



Ai The Art Institute of Atlanta®

Ai The Art Institute of Atlanta®—Decatur
A branch of The Art Institute of Atlanta

Ai The Art Institute of Charleston®
A branch of The Art Institute of Atlanta

Ai The Art Institute of Tennessee®—Nashville
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Ai The Art Institute of Virginia Beach®
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Ai The Art Institute of Washington®
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Ai The Art Institute of Washington®—Northern Virginia
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ADDENDUM

TO THE 2009 CATALOG OF
THE ART INSTITUTE OF ATLANTA

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The Art Institute of Atlanta

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A branch of The Art Institute of Atlanta
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The Art Institute of Tennessee–Nashville

A branch of The Art Institute of Atlanta
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The Art Institute of Virginia Beach

A branch of The Art Institute of Atlanta
Two Columbus Center
4500 Main Street, Suite 100
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The Art Institute of Washington

A branch of The Art Institute of Atlanta
1820 N. Fort Myer Dr.
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The Art Institute of Washington–Northern Virginia

A branch of The Art Institute of Atlanta
The Corporate Office Part at Dulles Town Center
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p. 4 Our Tradition

The second paragraph should read:
Our branch campuses –
The Art Institute of Atlanta–Decatur
The Art Institute of Charleston
The Art Institute of Tennessee–Nashville
The Art Institute of Virginia Beach
The Art Institute of Washington
The Art Institute of Washington–Northern Virginia
Are building on this tradition to create their own.
No matter which campus you choose, you will benefit from our commitment to students and from a rigorous education in the creative arts.

p. 5 Our Accreditation

The first sentence should read:
The Art Institute of Atlanta, including its branch campuses –
The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, The Art Institute of Tennessee-Nashville, The Art Institute of Virginia Beach, The Art Institute of Washington, and The Art Institute of Washington-Northern Virginia – 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 answers to questions about the accreditation of The Art Institute of Atlanta.

p. 35, 42, 46, 47, 50, 56, 60, 62, 66, 71, 77, 80, 82, 86, 91, 94, 97, 102, 104, 106, 110, and 111:
Add in the first quarter: CS 090 Ai 101 – College Success, 1 quarter credit. Total quarter credits in the first quarter therefore total 13 for all programs.

p. 35 The bachelor of arts in Advertising is also offered at The Art Institute of Virginia Beach and The Art Institute of Washington–Northern Virginia.

p. 49 The bachelor of arts in Fashion & Retail Management is also offered at The Art Institute of Virginia Beach and The Art Institute of Washington–Northern Virginia.

p. 59 The bachelor of fine arts and the associate in arts in Graphic Design are also offered at The Art Institute of Virginia Beach and The Art Institute of Washington–Northern Virginia.

p. 69 The bachelor of fine arts in Interior Design is also offered at The Art Institute of Virginia Beach and The Art Institute of Washington–Northern Virginia.

p. 75 The bachelor of fine arts in Media Arts & Animation is also offered at The Art Institute of Virginia Beach and The Art Institute of Washington–Northern Virginia.

p. 79 The bachelor of fine arts in Photographic Imaging is also offered at Decatur, The Art Institute of Virginia Beach, and The Art Institute of Washington–Northern Virginia.

p. 93 The bachelor of fine arts and the associate in arts in Web Design & Interactive Media are also offered at The Art Institute of Virginia Beach and The Art Institute of Washington–Northern Virginia.

p. 101 The bachelor of science in Culinary Arts Management and the associate in arts in Culinary Arts are also offered at The Art Institute of Virginia Beach.

p. 112 and 113 Diploma Programs
The certificate in Commercial Photography is not currently being offered in Charleston.
The first quarter of every diploma program should also list: CS 090 Ai 101 – College Success (1 credit)

p. 122 Insert course description before EC 301:
CS 090 Ai 101 – College Success
This seminar course helps students develop critical thinking skills, adapt to college life, connect with campus resources, and begin to achieve career goals. Students learn study skills and learning strategies, set and achieve academic goals, and practice time management and self-management. 1 credit hour, pass/fail

p. 147 Application Requirements for First-Time College Students
In 4. Official Reports of Test Scores, add The Art Institute of Virginia Beach: 6231 and The Art Institute of Washington–Northern Virginia 6620.

p. 147 Application Requirements for Transfer Students
4. should read: Transcripts from each college attended, showing all courses attempted. Official college transcripts are required for consideration of transfer credit. Transcripts should be mailed or faxed directly from the college(s) attended to the admissions office at The Art Institutes location of choice.

p. 148 English Language Policy
This section should read as follows:
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 a secondary school system (or above) 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 Internet (iBT) equivalent. A minimum score of 480 on the written TOEFL or 55 on the TOEFL Internet (iBT) is required for diploma programs. A minimum score of 500 on the written TOEFL or 61 on the TOEFL Internet (iBT) is required for all associate and bachelor's level degree programs. 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.

p. 149 Admission Requirements for Non-immigrant Students
This section should read as follows:

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.
2. A completed and signed Enrollment Agreement.
3. 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.
4. Official credential evaluation of non-American educational credentials, if applicable; please note that official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services (NACES); see www.naces.org.
5. Proof of English language proficiency (see English language proficiency policy).
6. A completed and signed Sponsor's Statement of Financial Support. (This statement is not required if the student is self-sponsored).
7. 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.
8. A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable tuition deposit.
9. 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).
10. 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).
11. For all non-immigrant applicants residing in the United States at the time of application in F, M, or J non-immigrant classification: written confirmation of non-immigrant status at the school attended before transferring to The Art Institute of Atlanta, The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, or The Art Institute of Washington.
12. Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute of Atlanta, The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, and The Art Institute of Washington must be prepared to purchase health insurance through an approved provider upon commencement of studies.

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.

The Art Institute of Atlanta, The Art Institute of Atlanta-Decatur, The Art Institute of Charleston, and The Art Institute of Washington are authorized under federal law to admit nonimmigrant students.

p. 153 The Art Institutes Best Teen Chef Scholarship Competition

This paragraph should read:

The Art Institutes Best Teen Chef Scholarship Competition Graduating high school students who are interested in entering any Culinary program at any Art Institutes location offering Culinary Arts are eligible to compete for scholarships up to \$5,000. To enter the competition, students submit a written entry that includes original recipes and an essay. A limited number of students is selected to participate in a cook-off competition. The deadline for entering is in February. Contact the admissions office for rules and entry forms.

p. 155 Federal College Work Study

This paragraph should read:

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 students must apply and qualify for each position. Not all qualifying students can be provided with a Federal Work-Study position. Priority is given to students with the greatest need.

p. 156 The Faculty

The second sentence should read: Supporting and guiding them at every step are The Art Institute's faculty, many with professional experience in their industries, all enthusiastic about teaching, and all committed to the educational success of their students.

p. 157 Insert the following paragraphs after Academic Freedom of Expression

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.

Academic Calendar

The Art Institute operates on a quarterly academic calendar. Quarters begin in October, January, April, and July. For more information about beginning and ending dates, schedule adjustment periods vacation and holiday periods, see the application booklet and/or addendum that accompanies this catalog.

p. 157 Courses of Study: Degree Programs

In addition to the degree programs and locations listed, The Art Institute of Virginia Beach and The Art Institute of Washington–Northern Virginia offer the bachelor of arts in Advertising and Fashion & Retail Management; the bachelor of fine arts in Graphic Design, Interior Design, Media Arts & Animation, Photographic Imaging, and Web Design & Interactive Media; and the associate in arts in Graphic Design and Web Design & Interactive Media. The bachelor of fine arts in photographic imaging is offered at The Art Institute of Atlanta–Decatur. The bachelor of science in Culinary Arts Management and the associate in arts in culinary arts are offered at The Art Institute of Virginia Beach.

p. 158 Quarter Credit Hours Required

Add to the end of the first paragraph: In the first quarter, all students are required to take CS 090 Ai 101 – College Success for one additional credit hour. Thirteen to seventeen total credits are thus required for the first quarter in all degree programs.

Overview of Bachelor’s Degree Programs

The first sentence of the first paragraph should read: The bachelor of fine arts and bachelor of arts degree programs are 12-quarter programs of study requiring 193 credit hours and incorporating art foundation, general education, program specific classes, and electives.

The first sentence of the second paragraph should read:

The bachelor of science degree programs are 12-quarter programs requiring 193 credit hours and incorporating classes in general education as well as program-specific classes.

Overview of Associate Degree Programs

The first sentence should read: The associate in arts degree programs are six-quarter programs of study requiring 97 credit hours (seven quarters/113 credit hours for Culinary Arts and Wine, Spirits & Beverage Management; eight quarters / 129 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.

p. 159 Certificate

The certificate in Commercial Photography is not currently being offered in Charleston.

Insert after final paragraph:

Courses Outside of the Program of Study

At The Art Institute, students are not permitted to take courses outside of their program, that is, courses not required for graduation. For example, a student who needs one course to complete an associate degree program and intends to proceed into a bachelor’s degree program cannot take bachelor’s-level courses during the final quarter of the associate degree program. In rare cases where an exception needs to be made, a form must be completed to insure that all parties are aware of the exception.

p.160 College Bound

Insert after the first sentence: Students at The Art Institute of Atlanta–Decatur may take College Bound classes at The Art Institute of Atlanta.

Academic Study Abroad

The last sentence should read: The Art Institute of Atlanta and its branch campuses (with the exception of The Art Institute of Virginia Beach) are members of The Art Institutes Academic Travel Abroad Consortium; students at these campuses may take part in these exciting study and travel opportunities.

p. 161 Online Courses

Online courses are also available at The Art Institute of Washington–Northern Virginia.

p. 162 Faculty, Textbooks, and Technical Equipment

The last sentence should read: Students are not required to purchase or lease any equipment through The Art Institute of Atlanta, The Art Institute of Atlanta–Decatur, The Art Institute of Washington, The Art Institute of Washington–Northern Virginia, or The Art Institute of Pittsburgh–Online Division.

p. 163 Certificate Programs

This paragraph should read: At the Atlanta location, non-credit certificate programs are offered in digital photography, graphic design, website design, and effects & compositing for professionals or dedicated enthusiasts interested in expanding their knowledge and skills in these specific disciplines.

p. 164 Student Housing

This paragraph should read:

Student (College-Sponsored) Housing

The Art Institute offers 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 supervised, 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.

International Student Affairs

This paragraph should read:

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 enable a successful transition to 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 Tennessee-Nashville, The Art Institute of Virginia Beach, and The Art Institute of Washington-Northern Virginia are not approved for admission of international students.

Student and Professional Organizations

These lists should read:

Professional Organizations

- Advertising Photographers of America (APA) — Atlanta
- American Culinary Federation (ACF) — Atlanta, Charleston, Nashville, Washington
- American Institute of Graphic Artists (AIGA) —Atlanta, Charleston, Nashville, Washington
- American Society of Interior Designers (ASID) — Atlanta, Charleston, Nashville, Washington
- American Society of Media Photographers (ASMP) — Atlanta, Charleston
- ACM-SIGGRAPH (Computer Graphics/Animation) — Atlanta, Nashville, Washington
- Aspiring Sound Engineers (ASE-Audio) — Atlanta, Nashville
- Audio Engineering Society — Nashville
- Delta Sigma Theta, Inc.— Washington
- International Interior Design Association (IIDA) — Atlanta
- Society of Motion Picture and Television Engineers — Nashville

Special Interest Clubs

- Ad Club — Washington
- AiA Media — Atlanta
- AiW Advertising Club
- ALPHA CHI — Washington
- Allies/GLBT Support Group — Atlanta, Washington
- Art of Drama — Atlanta
- Black Book Inc. — Decatur
- CMYK Graphic Design Club — Nashville
- Comic Book Club — Atlanta, Washington
- Concept Art Design Club — Washington
- Creativity Atlanta — Atlanta

- Creative Minds Group — Decatur
- Culinary Club — Washington
- Film Club — Washington
- GAME Mod & Design Club — Atlanta
- H.E.A.R. (Digital Filmmaking & Video Production) — Atlanta
- Interactive Studio — Washington
- International Student Association — Atlanta
- Photography Club — Atlanta, Charleston, Nashville, Washington
- Project Design — Washington
- Rooted 4 Life — Atlanta
- Student Gaming Association — Washington
- Project Design — Washington
- Sculpture of Animation — Washington
- The Ad Club — Washington
- The Animation Group — Atlanta, Nashville
- The Fashion Group — Atlanta, Nashville
- The Fashion Club — Decatur
- The Game Club — Decatur

Student Ambassadors

The Art Institute of Washington-Northern Virginia offers participation in the Student Ambassadors.

p. 165 Counseling

This paragraph should read:

Counseling

The Art Institute provides counseling services to students through the Wellness Corporation's Student Assistance Program (SAP). Services include 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. Atlanta, Decatur, and Washington also offer a counselor on campus, who offers crisis intervention and referral services, as well as programs on mental health-related topics each quarter, as well as small discussion groups.

p. 166 Services for Students with Disabilities

The first paragraph should read:

The Art Institute provides accommodations to qualified students with disabilities through the disability services office, which assists them with acquiring reasonable and appropriate accommodations and supports their academic achievement 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.

Preparing for Career Success

This title should read: Preparing for a Rewarding Career

p. 167 Graduate Success Rates

This section should read:

Graduate Employment Rates

The Art Institute provides 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. The graduate employment 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 last sentence should read:

Alumni services stays in contact with other Art Institutes schools and can give feedback on markets throughout the country.

pp. 168–179 Faculty

The following Faculty list is accurate as of July 1, 2010.

The Art Institute of Atlanta

The Art Institute of Atlanta-Decatur

Some faculty at The Art Institute of Atlanta also teach at The Art Institute of Atlanta–Decatur.

Full-time

Robert C. Albertson

Full-time; Audio Production; M.M., composition and audio production, University of Miami (Coral Gables, FL); B.M., performance, College Conservatory of Music, University of Cincinnati (Cincinnati, OH)

Rodney S. Allen

Full-time, Media Arts & Animation; M.F.A., computer art, Savannah College of Art and Design, (Savannah, GA), B.S., fine arts and minor in graphic arts, Florida A & M University, (Tallahassee, FL)

William T. Allgood, D.M.A.

Full-time, Audio Production; D.M.A., performance/literature, University of Michigan (Ann Arbor, MI); M.M., performance/composition, University of Illinois (Champaign/Urbana, IL); B.M., East Carolina University (Greenville, NC)

Charles O. Anderson

Full-time, Graphic Design; M.B.A., management, Georgia State University (Atlanta, GA); B.B.A., management, Oglethorpe University (Atlanta, GA)

Gordon A. Anderson

Full-time, Graphic Design; M.B.A., management, Georgia State University (Atlanta, GA); B.B.A., management, Oglethorpe University (Atlanta, GA)

Timothy G. Anderson, CCE

Full-time, Culinary Arts; B.A., English literature, art history minor, University of Delaware (Newark, DE); restaurant management certificate, The Restaurant School (Philadelphia, PA)

Jeffrey D. Ashworth, Allied A.S.I.D.

Full-time, Interior Design; M.S., interior design, Florida State University (Tallahassee, FL); B.V.A., interior design, Georgia State University (Atlanta, GA)

Thomas F. Baker

Full-time, Media Arts & Animation; M.F.A., sculpture, Claremont Graduate School, (Claremont, CA); B.A., sculpture, San Diego State University (San Diego, CA)

Eliot Taylor Bareford

Full-time, Photographic Imaging; M.F.A., photography, Savannah College of Art and Design (Savannah, GA); B.A., studio arts, minor: photography, Mercer University (Macon, GA)

Alan O. W. Barnes

Full-time, Audio Production; M.M., classical composition, and B.M., commercial music, composition, and arranging, Belmont University, (Nashville, TN)

Philip J. Bekker

Full-time, Photographic Imaging; M.F.A., visual arts/ photography, Vermont College of Norwich University (Northfield, VT); National Diploma, photography, and National Higher Diploma, Technikon Natal (Durban, South Africa); Special Programme, Advanced Studies in Photography, London College of Printing (London, England)

Barron R. Bell

Full-time, Media Arts & Animation; Accelerated M.A., film and animation, Regent University (Virginia Beach, VA); A.A.S., graphic arts, illustration, Onondaga Community College (Syracuse, NY)

Troy H. Bennett

Full-time, Web Design & Interactive Media; M.F.A., imaging arts, College of Imaging Arts & Sciences, Rochester Institute of Technology (Rochester, NY); B.F.A., painting, minor in psychology, Plymouth State College (Plymouth, NH)

Brian M. Bentley

Full-time, Digital Filmmaking & Video Production; M.A. and B.A., mass communications/television, radio, Southern University A & M (Baton Rouge, LA.)

Thomas J. Biondolillo

Full-time, Media Arts & Animation; M.F.A., sequential art, Savannah College of Art and Design (Savannah, GA); M.F.A., studio art/ painting and drawing, and B.A., art history, State University of New York (Brockport, NY)

Paul M. Black, A.I.A, N.C.A.R.B.

Full-time, Interior Design; M. Arch., architecture, University of Kansas (Lawrence, KS); A.B., architectural studies, individualized major, Indiana University (Bloomington, IN); A.A.S., architectural technology, Purdue University (Indianapolis, IN)

Paul M. Bodrogi, CEPC

Full-time, Culinary Arts; A.A.S., culinary arts, Hudson County Community College (Jersey City, NJ); Grand Diploma, International Pastry Arts Center (Elmsford, NJ)

Vickey G. Bolling-Witt

Full-time, Graphic Design; M.A., liberal studies, Wesleyan University (Middletown, CT); B.F.A., illustration and B.F.A., art education, Philadelphia University of the Arts (Philadelphia, PA)

Saurabh Bose

Full-time, Audio Production; M.S., information design and technology, Georgia Institute of Technology (Atlanta, GA); B.E., industrial engineering, Georgia Institute of Technology (Atlanta, GA)

Michael Budowick

Full-time, Art Foundations and Illustration; M.A., medical and biological illustration, Johns Hopkins University School of Medicine (Baltimore, MD); B.F.A., drawing, Wayne State University (Detroit, MI)

Jeffrey Bullins

Full-time, Audio Production and Digital Filmmaking & Video Production; M.F.A. Prod, sound design, Savannah College of Art and Design (Savannah, GA); B.F.A., photography, University of North Carolina at Chapel Hill (Chapel Hill, NC)

Michael J. Burke

Full-time, General Education; M.A., English, Purdue University (West Lafayette, IN); B.A., English, and B.A., philosophy, Eastern Illinois University (Charleston, IL)

Fran Burst-Terranella

Full-time, Digital Filmmaking & Video Production; M.A., filmmaking and communications, and B.F.A., studio art, University of Texas (Austin, TX)

Katrina Callahan

Full-time, Art Foundations; M.F.A., photography, painting/art history minors, Texas Tech University (Lubbock, TX); B.F.A., printmaking, Midwestern State University (Wichita Falls, TX)

Janet P. Canfield, CCC

Full-time, Culinary Arts; B.S., theatre, Skidmore College (Saratoga Springs, NY); A.O.S., culinary arts, The Culinary Institute of America (Hyde Park, NY)

Marcus S. Cano

Full-time, Audio Production and Digital Filmmaking & Video Production; M.F.A., producing, American Film Institute (Los Angeles, CA); B.A., media arts studio, Brigham Young University (Provo, UT)

Radu D. (Daniel) Cazan

Full-time, Game Art & Design and Visual & Game Programming; M.F.A., computer art, Savannah College of Art and Design (Savannah, GA); B.S. computer science, The University of Georgia (Athens, GA)

Kenneth L. Celmer

Full-time, Culinary Arts; B.A., psychology, anthropology, Michigan State University (East Lansing, MI); culinary management training program, Stouffer Hotels (Cincinnati, OH); advanced Spanish interpreting, Academy of Communications (Granada, Spain)

Robert T. (Ted) Champion

Full-time, Audio Production and Digital Filmmaking & Video Production; M.F.A., film production, Columbia University (New York, NY); B.A., sociology, Vanderbilt (Nashville, TN)

Pragati Chaudhry, Ph.D.

Part-time, Applied Studies; Ph.D., Visual Arts, Institute of Doctoral Studies in Visual Arts; M.F.A, Sculpture, Georgia State University; M.S.T., Fine Arts Rochester Institute of Technology; B.F.A., Fine Arts, Delhi University

Audrey Cathleen Clark

Full-time, General Education; M.C, communications, film studies, theatre and B.A., English, film studies, Georgia State University (Atlanta, GA)

Audrie P. Clark, CC

Full-time, Culinary Arts; B.S., education, major: physical education/ minor: sports medicine and health, University of Tennessee (Martin, TN); A.A., culinary arts, The Art Institute of Atlanta (Atlanta, GA)

William H. Clark

Full-time, Audio Production; M.A., mass media and communication, Temple University (Philadelphia, PA); B.A. political science, minor in journalism, The University of Georgia (Athens, GA)

Joseph F. Costa, CEC, CCE

Full-time, Culinary Arts; B.S., culinary arts management, The Art Institute of Atlanta (Atlanta, GA); A.O.S., culinary arts, Johnson & Wales University (Charleston, SC)

Ann J. Critchfield

Full-time, Art Foundations; M.V.A., art education, Georgia State University (Atlanta, GA); B.A., fine arts, The College of William and Mary (Williamsburg, VA)

Lee Crowe

Full-time, Media Arts & Animation; M.F.A., illustration, Savannah College of Art and Design (Savannah, GA); applied arts diploma, classical animation, Sheridan College (Oakville, Ontario); B.A., art, minor: speech and drama, LaGrange College (LaGrange, GA)

Joanna Dacko

Full-time, Web Design & Interactive Media; M.Ed., instructional technology, University of Virginia (Charlottesville, VA); B.A., multimedia & communications, McMaster University (Hamilton, OH)

Robert L. Day

Full-time, General Education; M.A., history, The University of Chicago (Chicago, IL); B.A., history, political science/economics/philosophy minor, Brigham Young University (Provo, UT)

Catherine de Varona

Full-time, General Education; M.A., psychology, University of West Florida (Pensacola, FL); B.S., psychology, College of Charleston (Charleston, SC)

Timothy J. Dempski

Full-time, Web Design & Interactive Media; M.F.A., computer art, Savannah College of Art and Design (Savannah, GA); M.A., studio art/painting, Montclair State University (Montclair, NJ); B.F.A., graphic design, The College of New Jersey (Trenton, NJ)

Perry Dilbeck

Full-time, Photographic Imaging; M.F.A., photography, Savannah College of Art and Design (Savannah, GA); B.F.A., photography, Georgia State University (Atlanta, GA); A.A., photographic imaging, The Art Institute of Atlanta (Atlanta, GA)

Booker W. Edwards Jr.

Full-time, Audio Production and Digital Filmmaking & Video Production; M.A., educational psychology, Clark Atlanta University (Atlanta, GA); B.A., psychology, Norfolk State University (Norfolk, VA)

Mary Elli Edy

Full-time, Media Arts & Animation; M.F.A., computer art, Florida Atlantic University (Boca Raton, FL); B.S., horticulture, The University of Georgia (Athens, GA)

Donley C. Evans

Full-time, Audio Production; M.I.T., information technology, American Intercontinental University (Atlanta, GA); B.A., music education, Berklee College of Music (Boston, MA)

Kathryn M. Faass

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Senior Director of Admissions

April Shavkin
Dean of Student Affairs

Chris Schwarzer
Director of Administrative and Financial Services

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Brian M. Bentley
Department Chair
Digital Filmmaking & Video Production

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Brandon Gholston
Director of Facilities

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Lewis Hawkins
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Registrar

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Stephan Moore
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The Art Institute of Charleston

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Joseph Carmel
Associate Director of Admissions

Lorraine Crosland
Associate Director of Admissions

Terry Fox
Director of Career and Student Services

Amanda Jackson
Registrar

Melanie Lindenmeyer
Director of Student Financial Services

Brittanie McPherson
Associate Director of Admissions

Maureen Meyers
Director of Library Services

LaShanda Scott
Director of Residence Life & Housing

Andrew Stelter
Supply Store Manager

Karen Krebs Turner
Accounting Supervisor

Morgan Walker
Culinary Store Room Manager/Event Director

The Art Institute of Tennessee-Nashville

Executive Committee

Carol Menck
President

Greg Chapman, Ed.D.
Dean of Academic Affairs

Michelle Jordan
Director of Administrative and Financial Services

Douglas Lange
Dean of Student Affairs

Kerry Puglisi
Director of Human Resources

Leslie Starks
Senior Director of Admissions

Department Chairs

Robert Brown
Art Foundations
Fashion & Retail Management
Interior Design

Leslie Haines
Department Chair
Graphic Design

Anthony Mandriota
Department Chair
Culinary Arts

Amanda McCadams
Department Chair
Media Arts & Animation
Photographic Imaging

Robb Wenner
Department Chair
Audio Production
Digital Filmmaking & Video Production

Vicki White
Department Chair
General Education
Transitional Studies

Eric Camper
Lead Faculty
Media Arts & Animation

Amber Chatelain
Lead Faculty
Fashion & Retail Management

Brenda Long
Lead Faculty
Web Design & Interactive Media

Britt Stadig
Lead Faculty
Art Foundations

Allie Sultan
Lead Faculty
Digital Filmmaking & Video Production

Administrative Staff
This is a partial listing of administrative staff at
The Art Institute of Tennessee-Nashville.

Brian Aaronoff
Assistant Director of Technology

Brenda Burney
Director of Student Financial Services

Marty Chester
Academic Advisor

Gail Claybrooks
Registrar

Jackie Collins
Academic Advisor

Kristine Junik
Librarian

Cory Lyon
Librarian

Susie Beth Patterson
Assistant Director of Residential Life & Housing

Dawn Pulver
Director of Admissions

Elizabeth Reams
Student Accounting Supervisor

Stacey Sharkey
Director of Admissions

Chris Sherrell
Supply Store Manager

Tiffany Speights
Director of Career Services

The Art Institute of Virginia Beach

Executive Committee

Marilyn Burstein
President

Jonelle Tate
Senior Director of Admissions

Sharon Youngue, J.D.
Dean of Academic Affairs

Tonya Satterwhite
Director of Administrative and Financial Services

Department Chair

Paul Kennedy, M.B.A., CCC
Department Chair
Culinary Arts

Administrative Staff
This is a partial listing of administrative staff at
The Art Institute of Virginia Beach.

Justin Dohrmann
Senior Desktop Analyst

Kelly Fortmann, M.L.I.S.
Librarian

Maura Murphy
Registrar

Whitney Smallwood
Administrative Assistant to the President and
Dean of Academic Affairs

Desirée Taylor
Associate Director of Student Financial Services

The Art Institute of Washington

Executive Committee

Todd Cunningham
President

Sara Cruley
Senior Director of Admissions

Marcia Gordon
Director of Human Resources

Suzanne Hintz, Ph.D.
Dean of Academic Affairs

Lisa W. Reed
Director of Administrative and
Financial Services

Ann Stapleton
Dean of Student Affairs

Kirsten Wright
Director of Career Services

Department Chairs

Lisa Amans
Department Chair
Advertising
Fashion & Retail Management

Charles Broz, Ph.D.
Assistant Department Chair
Culinary Arts

Alex Buffalo
Assistant Department Chair
Media Arts & Animation

Eric Butters
Department Chair
Art Foundations

Gail Davidson
Department Chair
Interior Design

Alan Gallegos
Assistant Department Chair
Audio Production

Susan Sykes Hendee, Ph.D.
Department Chair
Culinary Arts

Anthony Julien
Department Chair
Graphic Design
Photographic Imaging
Web Design & Interactive Media

Charles Lawing
Assistant Department Chair
General Education

James Maiden, Ed.D.
Department Chair
General Education

Heather Reitze
Assistant Department Chair
Graphic Design

Bryan Tillman
Department Chair
Game Art & Design
Media Arts & Animation
Visual & Game Programming
Visual Effects & Motion Graphics

Steve Wanna, D.M.A.
Department Chair
Audio Production
Digital Filmmaking & Video Production

Sarah Wichlacz
Assistant Department Chair
Photographic Imaging

Administrative Staff
This is a partial listing of administrative staff at
The Art Institute of Washington.

Nadjie Bernhanu
Associate Director of Student Financial Services

Karen Catlett
Supply Store Manager

Jack Chester
Director of Facilities

Steven Dhondt
Director of Admissions

Shelly Ford
Director of Communications

Harry Frazier
Director of Accounting

Gaye Gould
Associate Manager, Admissions Coordinator

Steven Guth
Director of Admissions

Tony Hack
Associate Director of Admissions

Tyler Lien
Assistant Director of Technology

Alysa MacClellan
Associate Director of Admissions

Susan Massey
Director of Faculty Development & Institutional Research

Holly Nisco
Director of Learning Resource Services

Kimberly Oden
Director of Residence Life and Housing Services

Katie Overmyer
Registrar

Leslie Perkins
Director of Student Development/International Student Advisor

Juana Rodriguez
Associate Director of Admissions

Hedssen Serrano
Facilities Manager

The Art Institute of Washington – Northern Virginia

Michael T. Hoefer, Ph.D.
Interim Campus Director

Altaf Memon, Ph.D.
Associate Dean of Academic Affairs

Linda Moore
Associate Dean of Student Affairs

Administrative Staff

This is a partial listing of administrative staff at The Art Institute of Washington – Northern Virginia.

Patti Ashley
Director of Accounting

Coleen Carney
Librarian

Erin Geiger
Associate Director of Student Financial Services

Danielle Pasquino Mazzacua
Associate Registrar

p. 183 Delete Exhibition of Student Work and Instructional Equipment (new wording has been inserted on p. 157).

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

The second bullet should read:

- 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.

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

This paragraph should read:

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

All Veteran's Administration students applying to The Art Institute of Charleston or The Art Institute of Tennessee – Nashville must provide documentation (official transcripts) to the college. Credits awarded will be provided to the degree that is being sought.

p. 185 Academic Policies

This heading should be inserted above Attendance Policy. The sections on Attendance Policy, Course Attendance, and Requirements are revised as follows:

Enrollment Schedule

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.

Attendance Policy

The Art Institute's attendance policy is designed to meet the requirements of state and regional accreditation, to support to the mission and goals of the organization, and to improve the academic performance of students through adherence to industry and educational standards of personal and professional development. Faculty members are required to record attendance accurately.

Attendance is directly tied to academic performance. Excessive absenteeism can result in severe academic penalties, including a failing grade for a course or removal from the course. Should absence be necessary, students are responsible for course material covered during the time of absence.

Students are expected to attend all regularly scheduled classes, including the first class of the quarter. They are expected to arrive on time and to stay for the full duration of the class. Students may drop or add classes during the first week of the quarter. Students who fail to drop a class during drop/add period will be financially responsible for the cost of the class. Students who do not attend any of their classes during the drop/add period will be withdrawn from the college.

Students who miss seven total consecutive days of all scheduled classes, or 20 total calendar days from the date of last attendance in all scheduled courses (whichever is less), will be terminated from the college.

Attendance data are available for review through the registrar's office or the academic affairs office. Any discrepancies should be discussed with the faculty member for the course. Any request to correct a discrepancy must be submitted in writing by the faculty member. The registrar's office will not accept corrections from students.

p. 186 Insert the following before Student Reentry Process

Medical Leave

Medical leave requests are accepted for current quarter students only. Requests must be submitted to the registrar's office along with the following documentation:

1. A completed Exit-From-Program Form obtained from the registrar's office indicating medical leave intent.
2. A letter from the student indicating their request to obtain medical leave must be submitted to the registrar's office.
3. Supporting documentation from a physician indicating the duration of medical leave.*
4. Final notification from the physician indicating the release date upon which the student can return to class.

*Should this date need to be extended, a letter from the physician indicating the length of the time extension is required must be submitted to the registrar's office.

Personal/Bereavement Leave

Personal/bereavement leave requests require similar documentation as medical leave requests. See the registrar's office for details.

p. 187 Milestones and Evaluation Points for Satisfactory Academic Progress
The copy for Diploma/Certificate Programs and Degree Programs should read as follows:

Academic Standards for Diploma/Certificate Programs

1. At the end of first quarter (or the end of the third session for mid-session starts), 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.

NOTE: If you are on probation for ICR it will be very difficult for you to meet the fourth quarter ICR milestone of 66.67%. In some cases you may have to successfully complete all the hours you attempt in your third and fourth quarter. Please consult with your academic advisor on your exact requirement.

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.

6. The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Information System.

7. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from The Art Institute. If the student's appeal is granted, he or she will be placed on probation at the start of the term, and will be required to attain CGPA and ICR milestones by the next evaluation point.

Failure to do so will result in a permanent dismissal. The student would do this through the reentry process.

8. 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.

Academic Standards for Degree Programs

9. At the end of second quarter (or the fifth session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.

10. 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.

11. 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.

NOTE: If you are on probation for ICR it will be very difficult for you to meet the sixth quarter ICR milestone of 66.67%. In some cases you may have to successfully complete all the hours you attempt in your fourth, fifth and sixth quarters. Please consult with your academic advisor on your exact requirement.

12. At the end of sixth quarter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.

13. While we are bound by Department of Education requirements that a student be dismissed after his or her sixth quarter if the CGPA is below 2.0 and/or the ICR is below 66.67%, we are allowed to place a student on probation in subsequent quarters if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%.

If the student is put on probation, the student will have to attain both a CGPA of 2.0 and an ICR of 66.67% at the end of the next evaluation point or be dismissed (NOTE: evaluation points occur every other quarter after sixth quarter). This can only happen once after sixth quarter.

14. At any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be dismissed.

15. 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.

16. 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.

17. Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; 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.

18. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. The student will do this through the reentry process. Should the student have his or her appeal denied a second time, the student

Academic Standards for Degree Programs

9. At the end of second quarter (or the fifth session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.

10. 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.

11. 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.

NOTE: If you are on probation for ICR it will be very difficult for you to meet the sixth quarter ICR milestone of 66.67%. In some cases you may have to successfully complete all the hours you attempt in your fourth, fifth and sixth quarters. Please consult with your academic advisor on your exact requirement.

12. At the end of sixth quarter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.

13. While we are bound by Department of Education requirements that a student be dismissed after his or her sixth quarter if the CGPA is below 2.0 and/or the ICR is below 66.67%, we are allowed to place a student on probation in subsequent quarters if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%.

If the student is put on probation, the student will have to attain both a CGPA of 2.0 and an ICR of 66.67% at the end of the next evaluation point or be dismissed (NOTE: evaluation points occur every other quarter after sixth quarter). This can only happen once after sixth quarter.

14. At any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be dismissed.

15. 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.

16. 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.

17. Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; 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.

18. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. The student will do this through the reentry process. Should the student have his or her appeal denied a second time, the student

will be permanently dismissed from The Art Institute. If the student's appeal is granted, he or she will be placed on probation at the start of the term, and will be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a permanent dismissal.

Other Standards of Academic Progress

19. Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance that has negatively impacted academic progress:

- a. Death of an immediate family member
- b. Student illness requiring hospitalization (this includes mental health issues)
- c. Illness of an immediate family member where the student is a primary caretaker
- d. Illness of an immediate family member where the family member is the primary financial support
- e. Abusive relationships
- f. Divorce proceedings
- g. Previously undocumented disability
- h. Work-related transfer during the term
- i. Change in work schedule during the term
- j. Natural disaster
- k. Family emergency
- l. Financial hardship such as foreclosure or eviction
- m. Loss of transportation where there are no alternative means of transportation
- n. Documentation from the school counselor and/or a professional counselor

The dean of academic affairs is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Any consideration of conditions outside of the list provided should be discussed with the vice president of academic affairs at EDMC.

Student life issues and making the transition to college are not considered mitigating circumstances under this policy since students have at least two quarters in a diploma and three quarters in a degree program to adjust to college life.

Documentation from a school or professional counselor should not breach the student/counselor relationship. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that student issues are contrary to satisfactory academic progress will suffice as proof of mitigating circumstances.

20. Grades achieved in repeated classes will replace grades of "F", "W", or "WF". Grades of "F", "W", or "WF" are included in the maximum allowable time frame and incremental completion rate requirements. The grade "I" indicates Incomplete and is calculated as if it is an "F" until it is changed to another grade. Students may also retake classes in which they received a passing grade in order to improve their CGPA. However, a student cannot receive financial aid for repeating courses in which a passing grade has already been earned.

Milestones and Evaluation Points

Diploma	Evaluation point	Milestones (CGPA and ICR)	Required action
	End of First Quarter	< 1.0 and/or 33.33%	Probation
	End of Second Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Second Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Fourth Quarter and every quarter thereafter	< 2.0 and 66.67%	Dismissal
Degree	Evaluation point	Milestones (CGPA and ICR)	Required action
	End of Second Quarter	< 1.0 and/or 33.33%	Probation
	End of Third Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Third Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Sixth Quarter* and every other quarter thereafter	< 2.0 and 66.67%	Dismissal

*If a student’s CGPA falls below 2.0, but is at least 1.8 and/or the ICR is below 66.67% but at least 60%, the student may be placed on probation one time after he or she has moved beyond his or her sixth quarter. The student would then need to achieve the 2.0 and 66.67% milestones at the next evaluation point or be dismissed.

21. Transfer credits from other post-secondary institutions are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum number of attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be $180 - 36 = 144 \times 1.5 = 216$ credits.

Grades for credits transferred from any post-secondary institution (including an Art Institutes school) will be recorded as “TR” in the Student Information System and will not affect the student’s CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. Any student dismissed for academic progress cannot transfer to another Art Institute until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress.

22. Students will be allowed only one change of program. On rare occasions and with good reason, the dean of academic affairs may allow a student an additional change of program. Changing from day to evening in the same program is not considered a change of program. Changing from a diploma level to a degree level or from an associate level to a bachelor’s level in the same program is not considered changes of program. To change from an associate degree program to a bachelor’s degree program, students must have successfully completed 36 credit hours (not including Transitional Studies courses) and have a Cumulative Grade Point Average of at least 2.5.

Courses taken in one program applicable to the second program shall be transferred with the grade. If students have taken a course more than once, all grades pertinent to that course shall apply to the second program. Grades earned in the original program shall count towards the cumulative grade point average.

However, in cases in which a student has graduated from The Art Institute in one program and then subsequently begins

work in a different program, grades used in the CGPA of the previous program will not be applied to the student’s new program CGPA calculation. The grades will be recorded as TR.

For ICR purposes only, those courses transferred will apply to the new program.

The maximum allowable timeframe shall be calculated as the total number of credits in the program minus the number of credits applied to the new program $\times 1.5$. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be $180 - 36 = 144 \times 1.5 = 216$ credits. Second example, if a student earned 36 credits in the original program that are applicable to the new program,

but transfers 48 credits due to repeating failed classes then the maximum allowable timeframe is reduced to 198 credits.

23. In order for students 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.

p. 187 Graduation Requirements

The last sentence of #7 should read: Program offerings vary by campus.

p. 188 Residency Information and Completion Rates for Virginia Students at The Art Institute of Washington

This paragraph should read:

Residency Information and Completion Rates for Virginia Students at The Art Institute of Virginia Beach, The Art Institute of Washington, and The Art Institute of Washington–Northern Virginia The following information is available from the admissions offices of The Art Institute of Virginia Beach, The Art Institute of Washington, and The Art Institute of Washington–Northern Virginia:

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 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 Virginia Beach, The Art Institute of Washington, and The Art Institute of Washington–Northern Virginia at the end of the last academic year.

p. 188 Credit Transfers to Other Schools
The policy should read as follows:

Credit Transfers to Other Schools

The Art Institute of Atlanta is authorized by the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084, 770.414.3300.

The Art Institute of Atlanta–Decatur, a branch of The Art Institute of Atlanta, is authorized by the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084, 770.414.3300.

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 Virginia Beach, 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 operate in Virginia.

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 operate in Virginia.

The Art Institute of Washington–Northern Virginia, 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 operate in Virginia.

The Art Institute of Atlanta and its branch campuses, The Art Institute of Atlanta–Decatur, The Art Institute of Charleston, The Art Institute of Tennessee–Nashville, The Art Institute of Virginia Beach, The Art Institute of Washington, and The Art Institute of Washington–Northern Virginia, are 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. 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, taking into account such factors as course content, grades, accreditation, and licensing.

The goal of The Art Institute is to help students prepare for entry-level employment in their chosen field of study. The value of degree programs like those offered by The Art Institute is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, 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 may be similar but not 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, if students decide to transfer to another school within The Art Institutes system, not all of the credits earned at The Art Institute may be transferable to that school's program.

However, credits earned at The Art Institute of Atlanta or its branch campuses are transferable among these seven locations: The Art Institute of Atlanta, The Art Institute of Atlanta–Decatur, The Art Institute of Charleston, The Art Institute of Tennessee–Nashville, The Art Institute of Virginia Beach, The Art Institute of Washington, and The Art Institute of Washington–Northern Virginia.

If you are considering transferring to either another Art Institutes school or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute credits. We encourage you to make this determination as early as possible. The Art Institute does not imply, promise, or guarantee transferability of its credits to any other institution.

p. 188 Financial Services Policies

This heading should be inserted above Refund Policies.

p. 188 Refund Policy Prior to Matriculation, All Students

This section should read:

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. All monies paid by applicants will be refunded if they are not accepted for admission. 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.

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. 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.

Applicants attending The Art Institute of Virginia Beach, The Art Institute of Washington, and The Art Institute of Washington–Northern Virginia 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.

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.

p. 189–190 Refund Policy, All Students – Return of Federal Title IV Aid

This section should read as follows:

Return of Federal Title IV Aid

In compliance with federal regulations, the school will determine how much federal student financial assistance the student has earned or not earned when a student withdraws from school. The school will calculate the percentage and amount of awarded federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If the student received more than the amount of federal student financial assistance earned, the difference will be returned to the federal student financial assistance programs from which funds were received in the following order: Unsubsidized Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn. If more federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the federal financial assistance funds to be received.

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

- The institutional charges multiplied by the percentage of the unearned federal student financial assistance funds; or

- The entire amount of unearned funds. If there are remaining unearned federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned include grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

Adjustment of Charges

For The Art Institute of Atlanta and The Art Institute of Atlanta–Decatur

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

QUARTER START

Weeks 1–2 – 25%

Week 3–50% of quarter – 50%

50% of quarter–Week 6 – 75%

After Week 6 – 100%

MID-QUARTER START

Days 1–2 – 5%

Day 3–Week 1 – 10%

Week 2 – 25%

Week 3 – 50%

After Week 3 – 100%

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

For The Art Institute of Charleston

In accordance with South Carolina policy, if a student withdraws from school, the school will earn tuition and fees as follows:

QUARTER START

Week 1 – 10%

Week 2 – 20%

Week 3 – 30%

Week 4 – 40%

Week 5 – 50%

Week 6 – 60%

After Week 6 – 100%

MID-QUARTER START

Days 1–2 – 5%

Day 3–Week 1 – 10%

Week 2 – 25%

Week 3 – 50%

After Week 3 – 100%

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

For The Art Institute of Tennessee–Nashville

In accordance with Tennessee policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on when the student withdraws:

QUARTER START and MID-QUARTER START

1. If you withdraw after the first five days from the signing of the enrollment agreement up to the first day of classes, the refund of tuition, fees, and other institutional charges will be 100% minus a \$100 administrative fee.
2. 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.
3. 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.
4. 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:

1. The date on the expulsion notice; or
2. The date upon which the institution receives written notice (a signed drop form is sufficient) of withdrawal from you; or
3. When no written notice of withdrawal is given, the last day of your attendance is the day of withdrawal; or
4. If you fail to return from an approved leave of absence

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

For The Art Institute of Virginia Beach, The Art Institute of Washington, and The Art Institute of Washington–Northern Virginia

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

QUARTER START

- Weeks 1–3 – 50%
- Weeks 4–6 – 75%
- Weeks 7–11 – 100%

MID-QUARTER START

- Week 1–Week 2, Day 2 – 50%
- Week 2, Day 3–Week 3 – 75%
- After Week 3 – 100%

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

Refund Calculations after Matriculation, All Students, All Campuses

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.

Policy for Official and Unofficial Withdrawal

To officially withdraw, a student obtains a withdrawal from his/her academic advisor or department chair. Signatures must be obtained from the offices of student financial services, student accounting, the library, the academic department chair, the housing office (if appropriate), and the registrar's office. The registrar determines the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the registrar will determine the last date of attendance using attendance records.

p. 190 The following policy should be inserted preceding the Family Educational Rights and Privacy Act and following the Other Policies heading.

Intellectual Property Policy

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

I. Purpose and Scope

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

II. Terminology

The following terms are used throughout the Policy:

- Copyright
- Commissioned Work
- Independent Academic Effort or Creative Activity
- Art Institute Employee
- Intellectual Property
- Patent
- Sponsored Work
- Student
- Substantial Art Institute Resources
- Trademark and Service Mark

- Work
- Work Made for Hire

III. The Rights of the Creator of Intellectual Property

A. FACULTY, STAFF, AND STUDENT WORKS

1. General Rule

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

2. Exceptions to the General Rule

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

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

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

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

3. Ownership Rights in Specific Types of Works

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

- Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual

Property associated therewith is owned by The Art Institute. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to The Art Institute.

- Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by The Art Institute as Works Made for Hire or otherwise.
- If any Intellectual Property to be owned by the Institution under Section III.A.2 (a) through (f) above is developed jointly with a non-Art Institute party, the parties respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.
- Where Intellectual Property is to be developed using Substantial Art Institute Resources, authorized representatives of the Institution will develop a written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to The Art Institute.
- Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.
- Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a student working on his or her own, or developed in the context of a course, is owned by the student and The Art Institute will not use the student's work without the student's permission to do so.
- Students working on a project governed by an existing written agreement to which The Art Institute is a party are bound by all terms of that agreement.
- Students hired to carry out specific tasks that contribute to Intellectual Property of The Art Institute retain no rights of ownership in whole or in part to that Intellectual Property or to the student's contribution to that work.
- Students who wish to work collaboratively with Art Institute Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to The Art Institute outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.
- The rights of The Art Institute to a perpetual, worldwide license (exclusive or non-exclusive, as the Institution deems necessary), to use and reproduce copy-

righted materials for educational, research, and promotional purposes must be included in any agreement with a non-Institution sponsor.

B. INDEPENDENT CONTRACTOR WORKS

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

IV. The Art Institute's Usage Rights

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

V. The Art Institute's Marks

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

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

VI. Substantial Use of Art Institute Resources

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

VII. Review Scheme

Questions concerning this Intellectual Property Policy should be addressed to the dean of academic affairs.

VIII. Reservation of Rights

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

IX. Effective Date

This Policy supersedes any preexisting Intellectual Property policy of The Art Institute, is effective March 12, 2009 and will remain in effect until modified or revoked by The Art Institute. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with The Art Institute changes or terminates.

p. 190 Other Policies

This heading should be inserted above Family Educational Rights and Privacy Act.

p. 192 Student Records Retention

Insert this section before Student Complaint Procedures:

Student Records Retention

The following list indicates the maximum length of time that The Art Institute of Atlanta, any of its branch campuses, or its ultimate parent company, Education Management, will retain certain categories of records.

Indefinitely /Permanently

- Academic Transcripts
- Financial Responsibility Records (Title IV funding)
- Title IV Funds Disbursement and Delivery:
 - o Bank Statements
 - o Student Account Records

Four Years After the Year the Student Last Attended

- Completion, graduation and transfer rates documentation
- Cost of attendance documentation
- Documentation relating to each student or parent borrower's receipt of Title IV funds

- Entrance or exit loan counseling documentation
- Federal work-study documentation
- Financial aid history for transfer students
- FISAP back-up documentation
- SAR or ISIR
- Student certification statements and supporting documentation
- Student course and program of study records
- Student loan repayment records and documentation
- Student satisfactory progress records
- Title IV application data
- Title IV eligibility documentation
- Title IV required reports:
 - o Crime reports
 - o FISAP income grid information

p. 193 Student Complaint Procedures

Add The Art Institute of Virginia Beach and The Art Institute of Washington–Northern Virginia to the list of campuses that should contact the State Council of Higher Education for Virginia. The paragraph should read:

For The Art Institute of Virginia Beach, The Art Institute of Washington, and The Art Institute of Washington–Northern Virginia:

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

p. 193 Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

The first five paragraphs should read:

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

The Art Institute does not discriminate or harass on the basis of race, color, national origin, sex, gender, genetic marker, 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 Art Institute’s compliance efforts regarding the non-discrimination policy:

The Art Institute of Atlanta
April Shavkin
Dean of Student Affairs
The Art Institute of Atlanta
6600 Peachtree Dunwoody Road
Atlanta, GA 30328
770.689.4828
ashavkin@aii.edu

The Art Institute of Charleston
A branch of The Art Institute of Atlanta
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

The Art Institute of Atlanta–Decatur
A branch of The Art Institute of Atlanta
Nadraqua Dawes
Associate Dean of Student Affairs
The Art Institute of Atlanta–Decatur
One West Court Square
Suite 110
Decatur, GA 30030
404.942.1835
ndawes@aii.edu

The Art Institute of Tennessee–Nashville
A branch of The Art Institute of Atlanta
Douglas Lange
Dean of Student Affairs
The Art Institute of Tennessee–Nashville
100 Centerview Drive, Suite 250
Nashville, TN 37214
615.514.3810
cmenck@aii.edu

The Art Institute of Virginia Beach
A branch of The Art Institute of Atlanta
Marilyn Burstein
President
The Art Institute of Virginia Beach
Two Columbus Center
4500 Main Street, Suite 100
Virginia Beach, VA 23462
757.793.6700
mburstein@aii.edu

The Art Institute of Washington
A branch of The Art Institute of Atlanta
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

The Art Institute of Washington–Northern Virginia
A branch of The Art Institute of Atlanta
Linda Moore
Associate Dean of Student Affairs
The Art Institute of Washington–Northern Virginia
The Corporate Office Part at Dulles Town Center
21000 Atlantic Blvd., Suite 100
Dulles, VA 20166
571.449.4400

p. 193

The list of contacts for academic complaints should read:

The Art Institute of Atlanta
Daniel J. Garland, Ph.D.
Dean of Academic Affairs
The Art Institute of Atlanta
6600 Peachtree Dunwoody Road
Atlanta, GA 30328
770.689.4810

The Art Institute of Atlanta–Decatur
A branch of The Art Institute of Atlanta
Sarah Gorham
Associate Dean of Academic Affairs
The Art Institute of Atlanta–Decatur
One West Court Square
Suite 110
Decatur, GA 30030
404.942.1809
sgorham@aii.edu

The Art Institute of Charleston
A branch of The Art Institute of Atlanta
Esther A. Kramer, Ph.D.
Dean of Academic Affairs
The Art Institute of Charleston
24 North Market Street
Charleston, SC 29401
843.727.3500
rjerue@aii.edu

The Art Institute of Tennessee–Nashville
A branch of The Art Institute of Atlanta
Greg Chapman, Ed.D.
Dean of Academic Affairs
The Art Institute of Tennessee–Nashville
100 Centerview Drive, Suite 250
Nashville, TN 37214
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mburstein@aii.edu

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

The Art Institute of Washington–Northern Virginia
A branch of The Art Institute of Atlanta
Altaz Memon, Ph.D.
Associate Dean of Academic Affairs
The Art Institute of Washington–Northern Virginia
The Corporate Office Part at Dulles Town Center
21000 Atlantic Blvd., Suite 100
Dulles, VA 20166
571.449.4400
amemon@aii.edu

p. 195 The Art Institute of Atlanta Board of Trustees
Delete: Daniel K. O'Day and Janet S. Day
Add:
Dennis J. Fantaski, Ph.D
Education Management Corporation, Pittsburgh, PA

Jo Ann Koch, Ex-Officio
President, The Art Institute of Atlanta

p. 196 Education Management Corporation Board of Directors
This page should read:
Statements of Ownership
The Art Institute of Atlanta and The Art Institute of Atlanta–
Decatur are owned by The Art Institute of Atlanta, LLC. The Art
Institute of Atlanta, LLC is a wholly owned subsidiary of The Art
Institutes International LLC.
The Art Institute of Charleston is owned by The Art Institute of
Charleston, Inc. The Art Institute of Charleston, Inc. is a wholly
owned subsidiary of The Art Institutes International LLC.
The Art Institute of Tennessee–Nashville is owned by The
Art Institute of Tennessee–Nashville, Inc. The Art Institute of
Tennessee–Nashville, Inc., is a wholly owned subsidiary of
The Art Institutes International LLC.

The Art Institute of Virginia Beach is owned by The Art Institute of Virginia Beach, LLC. The Art Institute of Virginia Beach, LLC, is a wholly owned subsidiary of The Art Institute of Atlanta, LLC, which is a wholly owned subsidiary of The Art Institutes International LLC.

The Art Institute of Washington is owned by The Art Institute of Washington, Inc. The Art Institute of Washington, Inc., is a wholly owned subsidiary of The Art Institutes International LLC.

The Art Institute of Washington–Northern Virginia is owned by The Art Institute of Washington–Northern Virginia, Inc. The Art Institute of Washington–Northern Virginia, Inc., is a wholly owned subsidiary of The Art Institutes International LLC.

The Art Institutes International LLC, through two intermediary limited liability companies, is a wholly owned subsidiary of Education Management Corporation.

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Senior Advisor, Providence Equity Partners; Chairman, MK Powell Group

Paul J. Salem

Senior Managing Director and Co-Founder, Providence Equity Partners

Peter O. Wilde

Managing Director, Providence Equity Partners

p. 197 The Art Institutes, Inc.

This page should read:

The Art Institutes system of schools includes the following locations:

The Art Institute of Atlanta®

The Art Institute of Atlanta®—Decatur

A branch of The Art Institute of Atlanta

The Art Institute of AustinSM

A branch of The Art Institute of Houston

The Art Institute of CaliforniaSM—Hollywood

The Art Institute of CaliforniaSM—Inland Empire

The Art Institute of CaliforniaSM—Los Angeles

The Art Institute of CaliforniaSM—Orange County

The Art Institute of CaliforniaSM—Sacramento

The Art Institute of CaliforniaSM—San Diego

The Art Institute of CaliforniaSM—San Francisco

The Art Institute of CaliforniaSM—Sunnyvale

The Art Institute of CharlestonSM

A branch of The Art Institute of Atlanta

The Art Institute of Charlotte®

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The Art Institute of Houston®

The Art Institute of Houston—North®

A branch of The Art Institute of Houston

The Art Institute of Indianapolis^{SM1}

The Art Institute of JacksonvilleSM

A branch of Miami International University of Art & Design

The Art Institute of Las Vegas®

The Art Institute of MichiganSM

The Art Institute of New York City®

The Art Institute of OhioSM—Cincinnati²

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The Art Institute of Salt Lake CitySM

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A branch of The Art Institute of Houston

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The Art Institute of TennesseeSM—Nashville

A branch of The Art Institute of Atlanta

The Art Institute of TucsonSM

The Art Institute of VancouverSM

The Art Institute of Virginia Beach^{SM3}

A branch of The Art Institute of Atlanta

The Art Institute of Washington^{SM3}

A branch of The Art Institute of Atlanta

The Art Institute of WashingtonSM—Northern Virginia³

A branch of The Art Institute of Atlanta

The Art Institute of WisconsinSM

The Art Institute of York—PennsylvaniaSM

The Art Institutes International—Kansas CitySM

The Art Institutes International MinnesotaSM

The Illinois Institute of Art[®]—Chicago

The Illinois Institute of Art[®]—Schaumburg

Miami International University of Art & DesignSM

The New England Institute of Art[®]

- 1 The Art Institute of Indianapolis is regulated by the Indiana Commission on Proprietary Education, 302 W. Washington St., Rm E201, Indianapolis, IN 46204. AC-0080
- 2 The Art Institute of Ohio—Cincinnati, 8845 Governors Hill Drive, Cincinnati, OH 45249-3317; OH Reg # 04-01-1698B
- 3 Certified by SCHEV to operate in Virginia

Administrative Office: 210 Sixth Ave., 33rd Floor, Pittsburgh, PA 15222

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