

# CATALOG ADDENDUM

## REVISIONS TO 2009/2010 CATALOG

### DATE OF PUBLICATION

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### General Information

#### **Additional information which supplements information beginning on page 6:**

#### **Admissions Requirements**

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 postsecondary school recognized by the U.S. Department of Education 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.

#### **Credit for Advanced Placement (AP) Courses**

If you participated in AP programs during your secondary school career and passed the applicable examinations, you may be eligible for credit for equivalent courses at The Art Institute of Charlotte. Students must earn a score of 3 or higher on an AP exam. Official copies of AP score reports must be submitted to the Admissions office as part of the application process. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

#### **Transferability of Credits**

The Art Institute of Charlotte is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, associate's degrees, and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 1.202.336.6780.

The Art Institute of Charlotte is licensed to award certificates by the North Carolina State Board of Community Colleges and licensed to award Associate and Bachelor degrees by the Board of Governors of the University of North Carolina. 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 systems, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The goal of The Art Institute of Charlotte is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute of Charlotte 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 you earn at The Art Institute of Charlotte will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of Charlotte may be transferable into that school's program.

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

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### **Revised Course Codes, Titles and Prerequisites**

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

### **GRADUATION REQUIREMENTS FOR CULINARY ARTS MANAGEMENT BACHELOR OF ARTS DEGREE – Effective August 2010**

*188 credit hours - comprised of all required courses, cumulative 2.0 grade point average, participation in graduate Portfolio Show*

Courses		Credit Hours
CUL102	Sanitation and Safety	3
CUL103	Computer Literacy for Culinary	1
CUL 104	Dimensions of Culinary Education	2
CUL106	Fundamentals of Classical Cooking Techniques	6
CUL107	Concepts and Theories of Culinary Techniques	3
CUL113	Career Preparation	2
CUL114	Supervision	2
CUL115	American Regional Cuisine	6
CUL120	Latin Cuisine	3
CUL122	Management by Menu	3
CUL131	Introduction to Baking	3
CUL132	Introduction to Pastries and Plated Desserts	6
CUL203	Garde Manger	6
CUL204	Purchasing and Product Identification	2

CUL205	Food and Beverage Cost Controls	3
CUL213	Food and Beverage Operations Management	2
CUL223	Essentials of Food and Wine Pairing	2
CUL224	À La Carte Kitchen	9
CUL225	Cuisines of Europe and the Mediterranean	3
CUL226	Cuisines of Asia	3
CUL227	Classical Cuisines	3
CUL231	Contemporary Cuisine	6
CUL232	Capstone	3
CUL331	Leadership & Organizational Management	3
CUL332	Applied Technology in the Foodservice Industry	3
CUL335	Quality Customer Service Management	3
CUL336	Advanced Beverage Management, Oenology, and Viticulture	3
CUL340	Human Resource Management & Labor Relations	3
CUL342	Marketing Applications in the Foodservice Industry	3
CUL345	Catering and Event Management	3
CUL350	Legal Issues in Foodservice	3
CUL395	Property & Facilities Management	3
CUL420	Innovation and Entrepreneurship	3
CUL430	Senior Culinary Practicum	8
CUL432	Global Management	3
CUL434	Managerial Accounting & Financial Management	3
CUL449	Management Externship	3

**General Education**

COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
MAT100	College Math	4

**General Education Electives**

GE Humanities and Fine Arts Electives

*(Choose 4 – One must be a literature course)*

ENG200	Professional and Technical Writing	4
ENG202	Creative Writing	4
ENG307	Twentieth Century Poetry	4
ENG310	Topics in American Literature	4
ENG311	Topics in British Literature	4
ENG312	Women in Literature	4
ENG314	Literature in Film	4
FRE101	Conversational French	4
HUM310	Community Service	4
HUM312	Leadership	4
HUM410	Survey of World Religions	4
PHI105	Aesthetics	4
PHI110	Ethics	4
SPA101	Conversational Spanish	4

**GE Social and Behavioral Sciences Electives**
*(Choose 3 – One must be a history course)*

HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
SOC301	Cultural Diversity	4
SOC303	Popular Culture	4
SOC305	The Family	4

**GE Natural Sciences and Mathematics Electives**
*(Choose 3)*

MAT 201	Statistics	4
SCI101	Science, Environment & Society	4
SCI103	Nutrition	4
SCI201	Science, Technology & Society	4
SCI310	Science of Light	4
SCI311	Science of Sound	4

**Related Studies**

IN401	Internship	3
RS099	Student Success Seminar	0

**Total Credit Hours Required for B.A. Degree: 188**
**GRADUATION REQUIREMENTS FOR CULINARY ARTS ASSOCIATE OF APPLIED SCIENCE DEGREE –  
Effective August 2010**
*112 credit hours - comprised of all required courses, cumulative 2.0 grade point average, participation in graduate Portfolio Show*

Courses		Credit Hours
CUL102	Sanitation and Safety	3
CUL103	Computer Literacy for Culinary	1
CUL 104	Dimensions of Culinary Education	2
CUL106	Fundamentals of Classical Cooking Techniques	6
CUL107	Concepts and Theories of Culinary Techniques	3
CUL113	Career Preparation	2
CUL114	Supervision	2
CUL115	American Regional Cuisine	6
CUL120	Latin Cuisine	3
CUL122	Management by Menu	3
CUL131	Introduction to Baking	3
CUL132	Introduction to Pastries and Plated Desserts	6
CUL203	Garde Manger	6
CUL 204	Purchasing and Product Identification	2
CUL205	Food and Beverage Cost Controls	3

CUL213	Food and Beverage Operations Management	2
CUL222	Nutrition	3
CUL223	Essentials of Food and Wine Pairing	2
CUL224	À La Carte Kitchen	9
CUL225	Cuisines of Europe and the Mediterranean	3
CUL226	Cuisines of Asia	3
CUL227	Classical Cuisines	3
CUL231	Contemporary Cuisine	6
CUL232	Capstone	3

### General Education

COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
MAT100	College Math	4

### General Education Electives

#### GE Social and Behavioral Sciences Electives

*(Choose 1)*

HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4

#### GE Natural Sciences and Mathematics Electives

*(Choose 1)*

MAT 201	Statistics	4
SCI101	Science, Environment & Society	4
SCI201	Science, Technology & Society	4
SCI103	Nutrition	4

### Related Studies

IN201A	Internship	3
RS099	Student Success Seminar	0

**Total Credit Hours Required for A.A.S. Degree: 112**

### Revised Course Descriptions

#### CUL106

#### **FUNDAMENTALS OF CLASSICAL COOKING TECHNIQUES**

*(110CH/22LE, 88LB)*

*6 quarter credit hours*

The fundamental concepts, skills, and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients, cooking theories, and the preparation of stocks, broth, glazes, soups, thickening agents, the grand sauces, and emulsion sauces. Lectures and demonstrations teach organizational skills in the kitchen, work coordination, and knife skills.

The course also teaches the basics of vegetable cookery, starch cookery, and meat and poultry cookery. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising and frying. Students must pass a practical cooking examination that covers a variety of cooking techniques.

*(Prerequisite or Co requisite: CUL107 Concepts and Theories of Culinary Techniques)*

**CUL107****CONCEPTS AND THEORIES OF CULINARY TECHNIQUES**

*(33CH/33LE, 0LB)*

*3 quarter credit hours*

The fundamental concepts, theories and techniques involved in basic cookery are covered in the course. Through discussions and lectures, the how's and whys of culinary procedures, techniques, concepts and applications are introduced.

*(Prerequisites: None)*

**CUL115****AMERICAN REGIONAL CUISINE**

*(110CH/22LE, 88LB)*

*6 quarter credit hours*

This course reinforces the knowledge and skills learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills is accentuated. American Regional Cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. The concepts of mise en place, timelines, plate presentation and teamwork in a production setting are introduced and accentuated. Timing and organizational skills are emphasized.

*(Prerequisites: CUL102 Sanitation and Safety, CUL106 Fundamentals of Classical Cooking Techniques, CUL107 Concepts and Theories of Culinary Techniques)*

**CUL120****LATIN CUISINE**

*(55CH/11LE, 44LB)*

*3 quarter credit hours*

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

*(Prerequisites: CUL102 Sanitation and Safety, CUL106 Fundamentals of Classical Cooking Techniques, CUL107 Concepts and Theories of Culinary Techniques)*

**CUL 132****INTRODUCTION TO PASTRIES  
AND PLATED DESSERTS**

*(110CH/22LE, 88LB)*

*6 quarter credit hours*

Students prepare a variety of cakes and icings and learn to apply a variety of decorating styles and techniques. A variety of creams, custards, puddings, and sauces are studied and prepared. Selection and use of various chocolates used in baking and decorating are examined. Emphasis also is placed on dessert plating and presentation. The student must pass a practical exam.

*(Prerequisites: CUL106 Fundamentals of Classical Cooking Techniques and CUL107 Concepts and Theories)*

*of Culinary Techniques, CUL102 Sanitation and Safety)*

**CUL 203****GARDE MANGER**

*(110CH/22LE, 88LB)*

*6 quarter credit hours*

In this course, students learn the fundamental methods and theories related to cold food preparation. Hors d'oeuvres, display platters, charcuterie, salad preparations, cold sauces, quick-serve food items, and an introduction to ice carving are addressed. Students develop Garde Manger skills and learn cold food display as they rotate through work assignments and prepare products. Production methods and safe food-handling techniques are emphasized.

*(Prerequisites: CUL106 Fundamentals of Classical Cooking Techniques and CUL107 Concepts and Theories of Culinary Techniques, CUL102 Sanitation and Safety)*

**CUL 225****CUISINES OF EUROPE AND  
THE MEDITERRANEAN**

*(55CH/11LE, 44LB)*

*3 quarter credit hours*

Students prepare, taste, serve, and evaluate traditional regional dishes of Europe and the Mediterranean. Emphasis is placed on ingredients, flavor profiles, preparation, and techniques.

*(Prerequisites: CUL106 Fundamentals of Classical Cooking Techniques and CUL107 Concepts and Theories of Culinary Techniques, CUL102 Sanitation and Safety)*

**CUL 226****CUISINES OF ASIA**

*(55CH/11LE, 44LB)*

*3 quarter credit hours*

Students prepare, taste, serve, and evaluate traditional regional dishes of Asia. Emphasis is placed on ingredients, flavor profiles, preparation, and techniques representative of the cuisines of Japan, China, India, Korea, Thailand, and Vietnam.

*(Prerequisites: CUL106 Fundamentals of Classical Cooking Techniques and CUL107 Concepts and Theories of Culinary Techniques, CUL102 Sanitation and Safety)*

**CUL 227****CLASSICAL CUISINES**

*(55CH/11LE, 44LB)*

*3 quarter credit hours*

Students study and execute variations on classic preparations. The study of classical sauces is emphasized. Classical Haute Cuisine menus are studied, and students examine a comparison of classical versus modern preparations.

*(Prerequisites: CUL106 Fundamentals of Classical Cooking Techniques and CUL107 Concepts and Theories of Culinary Techniques, CUL102 Sanitation and Safety)*

**CUL 231****CONTEMPORARY CUISINE**

*(110CH/33LE, 77LB)*

*6 quarter credit hours*

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

*(Prerequisites: CUL115 American Regional Cuisine and CUL120 Latin Cuisine, CUL131 Introduction to Baking, CUL132 Introduction to Pastries and Plated Desserts, CUL203 Garde Manger)*

**CUL345****CATERING AND EVENT MANAGEMENT**

*(33CH/33LE, OLB)*

*3 quarter credit hours*

This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding the catering's role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project driven which requires significant creative and independent work.

*(Prerequisite: Academic Director approval)*

**CUL420****INNOVATION AND ENTREPRENEURSHIP**

*(33CH/33LE, OLB)*

*3 quarter credit hours*

This course provides an introductory overview to the knowledge and skills needed for entrepreneurship. The course offers a chance to gain new knowledge and skills about how to identify and pursue entrepreneurial opportunities that can be applied to a student's own interests. Topics include: how entrepreneurs find, screen, and evaluate ideas and new business opportunities.

*(Prerequisite: Academic Director approval)*

**CUL 434****MANAGERIAL ACCOUNTING AND FINANCIAL MANAGEMENT**

*(33CH/33LE)*

*3 quarter credit hours*

In this course, students examine the uses of internal accounting information to make business decisions in the management of a foodservice operation. Students discuss topics such as cost concepts and behavior, planning and controlling costs using budget techniques, and cost-volume analysis.

*(Prerequisites: CUL 205 Food & Beverage Cost Controls)*

**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: 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 201**

#### **DIGITAL CINEMATOGRAPHY**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

This course explores the various camera and lighting techniques used in digital filmmaking and video production. Discussions will cover the general concepts and principles of camera moves and lighting techniques. Focus will be placed on applying lighting techniques to create the desired visual effects.

*(Prerequisites: DFP 103 Intermediate Video Production)*

### **DFP 236**

#### **MANAGEMENT OF POST PRODUCTION**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

This course focuses on the management of postproduction process and develops students' talent and ability in coordinating a variety of assembling, editing, and compositing processes and activities.

*(Prerequisites: Permission of Academic Director)*

### **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.

*(Prerequisite: DFP 203 Fundamentals of Producing and Directing)*

### **DFP 304**

#### **SOUND DESIGN**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

This course explores the various methods and techniques for digital sound composition and design. Students will focus on using digital sound systems and manipulating sound elements for intended effects in media content.

*(Prerequisites: DFP204 Intermediate Audio)*

**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 431****DIGITAL DOCUMENTARY PRODUCTION**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

In this special topic course, students work in teams to produce a digital documentary film. Using an original or adapted script, students must plan out the whole process of production but may choose to produce one or more episodes of the long-form work.

*(Prerequisites: Permission of Academic Director)*

**DFP 432****SPECIAL EFFECTS FOR  
DIGITAL FILMMAKING**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

Built upon advanced editing and compositing skills, this course focuses on designing and creating special effects for digital film and video. Special effect elements are employed to enhance storytelling and the overall communication process.

*(Prerequisites: Permission of Academic Director)*

**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: Permission of Academic Director)*

**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: GD 121 Image Manipulation)*

**FM 111****HISTORY OF ART AND FASHION**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

Students explore the development of clothing from the ancient world to the present and examine the influences of art periods on fashion. Theatrical and special effects costuming in the various periods are studied. Additional focus is placed on the design characteristics, markets, and lifestyles of leading designers from 1900 to present.

*(Prerequisites: None)*

**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: RS 100 Computer Applications)*

**FM 121****FASHION INDUSTRY SURVEY**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

This survey course gives students an overview of the fashion industry and various careers within the industry. Students explore domestic and foreign markets as well as consumer characteristics which influence the market. Students research specific work environments in the local market leading to the selection of a potential work-internship site.

*(Prerequisites: None)*

**FM 122****FORECASTING TRENDS**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

This course explores how fashion professionals analyze, plan, and project fashion trends. Students learn forecasting and complete an analysis of its importance and how it relates to all fashion industries.

Students also examine current trends in both domestic and foreign markets.

*(Prerequisites: GD 121 Image Manipulation)*

**FM 123****FASHION COORDINATION**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

Students explore the aesthetics of fashion and the responses evoked by color theme, style, and design. The course includes an overview of body shapes and silhouettes appropriate for various shapes.

Students also learn the basics of copywriting as a vehicle for generating an aesthetic response in consumers.

*(Prerequisites: GD 102 Fundamentals of Design)*

**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: None)*

**FM 420****SPECIAL TOPICS IN  
FASHION MARKETING**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

This course is a comprehensive exploration of the requirements for success in planning, developing, and managing new products. This course involves a particular aspect of marketing not covered in other marketing courses. The interests of both the student and the instructor determine the specific topics of this course.

*(Prerequisites: None)*

**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.

**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 313**

**ADVANCED MARKETING STRATEGIES***(44CH/22LE, 22LB)**3 quarter credit hours*

This course explores theories, methods, and strategies for effectively selling a product. It provides concepts of product, price, promotion, distribution, and benefit as they relate to advertising. The lectures include a review of the target audiences, budgets, strategy, and the company vision. It examines various management styles, techniques, and trends in the industry.

*(Prerequisites: None)***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)***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 213****SPACE PLANNING***(44CH/22LE, 22LB)**3 quarter credit hours*

This course stresses the analytical, conceptual, and applied aspects of programming and space-planning through research and development of the design process. Lessons in ergonomics, space planning, and problem solving introduce the importance of human factors in making functional design decisions. A grade of "C" or better is required to complete this course.

*(Prerequisite: ID 219 Computer Aided Drafting and Design)***ID 216****ARCHITECTURAL DETAILING***(44CH/22LE, 22LB)**3 quarter credit hours*

This course stresses the importance of visualization, coordination, and drafting of the various components of interior spaces. Emphasis is placed on architectural woodwork detailing.

*(Prerequisites: ID105 Basic Drafting)***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 256****CODES AND STANDARDS**

*(44CH/22LE, 22LB)*

**3 quarter credit hours**

The focus of this course is the codes, standards, and laws that pertain primarily to non-residential structures. Students learn how to work with codes officials as a part of using the codes. Developing a codes and standards library is emphasized. A grade of "C" or better is required to complete this course.

*(Prerequisite: ID 213 Space Planning)*

**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)***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)*

**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)*

**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)*

**PH 315****DIGITAL PUBLISHING**

*(44CH/22LE, 22LB)*

*3 quarter credit hours*

An introduction to typography, layout, and digital publishing. This course will examine the fundamentals of typography and layout for publication and web design. Students will explore practical application and use of fundamental typography, layout, and digital publishing skills through the use of current software packages.

*(Prerequisites: GD 113 Color Theory and GD121 Image Manipulation)*

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**Academic Affairs Policies and Procedures****Additional information which supplements information beginning on page 60:**

The student must request a "Change of Enrollment Status" form from the Academic Director of his/her program to begin the withdrawal process. In the absence of the Director, the student may request the form from the Academic Director of General Education or the Dean of Academic Affairs. The student must obtain signatures from each department listed on the form and return the completed form to the Registrar's Office for processing. The notification date listed on the 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 Academic Director, he or she may notify the Director via phone, e-mail or fax. Upon receiving

notification, the Academic Director will complete a “Change of Enrollment Status” form for the student. The Academic Director 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  $\times 1.5$ . 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.

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.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets out requirements designed to afford students certain rights with respect to their educational records. In addition, it puts limits on what information The Art Institute of Charlotte may disclose to third parties without receiving prior written consent from the student.

#### **I. Procedure to Inspect Education Records**

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his or her records should submit a written request to the Dean of Academic Affairs at The Art Institute of Charlotte. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made. The student will be notified of the time and place where

the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

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

## **II. Disclosure of Educational Records**

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

1. To The Art Institute of Charlotte officials who have been determined by the school to have legitimate educational interests in the records. A school official is
  - a. A person employed by the school in an administrative, supervisory, academic or research or support staff position; or
  - b. A person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.Any school official who needs information about a student in the course of performing instructional, supervisory, advisory or administrative duties for The Art Institute of Charlotte has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United State, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above, but only if the school has

determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and, with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator, not the name of any other student, including a victim or witness without the prior written consent of the other student(s)).

12. To a parent regarding the student's violation of any federal, state or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).

14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic program, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Charlotte will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

### **III. Record of Requests for Disclosure**

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

### **IV. Directory Information**

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

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

Notice of these categories and of the right of an individual in attendance at The Art Institute of Charlotte to request that his or her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying

nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Charlotte, Three LakePointe Plaza, 2110 Water Ridge Parkway, Charlotte, NC 28217-4536. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

#### **V. Correction of Educational Records**

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

1. A student must ask the Dean of Academic Affairs to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading or in violation of his or her privacy rights.
2. The Art Institute of Charlotte may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights.
3. Upon request, The Art Institute of Charlotte will arrange for a hearing and notify the student reasonably in advance of the date, place and time of the hearing. An individual who does not have a direct interest in the outcome of the hearing will conduct the hearing. That individual may be an official of The Art Institute of Charlotte. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people including an attorney.
4. The Art Institute of Charlotte will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
5. If, as a result of the hearing, The Art Institute of Charlotte decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, The Art Institute of Charlotte decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Charlotte will:
  - (a) Maintain the statement with the contested part of the record for as long as the record is maintained, and
  - (b) Disclose the statement whenever it discloses the portion of the record to which the statement relates.

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

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Charlotte to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

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

## Accounting Services

### **Additional information which replaces information beginning on page 75:**

#### 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.

The student may voluntarily withdraw from The Art Institute of Charlotte by notifying the Office of the Registrar in writing or in person. The refund policies outlined in this Agreement shall apply in the event that a student withdraws, is suspended or is terminated from The Art Institute of Charlotte.

In accordance with North Carolina state policy, the school will earn tuition and fees as follows:

Full Term

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First 25 % of the quarter            25%

After 25 % of the quarter           100%

#### Mid Term

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Week one                                25%

Week two                                50%

Week three                              75%

After Week three                    100%

Examples of these calculations are available in the Student Accounting Office.

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### **Student School Policies**

**Additional information which supplements information beginning on page 76:**

#### **Drug-Related Offenses and Penalties**

North Carolina law makes it unlawful to possess, manufacture, sell, deliver, or possess with the intent to sell or deliver controlled substances. North Carolina criminal statutes provide for drug offense penalties based on the amount and type of drug involved, whether the offense involves a minor, and whether the offense is a first or subsequent offense.

In North Carolina it is a felony to manufacture, sell, deliver, possess, or possess with intent to manufacture, sell, or deliver drugs such as cocaine, heroin, LSD, marijuana, and methamphetamine. These offenses are punishable by imprisonment of up to 18½ years in prison and a fine of up to \$250,000. Penalties are increased for subsequent offenses, and if a minor is used to commit a drug violation or is provided the drug. It is also illegal to use, possess with intent to deliver, or manufacture drug paraphernalia in North Carolina. Violators are subject to up to 45 days in prison and a fine up to \$1,000. These penalties are increased if the delivery of the drug paraphernalia is to a minor.

#### **Alcohol-Related Offenses and Penalties**

Driving under the influence of drugs or alcohol, or “impaired driving,” is punishable by up to 24 months imprisonment, a fine of up to \$4,000, revocation of one’s driver’s license, and community service.

It is illegal in North Carolina to sell or give alcohol to a minor, and for a minor to purchase, possess, or consume alcohol. Violators are subject to up to 24 months imprisonment, a fine of up to \$4,000, and community service.

Additional sanctions exist under North Carolina law for drug and alcohol offenses including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, and denial or revocation of professional licenses.

**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 Show:* Wednesday, September 22, 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 Show and Graduation:* Monday, December 20, 2010

**Winter Quarter 2011**

*Begins:* January 10, 2011

*Ends:* March 26, 2011

*Drop/Add Period:* January 10, 2011-January 18, 2011 at 5:00 p.m.

*Online Session I Begins:* January 10, 2011

*Online Session I Ends:* February 16, 2011

*Winter Quarter Mid-Term Start and Online Session II Begins:* February 17, 2011

*Winter Quarter Mid-Term Start and Online Session II Ends:* March 26, 2011

*Portfolio Show and Creative Showcase:* Tuesday, March 22, 2011

**Spring Quarter 2011**

*Begins:* April 4, 2011

*Ends:* June 18, 2011

*Drop/Add Period:* April 4, 2011-April 11, 2011 at 5:00 p.m.

*Online Session I Begins:* April 4, 2011

*Online Session I Ends:* May 11, 2011

*Spring Quarter Mid-Term Start and Online Session II Begins:* May 12, 2011

*Spring Quarter Mid-Term Start and Online Session II Ends:* June 18, 2011

*Portfolio Show and Graduation:* Thursday, June 16, 2011

**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\***

7/5/10

**Labor Day\***

9/6/10

**Thanksgiving Holiday\***

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

**Christmas Holiday\***

12/23/10, 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

**Administration and Staff****Maurice Lee**

President

**Nicole Anderson**

Human Resources Coordinator

**Stacey Armstrong**

Interim Associate Director of Student Financial Services

**Curtis T. Bickham**

Academic Advisor

**Melanie H. Brannon**

Executive Assistant to the President

**Lauren A. Brown**

Accounting Supervisor

**Heather L. Burdette**

Associate Registrar

**Lon V. Chang**

Assistant Director of Technology

**Katherine M. Clark**

Director of Human Resources

**Katherine M. Elliott**

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**Jennifer A. Fricke**

Academic Affairs Administrative Assistant

**Stephen P. Fuller**

Technician I

**Caitlin S. Gordon**

Director of Residential Life and Housing

**Carrie E. Gray**

Career Services Advisor

**Dawn S. Hands**

Financial Aid Officer

**Douglas N. Heaps**

Dean of Academic Affairs

**Ginia L. Hildreth**

Career Services Advisor

**Kimberly T. Jacobs**

Storeroom Clerk

**Susan K. Jetton**

Director of Public Relations

**Shyla M. Lessington**

Resident Life Coordinator

**Jeremy N. Long**

Assistant Technical Support Supervisor

**Kristine A. Maddix**

Career Services Advisor

**Elizabeth C. Mikel**

Director of Student Financial Services

**Martha A. Miller**

Registrar

**Polly S. Parker**

Financial Aid Officer

**Krystle S. Pitts**

Resident Life Coordinator

**Dawn D. Reddick-Umoja**

Academic Advisor

**Michael R. Scott**

Resident Life Coordinator

**Lindsay C. Short**

Financial Aid Officer

**Kristina M. Siazynski-Ferrer**

Lead Academic Advisor

**I. Darchele Smith**

Director of Career Services

**Virginia K. Smith**

Student Accountant

**Debra T. Sullivan**  
Supply Store Manager

**Janice Sumner**  
Dean of Student Affairs and Counselor

**Richard L. Walker**  
Director of Administrative and Financial  
Services

**Francine Wian**  
Financial Aid Officer

**Brittany B. Wilson**  
Financial Aid Officer

**Carla Williams-Truesdale**  
Transfer Credit Coordinator

**Nancy Xiong**  
Student Accountant

**Admissions**  
**Bronnie Barfield**  
Evening Receptionist

**Marisa Burns**  
Assistant Director of Admissions

**M. Colleen Carnaggio**  
Assistant Director of Admissions

**M. Anne Cloninger**  
Assistant Director of Admissions

**Diann C. Cockerham**  
Associate Director of Admissions

**Jennifer D. Conrad**  
Assistant Director of Readmissions

**Donye S. Fisher**  
Admissions Coordinator

**Debbie J. Herndon**  
Mailroom Coordinator

**Anne M. Hines**  
Admissions Office Manager

**Betty A. Hoffman**  
Assistant Director of Admissions

**Jonathan W. Holt**  
Associate Director of Admissions

**Jonathan Hreha**  
Assistant Director of Admissions

**Shana M. Hughes**  
Admissions Coordinator

**Patricia G. Jennings**  
Assistant Director of Admissions

**Lucille Jordan**  
Receptionist

**Michelle Laing-Idle**  
Senior Director of Admissions

**Daniel J. LeSuer**  
Assistant Director of Admissions

**Kristin M. Krepps**  
Admissions Coordinator

**David W. Martin**  
Assistant Director of Admissions

**Joshua R. Mathon**  
Assistant Director of Admissions

**Marcus R. Mayllen**  
Assistant Director of Admissions

**James J. McCain**  
Associate Director of Admissions

**Jerome I. Merriweather**  
Assistant Director of Admissions

**Amanda Miller**  
Assistant Director of Admissions

**Amanda B. Mills**  
Assistant Director of Admissions

**Megan Minard**  
Admissions Coordinator

**Sandra Lee O'Dell**  
Enrollment Processor

**Anabel M. Paniagua-Doyle**  
Assistant Director of Admissions

**Lo'Vonnia N. Parks**  
Assistant Director of Admissions

**Jessica A. Pascetta**  
Assistant Director of Admissions

**Brittany Prescott**  
Assistant Director of Admissions

**Dainna Ramchandani**  
Assistant Director of Admissions

**Jennifer Read**  
Assistant Director of Admissions

**Korina A. Rivero**  
Assistant Director of Admissions

**Lauren K. Roberts**  
Associate Director of Admissions

**Robin B. Senter**  
Director of Admissions

**Parasettia C. Singleton**  
Assistant Director of Admissions

**Nance Southworth**  
Assistant Director of Admissions

**L. Michelle Smith**  
Assistant Director of Admissions

**L. Denise Webster**  
Senior Admissions Coordinator

**Donna Marie Woodson**  
Assistant Director of Admissions

**Faculty**

**Lea O. Anderson**  
M.F.A., Savannah College of Art and Design  
B.A., University of North Carolina, Charlotte  
Assistant Professor, Web Design & Interactive  
Media

**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

**Sharon L. Bailey**  
M.B.A., Winthrop University  
B.S., Winthrop University  
Culinary Arts Instructor

**Elizabeth A. Barkas**  
M. Ed., University of Central Florida  
B.S., University of Central Florida  
Academic Department Director, General  
Education

**Sarah Barone**  
M.F.A., Pratt Institute  
B.F.A., University of North Carolina, Charlotte  
Photography 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

**Thomas L. Benjamin**

M.F.A., The School of the Art Institute of Chicago  
B.F.A., University of Illinois  
Photography 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  
Associate Professor, Graphic Design

**Kathleen L. Brockman**

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

**Renee Brokaw**

M.A., University of Notre Dame  
B.A., Bethel College  
General Education Instructor

**Susan E. Cameron**

M.S. Ed., Alfred University  
B.A., Belmont Abbey College  
Director of Institutional Effectiveness

**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

**Terra L. Ciotta**

B.A., Spring Hill College  
A.S., The Art Institute of Charlotte  
Culinary Arts Instructor

**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  
Assistant Professor, General Education

**Ronald Crider**

M.A. Ed., Chapman University  
B.A., University of North Carolina, Greensboro  
Academic Department Director, Fashion Marketing and Management

**Whitney J. Cronk**

M.F.A., Queen University  
B.A., Trinity College  
General Education 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

**Meagan M. Eickman**

M.A., University of South Carolina  
B.A., University of North Carolina, Chapel Hill  
Fashion Marketing and Management 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  
Assistant Professor, Web Design & Interactive Media

**Faith A. Fickling**

J.D., Syracuse University  
B.A., American University  
Graphic Design Instructor

**Mabel Flasterstein**

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

**Julianne Forgionne**

M.S., University of Central Florida  
B.A., Belmont Abbey College  
General Education 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

**Crystal D. Green**

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

**Elizabeth Hartzbusch**

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

**Roger E. Hicks**

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

**J. Brian Huffling**

PhD, Southern Evangelical Seminary  
M.A., Southern Evangelical Seminary  
B.A., Lee University  
General Education Instructor

**Robert B. Jamison**

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

**Sue A. Johnson**

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

**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  
Associate Professor, Web Design & Interactive  
Media

**Jeanne M. Laney**

B.S., Appalachian State 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

**Alison Leininger**

M.A., Indiana University  
B.A., Miami University  
General Education 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  
Associate Professor, Fashion Marketing and  
Management

**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

**Ryan T. Miller**

B.S., Johnson & Wales  
A.S., Johnson & Wales  
Culinary Arts Instructor

**Wesley J. Moone**

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

**David E. Powers**

PhD, Kent State University  
B.A., University of Cincinnati  
M.A.H.L., Hebrew Union College  
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

**Narcel Reedus**

M.F.A., Temple University  
B.A., Georgia State University  
Digital Filmmaking & Video Production  
Instructor

**Tony D. Reese**

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

**Molly S. Reilly**

M.F.A., Cranbrook Academy of Art  
B.F.A., California College of Art  
Photography 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

**Walter A. Simpson**

M.F.A., Savannah College of Art and Design  
B.A., University of South Carolina  
A.S., University of South Carolina  
Graphic Design 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  
Associate Professor, Culinary Arts

**Bruce C. Stewart**

B.A., University of North Carolina, Charlotte  
A.S., Johnson & Wales University  
Culinary Arts Instructor

**Crystal L. Sutherland**

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

**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

**Anita E. Wofford**

M.S. Ed., University of Kansas  
M.S., Purdue University  
B.A., Purdue University  
General Education Instructor

**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