TR credit combined).

## Exemption from Specific Courses

Students may apply and qualify for exemption from CD 245 Career Development, based on prior experience in the workplace. Students who may qualify for exemption from CD 245 Career Development are usually career changers: those students who have previously pursued a professional career; or those students already holding

a bachelor's degree or higher. CD 245 Career Development Exemption Applications may be obtained from the Academic Affairs Office. Completed applications should be submitted to the student's Academic Department Chair. The application and its required accompanying documentation will be reviewed by the department chair and other members of the CD 245 Exemption Committee. Students will be informed of the Committee's decision by the transfer credit coordinator.

Exemption is unlike advanced placement, transfer, or proficiency credit in that when students are exempted from a specific course, they do not receive any credit, but are simply allowed to waive the required course. Exemption will be recorded on the student's transcript as "WV," and no credits will show. Students are responsible for taking another course to replace the exempted course unless additional transfer credit is possible.

## Attendance Policy

The Art Institute's programs are designed for continuous, year-round enrollment with full course loads. Students who interrupt their studies may have to lengthen the time they take to complete their degrees, because some courses are not offered every quarter. Students are expected to attend all scheduled meetings of every course.

## Course Attendance

Students should be prepared to start the quarter on the first day of classes and to add/drop courses early in the first week of the quarter to minimize absences. Students who do not attend any meetings of any classes during the schedule adjustment period will be dropped from the class roster to allow other students to add that class to their schedules.

It is the goal of this policy to improve the academic performance of students in the classroom by stressing the importance of course attendance and reinforcing the work-ready expectations of employers for employee attendance.

## Requirements

1. Students are required to attend all class meetings, to arrive on time, and to stay for the duration of the class.
2. Faculty policies for marking absences related to tardiness to class, tardiness in returning from break, or leaving class early are stated in course syllabi. Students are required to abide by these policies.

- Students who violate the attendance policy will be suspended from the course.
- Appeal policies are available at the Registrar's Office.

### Student Reentry Process

Any student who has left The Art Institute for any time period must go through the formal reentry process, and each student's academic status must be reviewed before they can be considered for reentry. Contact the admissions office for additional information.

### Credit Hours

The Art Institute operates under a quarter credit-hour system recognized by the applicable agencies in Georgia, South Carolina, Tennessee, and Virginia to assess academic performance. Art Institute students earn credit as follows:

- Ten hours of lecture and a passing grade earn one quarter-hour credit.
- Twenty hours of lab and a passing grade earn one quarter-hour credit.
- Thirty hours of Art Institute-directed learning activity and a passing grade earn one quarter-hour credit.
- One hour of instruction is defined as 50 minutes of instruction in a 60-minute period.

### Academic Grading System

The Art Institute uses a system of letter grades, a four-point numerical scale, credit hours, and letter codes as listed below.

Letter grade	Grade points
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

### Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

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.

An example of how GPA and CGPA are computed follows. In this example, a student is taking a total of two classes during one quarter. One class is worth four credit hours and the student earns an A. The other is worth eight credit hours and the student earns a B. Each letter grade carries a grade point value. Grade point values are multiplied by credit hours. In this example:

$$A = 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned}$$

$$B = 3 \text{ grade points} \times 8 \text{ credit hours} = 24 \text{ grade points earned}$$

The GPA is computed by dividing the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter. In this example:

$$16 \text{ grade points} + 24 \text{ grade points} = 40 \text{ total grade points}$$

$$40 \text{ grade points earned} \div 12 \text{ total hours earned} = \text{student's GPA for the quarter, } 3.3.$$

The CGPA is computed the same way — by dividing the student's total grade points earned from all quarters at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute.

### Grade Codes and Policies

In addition to letter grades, The Art Institute uses the following letter codes and policies in its grading system.

I = Incomplete. Used to indicate that one or more course requirements have not been completed. It does compute in GPA and CGPA as an "F" grade until it is converted to a grade or time-frame ends and defaults to an "F." Students must submit required coursework to their respective faculty member by Friday the first week of the subsequent quarter. "I" grades that are not changed to a passing grade within the deadline will automatically become an "F." Exceptions to this policy may be made with documented, verifiable mitigating circumstances and approved by the dean of academic affairs.

P = Proficiency credit. Credit-hours awarded through examination (i.e., CLEP or AP test), documented previous work experience, or portfolio review. Applies to graduation credit require-

ments. Does not compute in GPA or CGPA and does not count as credit attempted.

N = Non-credit. Assigned for courses such as labs with 0.0 credit.

S = Suspended. Assigned when student is suspended from The Art Institute for disciplinary reasons or attendance problems. Does not compute in GPA or CGPA. Does count as credit attempted.

TR = Transfer credit. Awarded for credit-hours transferred from other accredited post-secondary (college-level) institutions. Applies to graduation credit requirements. Does not compute in GPA or CGPA. Does not count as credit attempted.

W = Withdrawal. When a student withdraws from the total program of study by the end of the ninth week of the quarter, or from individual classes after add/drop but by the end of the ninth week of the quarter. Does not compute in the GPA or CGPA. Does count as credit attempted.

WF = Withdrawal Fail. When student withdraws from individual classes or total program of study after the ninth week of classes. Computes in GPA and CGPA as an F. Does count as credit attempted.

### Grade Changes

Final course grades as recorded in student records cannot be changed without extenuating circumstances. Grade changes require approval of the faculty member who gave the grade in question and the department chair. Approved grade changes are due to the registrar before the end of the first week of class of the quarter following the quarter in which the grade was earned. For more information, contact the registrar's office, fourth floor.

### Grade Reporting

Midterm and final grades are made available online to students after the grades are received by the registrar's office. Midterm grades do not appear on transcripts with final grades.

### Reports to Parents or Guardians of Dependent Students

Parents or guardians of dependent students are an integral part of the enrollment process and subsequent educational process. They have a

vested interest regarding their student's progress and potential for success.

The Art Institute wishes to maintain a relationship with guardians and parents while developing an adult relationship with its students. This relationship is important in students' professional development and maturation. Therefore, grade reports are available to students online and may also be emailed to parents or guardians of dependent students at the student's written request. In addition, The Art Institute reserves the right to contact parents or guardians of dependent students when administrative action is being taken or when students do not positively respond to efforts deemed by faculty and/or staff members to be in their best interest.

### Reports on Independent Students

Grade reports for independent students will be provided for the student only. Should the student wish to have his/her grade report made available to parents, guardians, or another person, the student must complete a Consent to Disclosure of Educational Records form at the registrar's office.

### Satisfactory Academic Progress Policy (SAPP)

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses in a consistent manner. This ability is measured in two ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR). Failure to complete courses successfully for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

### Criteria for Honors Designation

To promote academic excellence and to recognize exemplary academic achievement, the following honors designations will be issued on a term basis and upon graduation.

### Term Honors Designation (at the completion of a quarter)

Students who enroll for and complete 12 credits or more and meet the following criteria may receive the corresponding designation:

Term GPA	Honors Designation
4.0	President's Honor Roll
3.7–3.9	Dean's Honor Roll
3.5–3.6	Honor Roll

### Honors Designation at Graduation

Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates. Transitional studies classes are not considered when evaluating honors designations.

### Milestones and Evaluation Points for Satisfactory Academic Progress Diploma/Certificate Programs

1. At the end of first quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

### Degree Programs

1. At the end of second quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of sixth quarter, and every second quarter thereafter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%.

Anything below these milestones will result in dismissal.

5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

### Transitional Studies

Transitional Studies Courses are based on the results of the academic placement test. As in 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; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in dismissal.

### Graduation Requirements

To qualify for graduation and receive a degree, all students must:

1. Receive passing grades for all required coursework.
2. Accumulate the total credit requirements for a program through coursework, transfer credit, or proficiency assessment.
3. Take the last quarter of study before graduation in residence at The Art Institute.
4. Earn no more than 50 percent of the total required credits for graduation through advanced placement, proficiency and/or transfer credit from another institution (the maximum is 75 percent from other member schools of The Art Institutes).
5. Achieve a minimum CGPA of 2.0.
6. Satisfy all financial obligations to the college.
7. Students in advertising, audio production, digital filmmaking & video production, fashion & retail management, game art & design, graphic design, illustration, interior design, media arts & animation, photographic imaging, visual effects & motion graphics, visual & game programming, and Web design & interactive media, must compile a portfolio of their work, receive a portfolio grade of "C" or higher, and exhibit their portfolio in an Art Institute portfolio show. The programs listed are all offered at The Art Institute of Atlanta, but not all are offered at every branch campus.

An outline of portfolio standards, projects, and general criteria is provided separately to students

by the academic departments. These portfolio requirements are periodically reviewed and updated; The Art Institute reserves the right to alter or modify these requirements at any time to enhance graduate employment potential. The development of student portfolios is a continuing process beginning early in the student's academic career. Before their final quarter, students must submit their portfolios to their department chairs and faculty for critique. Unsatisfactory portfolio pieces must be replaced with acceptable work before the Portfolio Show and graduation.

### **Information on Graduation/Completion Rates**

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the admissions office.

### **Residency Information and Completion Rates for Virginia Students at The Art Institute of Washington**

The following information is available from the admissions office of The Art Institute of Washington:

1. The number of students claiming Virginia residency enrolled in each program of study
2. In addition to the total number of students who completed or graduated from The Art Institute of Washington at the end of the last academic year, the total number and percentage of students claiming Virginia residency who completed or graduated from each program at The Art Institute of Washington at the end of the last academic year.

### **Credit Transfers to Other Schools**

The Art Institute of Atlanta and The Art Institute of Atlanta-Decatur are licensed by the Georgia Nonpublic Postsecondary Education Commission (2082 East Exchange Place, Suite 220, Tucker, Georgia 30084, 770.414.3300) to award the associate in arts degree, the bachelor of arts degree, the bachelor of fine arts degree, and the bachelor of science degree.

The Art Institute of Charleston, a branch of The Art Institute of Atlanta, is licensed by

the South Carolina Commission on Higher Education 1333 Main Street, Suite 200, Columbia, SC 29201; 803.737.2260. Licensure indicates only that minimum standards have been met, and it is not equal to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

The Art Institute of Tennessee-Nashville, a branch of The Art Institute of Atlanta, is authorized by the Tennessee Higher Education Commission (this authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility).

The Art Institute of Washington, a branch of The Art Institute of Atlanta, is licensed by the State Council of Higher Education for Virginia (James Monroe Building, 101 North Fourteenth Street, Richmond, Virginia 23219; telephone number 804.225.2600) to award the associate in arts degree, the bachelor of arts degree, the bachelor of fine arts degree, and the bachelor of science degree.

The Art Institute of Atlanta, including its satellite campus and its branch campuses — The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington — is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of The Art Institute of Atlanta, its satellite campus, and its branch campuses.

However, 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 United States higher education system, transferability of credit is always determined by the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another school.

The mission of The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of

Tennessee-Nashville, and The Art Institute of Washington) is to help students prepare for entry-level employment in their chosen field of study. It is unlikely that the academic credits earned at The Art Institute will transfer to another school.

Programs offered by one school within The Art Institutes system will not be identical to similar programs at another school within the system due to differences imposed by state laws, use of different instructional models, and local employer needs. Therefore, students who decide to transfer to another school within The Art Institutes system should be aware that not all of the credits earned at The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) may be transferable to that school's program.

As soon as students anticipate transferring to another school, they should consult with the dean of academic affairs. Students must be in satisfactory academic standing to be allowed the opportunity of transferring from one Art Institute school to another. The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) do not imply, promise, or guarantee transferability of their credits to any other institution.

### **Refund Policies**

#### **Refund Policy Prior to Matriculation, All Students**

Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the application for admission will be considered a student.

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by the applicant will be refunded if requested by the applicant within five (5) business days after signing the application for admission and making an initial payment.
3. Applicants requesting cancellation more than five (5) business days after signing the application for admission and more than ninety (90) days prior to their original class start date, will

receive a refund of all monies paid, less the \$50 application fee.

4. Applicants requesting cancellation more than five (5) business days after signing the application for admission, but less than ninety (90) days prior to their original class start date, will receive a refund of all monies paid, less the \$50 application fee and \$100 tuition deposit.
5. Applicants attending The Art Institute of Washington who are requesting cancellation more than five (5) business days after signing the application for admission, but less than ninety (90) days prior to their original class start date, will receive a refund of all monies paid, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100, whichever is less.
6. The application fee is valid for four consecutive quarters, including the original start date quarter. Students wishing to reapply after four quarters will be required to submit a new application fee.

### **Refund Policy After Matriculation, All Students**

In the event of withdrawal by the student or termination by The Art Institute during any quarter of study:

1. Prepaid tuition for any period beyond the current quarter will be refunded in full.
2. The Art Institute shall terminate the student when the student has missed seven (7) (consecutive) class days (or within twenty (20) calendar days from the student's last day of attendance, whichever is less) and The Art Institute shall pay the refund within thirty (30) days of that written termination date. The refund shall be paid to the student unless payment to a lender or other entity is required by the terms of a student financial aid program in which The Art Institute participates.
3. The student may voluntarily withdraw from the college by notifying the office of the registrar in person or in writing. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.
4. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate

to the circumstances. After the student's first period of enrollment, if the student withdraws in a subsequent period due to mitigating circumstances, he/she will receive a refund, except for room and board, as provided under "Adjustment of Charges." Mitigating circumstances are those that directly prohibit the student from pursuing his/her program and are beyond his/her control. These include the student's serious illness, death in the student's immediate family, or active duty military service, including active duty for training.

5. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute.
6. The Art Institute reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
7. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
8. In the event The Art Institute cancels or changes a course or program of study in such a way that a student who had started a program or course is unable to complete it, The Art Institute will refund all monies paid by the student for the course or program within thirty (30) days.

### **Refund Policy for Online Course Withdrawal**

Students who withdraw from a Session I or Session II online course after the drop/add period are treated the same way as if they withdrew from an on-ground class. Session II classes begin the day after Session I classes end and run five weeks. The ending date of Session II classes may not coincide with the ending date of on-ground classes.

### **Refund Policy, All Students - Return of Federal Title IV Aid**

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The Art Institute will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. A parallel calculation will be done for students who begin classes at mid-quarter start: the number of days that the

student completed divided by the number of days in the half-quarter. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, Grant, SMART Grant, SEOG. If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter, the student may need to return some of those funds. If the student needs to return funds, The Art Institute will notify the student regarding how much is owed, and how it is to be returned.

### **Adjustment of Charges For The Art Institute of Atlanta and The Art Institute of Atlanta-Decatur**

In accordance with Georgia policy, the college will refund tuition and fees and other charges, as follows.

#### **Quarter Start**

Weeks 1 – 2 — 75%  
Week 3 – 50% of quarter — 50%  
50% of quarter – Week 6 — 25%  
After Week 6 — 0%

#### **Mid-Quarter Start**

Days 1 – 2 — 95%  
Day 3 to Week 1 — 90%  
Week 2 — 75%  
Week 3 — 50%  
After Week 3 — 0%

The Art Institute of Atlanta and The Art Institute of Atlanta-Decatur will first calculate how much needs to be returned under the Federal Return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the state policy (above). The amount that can be retained will be subtracted from the adjusted amount paid.

### **For The Art Institute of Charleston**

The Art Institute will refund tuition and fees as follows, based on the South Carolina refund policy and determined by the week in which the student last attends class.

#### **Quarter Start**

Week 1 — 90%  
Week 2 — 80%  
Week 3 — 70%  
Week 4 — 60%

#### **Mid-Quarter Start**

Days 1 – 2 — 95%  
Day 3 – Week 1 — 90%  
Week 2 — 75%  
Week 3 — 50%

Week 5 — 50%      After Week 3 — 0%  
Week 6 — 40%  
After Week 6 — 0%

The Art Institute of Charleston will first calculate how much needs to be returned under the Federal Return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the state policy (above). The amount that can be retained will be subtracted from the adjusted amount paid.

### **For The Art Institute of Tennessee-Nashville**

In accordance with Tennessee law, the college will refund tuition, fees, and other institutional charges, as follows.

#### **Quarter Start and Mid-Quarter Start**

- If you withdraw after the first five days from the signing of the enrollment agreement up to the 1st day of classes, the refund of tuition, fees, and other institutional charges will be 100% minus a \$100 administrative fee.
- If you withdraw, drop out, or are expelled after classes have commenced and before the expiration of ten percent (10%) of the period of enrollment, the adjusted charge for tuition, fees, and other institutional charges will be 25% plus a \$100 administrative fee.
- If you withdraw, drop out, or are expelled after ten percent (10%) of the period of enrollment and before the expiration of twenty-five percent (25%) of the enrollment period, the adjusted charge for tuition, fees, and other institutional charges is 75% plus a \$100 administrative fee.
- If you withdraw, drop out, or are expelled after 25% of the enrollment period, the charges will be 100% of the original charges.
- The last day of attendance means:
- The date on the expulsion notice; or
- The date upon which the institution receives written notice (a signed drop form is sufficient) of withdrawal from you; or
- When no written notice of withdrawal is given, the last day of your attendance is the day of withdrawal; or
- If you fail to return from an approved leave of absence

The Art Institute of Tennessee-Nashville will first calculate how much needs to be returned under the Federal Return of Title IV Aid Policy. The amount will then be subtracted from the amount

that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the state policy (above). The amount that can be retained will be subtracted from the adjusted amount paid.

### **For The Art Institute of Washington**

In accordance with the student enrollment agreement, the college will refund tuition and fees and other charges, as follows.

#### **Quarter Start**

Weeks 1 – 3 — 50%  
Weeks 4 – 6 — 25%  
Weeks 7 – 11 — 0%

#### **Mid-Quarter Start**

Week 1 – Week 2, Day 2 — 50%  
Week 2, Day 3 – Week 3 — 25%  
Week 2 — 75%  
Week 3 — 50%  
After Week 3 — 0%

The Art Institute of Washington will first calculate how much needs to be returned under the Federal Return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the state policy (above). The amount that can be retained will be subtracted from the adjusted amount paid.

### **Refund Calculations after Matriculation, All Students, All Campuses**

If there is additional money to be refunded from federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's authorization, to the federal loan program(s) in the following order, up to the amount received, for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance made up of non-Title IV funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student.

If kits, components of the kit, books, or supplies, are returned to the Supply Store in re-salable condition within 21 days of withdrawal, a credit will be given. All refunds and return of funds will

be made within 30 days of the date that the student notifies The Art Institute of the withdrawal.

Examples of the calculations for this policy are available in the student accounting office.

### **Non-Payment of Charges**

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Atlanta and/or its satellite or branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) will result in the student's obligation for additional costs, which may include collection agency costs and legal costs. In addition, The Art Institute reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations, and the student's academic transcript will not be released until all the student's debts to the college are paid in full.

### **Interest on Outstanding Balances**

The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the college at the end of the prior month, including but not limited to tuition, fees, housing charges, late registration fees, fines, damages, etc., less the total amount paid to the student's account at the end of the current month, including financial aid that the student has been awarded but has not been paid for the quarter, provided that the student and/or the student's parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute

of Tennessee-Nashville, and The Art Institute of Washington) may disclose to third parties without receiving prior written consent from the student. In the policy below, The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington) are referred to as "The Art Institute."

## I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to registrar's office or the director of administrative and financial services.

The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The college may require the presence of a college official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975, which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel who are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

## II. Disclosure of Educational Records

The Art generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To Art Institute officials who have been determined by the school or its corporate agent to have legitimate educational interests in the records. A school official is:
  - a. a person employed by the school in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to, human resources and accounting staff for the purpose of tuition reimbursement plan or
  - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.

8. To appropriate parties in health or safety emergencies.
9. To officials of another school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator-not the name of any other student, including a victim or witness-without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Atlanta will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

## III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests

by or disclosures to Art Institute officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

#### IV. Directory Information

The Art Institute designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email, and Web site
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended college
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members.

Notice of these categories and the right of an individual in attendance at The Art Institute to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Atlanta, 6600 Peachtree Dunwoody Road, 100 Embassy Row, Atlanta, Georgia 30328; Office of the Registrar, The Art Institute of Atlanta-Decatur, One West Court Square, Suite 110, Decatur, Georgia 30030; Office of the Registrar, The Art Institute of Charleston, 24 North Market Street, Charleston, SC 29401; Office of the Registrar, The Art Institute of Tennessee-Nashville, 100 Centerview Drive, Suite 250, Nashville, TN 37214; or Office of the Registrar, The Art Institute of Washington, 1820 N. Fort Myer Dr., Arlington, VA 22209; depending on where the student is enrolled. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated

categories of personally identifiable directory information.

#### V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the director of administrative and financial services or the registrar's office to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The Art Institute may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, The Art Institute will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institute. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. The Art Institute will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, The Art Institute decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, The Art Institute decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record

commenting on the contested information in the record or stating why he or she disagrees with the decision of the college.

7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute will: (a) maintain the statement with the contested part of the record for as long as the record is maintained; and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

#### VI. Student Right to File a Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute to comply with the requirements of FERPA.

The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office  
 United States Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, DC 20202-4605

#### Student Complaint Procedures

If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure.

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the dean of student affairs if related to non-academic issues or to the dean of academic affairs for academic issues. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.
3. The appropriate Art Institute staff member or department will be notified of the complaint. A follow-up meeting with you and the dean of student affairs and/or the dean of academic affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
4. If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the

results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

**For The Art Institute of Atlanta and The Art Institute of Atlanta-Decatur:**

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, Georgia 30084  
770.414.3300

**For The Art Institute of Charleston:**

South Carolina Commission on Higher Education  
1333 Main Street, Suite 200  
Columbia, SC 29201  
803.737.2260

**For The Art Institute of Tennessee-Nashville:**

Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, Tennessee 37242  
615.741.3605

**For The Art Institute of Washington:**

State Council of Higher Education for Virginia  
James Monroe Building  
101 North Fourteenth Street  
Richmond, Virginia 23219  
804.225.2600

**Student Grievance Procedure for Internal Complaints of Discrimination and Harassment**

The Art Institute of Atlanta and its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington), referred to in the following policy as The Art Institute, do not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, or any other characteristic protected by state, local, or federal law, in our programs and activities. The following persons have been designated to handle inquiries and coordinate the college's compliance efforts regarding the non-discrimination policy:

**Atlanta and Decatur**

James Petty, Dean of Student Affairs  
The Art Institute of Atlanta  
6600 Peachtree Dunwoody Road  
Atlanta, GA 30328  
770.689.4828  
jpetty@aii.edu

**Charleston**

Terry Fox, Director of Career and Student Services  
The Art Institute of Charleston  
24 North Market Street  
Charleston, SC 29401  
843.727.3518  
tcfox@aii.edu

**Nashville**

Carol Menck, President  
The Art Institute of Tennessee-Nashville  
100 Centerview Drive, Suite 250  
Nashville, TN 37214  
615.514.3810  
cmenck@aii.edu

**Washington**

Ann Stapleton, Dean of Student Affairs  
The Art Institute of Washington  
1820 N. Fort Myer Drive  
Arlington, VA 22209  
703.247.6841  
astapleton@aii.edu

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt, and reliable determination about whether The Art Institute non-discrimination policy has been violated.

Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the individual named above. For academic matters, students should contact:

**Atlanta and Decatur**

Dr. Sally Parsonson, Dean of Academic Affairs  
The Art Institute of Atlanta  
6600 Peachtree Dunwoody Road  
Atlanta, GA 30328  
770.689.4810  
sparsonson@aii.edu

**Charleston**

Marilyn Burstein, Vice President/Dean of Academic Affairs  
The Art Institute of Charleston  
24 North Market Street  
Charleston, SC 29401  
843.727.3500  
mburstein@aii.edu

**Nashville**

Carol Menck, President  
The Art Institute of Tennessee-Nashville  
100 Centerview Drive, Suite 250  
Nashville, TN 37214  
615.514.3810  
cmenck@aii.edu

**Washington**

Dr. Sue Hintz, Dean of Academic Affairs  
The Art Institute of Washington  
1820 N. Fort Myer Dr.  
Arlington, VA 22209  
703.247.6830  
shintz@aii.edu

1. 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. In most cases, the person accused of discrimination will be notified of the complaint by the dean of student affairs or the dean of academic affairs.
2. The person accused of discrimination will have 14 calendar days to respond to the complaint in writing. The signed written response should be submitted to the dean of student affairs or the dean of academic affairs.
3. The dean of student affairs or the dean of academic affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person

who disrupts the investigation in the investigator's sole discretion.

4. The dean of student affairs or the dean of academic affairs will determine whether a violation of The Art Institute non-discrimination policy has occurred. The dean of student affairs or the dean of academic affairs will issue a written determination as promptly as practicable. If the dean of student affairs or the dean of academic affairs determines that the policy has been violated, the dean of student affairs or the dean of academic affairs will also recommend corrective action.
5. The decision of the dean of student affairs or the dean of academic affairs may be appealed 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 the dean of student affairs 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.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedure, which can be found on page 181.
7. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at <http://www.ed.gov/ocr>.

### Arbitration Policy

You and The Art Institute of Atlanta and/or its satellite and branch campuses (The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, and The Art Institute of Washington, herein called "The Art Institute") agree that any dispute or claim between you 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 this enrollment agreement or absent such agreement, your enrollment or attendance at The Art Institute, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with the college, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, The Art Institute will select one.

The Art Institute agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you 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 your claim exceeds \$5,000, The Art Institute reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

If either you 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, you 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 you 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 you 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 you reside. Upon your 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 or this Agreement 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 your relationship with The Art Institute. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, [www.jamsadr.com](http://www.jamsadr.com), 1.800.352.5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arb-forum.com](http://www.arb-forum.com), 1.800.474.2371.

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# INDEX

- Academic advising and placement 157
- Academic affairs 156, 185
- Academic assistance 160
- Academic enrichment 10, 160
- Academic freedom of expression 157
- Academic grading system 186
- Academic off-campus travel 10, 160
- Academic programs 33, 157
- Academic progress policy, satisfactory 183
- Accreditation 5
- Administrative staff 180-182
- Admission 146
  - how to apply 146
- Advanced standing credits 149
- Advertising design diploma program 112, 159
- Advertising program 36, 157
- Aid programs, other 155
- Alternative loan programs 155
- Alumni services 167
- Admission requirements 146-150
  - college graduate 148
  - first-time college students 146
  - international students 148
  - transfer students 147
- Apply, how to 146
- Arbitration policy 194
- Art foundations 24
- Art Institutes, Inc., The 197
- Art Institute of Atlanta, The 14
- Art Institute of Atlanta–Decatur, The 16
- Art Institute of Charleston, The 18
- Art Institute of Tennessee–Nashville, The 20
- Art Institute of Washington, The 22
- Associate in arts degree 157, 158
- Atlanta 14
- Attendance 185
- Audio production program 40, 157
- Bachelor of arts degree 157
- Bachelor of fine arts degree 157, 158
- Bachelor of science degree 157, 158
- Board of directors 196
- Board of trustees 195
- Career services 166
- Certificate programs 112, 159
- Charleston 18
- College-sponsored assistance 152
- Commercial photography diploma program 112, 159
- Community & professional education 157
- Complaints, student procedures for 181
- Completion rates 188
- Counseling 159
- Course changes 157
- Course descriptions 108-138
- Courses of study 157
- Credit transfers from other colleges 183
- Credit transfers to other colleges 188
- Culinary arts diploma programs 113, 159
- Culinary arts management program 104, 157
- Culinary arts program 100, 157
- Decatur 16
- Culinary arts
  - with a concentration in baking & pastry program 104, 157
- Degree programs 157
- Department chairs 180-182
- Digital design diploma program 113, 159
- Digital filmmaking & video production program 44, 157
- Diploma or certificate programs 112, 159
- Disabilities, services for students with 166
- Early payment plan 155
- English as a second language 148
- Enrichment opportunities 10, 160
- Executive committees 180-182
- Exhibition of student work 183
- Facilities 7
- Faculty 156, 168-179
- Family Educational Rights and Privacy Act 190
- Fashion & retail management program 46, 157
- Federal college work study 155
- Federal grants 151
- Federal loans 152
- Financial aid 151
- Financial planning 151, 162
- Food & beverage management 108, 157
- Full-time course of study 158
- Gallery 11, 12
- Game art & design program 54
- General education 28
- Georgia Tuition Equalization Grant (GTEG) 152
- Graduate success rate 167
- Graduation rates, information on 188
- Graduation requirements 187
- Graphic design program 58, 157
- High school students, programs for 163
- Honors designation, at graduation 187
- Honors designation, criteria 187
- HOPE scholarship 152
- Housing, college-sponsored 164
- Illustration program 64, 157
- Instructional equipment 183
- Interior design program 68
- International Culinary College 98-111
- International student affairs 164
- Internships for academic credit 161
- Library 156
- Licensing 15, 17, 19, 21, 23
- Locations 14, 16, 18, 20, 22
- Media arts & animation program 74, 157
- Mission 4
- Nashville 20
- Non-degree programs 163
- Online courses 161
- Orientation 156
- Part-time employment services 166
- Personal track program 163
- Photographic imaging program 78, 157
- Policies 183
- Professional organizations 164
- Proficiency credits 149
- Refund policy 151, 188-190
- Residential interiors diploma program 113, 159
- Satisfactory academic progress policy 187
- Scholarships 152-154
- SmartFun workshops 163
- Staff, administrative 180-182
- State grants 152
- Student activities 164
- Student affairs 164
- Student Ambassador program 165
- Student complaint procedure 191
- Student reentry process 186
- Student financial services 151
- Student housing 164
- Student life 8, 164
- Student organizations 164
- Study abroad programs 10, 160
- Summer workshops 163
- Taking a single course 163
- Transfer credits 183, 184, 185, 188
- Transitional studies 160
- Tuition and fees 151, 161
- Tuition deposit 147, 148, 189
- Tutorials 160
- Veterans Education Act 150, 155, 183
- Video production 46, 157
- Video skills diploma program 113, 159
- Visiting artists lectures 12
- Visual effects & motion graphics program 84
- Visual & game programming program 88
- Vocational rehabilitation programs 155
- Washington 22
- Web design diploma program 113, 159
- Web design & interactive media program 92, 158
- Wine, spirits & beverage management program 110, 158
- Work study 155, 158

