

Introduction:

Catalog Preparation

Volume IX, Number 1

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The Art Institute of Dallas

8080 Park Lane, Suite 100

Dallas, Texas 75231.

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The information contained in this catalog is true and correct at the time of publication.



Simon J. Lumley
President, The Art Institute of Dallas

Curriculum, fees, expenses, and other matters described herein are subject to change without notice at the discretion of The Art Institute of Dallas.

For more information, write to the above address or phone :
1-800-275-4243 or 1-214-692-8080.

The Art Institute of Dallas web site can be found at
<http://www.aid.edu>.

Accreditation & Licensing

The Art Institute of Dallas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award Associate's and Bachelor's degrees, www.sacs.org, 1866 Southern Lane Decatur, GA 30033-4097; (404) 679-4501.

The Art Institute of Dallas is licensed by the Arkansas State Board of Private Career Education and the Oklahoma Board of Private Vocational Schools. Complaints may be addressed to the Arkansas State Board of Private Career Education, 501 Woodlane, Suite 312 South, Little Rock, Arkansas 72201, (501)683-8000, sbpce@arkansas.gov, or the Oklahoma Board of Private Vocational Schools, (405)528-3370, 3700 N. Classen Boulevard, Suite 250, Oklahoma City, Oklahoma 73118-2864.

The college is exempt from regulation by Texas Higher Education Coordinating Board due to its accreditation by SACS. The college is also approved for the training of veterans and eligible veterans' dependents and authorized under federal law to enroll nonimmigrant alien students.

The Culinary Arts and the Art of Cooking programs are accredited by the American Culinary Federation Foundation, Inc. Accrediting Commission (ACF).

The Interior Design program leading to the Bachelor of Fine Arts degree is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 146 Monroe Cener NW, Suite 1318, Grand Rapids, MI 49503-2822.

Catalog Revisions

The Art Institute reserves the right to revise this catalog, including policies, course contents, course titles, and the sequencing of classes, subject to applicable regulatory approval and notification of the State Boards of Texas, Oklahoma, and Arkansas. If a student needs developmental courses, the total program credit hours could increase, which could increase the program length and tuition accordingly.

Value Statement

The Art Institute of Dallas believes in the worth and potential of each student and strives to provide high quality programs and services. The heart of our mission is to deliver curricula that emphasize the current learning outcomes while creating an atmosphere that fosters development of integrity, worth and potential. We value critical thinking and creative expression while advocating an appreciation of cultural diversity.

Vision Statement

The Art Institute of Dallas provides an exemplary education in the creative arts.

Statement of Purpose

The Art Institute of Dallas is a private college for creative professional studies based upon focused and balanced curricula. Our college prepares students for careers in design, media arts and culinary arts by providing an intensive educational environment and by responding to changing technology in order to meet the opportunities of a global economy. We measure our success by our ability to:

- provide a learning-centered climate fostered by dedicated and knowledgeable faculty;
- prepare students for career entry and professional growth in their respective fields;
- maintain a systematic approach to institutional improvement through assessment and long-range planning; and,
- provide administrative services to students, faculty, and staff in an efficient and effective manner to support the educational climate

City & School

Located in the international city of Dallas, Texas, The Art Institute of Dallas is an educational college for career preparation in the visual and practical arts. Since its establishment in 1964, it has trained thousands of students for career entry into the fields of graphic design, animation art & design, multimedia & web design, culinary arts, video production, fashion design, and interior design.

About Dallas

The city of Dallas provides a setting of great contrasts. Western boots walk beside the latest European fashions. Concert audiences eat barbecue while enjoying a classical symphony. Dallas boasts one of the largest concentrations of corporate headquarters in the country and has been named “the best city for business” by Fortune magazine. The fashion, retail, and interior design worlds regularly converge at the World Trade Center, which now also houses the Fashion Center Dallas. The city continues to be one of the leading centers for advertising and graphic design in the Southwest, and the growth of the local film and video production industry has given Dallas the label of the “third coast.” Dallas is an engaging and captivating city that is a rewarding place to live, study, and start a career.

The Art Institute of Dallas

The Art Institute of Dallas began in 1964 as the Dallas Fashion Merchandising College. In 1978, it became the Fashion and Art Institute of Dallas, and expanded its programs in Fashion Merchandising and Interior Design, and added a Commercial Art program. In 1979, The Art Institute was approved to grant an associate of applied arts degree in each of its programs. In October, 1984, The Art Institute became a member of The Design Schools. Continuing with the same student body, faculty, and curriculum, the school then changed its name to The Art Institute of Dallas. In September, 1988, the school moved to the present facilities at 8080 Park Lane in North Dallas. The Art Institute of Dallas was granted initial membership at Level I granting associate’s degrees with the Commission on Colleges, Southern Association of Colleges and Schools effective January 1, 1998. In June 2000 the Commission awarded membership at Level II granting bachelor’s degrees.

A local Board of Trustees provides administration, faculty, and students with regular, ongoing guidance regarding school policies, curriculum, and industry. Board members sometimes visit the college and meet with administration and faculty to provide guidance in educational and administrative areas. Each program area also has a Program Advisory Committee. Professional faculty, in addition to their teaching responsibilities, are often simultaneously involved in their respective fields. This keeps them abreast of the constantly changing worlds of design and business. The curricula are thoroughly planned to prepare all graduates for career-entry positions in their chosen fields. All programs are offered on a year-round basis to provide students with strong continuity and the ability to work toward their degrees without interruption.

The Art Institute of Dallas does not discriminate in any employment practices, education program, or educational activity on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability, or any other characteristic protected by state, local or federal law. We also believe that The Art Institute should mirror the communities it serves. As our region, state, and country reflect a greater degree of cultural and ethnic diversity, our institution’s programs, services, and people should reflect the multicultural richness and complexity of the world in which we live.

Admission Policies and Procedures

High school graduation or a Graduate Equivalency Diploma (GED) shall be a prerequisite for admission. All Art Institute applicants shall be evaluated on the basis of their previous education, and their background, interest stated or demonstrated in animation art and design, graphic design, advertising design, interactive media design, culinary arts, restaurant & catering management, interior design, fashion design, digital filmmaking, or video production. Portfolios may also be requested for evaluation. Applicants who have taken the Scholastic Aptitude Test (SAT), American College Test (ACT), or Texas Academic Skills Program (TASP) shall be encouraged to submit scores to the Admissions Office for evaluation.

Prior to starting school, all applicants shall be required to submit a copy of their final high school transcript showing a final grade point average and a date of graduation. Those students who have earned a GED shall be required to submit a copy of their certificate. The Art Institute also reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success. In addition, any student requesting transfer credit will be required to submit official copies of transcripts from the granting post-secondary college(s), at least three weeks prior to starting school. All students receiving Veterans Administration benefits shall be required to submit official copies of transcripts from all post-secondary schools attended, regardless of credits earned, at least three weeks prior to starting school. Transcripts become part of the student's permanent file, and the property of The Art Institute of Dallas.

The Art Institute shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The College shall not discriminate on the basis of race, religion, creed, color, national origin, sex, ancestry, age, sexual orientation, disability or any other characteristic protected by state, local or federal law. Enrollees requiring additional educational or tuition assistance shall be referred to appropriate government agencies or other special educational institutions equipped to handle such situations

Enrollment Procedure

An Application for Admission and/or an Enrollment Agreement must be completed and signed by the applicant and parent or guardian (if applicable), and sent to the College with a \$50 application fee. The Art Institute requires proof of high school graduation or equivalency and payment of a \$100 tuition deposit as conditions for acceptance to the College. The tuition deposit of \$100 is due within five days after the Enrollment Agreement has been submitted, or the start of class, whichever comes first.

Prospective students are encouraged to visit the College, although a visit is not a condition for submitting the Application for Admission and/or the Enrollment Agreement. Arrangements for an interview and tour of the College may be made by telephone, or by letter addressed to: Director of Admissions, The Art Institute of Dallas, 8080 Park Lane, Dallas TX 75231. Call (214) 692-8080. Or call toll free 800-275-4243.

Student Acceptance Committee

The Art Institute will use an admissions evaluation team process to admit prospective students, all of whom must supply proof of graduation with a high school transcript or proof of GED. This team, the Student Acceptance Committee (SAC), employs a holistic philosophy to make its admissions evaluations. The holistic approach includes examining

academic preparedness indicators such as high school transcripts, GED scores, SAT/ACT/ASSET scores, etc., and a 300-word essay in which the applicants describe why they should be admitted to the program. In some cases where more and/or updated information is required, more recent test scores, letters of recommendation, portfolios, etc., may be requested.

It is the goal of the SAC to notify all applicants within three working days as to their application status: accepted, rejected, or the need to supply additional information.

The Art Institute's admissions policy serves to guide the decision-making process concerning which applicants can be successful in the programs of study offered

Assessment

Entering students will be required to complete the Assessment of Skills for Successful Entry and Transfer placement test (ASSET), or other college-level standardized tests, for purposes of ascertaining whether or not college preparatory courses are necessary in order to be successful in regular program courses of The Art Institute. If college preparatory courses are necessary, students are required to register for those courses instead of designated courses in the regular curriculum. Special schedules will be required for the remainder of the regular schedule of courses required for graduation. If students have not previously taken the ASSET test, it must be taken prior to or during orientation and the schedule planned accordingly at that time.

International Students

International Admissions Policy

All international (nonimmigrant) applicants to The Art Institute of Dallas must meet the same admissions standards as all other students (Please refer to Admissions Requirements for all students in this catalog).

English Language Proficiency Policy

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

Admissions Requirements for Nonimmigrant Students

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

- A completed and signed Application for Admission Form including required essay;
- A completed and signed Enrollment Agreement;
- Original or official copies of all educational transcripts (high school and, if applicable, university level academic

records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;

- Official credential evaluation of non-American educational credentials, if applicable. Official credential evaluation of non-American educational credentials, if applicable, completed by a NACES authorized credential evaluation organization (i.e. WES, ECS, etc.)
- Proof of English language proficiency (see English language proficiency policy);
- A completed and signed Sponsor's Statement of Financial Support; (not required if the student is self-sponsored)
- Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
- A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable tuition deposit;
- A photocopy of the student's passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
- For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I/94 arrival departure record (both sides);
- For all nonimmigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to The Art Institute;
- Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant seeking to enroll in valid student nonimmigrant status is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required.

If the applicant is accepted, he/she will be sent additional information regarding the student visa application process. The Art Institute of Dallas is authorized under federal law to admit nonimmigrant students.

Academic Policies and Procedures

The Art Institute maintains academic policies to assure quality educational processes and to provide meaningful equivalences and definitions.

Academic Standing

The student is responsible at all times for knowing his or her scholastic standing and for fulfilling all requirements of the college by referring to published academic policies, regulations and standards and by consulting with the appropriate Academic Department Director. It is the student's responsibility to ascertain and meet course requirements, prerequisite requirements, graduation

requirements, appropriate course sequencing, and any other requirements of the college.

Academic Grading System

The grading system incorporates letter grades and codes which have the following numeric equivalences and definitions:

Letter Grade		Equivalent Grade Points
A	=	4.0
A-	=	3.7
B+	=	3.4
B	=	3.0
B-	=	2.7
C+	=	2.4
C	=	2.0
C-	=	1.7
D+	=	1.4
D	=	1.0
F	=	0.0

Additional Letter Codes

TR = External Transfer Credit

P = Proficiency

W = Withdrawal

WF = Withdraw/Failing

Culinary Grading Scale

For students in the International School of Culinary Arts, please refer to the Culinary Student Guide for the grading scale used in that program.

Academic Appeals Policy

It is the philosophy of The Art Institute of Dallas that the student is responsible for initiating any appeals process in a timely manner, and must start with the individual with whom she/he had the conflict. If the student and the instructor, or other individual, are unable to reach a mutually satisfactory solution, the student should talk with the Academic Department Director or the Academic Advisor. If a mutually agreed upon decision cannot be reached at this point, the student then needs to put his/her concerns in the form of a letter addressed to the Vice President of Academic Affairs. At this time, the Vice President may attempt to resolve the issues individually, or may appoint an Appeals Committee to hear the student's concerns. If a student is still not satisfied, he or she may appeal in writing to the President of AiDallas. Please see the Student Handbook for detailed information on the procedures to be followed.

If the student wishes to appeal a final grade, he/she must put the request in writing to the Vice President of Academic Affairs no later than Thursday of Week One of the following quarter.

Academic Performance Measurements

Student academic performance is recorded, reported and monitored each quarter by the following measurements:

- Grade Point Average (GPA): The grade point average for all courses taken or completed during any quarter of study.
- Cumulative Grade Point Average (CGPA): The grade point average for all courses taken or completed for all quarters of study.

- **Grade Point Computations:** The grade for a three-credit hour course has greater value than the grade for a one credit hour course in computing the grade point average. Grade points in a course are determined by multiplying the letter grade equivalent grade points times the credit hours. The total grade points earned are divided by the total credit hours earned to determine the grade point average. Credit hours are a different measure of academic achievement than contact hours of class attendance.
- 2) achieve a minimum CGPA of 2.0 and complete the program in no more than 150% of total program credits.
 - 3) satisfy all financial obligations with The Art Institute in order to participate in the graduation ceremony and to receive a certificate and/or transcript from The Art Institute.

Academic Grading Policies

Advanced Course Credit (TR or P): Course credit transferred from another accredited post-secondary institution is assigned a "TR" code. Proficiency credit awarded on the basis of exam or portfolio examinations is assigned a "P" code. Such credit is applied to the total credits required for graduation but has no grade point value and is not computed in grade point averages. All advance course credit is approved by the Education Department.

Withdrawal (W): A student who withdraws from a course/program prior to the end of the ninth week of a quarter will be assigned a "W" code for the courses within that quarter. The "W" does not compute in the grade point average.

Withdraw/Failing (WF): A student who withdraws from a course/program after the end of the ninth week of a quarter receives an "F" grade for the courses within that quarter. The "WF" is computed in the grade point average.

Every course for which a student receives an "F," "W," or "WF" grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade (not the original grade/code) will be computed in the grade point average. Tuition is charged for repeated courses.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Vice President of Academic Affairs.

Letter Grade Grading Scale

A	=	100-93
A-	=	92-90
B+	=	89-87
B	=	86-83
B-	=	82-80
C+	=	79-77
C	=	76-73
C-	=	72-70
D+	=	69-67
D	=	66-60
F	=	59-0

Requirements for Graduation

To be qualified to graduate, a student must pay the graduation fee and:

- 1) receive a passing grade or credit for all required coursework;

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.

Academic Standards for Diploma Programs:

1. At the end of first quarter (or the end of the third session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.
6. The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Information System.
7. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from the Institute. 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.
8. Failure to complete courses successfully, for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.

Academic Standards for Degree Programs:

- 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.
- 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.
- College Preparatory 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 Institute. 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

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 quarter thereafter	< 2.0 and 66.67%	Dismissal

Explanations of Related Issues

a) Calculation of CGPA

A student's cumulative grade point average is calculated by:

- Multiplying credits for each course by grade points associated with the grade earned;
- Totaling the grade points earned for all the courses, and
- Dividing total grade points earned by the total number of quality credits.

The Art Institutes use a 4.0 scale in assigning grade points (the CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if less than 5. Ex: 1.95=2.0, Ex: 1.94=1.9).

- b) **College Preparatory Courses:** Based on the results of the academic placement test, students may be required to take college preparatory courses. Students must successfully complete such courses in order to progress in the program. College Preparatory course credits do not count toward 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.

College Preparatory courses may be individually attempted no more than three (3) times. Failure to pass the third time will result in termination from the college.

- c) **Repeated Courses and Grades:** Grades achieved in repeated classes will replace the 'F', 'W', or 'WF'. Grades of 'F', 'W', or 'WF' are included in the maximum allowable time frame and incremental completion rate requirements in attempted hours.

Students may also retake a class in which they received a passing grade in order to improve their CGPA.

- d) **Remediation of Academic Deficiencies:** It is strongly recommended that any student with 'W' or 'F' grades register for the same courses in the subsequent quarter to improve academic achievement.

- e) **Transfer Credits:** Credits from transfer courses 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 attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation.

Grades for credits transferred from any post-secondary institution will be recorded as "TR" and will not affect the student's CGPA.

Grades from courses taken in a program at the same Art Institute, if applicable to a transfer program, will be recorded and will affect the student's CGPA.

In cases in which a student has graduated from The Art Institute in one major, then subsequently begins work in a different major, grades used in the CGPA of the previous program will not be applied to the student's new program CGPA calculation.

- f) **Change of Major:** Students will be allowed only one change of major. Changing from a day program to an evening program of the same major is not considered a change of major. Students who change majors will be treated as transfer students. Grades from course equivalents in the old major will transfer to the new major.
- g) **Transfers:** A student must be in satisfactory academic standing to be allowed the opportunity of transferring from one Art Institute school to another.
- h) **Art Institutes Merit Award:** Students who earn a CGPA of 2.5 or greater are also eligible to apply for the Merit Award. Students interested in applying for the Merit Award should contact their Academic Department Director.

Criteria for Honor Designation

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

- a) **Quarterly Honor Designation:**

Any student who enrolls for and completes 12 credits or more and meets the following criteria, may receive the corresponding designation:

Quarter GPA Honor Designation

4.0 President's Honor Roll

3.7-3.9 Dean's Honor Roll

3.5-3.6 Honor Roll

- b) **Honor Designation at Graduation:**

Any student who achieves a CGPA of 3.5 or better is designated as an Honor Graduate. (Transitional studies classes are not considered when evaluating honor designations.)

Acts of Dishonesty

The Art Institute of Dallas will not tolerate any act of dishonesty or plagiarism.

Dishonesty in the classroom, including securing, passing, receiving a test prior to test date, or cheating on examinations is subject to a failing grade and possible suspension or termination from The Art Institute.

The same rule applies for detected plagiarism within the classroom. Plagiarism includes any unattributed use of materials from any source - including books, periodicals, CD-ROM's, Videos, and the World Wide Web, as well as artwork/projects from other students or professionals. All quotations, paraphrases, or other adaptations of others' work must be properly cited and documented.

All acts of dishonesty are to be brought to the attention of the Dean of Student Affairs and the Vice President of Academic Affairs. Please refer to the Student Conduct Policy in the General Information section of this catalog.

Student Permanent Records

The Registrar's Office of The Art Institute of Dallas complies with American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines and its own developed guidelines regarding retention of records. Student records are shredded when the expiration period has been reached.

A student's permanent record will include:

- Signed application, enrollment agreement and essay
- Acceptance letter
- Proof of graduation (POG)
- Official transcripts from other schools where transfer credit was requested on the Transfer Credit Evaluation Form. Official transcripts are required on all VA students whether or not they request transfer credit evaluation.
- Add/Drop Form
- Schedule Change Request form
- Major change application/authorizations
- Grade change forms
- Name change authorization
- Transcript/Degree Audits

Documents that are kept permanently:

- Grades
- Grade Changes
- Academic Progress (AP) status notifications
- Transcripts

Documents that are kept for five years:

- Letter of Acceptance
- Application and Enrollment Agreement
- POG (HS or GED)
- College transcripts
- Transfer credit evaluations based on official transcripts

Documents that are kept for at least one year:

- Add/Drop forms
- Grade sheets/rosters
- Transcript Requests

Scholarships and Grants:

The Art Institute of Dallas offers the following scholarships and grants to continuing eligible students each quarter. For information regarding scholarships for high school seniors, contact the Admissions Department.

Quarterly Merit Scholarship

This scholarship is awarded to continuing students only. Each quarter up to seven scholarships are awarded (one in each program). Students must have a 2.5 cumulative grade average, be in good standing with all departments, have an excellent attendance record, maintain a professional attitude, and must be in attendance at school during the quarter for which the application for scholarship is submitted. Rules for submissions of applications are available quarterly from the Academic Department Directors.

Departmental Scholarship

This scholarship is awarded to continuing students who have completed a minimum of two quarters and have not entered their last quarter at The Art Institute of Dallas. Each quarter Academic Department Directors award a \$500 scholarship to honor outstanding students with ability and commitment to a career in their chosen field in each program of study. Students must have a cumulative grade point of 3.0 or above and have never been on academic warning or probation, must have a good attendance record and have never been on attendance probation, must not be in financial arrears to The Art Institute of Dallas and must not be a previous winner of this \$500 scholarship. Scholarship criteria and application packets are available from the Academic Department Directors and must be submitted to the appropriate Academic Department Director by the end of Week 7.

The Mildred M. Kelley Scholarship

This scholarship is awarded each quarter to one outstanding upper quarter student at The Art Institute of Dallas with priority given to students in their last two quarters. Students must have a cumulative grade point average of 3.5 or above and have never been on academic warning or probation. Students must maintain a full load of classes, 12 credits or higher. Winners are selected for their academic success, professionalism, service to the college, attendance record, and overall performance and attitude. A maximum of

15 credit hours tuition is awarded. Application packets are available from the Academic Department Directors and must be submitted to the Director of General Studies and Academic Services by the end of Week 8.

Academic Competitive Grant (ACG)

The Academic Competitive Grant is available to students who are receiving a Pell Grant, are full time students in their first or second year of college in a degree program, who graduated from high school in 2005 or later, and who took a program of study in high school that was considered to be rigorous. Each eligible student may receive 2 years of ACG. The award is up to \$750 the first year and up to \$1,300 the second year. To receive a second year grant, the student must have a 3.0 GPA at the end of the first year.

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

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

Academic Affairs Administration and Services

The Academic Affairs Department administrators and faculty members have been carefully recruited to assure the excellence of the educational process. Faculty members not only have appropriate academic credentials, but equally important, many have professional experience and backgrounds in the career-related areas they teach. Further, they have been selected because they enjoy communicating and working with new and continuing students.

Students come to The Art Institute to prepare for employment in the career field of their choice. They do not come solely for the purpose of earning credits or degrees. The entire focus of the educational process is devoted to the development of employable skills and professional attitudes so that graduates are truly prepared to enter their career fields. It is very important that the student uses every resource at his or her disposal and gets the maximum benefit from every course undertaken. Academic Advisors, Academic Department Directors, and faculty and staff of the Academic Improvement Center are available for student consultation at any time there is need for additional support services.

An education team committed to providing the students with a quality education consists of the following members:

- Vice President of Academic Affairs, who has the direct management responsibility for all educational programs of study.
- Director of Institutional Effectiveness and Research, who has the responsibility to ensure that all accreditation guidelines are followed, and to maintain the institutional effectiveness process.
- Director of General Studies & Academic Services, who has direct management responsibility for the administration of testing, general education faculty and course-related activities, admissions criteria, student tutoring, college preparatory courses, and ADA academic issues.

- Academic Department Directors, who have direct management responsibility for faculty and coordinate student success activities in each particular program of study. They also maintain direct contact with students, advise students on attendance, academic progress and curriculum issues.
- Registrar who has direct management responsibility for the registrar's office
- * Director of Library Services, who has direct management responsibility for maintaining the library according to standards set by the accrediting bodies, and to ensure current and appropriate material is available for students, faculty and staff
- Academic Advisors, who work directly with students in a variety of disciplines to identify their needs and implement a plan of action. This individual is responsible for sustaining an environment of academic and professional excellence for students and educational team members. Duties include a mix of instruction and student advising.
- Lead Instructors/Program Coordinators, who are full-time faculty who lead the faculty in curriculum assessment and development and advise students on academic issues.
- Faculty, who are the specialists in particular areas of instruction and have the primary responsibility for developing the skills of the students.

As a team, Academic Affairs Administration is responsible for the following education-related services:

- curriculum that is periodically reviewed and updated to ensure sure it is current with employers' needs;
- portfolio and academic standards to assure excellence in educational processes;
- exhibits of student art and projects;
- continued development of library and program resource materials;
- selection of appropriate instructional equipment, material and supplies;
- on-going academic advising;
- tutoring to aid students in study skills, reading and writing skills, and mathematics.

Orientation Programs

New students receive an orientation involving all of The Art Institute's academic programs at the start of first quarter. At this time, the general services and day-to-day operating policies and procedures are outlined and explained. Further, students are afforded the opportunity to meet the key administrators who will be working closely with them throughout their programs.

Course Schedule

The courses for each program of study are outlined in the catalog (refer to Table of Contents for program specifics). Each course is periodically reviewed for content; relevance to changing industry needs, standards, and equipment upgrades; and review of other necessary supplies and resource material. Some courses within a program are necessarily taught in sequential order. Academic Department Director approval is required for any student wishing to take courses out of sequence. Classes are scheduled at various times during the day and week in order to meet student needs as well as program needs. Monday through Friday classes are

available from 8:00 a.m. until 10:00 p.m. For Culinary students, classes are available from 6:30 a.m. until 10:30 p.m. *Saturday classes are scheduled on an as-needed basis.*

Program & Attendance Status Changes

Once enrolled, a student is assumed to be in continuous enrollment and attendance, and to be making satisfactory academic progress until graduation. The student who alters this academic progression in any manner is considered to be making a "status change" which will require approval in advance of the change. The basic status changes include:

- an enrollment change from one program of study to another program of study (termed "internal transfer");
- a change of attendance schedule (from part-time to full-time class attendance or vice versa);
- an interruption or termination of studies;
- a return to classes after interruption of studies (termed "re-entry");
- a course change, addition or deletion (no changes will be made after drop/add period);
- a transfer from one Art Institute to another (termed "external transfer").

Students who wish to request an academic or registration status change as noted above should see the Registrar's Office for procedural details.

Students wishing to re-enter The Art Institute after an interruption of studies must first contact the Readmissions Office.

Add/Drop Period

A student may add or drop a course during the first six days of the quarter. There is no fee or grade associated with this procedure if done during the add/drop period.

While every effort is made by all advisors to assist you in planning your schedule, it is the student's responsibility to know course sequence and prerequisites as listed in The Art Institute of Dallas catalog. If a student fails a prerequisite to a course for which the student has pre-registered, it is the student's responsibility to have his or her schedule changed prior to the end of the Add/Drop period.

General Academic Performance, Evaluations and Student Online Account

A final grade report is issued to each student's online account at the end of each academic quarter of study for all courses completed during that quarter. Midterm evaluations for the purpose of addressing his or her general performance are issued online in each student's online account during week six of the quarter. The student may consult with Academic Advisors, faculty and Academic Department Directors to facilitate maximum academic and professional performance. For assistance with your online account please contact the Office of the Registrar.

Portfolio Review and Requirements

Graphic Design, Advertising Design, Media Arts & Animation, Web Design & Interactive Media, Interior Design, Digital Film & Video Production, Fashion Design, and Fashion & Retail Management Design Portfolios:

The portfolio is the visual presentation of the cumulative education, training and job experience for the artist, designer and animator. An employer will not consider such professionals for employment without first reviewing the applicant's portfolio. Grades, previous work experience, or reference letters are important, but only in conjunction with the portfolio.

Consequently, to graduate from an art- or design-based program, the student must produce an acceptable portfolio in addition to achieving a 2.0 cumulative grade point average for all required courses completed.

An outline of portfolio standards, projects, and general criteria are provided separately to students within each program. These portfolio requirements are periodically reviewed and The Art Institute of Dallas reserves the right to alter or modify the portfolio requirements it deems to be in the best interests of the graduating students to enhance their employment potential.

The development of the portfolio is a continuing process that begins early in the student's program and must be completed prior to the date of graduation. During the final quarter of study, the student submits the portfolio to the faculty and Academic Department Director for critique. Any portfolio pieces deemed unsatisfactory must be replaced with acceptable work.

Students are also required to have resumes, outlining their work experience and related activities.

Class Assignments and Projects

Considerable emphasis is placed on simulated work situations where the student is assigned projects that have scheduled completion dates. Class time is set aside for completing the projects and additional time outside of class hours is expected for meeting the established projects' submission deadlines. In the professional field, there are no acceptable excuses for missing project deadlines; therefore, it is extremely important that the student develop a similar professional discipline.

Each academic department establishes appropriate policies regarding grading procedures and late assignments. The student should be familiar with these policies as they apply to his/her situation.

Registrar's Office

The Registrar and staff are responsible for the following services:

- Maintenance of all student permanent records
- Issuance of grade reports and/or attendance reports
- Issuance of student transcript records: (\$5.00 each transcript).
Requires a minimum of two(2) days' processing time, and all financial obligations with school must be current to obtain transcript
- Supervision of quarterly student registration activities
- Processing of student status changes, including:
 - Course and program withdrawals
 - Requests for program changes
 - Transfers to other Art Institutes
- Enrollment verification
- Address changes

Registration Procedures

The continuing enrollment registration for in-school students takes place during the seventh and eighth weeks of each quarter. Appropriate notices regarding the time and place are posted in advance. Students may pick up clearance forms and official schedules in the Registrar's Office one day before the start of the upcoming quarter. Every student must present an official schedule to each instructor before they will be admitted to class during the first two weeks of school.

Before registration, it is the student's responsibility to consult the schedule of classes and select his/her courses from the schedule. Academic Advisors and Academic Department Directors are available prior to and during the registration process to assist students with their course schedules. Students are required to contact their Academic Advisor or Director prior to registering.

It is very important that every student register on time. Students who register late will be subject to schedule delays and course selection, on a space available basis and late registration fees. Those students who anticipate a problem with registration should contact the Registrar's Office in advance of the date scheduled for registration.

It is the student's obligation to add, drop, or withdraw from classes before the deadlines stated in the academic calendar. This applies even if the student has never attended class.

Veterans Information

Students sponsored or assisted by the Veterans Administration (VA) may receive assistance in the filing of appropriate forms from the Registrar's Office. These students must maintain satisfactory attendance and academic progress as outlined in this catalog.

The Veterans Administration requires that all VA students submit official transcripts from every school the student attended prior to matriculation at The Art Institute to the school's certifying official. See the Registrar's Office for more information.

Family Educational Rights and Privacy Act

Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Dallas 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/her records should submit a written request to the President of The Art Institute of Dallas. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The 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/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 who are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

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

II. Disclosure Of Educational Records

The Art Institute of Dallas 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 Dallas 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 Dallas has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, the United States, Department of Homeland Security (for certain nonimmigrant alien students who have waived privacy rights and protections through acquisition of a student visa) 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 nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness - without the prior written consent of the other student(s).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Art Institute of Dallas officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Dallas 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 Dallas designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and 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 (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)

Notice of these categories and of the right of an individual in attendance at The Art Institute of Dallas to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Dallas, Two NorthPark East, 8080 Park Lane, Dallas Texas 75231. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

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

1. A student must ask the Vice President of Academic Affairs to amend a record. As part of the request, students 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 their privacy rights.
2. The Art Institute of Dallas may either amend the record or decide not to amend the record. If the college 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 Dallas will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institute of Dallas. 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 Dallas 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 Dallas 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 Dallas decides that the information in the education record is not accurate, 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 six above, The Art Institute of Dallas 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 Dallas 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**

General Student Complaint Procedure

The Art Institute of Dallas will seek to solve general problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

Complaints, comments and suggestions for improvement are welcome. Students should direct their comments to an employee in a supervisory position. The staff roster in the front of the Student Handbook may be consulted for persons in supervisory positions. Students who feel that their complaint or comment is not being taken seriously, or acted upon, have the option of asking an additional staff member in higher authority, going up as far as The Art Institute of Dallas President. Students can also provide comments through the AiDallas Listens Program. Feedback boxes are located in the student lounge, the library, and in the culinary building.

Students who have a complaint or grievance that they feel is serious and have not been able to get assistance from anyone within The Art Institute of Dallas may contact the Commission on Colleges, Southern Association of colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097. The Commission on Colleges recognizes the value of information provided by students, employees, and others in determining whether an institution's performance is consistent with the Commission's criteria for obtaining or maintaining accreditation. The Commission's interest also is in ensuring that member institutions maintain appropriate grievance procedures and standards of procedural fairness and that the procedures are applied appropriately and consistently.

The procedures for the review of complaints involving member institutions enable the Commission to address possible violations of its Principles of Accreditation, the Core Requirements, and policies or procedures, as well as to address possible violations of an institution's own policies and procedures, if related to the Principles.

Because the Commission's complaint procedures are for the purpose of addressing any significant non-compliance with the Commission's standards, policies, or procedures, the procedures are not intended to be used to involve the Commission in disputes between individuals and member institutions, or cause the Commission to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations. Nor does the Commission seek redress on an individual's behalf. Under no circumstances does the Commission respond to, or take action on, any complaint or any allegation that contains defamatory statements. Further, the Commission will not serve as a grievance panel when the outcome of institutional grievance or appeal process is unsatisfactory to the complainant.

The Commission expects individuals to attempt to resolve the issues through all means available to the complainant, including following the institution's own published grievance procedures, before submitting a complaint to the

Commission. Therefore, the Commission's usual practice is not to consider a complaint that is currently in administrative proceedings, including institutional proceedings, or in litigation. However, if there is substantial, credible evidence that indicates systemic problems with an accredited institution, the Commission may, at its discretion, choose to proceed with the review.

In order to be considered, formal complaints must be submitted in writing using the Commission's "Complaint Against Institutions: Information Sheet and Form," signed, and sent to the attention of the Executive Director of the Commission on Colleges by the complainant(s). The Commission will not entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically. In addition, the Commission will not act on complaints submitted on behalf of another individual or complaints forwarded to the Commission.

Student Conduct Policy

The Art Institute of Dallas recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of The Art Institute of Dallas students have responsibilities and duties commensurate with their rights and privileges.

In the Code of Student Conduct Policy, The Art Institute of Dallas provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of college's mission.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as described in full in The Art Institute of Dallas Student Handbook.

Arbitration

You and The Art Institute of Dallas ("AiD ") agree that any dispute or claim between you and AiD (or any company affiliated with AiD, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or, absent such agreement, your enrollment or attendance at AiD, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or AiD's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

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

AiD agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, AiD reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

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

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

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with AiD. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other document such as your catalog or, where applicable, your enrollment agreement.

Transfer of Credits To and From the College

Many students transfer to The Art Institute from various colleges and universities. At the time of enrollment, students may apply for transfer of credits for courses previously completed with satisfactory grades when such courses reasonably relate to similar courses offered by the College. Refer to the Transfer of Credit Policies in the policy section of this catalog for more details.

The Art Institute of Dallas is accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) to award applied associate and baccalaureate degrees. COC-SACS is a regional accrediting agency recognized by the United States Department of Education. However, the fact that a school is accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution, taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institute of Dallas is to help you to prepare for career entry into your chosen field of study. The value of degree programs like those offered by The Art Institute of Dallas 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 Dallas 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 Dallas may be transferable into that school's program.

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

Transfer of Credit, Proficiency Credit, and Credit for Life Experience Transfer of Credit Before Matriculation

The Art Institute of Dallas provides an integrated curriculum which includes both the technical and the general education courses needed to prepare students for positions in the modern workplace. Many students, however, have already undertaken coursework elsewhere which approximates required courses at The Art Institute. In such cases, transfer credit may be awarded according to the following procedures:

- Official transcripts must be received in the Admissions Office before the class start; no coursework will be considered for transfer credit for first-quarter classes after the Drop/Add Period.
- Coursework must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute of Dallas.
- Only courses with grades of "C" (2.0) or better will be considered for transfer credit.
- Only courses equivalent to 3 or more quarter hours will be considered.
- No developmental or remedial courses will be considered.
- Applications for transfer credit for other than first-quarter classes must be made within thirty days of enrollment. Applications may not be made after the student has attended a potentially transferable class past add/drop period.
- A student may transfer up to 50% of total program credits, but must meet a minimum of a 50% residency requirement. A maximum of 23 quarter credit hours may be awarded for collegiate credit for prior learning obtained outside a formal degree-granting institution. This credit will be included in the 50% of total program credits allowable. This includes transfers between Art Institute schools.
- In disputed cases, a course description and/or syllabus may be required in order for credit to be considered. Disputes will be arbitrated by a Transfer Credit Review Committee appointed and headed by the Vice President of Academic Affairs.
- Foreign students will be evaluated on an individual basis.

General Education:

- No transfer credit will be given for IC1031 (Computer Applications) if the course was not completed within five years of the date of matriculation.
- Credit for IC1021 (College Orientation) will only be allowed for students who have previously completed bachelor's or associate's degrees, or at least three full semesters (or the equivalent) of college level credit with a 2.5 grade point average (based on a 4.0 scale).
- Credit for IC2002 (Career Development) will only be allowed upon submission and approval of a complete career marketing portfolio prior to the beginning of the quarter in which the student is scheduled to take the course. Portfolios will be evaluated by members of the Proficiency Credit Review Committee and/or the Career Development Faculty and the Vice President of Academic Affairs.
- In order to receive transfer credit for GE0114 (Introduction to Humanities), students must have completed an introductory Humanities course of at least one semester, or have completed a combination of courses that achieve objectives similar to those in place at The Art Institute.

Proficiency Credit Or Credit For Prior Learning

The Art Institute also recognizes that prospective students may have obtained experience equivalent to certain courses; therefore, proficiency credit may also be awarded under the following conditions:

- Students may earn proficiency credit by taking state-approved CLEP examinations, or passing a CEEB Advanced Placement examination (not simply passing an advanced placement course in high school). Official CLEP and AP exam scores must be submitted from the examining board and received in the Admissions Office prior to matriculation.
- Students may earn proficiency credit by submitting a portfolio for review by a committee of appropriate faculty members. Requests for portfolio reviews for proficiency credit purposes must be made at the time of application; the review process must be completed by the end of the student's first quarter at The Art Institute.
- Students may earn proficiency credit for life experience if evidence of learning can be demonstrated. Those seeking experiential learning credit must indicate their desire to obtain credit at the time of application, and must have demonstrated their abilities to a committee appointed by the Vice President of Academic Affairs by the end of their first quarter at The Art Institute. Demonstration may consist of a combination of the following elements: certificates, letters, professional licenses, honors and awards, samples of work, test scores, interviews, oral exams, or simulations. Experiential learning must also coincide with the stated objectives of those courses for which it is to be substituted.
- No more than 23 quarter credit hours of a program will be considered for any type of proficiency credit.

Transfer of Credit After Matriculation: Concurrent Enrollment At Other Institutions

Transfer credit may be awarded for courses taken at other institutions while enrolled as a student at The Art Institute of Dallas under the following conditions:

- Students must be enrolled full time at The Art Institute of Dallas.
- Students must apply in writing to the Vice President of Academic Affairs and receive prior approval before enrolling in the course.
- Coursework must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute of Dallas.
- Only one course per quarter in concurrent enrollment will be accepted.
- All such course work must be completed by the end of the first academic year (third quarter) of enrollment at The Art Institute of Dallas.

Change of Program Within The Art Institute

Students considering transferring from one program to another within the college must petition the transfer in writing and submit the request to the appropriate Academic Department Director or Academic Advisor. If the transfer is approved, the Academic Advisor or Academic Department Director will review the new curriculum requirements and ascertain which courses will transfer to the new program. The student is responsible for completing the appropriate paperwork in the Registrar's Office upon transfer approval. Only one program change is allowed.

Administration of The Transfer of Credit, Proficiency Credit, and Credit For Life Experience Policy and Procedures

- Once official transcripts are received, the evaluation process will be completed within a 72-hour workday period.
- Students transferring within The Art Institutes system will be classified as "a transfer in" and go through the re-entry process at the admitting school.
- Students transferring from another college or university other than an Art Institute system school will be classified as a new student and will go through the new student admissions process.
- Any transfer credit that is awarded is recorded as a "TR" and any Proficiency credit that is awarded is recorded as a "P." Grades are not recorded and do not count toward The Art Institute GPA or CGPA.

Process For Seeking Transfer Credit, Proficiency Credit, and Credit For Life Experience

- Students must arrange for official transcripts to be received in the Admissions Office before the class start; no coursework will be considered for transfer credit for their first-quarter of study after the Drop/Add Period.

- In order to receive proficiency credit through state-approved CLEP examinations, or passing a CEEB Advanced Placement examination (not simply passing an advanced placement course in high school), students must arrange for official CLEP and AP exam scores to be submitted from the examining board and received in the Admissions Office prior to matriculation.
- New students must apply for transfer credit for other than currently enrolled classes within thirty days of matriculation. Applications may not be made after the student has attended a potentially transferable class past the add/drop period. Applications must be approved by the Vice President of Academic Affairs.
- Students must request portfolio reviews for proficiency credit purposes at the time of application. They must have demonstrated their abilities to a Proficiency Credit Review Committee appointed by the Vice President of Academic Affairs by the end of their first quarter at The Art Institute. This committee fills out a Proficiency Credit Approval Form which coincides with the stated objectives of those courses for which credit is being sought.
- Students who wish to enroll concurrently at another institution must receive prior approval in writing from the Vice President of Academic Affairs. Courses to be transferred must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute of Dallas. All such coursework must be completed by the end of the first academic year (third quarter) of enrollment at The Art Institute of Dallas

- Academic Department Directors or Academic Advisors will review all transfer credit accepted by The Art Institute of Dallas with each new student during registration for the first quarter. After that time, students are responsible for initiating further transfers and for confirming the acceptance of additional credit with the Registrar's Office.

Attendance Policies

Regular class attendance is expected and required. It is the responsibility of each student to monitor his/her attendance. Attendance information is available through your Academic Department Director, Academic Advisor and the Registrar's Office. In the event of a possible attendance discrepancy, it is the student's responsibility to contact the instructor to resolve the discrepancy in a timely manner.

In courses meeting once a week:

If a student misses three (3) or more classes or accrues the equivalent of three (3) absences through tardiness in any one course during the quarter, he/she may be dropped for lack of attendance at the discretion of the instructor.

Courses meeting more than once a week:

If a student misses three (3) weeks of one class or accrues the equivalent of three (3) weeks of tardiness for one class during a quarter, he/she may be dropped for lack of attendance at the discretion of the instructor. Instructors are responsible for implementing the attendance policy and must notify students of their attendance requirements in their course syllabus, which is distributed during the first class meeting in the quarter.

The satisfactory explanation of an absence does not relieve the student from responsibility for the coursework assigned and/or due during his/her absences. A student who does not attend class during the first week of school or starts late without prior documented permission from the Vice President of Academic Affairs is still held responsible for his/her

absences. Students are encouraged to make all schedule changes early in the first week of the quarter to minimize absences. Failure to sit in class during the first week of school will result in termination from school for the quarter.

A student who fails to attend all classes on his/her schedule for two (2) consecutive weeks of the quarter will be automatically terminated from school for the remainder of the quarter by the Registrar's Office.

A student who wishes to appeal a drop or termination must appeal to the appropriate Academic Department Director or Academic Advisor within 72 hours of notification.

Attendance Procedures

Attendance recording, monitoring, and follow-up procedures are as follows:

- Attendance, in 15 minute increments, is recorded at the beginning of each class and the entire duration of class by the instructor.
- Attendance records are maintained and monitored by the school's Registrar and the Academic Department Directors/Academic Advisors.

Attendance Suspension

If a student is suspended from a program for lack of attendance, he/she may apply for readmission.

Readmission is made at the discretion of the Vice President of Academic Affairs and other school officials. A student will be required to repeat the last quarter of attendance upon the Academic Affairs Department's approval of readmission.

If a student is suspended a second time, he/she will be terminated from the program and will not be eligible for readmission to any Art Institute. A student may appeal this action in writing to the Academic Department Director within three days of the date of the suspension or termination notice, based upon documentation supporting medical or family emergencies.

Makeup Work Policy

It is at the discretion of each Academic Department Director to set the policy for each program. Please refer to each class syllabus as to the makeup policy for that class

Services For Continuing International Students

The International Student Advisor (ISA) assists international students by providing regulatory guidance, technical assistance and counseling regarding student immigration matters. Issues dealing with changes of status, practical training, employment, reinstatement, transfers, or social security should be discussed with the ISA to ensure compliance of immigration status. An international student orientation is provided to address survival and study skills, health and safety precautions, as well as personal and academic issues. The ISA serves as the International Student Advocate.

Study Abroad

The Art Institutes Study Abroad Program provides students the opportunity to expand and improve their learning through international study. Students will gain knowledge and experience that will assist them in preparing for

success in a global economy. Led by instructors from The Art Institutes system of schools, programs vary in length and may be credit or non-credit bearing. The Program is open to students enrolled in member schools of The Art Institutes Study Abroad Consortium. Students at schools that are not part of the Consortium are not eligible for the Program. Financial aid may be available for those who qualify.

Past Art Institutes' study abroad programs have taken students throughout the world to countries including Australia, Austria, Canada, China, Costa Rica, England, Finland, France, Germany, Greece, Ireland, Italy, New Zealand, Russia, Spain, Sweden, Switzerland, Turkey, and Wales.

General Information:

Student Affairs

Student Affairs Departmental Mission

Student Affairs assumes a leadership role in supporting the mission of the institution by providing the necessary resources that assist each student in meeting his or her educational goals, enhancing the learning experience of each student through events, extra and co-curricular activities and programs, and helping each student become a successful contributing member of society.

Overview of the Student Affairs Department

The Art Institute of Dallas provides the following support services to help students complete their educational programs and reach their career objectives. Students are encouraged to take advantage of all student support services. The Office of Student Affairs is located on the fifth floor in the main building.

The Student Affairs department offers the following services:

- Counseling
- Student Activities
- Student Organizations
- Campus Security
- Disciplinary & Judicial Affairs
- Health Service Referrals
- Orientation
- School - Sponsored Housing

Housing Services

School-sponsored housing options,

- An apartment and roommate referral service
- General housing assistance and information about the city

Counseling Services

The Student Affairs department provides general and personal counseling and referral services for students. Students are invited and welcomed to discuss problems of a personal nature, attendance or academic matters, or

merely to chat. Discussions will be confidential pursuant to state laws. The Art Institute of Dallas employs full-time counselors, and often has counseling interns available as well.

Student Organizations

Students are encouraged to participate in extracurricular school organizations as part of their education at The Art Institute of Dallas. These organizations allow students to socialize and network with fellow students as well as with employers in their field of study.

The Student Council Association promotes the quality of the educational experience and represents the student body. The Student Council provides a channel of communication between students, administration and faculty. This organization hosts a number of social events every quarter. For more information, please contact the Assistant Dean of Student Affairs.

Students are also encouraged and given the opportunity to join local, regional and national organizations representing fields in the college's different disciplines.

Campus Security

The purpose of the Campus Security Office is to promote an environment of safety and security in order to enhance the educational environment at The Art Institute of Dallas. The members of this department enforce rules and regulations of the College. Security officers are under the supervision of The Art Institute of Dallas Security Manager, and also serve as liaisons between local and state law enforcement agencies as necessary. The Security Office is located on the third floor of the main building. A campus security report is distributed annually in the Student Handbook.

Disability Services

The Art Institute of Dallas provides accommodations to qualified students with disabilities. The Academic Services Advisor assists them in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Dallas. The Art Institute of Dallas is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the Academic Services Advisor. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

Student Health Insurance

Information on student health plans can be found at <https://secure.visit-aci.com/ai> or by contacting the Student Affairs office.

Lost and Found

Lost articles may be turned in and claimed in the Security Office located on the 3rd floor. Lost articles are kept for one quarter.

Career Services

The Career Services Department assists students, graduates, and alumni with their job search. Although The Art Institute of Dallas does not guarantee employment or a particular level of compensation, the department will work to identify tools and opportunities to aid students, graduates, and alumni in achieving employment.

Portfolio Show

The Career Service Department organizes the quarterly graduate portfolio show. This event provides an opportunity for graduates to meet with field-related employers and present their portfolio.

Mildred M. Kelley Library

The Mildred M. Kelley Library supports the mission and curriculum of The Art Institute of Dallas and serves the information needs of its faculty, students, and staff. To accomplish this, the Library provides a collection of books, periodicals in print and electronic form, videos, DVDs, electronic databases, and other items supportive of The Art Institute's educational goals. In addition, the Library provides study areas and an atmosphere that promotes independent research and academic excellence.

The Library provides reference services and instruction in the use of the Center's services and facilities, collections, electronic database searching, research techniques, and bibliographic citation. The Library also provides access to Internet computers with word processing capability, a flatbed scanner, and photocopying. Full facilities and services of the Library are open to faculty, currently enrolled students, and staff.

For more information on the policies and procedures, please refer to the Mildred M. Kelley Library Handbook available in the library located on the south side of the fourth floor.

Financial Information

Student Accounting & Financial Services

The students, or parents when applicable, receive periodic tuition and fee payment notices. Payments are due on the dates agreed upon in the financial plan developed with the Student Financial Services Office (SFS).

At the time of initial enrollment, the student works with a Financial Planner and develops a financial plan to assure that he/she will be able to meet the expenses involved in the educational process (tuition, fees, supplies, cost of living, etc.). As the student progresses, the plan is updated as actual eligibility becomes known. The school is very sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments. Consequently, the staff offers planning services to all students. Any student who has incurred or anticipates a financial problem is encouraged to meet with the Student Financial Services staff and receive consulting assistance as needed to assure his/her ability to complete the program.

The Art Institute offers its students the opportunity to apply for a variety of financial assistance programs. These programs include loan, grant, and work-study assistance for qualified applicants. Details regarding these programs are available in the Student Financial Services Office.

Students who receive financial assistance are cautioned to remember the various responsibilities they have under these programs:

1. To maintain satisfactory academic progress as outlined in this handbook and in the catalog.
2. To inform the Student Financial Services Office of address changes, schedule changes, program changes, or any other status change(s) that might affect the student's eligibility for financial assistance.
3. To initiate loan and grant renewal applications in advance of the second or third academic years, as applicable.

Some students do not initially apply for financial assistance or apply and are determined to be ineligible for assistance. The continuing student should be aware that the federal and state eligibility criteria are periodically reviewed and modified. Therefore, any students whose financial circumstances change or for whom a financial need arises should contact the Student Financial Services Office for assistance.

As noted above, the student who receives financial assistance must maintain satisfactory academic progress to remain eligible for such assistance on a continuing basis. Satisfactory academic progress policies and related financial assistance eligibility are outlined in the following paragraphs.

Student Financial Assistance Eligibility Policy: Full-Time Programs

If you receive federal or state-sponsored financial assistance, you must maintain satisfactory academic progress. If you wish to appeal actions taken in compliance with the Satisfactory Academic Progress Policy, you may do so as described in the appeals process outlined in the Students' Right Policies.

Transcript Fees

Copies of transcripts will be provided to students for a fee of \$5.00 per copy. However, transcripts will be withheld if a student has any outstanding financial obligation to the College.

Refund Policies

The effective date of termination for refund purposes will be the last day of attendance.

Refund Policy Prior to Matriculation

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

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by the applicant will be refunded, if request to cancel the application is made by the applicant within five business days after signing the Enrollment Agreement and making an initial payment.
3. Applicants requesting cancellation more than five business days after signing this Enrollment Agreement (and making an initial payment) but prior to the beginning of classes will receive a refund of all monies paid, less the \$50 application fee.
4. All tuition and fee monies paid by applicants will be

refunded if requested within five business days after their first tour of the school and inspection of equipment or if requested within five business days of the students' attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.

5. Refunds will be made within 30 calendar days after the applicant/student's request to cancel application or within 30 calendar days after his/her first scheduled class day.

Refund Policy After Matriculation, All Quarters

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

1. Prepaid tuition and fees for any period beyond the current quarter will be refunded in full.
2. The school shall determine the date of withdrawal within thirty (30) calendar days after the last day of attendance and shall pay the refund within thirty (30) days of making that determination. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
3. The student may voluntarily withdraw from classes by notifying the Office of Registrar in person or in writing. The termination date will be the student's last date of attendance. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.
4. For students on a written leave of absence (ten [10] days or less) who fail to return to class following conclusion of their leave, refunds will be made within thirty (30) days from their last date of attendance or notification date, whichever is later. For students on extended leaves of absence (beyond ten [10] class days), the refund policy below will be applied.
5. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
6. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute. The Art Institute reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
7. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week of attendance is considered a full week of attendance for refund purposes.
8. In the event The Art Institute cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, The Art Institute will refund all monies paid by the student for the course or program within thirty (30) days. Academic quarters are eleven weeks and the mid-quarter is approximately 5 weeks in duration.

Refund Calculations, All Continuing Students (including VA Students)

In the event of withdrawal by the student or termination by The Art Institute:

1. The one-time application fee and tuition deposit are retainable in full by The Art Institute. There is no refund for equipment, text, or supplies. (Refer to the following Kits, Components of the Kits, Books, or Supplies Return Policy.)
2. In the event of withdrawal or termination in the quarter of study, The Art Institute will retain earned tuition and fees as follows:

<i>Week 1</i>	25% of the quarter's tuition and fees,
<i>Week 2</i>	50% of the quarter's tuition and fees,
<i>Week 3</i>	75% of the quarter's tuition and fees,
<i>Week 4 and after</i>	100% of the quarter's tuition and fees.

Return of Federal Title IV Aid:

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, Federal ACG Grant, Federal SMART Grant, Federal SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

The Art Institute will first calculate how much needs to be returned under the federal return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's authorization, to the Federal loan program(s) in the following order, up to the amount received, for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, and PLUS Loan. If there is an additional credit balance made up of non-federal funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student. All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal.

The Return of Title IV Calculation as described above will apply for the mid-quarter session using the mid-quarter start and end dates.

All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal.

Refund Policy For Oklahoma Students

1. For first quarter students who terminate within the first week of classes, the school will retain no more than 10% of the contract price of the course plus a \$100 administrative fee, but no more than a total of \$350.
2. For a student terminating classes after completing the first quarter but within the first 25% of the program, the tuition and fees retained by the school shall not exceed 25% of the contract price of the program plus \$150.
3. For a student terminating classes after completing over 25% up through 50% of the program, the tuition and fees retained by the school shall not exceed 50% of the contract price of the program plus \$150.
4. A student completing more than 50% of the program is not entitled to a refund of any tuition.
5. In case of a student's prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make settlement, which is reasonable and fair to both.
6. In all other respects and circumstances, the refund policy set forth above applies to Oklahoma students.

Kits, Components of the Kits, Books, or Supplies Return Policy

If kits, components of the kit, books, or supplies, are returned to the bookstore in resalable condition within 21 days of withdrawal, a credit will be given.

Students who leave school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within 10 days of the last date of attendance in the mid-quarter.

The Holder In Due Course Rule

Any holder of the consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

Interest On Outstanding Balances

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

Full-time Faculty

Abraham, Andrew

Master of Science
Texas A&M University at Commerce

Master of Science
East Texas State University

Bachelor Fine Arts
Sam Houston State University

Ardaya, Vicky

Master of Arts in Education
Argosy University Dallas

Bachelor of Science
Florida International University

Ausmus, G. Lysa

Master of Arts
The New School, New York

Master of Education
University of North Texas

Bachelor of Science
Texas Woman's University

Batchelder, C. Wayne

Master of Divinity
Southern Methodist University

Bachelor of Arts
Texas Wesleyan College

Benson, Robert

Master of Arts
Texas Woman's University

Bachelor of Science
Texas A&M University

Blake, Charla

Master of Architecture
University of Texas at Arlington

Bachelor of Architecture
University of Southwestern Louisiana

Bryant, Amy

Master of Arts
Texas Woman's University

Bachelor of Fine Arts
University of Texas at Austin

Clary, Victoria

Bachelor Fine Arts
Kansas City Art Institute

Claybrook, Trayc

Master of Fine Arts
Texas Woman's University

Bachelor of Fine Arts
Kansas City Art Institute

Coronado, Carlos

Master of Religious Education
Redemptorist Seminary

Bachelor of Arts
Holy Redeemer College

DeMelo, Kelly

Master of Fine Arts
Savannah College of Art & Design

Bachelor of Science
Framingham State College

Durant, Edward

Master of Arts
University of Texas at Dallas

Bachelor of Science
University of Texas

Eskridge, Janet

Bachelor of Arts
Old Dominion University

Associate of Applied Science
Thr Art Institute of Dallas

Eskridge, Larry

Master Fine Arts
Old Dominion University

Bachelor Fine Arts
Old Dominion University

Bachelor of Arts
Kansas State University

Eudy, Mike

Bachelor of Fine Arts
The Art Institute of Dallas

Farabaugh, Chris

Master of Education
Teachers College,
Columbia University

Master of Arts
Teachers College,
Columbia University

Bachelor of Business Administration
Texas A&M University

Fott, Norman

Doctor of Public Administration
Columbia State University

Master of Architecture
University of Oklahoma

Bachelor of Architecture
University of Kansas

Fowler, Jamie

Bachelor of Science
University of Texas at Austin

Frisbie, Anthony

Doctor of Education
Texas Tech University

Bachelor Fine Arts
Texas Tech University

Garrett, Karen (McCutchen)

Master of Fine Arts
University of Houston

Bachelor of Fine Arts
The University of Oklahoma

Gillies, Allison

Master of Fine Arts
Texas Woman's University

Bachelor of Fine Arts
University of N. Florida

Gruch, Ernst

Certified Master Chef
American Culinary
Federation Educational Institute

European Apprenticeship
Hotel am Sternort,
Nuremberg, Germany

Hardy, Chad

Master of Science
Texas A&M University at Commerce

Bachelor of Science
West Texas A&M University

Hardy, Linda Jo

Master of Arts
Amber University, Dallas, Texas

Bachelor of Science
University of Texas at Austin

Harrelson, Pam-ela

Master of Arts
Texas Woman's University

Bachelor of Fine Arts
University of North Texas

Haviland, Mary

Master of Fine Arts
Texas Woman's University

Master of Arts
Texas Woman's University

Bachelor of Fine Arts
University of North Texas

Haydel, Ray

Master of Fine Arts
University of Idaho

Bachelor Fine Arts
University of Texas at San Antonio

Holden, Susan

Master of Fine Arts
University of North Texas

Master of Arts
University of North Texas

Bachelor of Arts
University of North Texas

Holmes, Douglas

Doctor of Musical Arts
University of North Texas

Master of Music
Southern Illinois University

Bachelor of Music
Southern Illinois University

Hunter, Nina

Associate in Applied Science
El Centro Community College

Kibby, Esther

Master of Fine Arts
Texas Woman's University

Bachelor of Science
East Texas State University

Kile, Mia

Master of Fine Arts
University of North Texas

Bachelor of Fine Arts
University of North Texas

Kite, Kristi

Doctor of Philosophy
Texas Women's University

Master of Science
Texas Women's University

Bachelor of Science
Oral Roberts University

Klingler, Jonathan

Bachelor of Arts
University of Southern California

Knifong, James

Bachelor of Science
University of Houston,
Conrad N Hilton College

Associate of Occupational Studies
Culinary Institute of America

Kreneck, Kevin

Master of Arts
Syracuse University

Bachelor of Fine Arts
University of Texas at Austin

Lipe, David

Master of Education
Texas A&M University

Bachelor of Fine Arts
Sam Houston State University

**Manouchehripour,
Muhammed**

Doctor of Education
Texas A&M University at Commerce

Master of Education
Sul Ross State University

Master Business Administration
Sul Ross State University

Bachelor of Science
Ghazali College, Iran

Marstiller, James

Master of Science
University of North Texas

Bachelor Fine Arts
Texas Tech University

Matson, Larry

Master of Business Administration
Our Lady of the Lake University

Bachelor of Science
University of Houston,
Conrad N Hilton College

McKinney, Ellen

Doctor of Philosophy
University of Minnesota

Master of Arts
Texas Women's University

Bachelor of Science
Texas Christian University

Mesch, Brenden

Master of Arts Education
Argosy University at Dallas

Bachelor of Arts
Austin College, Sherman

Associate of Occupational Studies
Culinary Institute of America

Mullins, Richard

Master of Fine Arts
San Francisco Art Institute

Bachelor of Fine Arts
University of Oklahoma

Parker, Jan

Master of Science
Texas Tech University

Bachelor of Science
Texas Tech University

Parker, Tim

Doctor of Ministry
Southwestern Baptist
Theological Seminary

Master of Divinity
Southwestern Baptist
Theological Seminary

Bachelor of Arts
Baylor University

Pashley, Tim

Master of Fine Arts
Texas A&M University at Commerce

Post Graduate Diploma
University of Dundee

Bachelor of Arts
Edinburgh College of Art

Perry, Anne

Doctor of Philosophy
The University of Texas at Dallas

Master of Arts
Columbia College

Master of Arts
University of Arkansas

Bachelor of Arts
Mills College, Oakland

Phillips, Lynn

Master of Arts
Northeast Louisiana State College

Bachelor of Arts
Northeast Louisiana State College

Pilat, Steve

Associate of Occupational Studies
Culinary Institute of America

Pound, Timothy

Bachelor of Arts
Drury College

Raschke, Susan

Master of Fine Arts
Cornell University

Bachelor of Fine Arts
University of North Carolina

Rossini, Carl

Master of Business Administration
Southern Methodist University

Master of Arts
Northern Arizona University

Bachelor of Arts
Lewis University

Sapp, Donna

Bachelor of Science
Florida State University

Sarkaria, Gagandeep

Master of Fine Arts
University of North Texas

Bachelor of Fine Arts
Chandigarh, Panjab, India

Savoie, Andrew

Associate of Applied Science
Baltimore International College

Schlaudroff, Richard

Master of Library Science
Texas Woman's University

Master of Arts
Fordham University

Master of Philosophy
Columbia University

Master of Theological Studies
Harvard Divinity School

Bachelor of Arts
Austin College

Schuster, Toni

Master of Fine Arts
University of North Texas

Bachelor of Fine Arts
Rochester Institute of Technology

Seaton, Melynda

Master of Arts
University of North Texas

Bachelor of Arts
West Texas A&M University

Shaffer, Diana

Doctor of Philosophy
Texas Christian University

Master of Arts
Texas Christian University

Master of Fine Arts
Cranbrook Academy of Art

Bachelor of Arts
Mount Holyoke College

Sims, J. Eric

Master of Arts
Sam Houston State University

Bachelor of Science
Sam Houston State University

Stanford, Jason

Master of Science
University of North Texas

Bachelor of Science
Kansas State University

Steinbach, Stephen

Master of Fine Arts
Florida Atlantic University

Bachelor of Fine Arts
California Institute of the Arts

Tart, David

Bachelor of Arts
San Francisco State University

Uhlmeyer, Candace

Master of Arts
University of Texas at Dallas

Bachelor of Arts
University of Pennsylvania

Uriyo, Angela

Master of Science
Virginia Tech University

Bachelor of Science
Virginia Tech University

Wagner, Woodrow

Master of Arts
Texas State University

Bachelor of Arts
Texas A&M University

Wallace, Kellie

Master of Science
Oklahoma State University

Bachelor of Science
Oklahoma State University

Williams, Vince

Master of Fine Arts
Chapman University

Bachelor of Arts
Southern Methodist University

Wren, Christi

Bachelor of Science
Texas Woman's University

Yarbrough, Kate

Master of Arts
University of Texas at Dallas

Bachelor of Arts
University of North Texas

Part-time Faculty

Anderle, Kathryn

Master of Science
University of North Texas

Bachelor of Science
Southern Oregon State College

Barnes, Bruce

Master of Fine Arts
University of Texas at Dallas

Bachelor of Fine Arts
The Ohio State University

Baumbach, Klaus

European Apprenticeship
Germany

Belcher, Kristen

Bachelor of Science
The University of Texas
Southwestern Medical Center

Christensen, John

Master of Business Administration
Seattle University

Bachelor of Arts
Luther

Danna, Peter

Master of Science
St. Louis University

Bachelor of Science
Northwestern State College of Louisiana

Darnold, Douglas

Juris Doctor
Southern Methodist University

Bachelor of Arts
The University of Oklahoma

Drummond-Mathews, Angela

Doctor of Philosophy
University of North Texas

Master of Arts
University of North Texas

Bachelor of Arts
University of Texas at Austin

Fisher, Earl

Master of Fine Arts
Trinity University

Bachelor of Arts
Michigan State University

Gardner, Lazonda

Master of Liberal Arts
Southern Methodist University

Bachelor of Arts
Prarie View A&M University

Glass, Jon Rachel

Master of Arts
Texas Woman's University

Bachelor of Arts
University of Texas at Austin

Haas, Karl

Certified Executive Chef
American Culinary
Federation Educational Institute

Diploma of Culinary Merit
Epicurean World Master Chefs' Society

European Apprenticeship
Germany

Haynes, Amy

Bachelor of Science
University of Texas
Southwestern Medical Center

Hemfelt, Robert

Doctor of Education
University of Houston

Master of Education
University of Houston

Bachelor of Arts
Houston Baptist University

Hobson, William

Master of Arts
Texas Woman's University

Bachelor of Arts
Texas Christian University

Hopper, Peggy

Master of Education
Southwestern Oklahoma
State University

Bachelor of Arts
Southwestern Oklahoma
State University

Klingler, Norma

Bachelor of Fine Arts
California Institute of The Arts

Marudhachalam, Nilaa Kadiresan

Master of Philosophy
Avinashilingam University, India

Master of Science
Avinashilingam University, India

Bachelor of Science
St. Teresa's College, India

Moran, Anna Marie

Master of Business Administration
University of Dallas

Bachelor of Science
The Pennsylvania State University

Noto, David

Associate in Arts
Culinary Institute of America

Associate of Occupational Studies
Culinary Institute of America

Reid, Dutchie

Bachelor of Arts
Stephen F. Austin State University

Rosenthal, Ana

Master of Fine Arts
Syracuse University
Bachelor of Science
Texas A&M University at Commerce

Scally, Deborah

Master of Arts
University of Texas at Dallas
Bachelor of Arts
University of North Texas

Schulz, Jorn

European Apprenticeship
Germany

Vaclavik, Vickie

Doctor of Philosophy
Texas Woman's University

Master of Science
Purdue University

Bachelor of Science
Cornell University

Van Der Wege, Robertus

Master of Fine Arts
Northern Illinois University

Master of Arts
University of Hawaii at Manoa

Bachelor of Science
Western Michigan University

Wallace, Shari

Master of Fine Arts
Claremont Graduate University

Bachelor of Arts
Pitzer College

Yingling, Elaine

Master of Arts
University of Texas at Arlington
Bachelor of Fine Arts
Pratt Institute

Yoeman, Kevin

Master of Science
University of North Texas
Bachelor of Science
University of Houston

Yu, Yung

Medical Degree
Northwestern University
Bachelor of Science
California Polytechnic University
Associate of Applied Science
The Art Institute of Dallas

Zarazua, David

Master of Arts
University of North Texas

Bachelor of Fine Arts
Texas Tech University

Executive Committee

Simon J. Lumley
President

M.B.A. ~ University of Phoenix

B.B.A. ~ University of Nebraska

Leslie C. Baughman
Vice President of Academic Affairs

Ph.D. ~ University of North Texas

M.A. ~ Southwestern Baptist Theological Seminary

M.Ed. ~ Delta State University

B.S. ~ Delta State University

Arthur Go
CPA, Director of Administrative & Financial Services

B.(S). ~ University of Oklahoma

Miriam (Kit) Johnston
Director of Career Services

B.S. ~ Southwest Texas State University

April Chatham
Dean of Student Affairs

M.A.Ed. ~ Argosy University Dallas

B.A. ~ Texas Woman's University

Chad Williams
Director of Admissions

B.A. ~ California State University

Shannon Fulmer
Director of Human Resources

M.B.A. ~ University of Phoenix

B.S. ~ University of Phoenix

Board of Trustees

Pam Carter-Mendenhall

Ms. Mendenhall earned her B.S. in Housing and Interior Design from the University of Houston. She brings with her more than 25 years' experience with The Art Institutes, serving both in the classroom and the boardroom. Ms. Mendenhall has maintained an independent design consultancy for the past 30 years focusing on health care, high-end residential and hospitality design. In addition, she has been an active participant in the American Society of Interior Designers (ASID) at the state and national levels, serving as president of the Georgia chapter and appointed as member of the National Education and Training Advisory Council. Ms. Mendenhall was appointed trustee in 2005 and currently serves as chair.

Robert Estrada

Mr. Estrada completed his JD degree at the University of Texas at Austin. After a stint as a television reporter, he worked in federal service for the Department of Housing and Urban Development, followed by a position assisting US Senator John Tower (Texas) as State Director. In 1989 he served the Bush administration during the Presidential transition, coordinating appointments made by the President in several areas. Since 1990 he has been Chairman and CEO of Estrada, Hinojosa & Company, Inc., an investment banking business concentrating in the areas of federal, state and local public debt financing and financial advisory services to government entities. He also serves on the Board of Directors of the Municipal Securities Rulemaking Board. He was appointed trustee in 1998.

Dennis Fantaski

Dr. Fantaski earned his Ph.D. in Curriculum and Supervision and his M.Ed. in Foundations of Education from the University of Pittsburgh. He served as Group Vice President of Education Management Corporation. Dr. Fantaski is a member of the Board of Directors of the EDMC Education Foundation and is also a member of the Board of Trustees of The Art Institute of Portland, The Art Institute of Seattle, The Art Institute of Phoenix, and The Art Institute of Colorado. He was formerly the President of The Art Institute of Pittsburgh, and his background includes more than 18 years' experience in banking administration. Dr. Fantaski was appointed trustee in 2005.

Harryette Ehrhardt

Dr. Ehrhardt completed her M.A. at Southern Methodist University (SMU) and her Doctorate in Education at the University of Houston. She has taught for over 20 years at both the primary school and university levels; she was Assistant Professor of Education at SMU for six years. She has also been extremely involved in civic and public service activities; her current vitae lists 15 service organizations from which she has an affiliation. From 1996-2002 she served in the Texas legislature representing House District 107. Dr. Ehrhardt was appointed trustee in 1998.

Vijay Shah

Mr. Shah earned his B.S. in Chemistry from Gujarat (India) University and his M.B.A. from the University of Dallas. Shah is Sr. Vice President, Student Recruitment at Education Management Corporation. He is responsible for the overall leadership of the admissions and recruitment operations for the company. He brings with him over 25 years of experience in sales growth, new business development, strategic planning, and project management in an educational environment. Mr. Shah was appointed trustee in 2003.

Howard Smith, Jr.

Dr. Smith earned his Ed.D. and his M.Ed. from the University of Missouri. His career in education spans almost 50 years, including more than 35 years at the University of North Texas in Denton, where he served in various capacities including Chancellor Ad Interim, President Ad Interim, Vice-President for Academic Affairs and Dean of the College of Education. He was named Dean Emeritus in 1997. Throughout his career, Dr. Smith has been and remains extremely involved in education activities and professional organizations, and continues to serve as an educational consultant. He is widely published and has received numerous honors. Dr. Smith was appointed trustee in 2005.

Simon J. Lumley (Ex-Officio)

Simon J. Lumley earned his Master of Business Administration from the University of Phoenix and his Bachelor of Science in Business Administration with a Management Emphasis from the University of Nebraska. Mr. Lumley has extensive experience with all aspects of campus management, with special emphasis on enrollment efficiency and retention. Prior to his most recent position with the University of Phoenix, he held numerous strategic and general management positions with the university, including Vice President and Director for the West Michigan campus, Director of Enrollment for the metro Detroit campuses, Enrollment Manager for the online campus and Director of Enrollment for the Maryland and Louisiana campuses. Mr. Lumley serves as an ex-officio member of the board.

College Calendar 2008-2009

QUARTERLY SCHEDULE ~ 2008

Summer Quarter

begins July 14, 2008 ends September 27, 2008

Fall Quarter

begins October 6, 2008 ends December 20, 2008

MID-QUARTERLY SCHEDULE ~ 2008

Summer II Quarter

begins August 21, 2008 ends September 27, 2008

Fall II Quarter

begins November 13, 2008 ends December 20, 2008

QUARTERLY SCHEDULE ~ 2009

Winter Quarter

begins January 12, 2009 ends March 28, 2009

Spring Quarter

begins April 6, 2009 ends June 20, 2009

Summer Quarter

begins July 13, 2009 ends September 26, 2009

Fall Quarter

begins October 5, 2009 ends December 19, 2009

MID-QUARTER SCHEDULE ~ 2009

Winter II Quarter

begins February 19, 2009 ends March 28, 2009

Spring II Quarter

begins May 14, 2009 ends June 20, 2009

Summer II Quarter

begins August 20, 2009 end September 26, 2009

Fall II Quarter

begins November 12, 2009 ends December 19, 2009

HOLIDAYS

Martin Luther King Day

Labor Day

Summer Break

Good Friday

Memorial Day

Spring Break

Winter Break

Presidents Day

Fall Break

Thanksgiving

Institution Day

CLASS SCHEDULE

Classes are scheduled at various times during the day and week in order to meet student needs as well as program needs.

Monday through Friday classes are available from 8:00 a.m. until 10:00 p.m. For Culinary students, classes are available from 6:30 a.m. until 10:30 p.m.

Saturday classes are scheduled on an as-needed basis.

