

CATALOG ADDENDUM

REVISIONS TO 2009/2010 CATALOG

DATE OF PUBLICATION

The 2009/2010 Catalog Volume 15, was published in October 2009
This quarterly Catalog Addendum was published by The Art Institute of Charlotte
in April 2010 and applies to the academic quarter ending June 2010.

General Information

Additional information which supplements information beginning on page 6:

In order to matriculate at The Art Institute of Charlotte, a student must provide proof of graduation from a high school that is approved by The Art Institute of Charlotte.

Proof of graduation can be in one of the following forms:

- a) An official high-school transcript
- b) General Educational Development (GED) test scores
- c) An official transcript from a nationally or regionally accredited — recognized by the U. S. Department of Education — postsecondary school that demonstrates completion of an associate's**, bachelor's, master's, or higher degree
- d) An equivalent exam approved in the laws or regulations of a specific state in lieu of the GED
- e) Completion of 150 word essay

Student Right to Know Act

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

Revised Course Codes, Titles and Prerequisites

The following courses contain revised course codes, titles and/or prerequisites:

Digital Filmmaking and Video Production

DFP 102

FUNDAMENTALS OF VIDEO PRODUCTION

(44CH/22LE, 22LB)

3 quarter credit hours

Students will study the technical terms of video production and learn to operate basic video production equipment using typical industry techniques.

(Co-requisites: PH 101 Principles of Photography)

DFP 105

FUNDAMENTALS OF EDITING

(44CH/22LE, 22LB)

3 quarter credit hours

This course introduces the student to the editing of visuals and sound. The course covers using video recorders and players and the techniques of dubbing, assembling, and inserting visuals from source to

record.

(Co-requisites: DFP 102 Fundamentals of Video Production)

DFP 106

LIGHTING

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, students will be introduced to the basic concepts and principles of lighting for photography. Fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image will be addressed.

(Co-requisites: DFP 102 Fundamentals of Video Production)

DFP 302

MEDIA BUSINESS PRACTICES & LAW

(44CH/22LE, 22LB)

4 quarter credit hours

This course covers the multiple facets of media business. Topics of learning include business plans, production budgets, business proposals, business contracts, business ethics, government regulations, copyright and other business laws, etc. Course materials are covered through lecture, discussion, research, writing, and presentation.

(Co-requisites: DFP 209 Electronic Field Production)

DFP 306

MULTI-CAMERA PRODUCTION

(44CH/22LE, 22LB)

3 quarter credit hours

Synchronizing multiple cameras and equipment, students work in teams to execute a production, typically of a live performance or function. Emphasis is placed on operating multiple pieces of equipment simultaneously and working as a production team.

(Co-requisite: DFP 303 Short Form Media Production)

DFP 433

ADVANCED SOUND DESIGN

(44CH/22LE, 22LB)

3 quarter credit hours

This course explores the methods and techniques adopted by digital film and television production professionals in the final design and multi-track mixing process. Students will focus on automated dialogue replacement, sound effects creation, and the final layering and mixing process.

(Prerequisites: DFP304 Sound Design)

Fashion Marketing and Management

FM 103

FASHION PRODUCT KNOWLEDGE

(44CH/22LE, 22LB)

3 quarter credit hours

Students study fashion industry terminology as a basis for understanding product knowledge in the fashion retail industry. Attention is given to non-textile items such as trims, silhouettes, accessories, and

finishes. Origins of terminology are explored in relation to social and cultural environments.
(Prerequisites: FM 121 Fashion Industry Survey, GD 121 Image Manipulation)

FM 114**FASHION PRESENTATION**

(44CH/22LE, 22LB)

3 quarter credit hours

Students learn to incorporate the principles and elements of design in order to arrange images and text creatively through the use of marker renderings, a grid system for multi-component layouts, and computer software. Design projects include theme, concept boards, fashion catalogs, and direct mailers.

NOTE: Fashion majors must complete this course before enrolling in GD 125 Art and Design Concepts.

(Prerequisites: FM 121 Fashion Industry Survey, GD 121 Image Manipulation, RS 100 Computer Applications)

FM 411**PORTFOLIO**

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, students synthesize ideas and projects from former classes to create a comprehensive senior portfolio. Lab and work times are supplemented by visiting lecturers, demonstrations, and discussions where appropriate. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results. Additionally, students present and defend the portfolio to a professional audience. This course requires a grade of "C" or above in order to graduate.

(Prerequisites: Must be taken during 11th quarter in conjunction with FM420 Special Topics in Fashion Marketing)

FM 442**FASHION MARKETING THESIS**

(44CH/22LE, 22LB)

3 quarter credit hours

This course is primarily concerned with a student's knowledge of the substantive content of his/her major field as defined by the general program of study. The thesis is regarded as the student's culminating work and should draw upon all of the student's experiences.

(Prerequisites: FM 411 Portfolio. FM420 Special Topics in Fashion Marketing)

Graphic Design**GD 235****PORTFOLIO**

(44CH/22LE, 22LB)

3 quarter credit hours

This course is designed to guide students through the process of compiling their work into a final interactive portfolio. Students apply techniques and strategies to market themselves in their chosen fields. Emphasis is placed on the individual student's ability to assess his or her most marketable skills, design storyboards for individual interactive portfolios, create professional design layouts, create interfaces, backgrounds, buttons, audio/video elements, resumés, and print material to support their interactive portfolios. This course requires a grade of "C" or greater to meet graduation requirements.

(Prerequisites: GD 225 Portfolio Prep OR IMD 225 Digital Animation)

GD 429**PORTFOLIO II***(44CH/22LE, 22LB)**3 quarter credit hours*

This course focuses on the completion of the portfolio. The final portfolio should focus on the student's individual strengths. This work should reflect a student's uniqueness and ability to meet demanding industry standards. This course requires a "C" or above in order to pass or receive credit.

(Prerequisites: Permission of Academic Director)

Interior Design**ID 118****RESIDENTIAL WORKING DRAWINGS***(44CH/22LE, 22LB)**3 quarter credit hours*

This course is a continuation of Basic Drafting (ID105). Students develop a comprehensive set of working drawings for a residential project to fulfill final portfolio requirements. Emphasis is placed on schedules, elevations, electrical drawings, and specifications as well as crossreferencing within a set of drawings.

(Prerequisite: ID 219 Computer-Aided Drafting and Design)

ID 234**INTERNATIONAL RESIDENTIAL CODES***(44CH/22LE, 22LB)**3 quarter credit hours*

This course familiarizes students with the International Residential Code (IRC) system for one- and two-family dwellings. The students also are introduced to the Building Officials and Code Administration (BOCA) in order to learn how to research the most current codes for residential design projects.

(Prerequisite: ID 219 Computer-Aided Drafting and Design)

ID 319**RETAIL DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

In this course students research and develop a plan for a small retail business. Included in this course of study, the company image and type of sales are matched to demographics in an assigned location. The marketing concepts of the retail business are reflected in the design. Codes for the type of establishment are implemented.

(Prerequisites: ID246 Commercial Working Drawings)

ID 322**HEALTHCARE DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

This is an upper-level studio course involving the total process of healthcare design from conceptual through design development. It includes researching codes, writing specifications, special interior detailing, and estimating quantities and cost. Course content centers on the interrelationships of the elements of three-dimensional space such as proportion and volume, as well as space planning, materials and finishes, and visual presentation boards.

(Prerequisites: ID246 Commercial Working Drawings)

ID 323**HISTORIC PRESERVATION**

(44CH/22LE, 22LB)

3 quarter credit hours

The course is designed to make the student aware of the growing efforts in this country to preserve and utilize our built environment. The course covers the history of the preservation movement, its social, economic, legal, and aesthetic ramifications, with an emphasis on preservation standards on a local and national level. The course includes a comparative analysis of American architecture based on elements of construction.

(Prerequisites: ID129 History of Interiors I)

ID 410**GRADUATION PROJECT RESEARCH**

(44CH/22LE, 22LB)

3 quarter credit hours

Students select an area from interior design, then research and program their graduate project.

The emphasis is on quantitative and qualitative research, project scheduling, presentation methods, and qualitative results.

(Prerequisites: Permission of the Academic Director)

Photography**DFP 102****FUNDAMENTALS OF VIDEO PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

Students will study the technical terms of video production and learn to operate basic video production equipment using typical industry techniques.

(Prerequisites: PH101 Principles of Photography)

PH 115**HISTORY OF PHOTOGRAPHY**

(44CH/44LE)

4 quarter credit hours

This class increases the student's understanding of the history of photography through the discussion of recognized photographers and their influences on society. This course provides a framework for critically considering photographs through describing, interpreting, evaluating, and theorizing. Students are expected to write papers and review exhibitions.

(Prerequisites: None)

PH 210**STUDIO PHOTOGRAPHY**

(44CH/22LE, 22LB)

3 quarter credit hours

The challenges of studio photography are studied via a variety of assignments that require students to photographically render various subjects with the appropriate clarity and artistry dictated by the assignment criteria.

(Prerequisites: PH112 Lighting)

PH 211**LOCATION PHOTOGRAPHY***(44CH/22LE, 22LB)**3 quarter credit hours*

This course explores the special needs of location photography. The planning and logistics of shooting on location are covered. Transportation, scouting, permits and billing, in addition to lighting, metering, and other photographic controls, will be demonstrated in a variety of assignments related to fashion, portraiture, still life, product, stock, and architectural photography. Students work alone and in teams, thus sharing a number of photographic and support roles.

*(Prerequisites: PH112 Lighting)***PH 223****BUSINESS OF PHOTOGRAPHY***(44CH/22LE, 22LB)**3 quarter credit hours*

In Business of Photography, students learn the basic concepts and principles of running a photographic-related business. Emphasis is placed on the legal and pricing aspects that are specific to the photographic industry.

*(Prerequisites: None)***PH 301****ARCHITECTURAL PHOTOGRAPHY***(44CH/22LE, 22LB)**3 quarter credit hours*

In this course, students examine architectural photography, including planning, lighting, and photographing of interiors and exteriors. Students use cameras and software to control perspective and mixed lighting conditions.

*(Prerequisites: PH114 Advanced Lighting)***Web Design & Interactive Media****IMD 122****INTRODUCTION TO AUTHORING***(44CH/22LE, 22LB)**3 quarter credit hours*

This course introduces the student to concepts and designs utilized in the development of education, sales, and marketing presentations. Students create an integrated, interactive multimedia presentation using the basic concepts and principles of multimedia and graphic design.

*(Prerequisites: GD 120 Raster Graphic OR GD 121 Image Manipulation)***IMD 216****DESIGNING FOR DYNAMIC WEB SITES***(44 CH/22LE, 22LB)**3 quarter credit hours*

Students apply user-centered design principles, database structures, and server side scripting to create dynamic websites. Particular attention is paid to design issues relating to the display of dynamic content on the screen and how that dynamic content will be delivered.

(Prerequisites: IMD 212 Intermediate Scripting Languages)

IMD 236**MOTION GRAPHICS***(44CH/22LE, 22LB)**3 quarter credit hours*

This course focuses on motion design, concepts, and techniques. Students create motion graphics using design principles for timeline-based media.

(Co-requisites: IMD 225 Digital Animation)

IMD 302**E-LEARNING DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

This course introduces students to the principles of instructional design as applied to e-learning. Skill development includes goal analysis, performance objective writing, instructional strategies, and instructional materials creation.

(Prerequisites: IMD 215 Usability Testing, Co-Requisites: IMD 226 Project Management)

IMD 402**E-LEARNING APPLICATIONS***(44CH/22LE, 22LB)**3 quarter credit hours*

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

(Prerequisites: IMD302 E-Learning Design, Co-requisite IMD 226 Project Management)

IMD 410**SENIOR PROJECT RESEARCH***(44CH/22LE, 22LB)**3 quarter credit hours*

The student selects an Interactive Media Design topic for his/her graduate project. During the course, students research their topics and begin programming the applications for their graduate projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results.

(Prerequisites: Permission of Academic Department Director, Co-Requisites: IMD 305 Special Topics)

IMD 420**SENIOR PROJECT****APPLICATION & DEFENSE***(44CH/22LE, 22LB)**3 quarter credit hours*

This course is a continuation of Senior Project Research. Students prepare, present, and defend a graduate project suitable for professional utilization.

(Prerequisites: IMD 410 Senior Project Research, IMD 203 Intermediate Authoring)

Academic Affairs Policies and Procedures

Additional information which supplements information beginning on page 60:

A withdrawal from school request must be initiated by the student through the Academic Advising office. The student must submit a “change of enrollment status” form to their academic advisor. The notification date listed on the withdrawal form will serve as the official date of withdrawal from school. If a student is not able to personally complete a written “change of enrollment status” form with the advising office, he or she may notify the advising office via phone, e-mail, or fax. Upon receiving notification, the academic advisor will complete a “change of enrollment status” form for the student. The academic advisor will use the contact date as the official date of withdrawal from school.

Undergraduate Satisfactory Academic Progress Policy

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

Criteria for Honors Designation

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

Term Honors Designation (at the completion of a quarter or semester) – Students who enroll for and complete 12 credits or more and meet the following criteria may receive the corresponding designation:

<u>Term GPA</u>	<u>Honors Designation</u>
4.0	President’s Honor Roll
3.7-3.9	Dean’s Honor Roll
3.5-3.6	Honor Roll

Honor Designation at Graduation – Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

Developmental studies classes are not considered when evaluating honors designations.

Milestones and Evaluation Points for Satisfactory Academic Progress

Academic Standards for Diploma Programs:

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.

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.

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.

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.

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.

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.

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 of Charlotte. If the student's appeal is granted, he or she will be placed on probation at the start of the term, and would 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.

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:

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.

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.

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.

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.

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.

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

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.

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.

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.

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 of Charlotte. If the student's appeal is granted, he or she will be placed on probation at the start of the term, and would 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.

Other Standards of Academic Progress:

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

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term

- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from the School Counselor and/or a Professional Counselor

Deans of Academic Affairs are 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 EDMC VPAA. 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.

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.

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 Institute) will be recorded as "TR" in the Student Information System and will not affect the student's CGPA.

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

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 an associate's level to a bachelor's level in the same program is not considered changes of program.

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 of Charlotte in one program 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 X 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.

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.

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	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.

2010 Calendar

Winter Quarter 2010

Begins: January 11, 2010

Ends: March 27, 2010

Drop/Add Period: January 11, 2010-January 18, 2010 at 5:00 p.m.

Online Session I Begins: January 11, 2010

Online Session I Ends: February 17, 2010

Winter Quarter Mid-Term Start and Online Session II Begins: February 18, 2010

Winter Quarter Mid-Term Start and Online Session II Ends: March 27, 2010

Portfolio Review: March 26, 2010

Spring Quarter 2010

Begins: April 5, 2010

Ends: June 19, 2010

Drop/Add Period: April 5, 2010-April 12, 2010 at 5:00 p.m.

Online Session I Begins: April 5, 2010

Online Session I Ends: May 12, 2010

Spring Quarter Mid-Term Start and Online Session II Begins: May 13, 2010

Spring Quarter Mid-Term Start and Online Session II Ends: June 19, 2010

Portfolio Review: June 17, 2010

Commencement: June 18, 2010

Summer Quarter 2010

Begins: July 12, 2010

Ends: September 25, 2010

Drop/Add Period: July 12, 2010-July 19, 2010 at 5:00 p.m.

Online Session I Begins: July 12, 2010

Online Session I Ends: August 18, 2010

Summer Quarter Mid-Term Start and Online Session II Begins: August 19, 2010

Summer Quarter Mid-Term Start and Online Session II Ends: September 25, 2010

Portfolio Review: September 23, 2010

Fall Quarter 2010*Begins:* October 4, 2010*Ends:* December 18, 2010*Drop/Add Period:* October 4, 2010-October 11, 2010 at 5:00 p.m.*Online Session I Begins:* October 4, 2010*Online Session I Ends:* November 10, 2010*Fall Quarter Mid-Term Start and Online Session II Begins:* November 11, 2010*Fall Quarter Mid-Term Start and Online Session II Ends:* December 18, 2010**Portfolio Review:** December 16, 2010**Commencement:** December 17, 2010**2010 Holidays****New Year's Holiday**

1/1/10

Martin Luther King Jr. Day

1/18/10

President's Day

2/12/10

Good Friday

4/2/10

Memorial Day

5/31/10

Independence Day

7/2/10

Labor Day

9/6/10

Thanksgiving Holiday

11/24/10, 11/25/10, & 11/26/10

Christmas Holiday

12/24/10

2011 Holidays**New Year's Holiday**

12/31/10

Martin Luther King Jr. Day

1/17/11

President's Day

2/25/11

Good Friday

4/22/11

Memorial Day

5/30/11

**The information in this catalog is based on the most current information available at the time of publication. All information, data, policies, and procedures are subject to change. Please contact The Art Institute of Charlotte for confirmation of specific events. The Art Institute of Charlotte, whenever possible, will give advance notification of these changes.*

Administration and Staff

Maurice Lee

President

Nicole Anderson

Human Resources Coordinator

Elizabeth A. Barkas

Academic Support Center Supervisor

Melanie H. Brannon

Executive Assistant to the President

Lauren A. Brown

Accounting Supervisor

Wade Brown

Van Driver

Lon V. Chang

Assistant Director of Technology

Katherine M. Clark

Director of Human Resources

Brenda F. Early

Van Driver

Jennifer A. Fricke

Academic Affairs Administrative Assistant

Charise D. Garrett

Financial Aid Officer

Aaron J. Godsey

Academic Advisor

Jamie B. Godsey

Associate Registrar

Caitlin S. Gordon

Assistant Director of Residential Life and Housing

Carrie E. Gray

Career Services Advisor

Barbara M. Grimm

Director of Student Financial Services

Douglas N. Heaps

Dean of Academic Affairs

Ginia L. Hildreth

Student Employment Advisor

Susan K. Jetton

Director of Public Relations

Jeremy N. Long

Assistant Technical Support Supervisor

Kristine A. Maddix

Career Services Advisor

Faith E. Metzger

Financial Aid Officer

Elizabeth C. Mikel

Associate Director of Student Financial Services

Martha A. Miller

Registrar

Mariana D. Miranda

Van Driver

Edna L. Nelson

Van Driver

Stacey Omalanowicz

Financial Aid Officer

Polly S. Parker

Financial Aid Officer

Krystle S. Pitts

Resident Life Coordinator

Laurie W. Pluck

Associate Director of Student Financial Services

Dawn D. Reddick-Umoja

Academic Advisor

Kristina M. Siazynski-Ferrer

Lead Academic Advisor

I. Darchele Smith

Director of Career Services

Virginia K. Smith

Student Accountant

Tony M. Starnes

Van Driver

Debra T. Sullivan

Supply Store Manager

Nathaniel J. Thornton

Resident Life Coordinator

Theodore R. Villa

Media Services Analyst

Kenneth W. Waldron

Van Driver

Richard L. Walker

Director of Administrative and Financial Services

Francine Wian

Financial Aid Officer

Brittany B. Wilson

Financial Aid Officer

Admissions

Katina A. Allbrook

Admissions Coordinator

Francesco G. Barone

Assistant Director of Admissions

Marisa Burns

Assistant Director of Admissions

M. Colleen Carnaggio

Assistant Director of Admissions

Jamie N. Cava

Associate Director of Admissions

Diann C. Cockerham

Associate Director of Admissions

Jennifer D. Conrad

Assistant Director of Readmissions

Michele J. Dozier

Assistant Director of Admissions

Jamila N. Freelain

Assistant Director of Admissions

Brieyn Fontaine

Assistant Director of Admissions

Dawn S. Hands

Assistant Director of Admissions

Debbie J. Herndon

Mailroom Coordinator

Anne M. Hines

Admissions Office Manager

Betty A. Hoffman

Assistant Director of Admissions

Jonathan W. Holt

Assistant Director of Admissions

Jonathan Hreha

Assistant Director of Admissions

Lucille Jordan

Receptionist

Michelle Laing-Idle

Senior Director of Admissions

Joshua R. Mathon

Assistant Director of Admissions

James J. McCain

Associate Director of Admissions

Jerome I. Merriweather

Assistant Director of Admissions

Amanda Miller
Assistant Director of Admissions

Megan K. Moore
Assistant Director of Admissions

Sandra Lee O'Dell
Enrollment Processor

Anabel M. Paniagua-Doyle
Assistant Director of Admissions

Christopher D. Ramsey
Assistant Director of Admissions

Kimberly N. Riley
Admissions Coordinator

Lauren K. Roberts
Assistant Director of Admissions

Linda Scheer
Assistant Director of Admissions

Robin B. Senter
Associate Director of Admissions

Parasettia C. Singleton
Assistant Director of Admissions

Nance Southworth
Assistant Director of Admissions

Lindsey B. Starnes
Information Specialist

Sandra L. Ward
Assistant Director of Admissions

L. Denise Webster
Senior Admissions Coordinator

Christopher L. Womack
Admissions Coordinator

Faculty

Lea O. Anderson

M.F.A., Savannah College of Art and Design
B.A., University of North Carolina, Charlotte
Web Design & Interactive Media Instructor

Kevin L. Antol
M.B.A, Franklin University
B.A., Ohio State University
Fashion Marketing and Management Instructor

Todd A. Atkinson
M.A., Converse College
M.A., Clemson University
B.A., Winthrop University
A.A., Anderson College
Graphic Design Instructor

Timothy R. Ave'Lallemant
M.S.ED, University of Akron
M.S., Georgia Institute of Technology
B.S., University of Wisconsin Stevens Point
General Education Instructor

June D. Bartholomew
M.A., New York University
B.S., Syracuse University
General Education Instructor

Hosne A. Begum
M.A., Western Governors University
M.S., University of Dhaka
B.S., University of Dhaka
General Education Instructor

Maura Bosbyshell
M.B.A., University of Georgia
B.S., Eastern Kentucky University
Fashion Marketing and Management Instructor

William A. Bosbyshell
M.B.A., University of Georgia
B.F.A., University of Georgia
Graphic Design Instructor

Kathleen L. Brockman
M.A., Appalachian State University
B.S., Appalachian State University
Graphic Design Instructor

Susan E. Cameron

M.S. Ed., Alfred University
B.A., Belmont Abbey College
Academic Department Director, General Education

Andrea C. Carnaggio

M.A., LaSalle University
B.A., Pennsylvania State University
General Education Instructor

Sandra K. McCarthy-Casserly

M.A., California State University at Fullerton
B.A., California State University at Fullerton
Graphic Design Instructor

Joseph J. Ciarlante

M.F.A., The School of the Art Institute of Chicago
B.F.A., The Tyler School of Art, Temple University
A.A., Atlantic Community College
Academic Department Director, Photography

Jess Cochran

M.B.A., Queens University of Charlotte
B.A.S., University of North Carolina, Charlotte
A.A.S., El Centro Community College
Culinary Arts Instructor

Thomas H. Cooper

M.A., S.U.N.Y. Empire College
B.S., S.U.N.Y. Empire College
General Education Instructor

Paul D. Crosby

B.S., Duke University
Photography Instructor

William S. Davis

B.A., University of North Carolina, Charlotte
Digital Filmmaking & Video Production Instructor

Nicole C. Dowsett

M.S., University of North Carolina, Charlotte
B.S., Florida State University

General Education Instructor

Charles A. Easley

M.A., University of Iowa
B.A., Huston-Tillotson College
Academic Department Director, Web Design & Interactive Media
Academic Department Director, Digital Filmmaking & Video Production

Michael E. Edrington

M.H.M., University of Houston
B.S., University of Houston
A.O.S., Johnson and Wales University
Culinary Arts Instructor

Joan R. Faison

M.A.T., Winthrop University
B.A., University of North Florida
A.A., Florida Community College at Jacksonville
A.S., Florida Junior College
Academic Department Director, Interior Design

J. Howard Faison

M.A., Webster University
B.S., Southern Illinois University at Carbondale
A.A., Florida Community College at Jacksonville
Web Design & Interactive Media Instructor

Mabel Flasterstein

M.A., University of North Carolina, Charlotte
B.A., University of North Carolina, Charlotte
General Education Instructor

Fred G. Freiburger

M.S., University of Connecticut
B.S., Central Connecticut State
Culinary Arts Instructor

Melissa S. Gamez

M.S., Texas A & M
B.S., Texas A & M
Graphic Design Instructor

Tara A. Goodfellow

M.B.A., Queens University of Charlotte
B.A., Belmont Abbey College
General Education Instructor

Laryssa M. Grant

M.S., Kansas State University
B.S., Northern Illinois University
Fashion Marketing and Management Instructor

Crystal D. Green

M.A., University of Akron
B.L.S., Bowling Green University
Fashion Marketing and Management Instructor

Elizabeth Hartzenbusch

B.A., Franklin and Marshall College
Photography Instructor

Nathan Hashmonay

B.S., Johnson & Wales University
A.O.S., The Culinary Institute of America
Culinary Arts Instructor

Robert L. Hecht

M.A., Central Michigan University
B.F.A., Center for Creative Studies
Interior Design Instructor

J. Kevin Helms

B.C.A., University of North Carolina, Charlotte
Web Design & Interactive Media Instructor

Roger E. Hicks

M.A. Ed., East Carolina University
B.F.A., Wayne State University
Graphic Design Instructor

Robert B. Jamison

M.A. Ed., East Carolina University
B.F.A., University of North Carolina, Chapel Hill
Diploma, Portfolio Center
Graphic Design Instructor

Joseph N. Johansen

M.A., Clemson University
B.A., Lander University
Web Design & Interactive Media Instructor

Sue A. Johnson

M.A.L.S., University of North Carolina, Charlotte
B.A., S.U.N.Y. Empire College

General Education Instructor

Jaime M. Kent

M.S., Florida State University
B.S., Florida State University
Interior Design Instructor

James A. Kinney

M.F.A., Miami International University of Art and Design
B.A., University of North Carolina, Charlotte
Web Design & Interactive Media Instructor

Jeanne M. Laney

B.S., Appalachian State University
General Education Instructor

David P. Larousse

B.A., Skidmore College
A.O.S., Culinary Institute of America
Culinary Arts Instructor

Alison Leininger

M.A., Indiana University
B.A., Miami University
General Education Instructor

Elizabeth R. LeGrone

M.F.A., Burren College of Art, National University of Ireland Galway
B.F.A., University of North Carolina, Asheville
Graphic Design Instructor

J. Preston Lewis

M.A., University of North Carolina, Charlotte
B.A., University of North Carolina, Charlotte
B.S., University of North Carolina, Charlotte
General Education Instructor

Roslyn R. Lewis

M.F.A., Savannah College of Art and Design
B.S., Auburn University Montgomery
Graphic Design Instructor

E. Maria Marquez

B.A., The Art Institute of Charlotte
B.A., University of Akron
Culinary Arts Instructor

Mark M. Martin

M.B.A. Wake Forest University
B.A., University of North Carolina, Chapel Hill
A.A.S., New England Culinary Institute
Academic Department Director, Culinary Arts

Katrina G. McClain

M.L.A., University of North Carolina, Asheville
B.A., University of North Carolina, Asheville
Internship Coordinator

Alease M. McClenningham

M.A., Goddard College
B.A., University of South Carolina
Fashion Marketing and Management Instructor

David D. Merrell

M.A., Murray State University
B.A., Murray State University
General Education Instructor

Donald L. Michael, Jr.

M.F.A., University of Wisconsin
B.F.A., Drake University
Graphic Design Instructor

Deborah K. Miller

M.A., Pratt Institute, Brooklyn, NY
B.S., University of North Carolina, Greensboro
Interior Design Instructor

Lynn Mooney

M.L.A., Winthrop University
B.A., Iowa State University
General Education Instructor

Bradley G. Nicholas

M.S., Clemson University
B.S., Clemson University
Graphic Design Instructor

Zachary T. Nicholas

M.S., Clemson University
B.S., Clemson University
Graphic Design Instructor

Michael F. O'Neill

M.F.A., New Mexico State University
B.A., Wake Forest University
Photography Instructor

Achieng Opondo

M.A., University of Notre Dame
B.A., University of Nairobi
Interior Design Instructor

Tracey P. Perez

M.A., University of North Carolina, Greensboro
B.A., Wake Forest University
General Education Instructor

Felicia R. Pritchett

M.A., Johnson and Wales University
B.S., Johnson and Wales University
A.S., Johnson and Wales University
Culinary Arts Instructor

Adam C. Reed

M.B.A., Wingate University
B.A., Manhattan College
Culinary Arts Instructor

Tony D. Reese

M.A., Appalachian State University
B.S., Appalachian State University
Graphic Design Instructor

Richard R. Riley

M.A., Walsh University
B.S., University of Akron
General Education Instructor

Christopher Rosario

M.F.A., International Academy of Design and
Technology
B.A., University of Central Florida
Digital Filmmaking & Video Production
Instructor

Matthew Ross

M.F.A., Ohio University
B.A., University of North Carolina, Charlotte
Web Design & Interactive Media Instructor

Rebecca V. Schuyler

B.A., Campbell University
General Education Instructor

Rustam J. Sheridan

M.F.A, University of North Carolina, Greensboro
B.A., University of North Carolina, Charlotte
Digital Filmmaking & Video Production
Instructor

Anita C. Skogland

B.S., University of La Verne
Culinary Arts Instructor

Lynn Smith

M.S., Bank Street College of Education
B.S., University of North Carolina, Greensboro
Interior Design Instructor

Ronald J. Smith

M.B.A., University of North Carolina, Charlotte
B.S., University of Nevada, Las Vegas
Culinary Arts Instructor

Crystal L. Sutherland

M.F.A., Radford University
B.F.A., Virginia Intermont College
Graphic Design Instructor

Stephanie R. Taylor

M.A., Western Michigan University
B.S., Western Michigan University
A.A.S., Mott College
Academic Department Director, Fashion
Marketing and Management

Keith L. Thomas

M.A., Northwestern University
B.S., Florida A & M University
General Education Instructor

Joan F. Vitale

M.A., Iowa State University
B.A., Simpson College
A.S., Fashion Institute of Technology
Graphic Design Instructor

Michael R. Watson

M.A.L.S., University of North Carolina,
Greensboro
B.S., University of Nebraska at Lincoln
Fashion Marketing and Management Instructor

Richard L. Withem

M.S., Pratt Institute
B.F.A., University of Akron
Academic Department Director, Graphic Design

Mark A. Zink

B.A., St. Andrews Presbyterian College
Certificate, The Culinary Institute of America-NY
Culinary Arts Instructor

Christina M. Zucco

M.A., Marymount University
B.S., Rutgers University
Interior Design Instructor

Karrah Zuziak

B.S., Central Michigan University
A.A., Central Michigan University
Fashion Marketing and Management Instructor

Library

Cheryl Ann Coyle, MLS

M.L.S., Long Island University, C.W. Post
Campus, Palmer School of Library and
Information Science
B.A., St. Joseph's College
Director of Library Services

Dawn M. Johnston

M.L.I.S., Florida State University
B.A., Florida State University
Librarian