



A photograph of a person's hands typing on a silver laptop in a blurred office environment. The person is wearing a blue long-sleeved shirt. To the left of the laptop, there is a stack of yellow folders. The background is out of focus, showing office lights and walls.

# General Information

# Admissions Information

## Full Load Expectation

The primary focus of The Art Institute of Fort Lauderdale is devoted to the development of employable skills and professional work habits to prepare graduates for their chosen careers. The curricula has been designed and maintained by industry professionals to meet the needs of industry employers. To help students succeed, the college expects students to maintain full-time enrollment throughout their studies.

## Criteria for Admission

In order to matriculate at The Art Institute of Fort Lauderdale, a student must provide proof of graduation from high school that is acceptable to The Art Institute of Fort Lauderdale in the form of one of the following:

- an official high-school transcript from a high school whose accreditation is recognized by the U.S. Department of Education;
- Passing General Equivalency Diploma (GED) test scores;
- an official transcript from a postsecondary school whose accreditation is recognized by the U. S. Department of Education—that demonstrates completion of a associate, bachelor's, master's, or higher degree;
- in lieu of the GED, an equivalent exam approved in the laws or regulation of a specific state (such as the California High School Proficiency Exam—CHSPE).
- All applicants must demonstrate proficiency in English. An I-20 cannot be released without proof of English Proficiency.

Other admissions requirements follow. Please note that a certificate of attendance or completion, or a diploma based on the passing of a series of tests other than the GED (with the exception of item d. above), is not acceptable.

High-school seniors who make application prior to graduation and who meet all other admission requirements will be accepted, pending submission of a final transcript following graduation. Students who are not granted final acceptance within 30 days after matriculation will be cancelled from enrollment. In the case of a fully documented extenuating circumstance, the Dean of Academic Affairs may approve an extension to the 30-day limit that will not extend beyond the student's first quarter of study.

Home-schooled students entering the college must provide proof of graduation through a GED or a document issued by the state or an institution accredited by a body recognized by the Federal Department of Education.

Each individual who seeks admission to The Art Institute of Fort Lauderdale is interviewed, either in person or by telephone, by an Assistant Director of Admissions. The purpose of this interview is threefold:

- to explore the prospective student's background and interests as they relate to the program offerings at The Art Institute of Fort Lauderdale
- to assist prospective students in identifying the appropriate area of study consistent with their backgrounds and interests
- to provide information concerning curricular offerings and support services available at The Art Institute of Fort Lauderdale

As part of the application process, applicants must independently conceive and write an essay of approximately 150 words stating how their education at The Art Institute of Fort Lauderdale will help them attain their career goals.

The Assistant Director of Admissions and the Admissions Committee review the applications and essays of all applicants.

## Additional Criteria

Additional entry requirements must be satisfied for all students seeking admission into the Illustration, Audio Production, or Game Art & Design programs. Entry requirements follow.

The Admissions Committee determines the suitability of applicant for the programs at The Art Institute of Fort Lauderdale and ultimately make a decision regarding acceptance or rejection. The Assistant Director of Admissions and/or the Admissions Committee reserves the right to request additional records of accomplishments in core academic courses and/or the results of any nationally based examinations such as the ACT or SAT prior to making this decision.

An application and enrollment agreement must be completed and signed by the applicant and parent or guardian (if the applicant is a minor).

Prospective students are encouraged to visit The Art Institute of Fort Lauderdale, although a visit is not a condition for submitting the application/enrollment agreement for acceptance. Arrangements for an interview and tour of the college may be made by telephone (800-275-7603) or by letter addressed to the Director of Admissions, The Art Institute of Fort Lauderdale, 1799 SE 17th Street, Fort Lauderdale, FL 33316-3013.

## Placement Test

Applicants to The Art Institute of Fort Lauderdale may be required to take a placement test.

## Program Entry Requirements

Some program areas may require a background check (criminal, personal, etc.) prior to employment to qualify for certain positions. Check with specific program areas for additional information.

## Audio Production Program Entry Requirements

All applicants and continuing students who wish to enter into the Audio Production program at The Art Institute of Fort Lauderdale must meet the following requirements prior to starting classes in addition to all other admission requirements set forth by the college in the college catalog.

### CGPA Requirement

Applicants requesting enrollment in the Audio Production Bachelor of Science degree program must present a high-school transcript that shows evidence of graduation with a CGPA of 2.5 or higher on a 4.0 scale. Alternatively, applicants who do not meet the CGPA requirement may be accepted into the program as described in CGPA Exception 1 or 2 below.

### CGPA Exception 1 - Successful College

Performance To have college performance accepted in lieu of high- school performance, a minimum of two semesters or quarters of successful college work with a minimum total of eight courses must be demonstrated. Applicants must present official transcripts from all colleges attended. If the CGPA from all of the college transcripts are equivalent to a 2.5 CGPA on a 4.0 scale, the applicant will be permitted to enter the program.

### CGPA Exception 2 - Changing Major to Audio Production at The Art Institute of Fort Lauderdale

Applicants who do not meet the CGPA requirements listed above may enroll at The Art Institute of Fort Lauderdale in another major. Continuing students must successfully complete a minimum of two quarters with a minimum total of eight courses at The Art Institute of Fort Lauderdale before they can request to change their major to Audio Production. A continuing student's CGPA must be 2.5 or greater and they must have passed the courses listed previously in this section before a change of major will be approved. The student must also be in good academic standing for a change of major to be approved.

## Game Art & Design Program Entry Requirements

All applicants and continuing students who wish to enter into the Game Art & Design program at The Art Institute of Fort Lauderdale must meet the following requirements prior to starting classes in addition to all other admission requirements set forth by the college in the college catalog.

### CGPA Requirement

Applicants requesting enrollment in the Game Art & Design Bachelor of Science Degree program must present a high-school transcript that shows evidence of graduation with a CGPA (Cumulative Grade Point Average) of 2.5 or higher on a 4.0 scale. Alternatively, applicants who do not meet the CGPA requirement may be accepted into the program as described in CGPA Exception 1 or 2 below.

### Portfolio Requirement

Additionally, all applicants must submit to the Game Art & Design Entrance Portfolio Committee, a portfolio of 5-10 observational/full figure life drawings in a variety of poses, with hands, feet, and facial features that show an understanding of the human body's anatomy and skeletal structure, and 5-10 pages from the applicant's sketchbook. The drawings should show the body's form in space, proportions, and perspective.

If a portfolio submission is rejected, the student may appeal to the Chair of the Game Art & Design Entrance Portfolio Committee to resubmit new work. If the portfolio is rejected a second time, the student may submit a written appeal to schedule a meeting with the Chair of the Game Art & Design program to determine a course of action.

### CGPA Exception 1 - Successful College Performance

To have college performance accepted in lieu of high-school performance, a minimum of two semesters or quarters of successful college work with a minimum total of eight courses must be demonstrated. Applicants must present official transcripts from all colleges attended. If the CGPA from all of the college transcripts are equivalent to a 2.5 CGPA on a 4.0 scale, the applicant will be permitted to enter the program.

### CGPA Exception 2 - Changing Major to Game & Art Design at The Art Institute of Fort Lauderdale

Applicants who do not meet the CGPA requirements listed above may enroll at The Art Institute of Fort Lauderdale in another major. Continuing students must successfully complete a minimum of two quarters with a minimum total of eight courses at The Art Institute of Fort Lauderdale before they can request to change their major to Game Art & Design. A continuing student's CGPA must be 2.5 or greater before a change of major will be approved. The student must also be in good academic standing for a change of major to be approved.

Additionally, continuing students must submit a portfolio of work as described above to the Game Art & Design Entrance Portfolio Committee.

## Illustration Program Entry Requirements

All applicants and continuing students who wish to enter into the Illustration program at The Art Institute of Fort Lauderdale must meet the following requirements prior to starting classes in addition to all other admission requirements set forth by the college in the college catalog.

### CGPA Requirement

Applicants requesting enrollment in the Illustration Bachelor of Science degree program must present a high-school transcript that shows evidence of graduation with a CGPA of 2.5 or higher on a 4.0 scale. Alternatively, applicants who do not meet the CGPA requirement may be accepted into the program as described in CGPA Exception 1 or 2 below.

### Portfolio Requirement

Additionally, all applicants must submit to the Illustration Entrance Portfolio Committee, a portfolio of 5-10 observational/full figure life drawings in a variety of poses, with hands, feet and facial features that show an understanding of the human body's anatomy and skeletal structure, and 5-10 pages from the applicant's sketchbook. The drawings should show the body's form in space, proportions and perspective.

If a portfolio submission is rejected, the student may appeal to the Chair of the Illustration Entrance Portfolio Committee to resubmit new work. If the portfolio is rejected a second time the student may submit a written appeal to schedule a meeting with the Chair of the Illustration program to determine a course of action.

### CGPA Exception 1 - Successful College Performance

To have college performance accepted in lieu of high-school performance, a minimum of two semesters or quarters of successful college work with a minimum total of eight courses must be demonstrated. Applicants must present official transcripts from all colleges attended. If the CGPA from all of the college transcripts are equivalent to a 2.5 CGPA on a 4.0 scale, the applicant will be permitted to enter the program.

### CGPA Exception 2 - Changing Major to Illustration at The Art Institute of Fort Lauderdale

Applicants who do not meet the CGPA requirements listed above may enroll at The Art Institute of Fort Lauderdale in another major. Continuing students must successfully complete a minimum of two quarters with a minimum total of eight courses at The Art Institute of Fort Lauderdale before they can request to change their major to Illustration. A continuing student's CGPA must be 2.5 or greater and they must have passed the courses listed previously in this section before a change of major will be approved. The student must also be in good academic standing for a change of major to be approved.

Additionally, continuing students must submit a portfolio of work as described above to the Illustration Entrance Portfolio Committee.

## International Admissions Policies

All international (non-immigrant) applicants to The Art Institute of Fort Lauderdale must meet the same admissions standards as other students (Please refer to Criteria for Admissions Policy on page 24).

Effective for applications received after April 30, 2010 for the summer 2010 quarter and beyond. All applicants for admission must provide proof of English

language proficiency (see English Language Proficiency Requirement)

### English Language Proficiency Requirement

English is the official language of instruction at the college and therefore all students must demonstrate competence in the English language by one of the following:

1. TEST SCORES: By successfully passing the TOEFL with a score of 480 for diploma students and a score of 500 for associate and bachelor level students (please contact the admissions office for additional methods of providing evidence of English language proficiency in lieu of the TOEFL).
2. DIPLOMA: English language proficiency can also be satisfied if the applicant submits a diploma from a secondary school (or above) in a system in which English is the official language of instruction.
3. SUCCESSFUL COLLEGE: Proof of successful completion of a minimum of two semesters or quarters of post-secondary coursework at an accredited institution in which English was the language of instruction.
4. TRANSFER CREDIT: Satisfactory completion of and transferring in credit for English Composition ENC1101 and Introduction to Literature ENC1102 or their equivalent from an English speaking college or university within the U.S.A., achieving a grade of "C" or better.

### Admissions Requirements for Nonimmigrant Students

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

1. A completed and signed Application for Admission Form including required essay;
2. A completed and signed Enrollment Agreement;
3. Original or official copies of all educational transcripts (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;
4. Official evaluation of educational credentials to determine United States equivalency by a NACES sanctioned organization. Additional information can be found at <http://www.naces.org>
5. Proof of English language proficiency (see English language proficiency policy);
6. A completed and signed Sponsor's Statement of Financial Support; (This statement is not required if the student is self-sponsored;)
7. Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
8. A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable tuition deposit;
9. A photocopy of the student's passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
10. 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);
11. 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;
12. 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, they will be sent additional information regarding the student visa application process. The Art Institute of Fort Lauderdale is authorized under federal law to admit nonimmigrant students.

## Student Right-to-Know Act

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

## Readmissions Procedures & Re-establishment of Financial Aid

Any student who has left The Art Institute of Fort Lauderdale for any time period must go through the formal re-entry process. To begin the process, the student must meet with the Assistant Director of Readmissions. The student's record will be reviewed for academic progress and financial obligations. If approval is obtained, the Assistant Director of Readmissions may proceed with the reentry process.

Students who interrupt their education will be subject to any changes in tuition, curricula, and graduation requirements that occurred during their leave.

## Academic Policies and Regulations

### Introduction

Academic Affairs serves the students, faculty, and community through the development and implementation of post-secondary educational programs. This prepares students with the necessary skills for entry-level positions in a variety of design-related and business-related careers. Academic Affairs achieves its mission through:

- the selection, development, and retention of qualified faculty
- the careful, continual planning and development of a curriculum that is responsive to the needs of students and employers
- the promotion and support of an effective library that provides access to the needed materials and information supporting educational programs at The Art Institute of Fort Lauderdale

The Academic Affairs Division includes the Dean of Academic Affairs, Associate Dean of Academic Affairs, Assistant Dean of Academic Affairs, Registrar, Director of the Library, Director of General Studies, Director of Faculty Development, academic program chairs, and their respective staffs. The academic program chairs and directors report to the Dean of Academic Affairs. Faculty members report through their respective program chairs. Faculty and staff members have been carefully selected to assure excellence in the educational process. In addition to having academic credentials in their discipline, faculty members also have professional experience and

backgrounds in the career-related areas they teach. Students come to The Art Institute of Fort Lauderdale to prepare for employment in the careers of their choice. The major focus of the educational process is devoted to the development of employable skills and professional work habits so that graduates are prepared for the working world.

It is very important that students use every resource at their disposal and acquire the maximum benefit from every course. The student should consult with the instructors, advisors, or program chairs whenever there is need for additional instruction or support services.

The academic program chairs and department directors are charged with the day-to-day administration of their student body through academic advisement and curriculum management. They meet with faculty, both formally and informally, throughout each quarter to ensure a strong and supportive learning environment. The academic program chairs and department directors meet regularly with the Dean of Academic Affairs. The meetings address administrative and procedural issues, provide training and support, and cover strategic and operational initiatives.

## Academic Advising

Each of the programs at The Art Institute of Fort Lauderdale has specific academic advisors who meet with students to assist them in the selection of their courses. The students meet their advisors during orientation and work with them each quarter until they graduate. Advisors are available during days and evenings.

Students are assisted with registration, schedule adjustment processes, and other matriculation necessities. The Advising Department also serves as a liaison facilitating student communication with business offices such as Student Financial Services, the Registrar's Office, program chairs, and the Dean of Academic Affairs. Additionally, the advisors have a strong bond with the Counseling Department and make referrals as necessary.

Students who experience academic difficulty are strongly encouraged to immediately consult with their instructor[s], their academic advisor, and their program chair to develop an action plan for resolving their academic needs and concerns.

## Articulation Agreements

The Art Institute of Fort Lauderdale maintains several articulation agreements to facilitate the transfer of credit.

## High School Agreements

**Broward, Miami-Dade, and Palm Beach County Agreements:** The Art Institute of Fort Lauderdale has established criteria to grant credit to students who have completed select Tech Prep and other curricula in Florida high schools in Broward, Miami-Dade, and Palm Beach counties. Through agreements with the district school boards of education in these counties, credit may be granted for coursework in the following Tech Prep programs:

Academy of Database and Programming Essentials  
Academy of Entrepreneurship  
Academy of Information Technology  
Business Technology Digital Design  
Commercial Art Technology  
Commercial Foods and Culinary Arts  
Culinary Operations  
Drafting and Illustrative Design Technology  
Fashion Design Services  
Interior Design Services  
Television Production  
Web Design Services

Please see: [www.aifl.info/collegetcredit/](http://www.aifl.info/collegetcredit/) for more information.

## Statewide High-School Agreements:

The Art Institute of Fort Lauderdale and the Florida Restaurant & Lodging Association Educational Foundation's ProStart School-to-Career Programs and grant credit to high-school graduates who have completed secondary programs of Food Production and Services or Commercial Foods, or Post-secondary vocational programs of Commercial Foods & Culinary Arts or Food Management, Production, and Services. For more information on receiving credit for these programs, please contact the Director of Admissions at 954-463-2148.

## Florida Universities and Colleges

Through the college's participation in Florida's Statewide Course Numbering System (SCNS), designated courses from the college articulate (transfer) with more than 110 institutions throughout the state. SCNS is used by all public Post-secondary institutions and by participating non-public post-secondary institutions throughout Florida.

Governed by State Board of Education Rule 6A-10.024(19) of the Florida Administrative Code, the major purpose of this system is to facilitate transfer of courses between participating institutions. The Art Institute of Fort Lauderdale. Courses throughout this catalog are approved by SCNS.

For details regarding the transferability of coursework into or from The Art Institute of Fort Lauderdale through SCNS, please refer to Florida's Statewide Course Numbering System on page 27.

## The Art Institutes System Agreements

The Art Institute of Fort Lauderdale maintains agreements to facilitate transfer of credit to and from colleges in The Art Institutes system. The Art Institutes system includes the following commonly owned colleges:

The Art Institute of Atlanta<sup>®</sup>, GA  
The Art Institute of Atlanta<sup>®</sup>, — Decatur, GA  
The Art Institute of California<sup>®</sup>  
— Inland Empire  
The Art Institute of California<sup>®</sup>  
— Los Angeles  
The Art Institute of California<sup>®</sup>  
— Orange County  
The Art Institute of California<sup>®</sup>  
— Sacramento  
The Art Institute of California<sup>®</sup> — San Diego  
The Art Institute of California<sup>®</sup>  
— San Francisco  
The Art Institute of Charleston, SC  
*A branch of The Art Institute of Atlanta, GA*  
The Art Institute of Charlotte<sup>®</sup>, NC  
The Art Institute of Colorado<sup>®</sup> (Denver)  
The Art Institute of Dallas<sup>®</sup>, TX  
The Art Institute of Fort Lauderdale<sup>®</sup>, FL  
The Art Institute of Houston<sup>®</sup>, TX  
The Art Institute of Indianapolis<sup>®</sup>, IN  
The Art Institute of Jacksonville, FL  
*A branch of Miami International University of Art & Design*  
The Art Institute of Las Vegas<sup>®</sup>, NV  
The Art Institute of Michigan<sup>®</sup>  
The Art Institute of New York City<sup>®</sup>, NY  
The Art Institute of Ohio— Cincinnati  
The Art Institute of Philadelphia<sup>®</sup>, PA  
The Art Institute of Phoenix<sup>®</sup>, AZ  
The Art Institute of Pittsburgh<sup>®</sup>, PA  
The Art Institute of Pittsburgh - Online Division<sup>®</sup>,  
The Art Institute of Portland<sup>®</sup>, OR  
The Art Institute of Salt Lake City<sup>®</sup>, UT  
The Art Institute of Seattle<sup>®</sup>, WA  
The Art Institute of Tampa<sup>®</sup>, FL  
*A branch of Miami International University of Art & Design*

The Art Institute of Tennessee — Nashville, TN  
*A branch of The Art Institute of Atlanta, GA*  
The Art Institute of Toronto<sup>®</sup>, ON  
The Art Institute of Tuscon<sup>®</sup>, AZ  
The Art Institute of Vancouver<sup>®</sup>, BC  
The Art Institute of Washington<sup>®</sup> (Arlington, VA)  
*A branch of The Art Institute of Atlanta, GA*  
The Art Institute of York — PA  
The Art Institutes International Minnesota<sup>®</sup>  
(Minneapolis)  
California Design College<sup>®</sup> (Los Angeles – Wilshire Blvd.)  
The Illinois Institute of Art<sup>®</sup> — Chicago  
The Illinois Institute of Art<sup>®</sup> — Schaumburg  
Miami International University of Art & Design<sup>®</sup>, FL  
The New England Institute of Art<sup>®</sup>(Boston, MA)

· Accredited by ACCSCT as a branch of The Illinois Institute of Art — Chicago  
· Accredited by ACCSCT as a branch of The Art Institute of Las Vegas<sup>®</sup>, NV  
· Accredited by ACCSCT as a branch of The Illinois Institute of Art - Chicago

A range of online course opportunities is available.

For more information regarding the agreement between The Art Institute of Fort Lauderdale and other colleges within The Art Institutes system, please refer to Transfer of Credit on page 33, or contact a program chair.

## Quarterly Clearance & Attendance Policies

To maintain current enrollment, students must abide by the following policies each quarter. The policies are listed by priority.

### 1. Quarterly Enrollment & Class Clearance Policy

Each student must be cleared by completing any outstanding business (examples include but are not limited to financial, educational, and student services business) with the college before attending class and attend class within the first seven academic days [including Saturday] of each quarter to maintain enrollment as a student. Failure to do so may result in the termination of enrollment for the quarter. A dorm student whose enrollment is terminated for the quarter will have their dorm lease terminated.

Students who have not been cleared by the college are not permitted to attend classes. Students missing class(es) because they are not cleared will be marked absent. (Please refer to the Course Absenteeism & Performance Policy.)

A student whose enrollment is terminated for the quarter for not attending during the first seven academic days [including Saturday] of the quarter may be permitted to apply for readmission into the subsequent quarter.

### 2. Consecutive Days Absent Policy

After clearing and starting each quarter, any student who does not attend classes for 10 consecutive calendar days may have their enrollment terminated.

A student whose enrollment is terminated for the quarter for failure to attend classes any days within a consecutive 10-calendar-day period may be permitted to apply for readmission into the subsequent quarter.

A student whose enrollment is terminated should refer to the appeal process within the Standards for Academic Progress Policy on page 32.

### 3. Course Absenteeism & Performance Policy

Accumulated absenteeism in any one course affects performance and grades. Absenteeism can be accumulated through missing the class meeting entirely, by being tardy or leaving class early. Excessive tardiness and leaving early accumulate toward full-day absences.

Excessive absenteeism (i.e., more than 12 class hours for a 44-contact-hour course) may result in course failure. The faculty member has full authority to fail a student for excessive absenteeism. The "F" grade will be recorded and submitted by the faculty member on the final grade sheet. The following chart reflects the maximum absenteeism for various types of courses. For the specific requirements in individual courses, refer to the course syllabus provided by the instructor.

Course Hours	Maximum Absent Per Quarter Hours Allowed
33	9
44	12
55	15

If a course meets for any other combination of hours students should consult their instructor or program chair for maximum absenteeism limits.

Any student who does not attend classes for 10 consecutive calendar days may have their enrollment terminated for the quarter.

Federal regulations state that the Registrar's Office may not release any academic or attendance information over the phone. Students who need information regarding their attendance or grades must request it in person, from either their instructor or the Registrar's Office. A photo ID is required.

It is the student's responsibility to remain current on their attendance status.

### 4. Add/Drop Period

The first seven academic days [including Saturday and excluding holidays] of each quarter are designated the Add/Drop period. During this time, students may make registration adjustments (adding, dropping, or changing days/times of courses) without financial penalty. Students who drop all courses will have their enrollment terminated and should refer to the college Refund Policy for further information.

### 5. Course Withdrawal Period

After the end of the Add/Drop period, students who receive permission from their academic program chair or advisor may be permitted to withdraw from a course. Requests for withdrawal must be received before the normal close of business the last day of the ninth week of the quarter. Students opting to withdraw from any courses before the end of the ninth week will receive a "W" on their transcript. Students requesting a withdrawal from any course after the ninth week receive a "WF" grade, which is calculated into the CGPA as an "F" grade. Please note that no tuition refunds or partial refunds are given for course withdrawals.

## Change of Program and Change of Level

A change of program at The Art Institute of Fort Lauderdale refers to a change in the area of study, not in the degree/diploma level. For example, a change of program would include a change from the Associate of Science degree program in Culinary Arts to the Associate of Science degree program in Photography.

A change in level refers to a change from one degree program to another degree program within the same field of study; from a diploma program to a degree program within the same field of study; or from a degree program to a diploma program within the same field of study. For example, a level change would include a change from the Associate of Science degree program in Culinary Arts to the diploma program in Art of Cooking.

A student who is on academic probation may not change programs or levels. If a change in either program or level will immediately place a student into a probation or termination status, the change will not be allowed.

A student may request a change of program only once prior to graduating. It should be noted that a student's length of study, as well as their financial aid, may be affected by a change of program.

A student's CGPA is based on all grades earned in any current and prior programs at The Art Institute of Fort Lauderdale except those grades earned in transitional studies and language study courses and "W," "P," "V," and "K" grades (which are based on withdrawals, proficiency/life credit, requirements waived, and transfer credit).

Whether a student changes program or level, the student must sign a new enrollment agreement with their academic advisor.

A student requesting a change in level from a diploma program to an Associate of Science or Bachelor of Science degree program must meet all Art Institute of Fort Lauderdale requirements for admission into the degree program including completion of any Accuplacer and/or LOEP or TOEFL test requirements. Such a student must take the Accuplacer test immediately or be determined to be exempt (see Placement Testing, Transitional Studies and Language Studies) before final approval of the transfer. Results of the Accuplacer test will determine whether the student shall enroll in transitional studies courses.

Students may not enroll in more than one program at a time.

A new student who wishes to pursue another degree after graduation must be processed as a new student through the Admissions Department by completing a new application and enrollment agreement.

## Change of Major

Students are allowed only one change of major. Changing from an Associate program to a Bachelor's program for the same major is not considered a change of major.

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

## Class Sizes

The average class size is approximately 20 students. The maximum class size for lecture is approximately 60 and the maximum laboratory setting is 35.

## Class Sessions

Classes are in session six days a week, Monday through Saturday. Students are scheduled by The Art Institute of Fort Lauderdale to meet their total weekly hour requirement through a combination of morning, afternoon, evening, and weekend classes. The weekly hour requirement is scheduled to be completed in a minimum of three days and a maximum of six days during each week. Individual times and days of attendance vary by department and quarter level and are assigned and generally announced to students in advance of each quarterly start date.

Class Sessions and Total Weekly Hours by Program. Courses generally meet:

7 a.m.-10 a.m.*	1 p.m.-4 p.m.**
7 a.m.-12 noon*	1 p.m.-5 p.m.
8 a.m.-12 noon	6 p.m.-9 p.m.**
9 a.m.-12 noon**	6 p.m.-10 p.m.
12:30 p.m.-5:30 p.m.*	6 p.m.-11 p.m.*

\* Culinary Arts classes

\*\* Lecture only courses meet for three hours per session. Full-time students generally attend 15-20 contact hours per week, except Culinary Arts students, who generally attend 15-23 contact hours per week.

The Art Institute of Fort Lauderdale reserves the right to change a student's class session from time to time according to classroom, studio, shop and/or lab availability, and academic and student distribution circumstances. Occasionally, instructional activities may occur at an off-campus location appropriate for the particular activity.

## Course Code/Numbering System

### Florida's Statewide Course Numbering System (SCNS)

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 26 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

## Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)
ENG	1	1
English Composition	Lower (Freshman) Level at this institution	Freshman Composition
Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
0	1	
Freshman Composition Skills	Freshman Composition Skills 1	No Laboratory component in this course

## General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 58 different postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills 1."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

## The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

## Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

## Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- Courses not offered by the receiving institution.
- For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
- College preparatory and vocational preparatory courses.
- Graduate courses.
- Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

## Courses at Non-regionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to (Name of Statewide

Course Numbering System Institution Contact) in the (Office where Institution Contact may be located) or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at <http://scns.fldoe.org>.

## Course Scheduling

The Art Institute of Fort Lauderdale reserves the right to reschedule students at any time to accommodate classroom needs. The college also reserves the right to alter or change course titles, course content, or the sequencing of classes, subject to regulatory approval, at any time necessary for the purpose of enhancing the education program.

## Electives Terminology

An elective course is a course taken by a student to fulfill total credit hour graduation requirements but not specifically listed in the required course listing in the college catalog or on the student's degree audit as a specific course requirement.

## Program Electives

A program elective is a course specific to any program area other than General Education.

- Program elective requirements may be fulfilled through advanced standing (transfer or proficiency credit) but generally are not fulfilled in this manner due to currency issues and the rapid pace of technological change.
- The program chair or designee awards transfer or proficiency credit in the student's declared field of study. All advanced standing credit transfer must be completed prior to the beginning of the student's first quarter. See the Standards for Academic Progress Policy and Transfer of Credit policy for specific rules.
- A student's program elective selection is bound by `prereq/corequisite/ concurrent` requisite requirements.
- A student may request special permission in writing from the program chair to register for any course in which they wish to enroll.
- A General Education course or elective cannot be used to fulfill a required program course or program elective.
- Students should consult the most recent listing of approved program electives prior to registering.
- The list of approved program electives for a given program is updated quarterly by the corresponding program chair.

## General Education Electives

- General Education electives refer to elective courses that are not listed on the student's degree audit as a required course in the student's program area and that fall in the General Education list of courses.
- General Education electives are chosen by a student to fulfill the total credit hour requirement in the General Education area.
- General Education electives must fulfill the definition of a General Education course as described in the Accrediting Council of Independent Colleges and Schools (ACICS) and Florida Commission for Independent Education (CIE) criteria.
- Students should consult the listing of approved General Education elective courses prior to registering.
- A Program course or elective cannot be used to fulfill a required General Education course or General Education elective.

## General Education

Associate and bachelor degree programs at The Art Institute of Fort Lauderdale include general education requirements. Courses in general education are intended to complement the knowledge and skills students acquire in their program area. The focus is on concepts, principles, and theory rather than practical application to a specific program.

These requirements help provide graduates with an understanding of the world around them and prepare them for a lifetime of growth and development as a person, citizen, and member of the global community. Students gain competencies in mathematics and computer science, English and literature, behavioral and social sciences, physical and natural sciences, and humanities.

General education objectives common to many program areas include:

1. Acquire essential written, oral, and interpersonal communication skills
2. Use quantitative reasoning skills
3. Develop critical thinking and logical reasoning skills
4. Learn information literacy skills
5. Appreciate the humanities and sciences in historical and cultural contexts

Students should consult their academic advisor to determine which general education courses are required, their sequence, and electives, if any, that are available.

## Grading System

The grading system incorporates letter grades, equivalent numeric values, and letter codes as follows:

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

Additional Letter Codes:

- P = Proficiency Credit
- TR or K = External Transfer of Credit
- W = Withdrawal during weeks 1–9
- WF = Withdrawal Fail (withdraw after 9th week)

## Graduation Requirements

To be qualified to graduate and become eligible to participate in Portfolio Review for those programs requiring a portfolio, a student must fulfill the following requirements:

1. receive a passing grade or credit for all required coursework
2. achieve a minimum CGPA of 2.0
3. maintain satisfactory academic progress standards
4. satisfy all financial obligations to The Art Institute of Fort Lauderdale
5. receive a passing grade on the portfolio or thesis, if required
6. students must be enrolled at the college during the quarter in which they will graduate

7. all major/program changes must be approved and completed prior to the add/drop period of the last quarter of attendance

Please note: Portfolio courses require students to earn a “C” or better to exit the course. Any performance below a “C” results in failure and is calculated in the student’s CGPA as an “F” grade.

## Bachelor of Science Degree

To graduate with a Bachelor of Science degree, students are required to have fulfilled all required coursework and achieved a final Cumulative Grade Point Average of 2.0 or higher. Additionally, students must have successfully completed 180 credits.

## Associate of Science Degree

To graduate with an Associate of Science degree, students must have fulfilled all required coursework and achieved a final Cumulative Grade Point Average of 2.0 or higher. Also required for graduation are 90 quarter credit hours in either Broadcasting, Fashion Design, Graphic Design, or Video Production; 105 quarter credit hours in the Web Design & Interactive Media, Baking & Pastry, Culinary Arts, or Photography programs.

## Diploma

To graduate with a diploma, students must have fulfilled all required coursework and achieved a CGPA of 2.0 or higher. Also required for graduation are 36 quarter credit hours either Art of Cooking, Graphic and Desktop Design, and Residential Design programs.

## Portfolio Evaluation Requirements

Graduating students from all art-based/design departments must pass a required course in which a portfolio is produced. The portfolio must be produced to the standard established by the faculty. The portfolio in some departments may be evaluated by a committee. An outline of portfolio standards, projects, and general criteria is separately provided to students within each program. These portfolio requirements are periodically reviewed. The Art Institute of Fort Lauderdale reserves the right to alter or modify the portfolio requirements at any time it is deemed to be in the best interest of graduating students to enhance their career employment potential.

## Portfolio Review

The Art Institute of Fort Lauderdale celebrates the work and accomplishments of its graduating classes with Portfolio Review. This venue also serves as a showcase to introduce graduates and their work to prospective employers, the community, family, and friends. Portfolio Review is typically held on graduation day.

## Length of Time & Document Received Upon Graduation

### Advertising

Upon completion of the 36-month, 12-quarter [180 credit hours] Advertising program, the Bachelor of Science degree will be conferred.

### Media Arts & Animation

Upon completion of the 36-month, 12-quarter [180 credit hours] Media Arts and Animation program, the Bachelor of Science degree will be conferred.

### Broadcasting

Upon completion of the 18-month, 6-quarter [90 credit hours] Broadcasting program, the Associate of Science degree will be conferred.

### Culinary Arts

Upon completion of the 36-month, 12-quarter [180 credit hours] Culinary Management program, the Bachelor of Science degree will be conferred.

Upon completion of the 21-month, 7-quarter [105 credit hours] Culinary Arts program, the Associate of Science degree will be conferred. Holders of an Associate of Science degree in Culinary Arts will have the length of the twelve-quarter [180 credit hours] Bachelor of Science degree reduced proportionately.

Upon completion of the 21-month, 7-quarter [105 credit hours] Baking & Pastry program, the Associate of Science degree will be conferred. Holders of an Associate of Science degree in Baking & Pastry will have the length of the twelve-quarter [180 credit hours] Bachelor of Science degree reduced proportionately.

Upon completion of the 12-month, 4-quarter [36 credit hours] Art of Cooking program, the diploma will be conferred. Holders of an Associate of Science degree in Art of Cooking will have the length of the twelve-quarter [180 credit hours] Bachelor of Science degree reduced proportionately.

### Digital Filmmaking & Video Production

Upon completion of the 36-month, 12-quarter [180 credit hours] Digital Filmmaking & Video Production program, the Bachelor of Science degree will be conferred.

Upon completion of the 18-month, 6-quarter [90 credit hours] Video Production program, the Associate of Science degree will be conferred. Holders of an Associate of Science degree in Video Production will have the length of the twelve-quarter [180 credit hours] Bachelor of Science degree reduced proportionately.

### Fashion Design

Upon completion of the 36-month, 12-quarter [180 credit hours] Fashion Design program, the Bachelor of Science degree will be conferred.

Upon completion of the 18-month, 6-quarter [90 credit hours] Fashion Design program, the Associate of Science degree will be conferred.

Holders of an Associate of Science degree in Fashion Design will have the length of the twelve-quarter [180 credit hours] Bachelor of Science degree reduced proportionately.

### Fashion Merchandising

Upon completion of the 36-month, 12-quarter [180 credit hours] Fashion Merchandising program, the Bachelor of Science degree will be conferred.

### Game Art & Design

Upon completion of the 36-month, 12-quarter [180 credit hours] Game Art & Design program, the Bachelor of Science degree will be conferred.

### Graphic Design

Upon completion of the 36-month, 12-quarter [180 credit hours] Graphic Design program, the Bachelor of Science degree will be conferred.

Upon completion of the 18-month, 6-quarter [90 credit hours] Graphic Design program, the Associate of Science degree will be conferred. Holders of an Associate of Science degree in Graphic Design will have the length of the twelve-quarter [180 credit hours] Bachelor of Science degree reduced proportionately.

Upon completion of the 12-month, 4-quarter [36 credit hours] Graphic and Desktop Design program, the diploma will be conferred. Holders of an Associate of Science degree in Graphic and Desktop Design will have the length of the twelve-quarter [180 credit hours] Bachelor of Science degree reduced proportionately.

### Illustration

Upon completion of the 36-month, 12-quarter [180 credit hours] Illustration program, the Bachelor of Science degree will be conferred.

### Industrial Design

Upon completion of the 36-month, 12-quarter [180 credit hours] Industrial Design program, the Bachelor of Science degree will be conferred.

### Interior Design

Upon completion of the 36-month, 12-quarter [180 credit hours] Interior Design program, the Bachelor of Science degree will be conferred.

Upon completion of the 18-month, 6-quarter [90 credit hours] Interior Design program, the Associate of Science degree will be conferred.

Upon completion of the 12-month, 4-quarter [36 credit hours] Residential Design program, the diploma will be conferred. Holders of an Associate of Science degree in Interior Design will have the length of the 12-quarter [180 credit hour] Bachelor of Science degree reduced proportionately.

### Photography

Upon completion of the 36-month, 12-quarter [180 credit hours] Photography program, the Bachelor of Science degree will be conferred.

Upon completion of the 21-month, 7-quarter [105 credit hours] Photography program, the Associate of Science degree will be conferred.

### Visual Effects & Motion Graphics

Upon completion of the 36-month, 12-quarter [180 credit hours] Visual effects & motion graphics program, the Bachelor of Science degree will be conferred.

### Web Design & Interactive Media

Upon completion of the 36-month, 12-quarter [180 credit hours] Interactive Media Design program, the Bachelor of Science degree will be conferred.

Upon completion of the 21-month, 7-quarter [105 credit hours] Web Design & Interactive Media program, the Associate of Science degree will be conferred. Holders of an Associate of Science degree in Web Design & Interactive Media will have the length of the 12-quarter [180 credit hours] Bachelor of Science degree reduced proportionately.

## Honors Recognition

### President/Dean's List

The President and Dean of Academic Affairs at The Art Institute of Fort Lauderdale recognize full-time students who maintain a 3.5 or higher Grade Point Average [GPA]. Full-time students who earn a 4.0 quarterly GPA are placed on the President's Honor Roll; those who earn a quarterly GPA of 3.7–3.9 are placed on the Dean's Honor Roll; and those who earn a quarterly GPA of 3.5–3.6 are placed on the Honor Roll. Graduates who have achieved a 3.5 or better cumulative GPA are designated Honor Graduates.

### Interdisciplinary Honors Program

This Interdisciplinary program focuses on the college's in-house advertising design agency.

The Interdisciplinary Honors program at The Art Institute of Fort Lauderdale recognizes and cultivates students who exhibit exemplary professional behavior, self-discipline, positive attitude, interpersonal communication skills, and academic excellence. The program also provides an

opportunity for the exemplary student to work with faculty and peers in classes that are geared to challenge them.

The mission of the Honors Program at The Art Institute of Fort Lauderdale is to recognize and cultivate students who exhibit exemplary professional behavior, self-discipline, positive attitude, interpersonal communication skills, and academic excellence. The Honors Program also provides an opportunity for the exemplary student to work with faculty and peers in classes that are geared to challenge them within the structure of the college's Honors Program: Design Agency.

The program is open only to bachelor's degree-seeking students. Applicants must have completed a minimum of 120 credit hours with a minimum 3.5 CGPA and have been enrolled for at least three quarters. Please contact the Interdisciplinary Honors Coordinator for additional information.

## Late Work

Late work will be permitted with the permission of the instructor. Work extended beyond the end of the subsequent quarter must be recommended by the faculty and approved by the program chair. Late work has no impact on recorded attendance. The standard Art Institute of Fort Lauderdale contract to finish work must be completed, signed, and approved prior to any late work being accepted.

## Online Courses

### About Online Courses

The Art Institute of Fort Lauderdale offers selected online courses through a consortium agreement with The Online division of The Art Institute of Pittsburgh. Online courses are intended to allow students more freedom in course scheduling because they are completed off campus at the student's convenience. Adherence to The Art Institute of Fort Lauderdale's Standards for Academic Progress Policy, all other Art Institute of Fort Lauderdale policies, and those policies governing online courses is required of students taking online courses.

Online courses are 5 1/2 weeks in duration. A student is required to log into an online course five of every seven days in the class week (each of the five logins must be made during separate 24-hour periods). A student may log into the course at any time during a given 24-hour period. All assignments must be submitted by midnight of the due date. Student participation in the course is required, as is submission of formal course assignments. Logins to the course are monitored.

In instances in which a course is offered both online and on ground, the online course has the same course and exit competencies as the on-ground version of that same course. As in traditional on-ground courses, the student is expected to complete all work and submit all assignments within the time periods given by the instructor on the course syllabus.

Regular tuition rates apply to online courses; however, an additional \$100 fee is charged for each online course to cover administrative and technical support for students. Students are also required to purchase software as needed for online courses. Information regarding refunds of tuition for online courses may be found in the college catalog under "Refund Policy."

### Prerequisites for Participation in Online Courses

As a first step, a self-administered survey about online courses is available on The Art Institute Online web site [www.aionline.edu](http://www.aionline.edu) to assist a student in determining if they are a good candidate for online courses. Before

registering for an online course, the student should speak with their academic advisor at The Art Institute of Fort Lauderdale to discuss their interests, the type of learning activities with which they are most comfortable, and the amount of time they have available to pursue online courses. The advisor can recommend the most appropriate course types and course load based on this input.

To participate in online courses, the student must have computer hardware and software equivalent to the specifications indicated by The Art Institute, as well as Internet access. Computers in the labs at The Art Institute of Fort Lauderdale may not be used for online courses. Prior to registration each quarter, The Art Institute of Fort Lauderdale provides students with a list of courses to be offered online the next quarter.

The Art Institute regularly reevaluates hardware and software needs to ensure that students taking online courses are utilizing technology in parity with students taking the same courses on ground.

## Registration for Online Courses

A student registers for online courses during the regular registration period at The Art Institute of Fort Lauderdale. A student registers for these courses using the online registration system at The Art Institute of Fort Lauderdale, but they are also required to visit an academic advisor to complete forms necessary for online course registration. Failure to complete these forms will result in the student's removal from the online course.

Online courses are offered in two sessions each quarter. The first session begins at the same time that the on-ground course begins and runs for 42 days (5 1/2 weeks, seven days per week). The second session begins 42 days prior to the end of the on-ground course and ends on the same day that the on-ground course ends.

A student who intends to enroll in either a first- or second-session course for a given quarter must register for that course during the registration period in the preceding quarter. Registration for an online course is confirmed when the student has successfully completed the required online academic orientation; the student is notified of when this orientation must be completed and any student who does not complete the orientation in the time-frame allotted will be removed from the course.

## Online Add/Drop Policy

Online courses are offered in two sessions each quarter. Students may register for an online course in either session of a given quarter during the designated registration period. Prior to beginning an online course, the student will be required to successfully complete an online orientation training.

All deadlines, including that of registration and online orientation training for online courses may be obtained from the student's academic advisor or the online coordinator.

The first seven academic days (including Saturday) of each quarter constitute the Add/Drop period. It is during this time, students may drop an online course without financial penalty. Students who drop all of their courses, either online or on ground will have their enrollment terminated and should refer to the college Refund Policy for further information.

Once the Add/Drop period ends, a student may receive permission from their academic advisor or program chair to withdraw from an online course. Students choosing to withdraw from a first session online course must do so by the Wednesday of week five of the quarter and will receive a "W" (withdrawal) grade for their course(s).

Students who choose to withdraw from a second session online course by the Friday of week ten will receive a "W" (withdrawal) grade for their course(s). Students withdrawing from either session after these deadlines will receive a "WF" (withdraw failure) grade in their respective course(s). A "WF" grade is calculated in to the CGPA as an "F" grade. Please note no refunds will be given for any online course withdrawals initiated after the designated Add/Drop period.

Students who choose to take only online courses during a particular quarter are considered "virtual" students. Virtual students who register for two online courses, one each session, are not permitted to withdraw from an individual course. Doing this would cause the student to no longer be in attendance. Therefore, virtual students who wish to withdraw must withdraw from both courses which will withdraw them from enrollment for the quarter. Students in this situation must apply for readmission into the college the subsequent quarter.

Students withdrawing from the college before the end of their online course will either receive a "W" or "WF" grade based upon the same deadlines stated above. However, if a student withdraws after their first session online course ends, they will receive a final letter grade in that course.

## Academic and Software Orientation for Online Courses

Each student taking online courses is required to successfully complete an academic orientation to online learning prior to the beginning of their course(s); each student is notified of when this orientation must be completed. This orientation reviews the expectations, policies, and procedures associated with taking courses online. During the software orientation, the student logs on to the site that runs the courses on their computer. Several exercises are provided that help to clarify to the student whether they are knowledgeable and comfortable enough to begin working when the course begins. The student has 24-hour online platform software support via a toll-free number throughout the length of the course. Students also have access to e-mail help through the Art Institute Online web site [www.aionline.edu/ai/campus/index.asp](http://www.aionline.edu/ai/campus/index.asp) to address questions and concerns.

Some courses also require knowledge of software used in the course. Should a student enroll in one of these courses, a software tutorial is offered at no additional charge. The tutorial should be completed and a test of software competency demonstrated by the student prior to taking the course.

## Placement Testing, Transitional Studies (TS)

Revised Spring, 2010

### English and Mathematics Proficiency for All Students

The Art Institute of Fort Lauderdale offers non-credit courses in both English and Mathematics. All applicants must take the Accuplacer (Math and verbal proficiency test) prior to matriculation or provide the college with valid copies of Accuplacer test scores, and/or transcripts of documentation to determine whether or not TS courses will be incorporated into the student's required coursework.

Diploma program students are automatically exempt from Accuplacer testing.

No student will be allowed to start at the college without having taken the Accuplacer test or without having valid copies of scores or transcripts on file with The Art Institute of Fort Lauderdale.

It is important to note that the Accuplacer test is not an acceptance test. Rather, as a placement device, it simply informs the college and the student whether or not the student may benefit from additional assistance in English and/or mathematics.

### Test Determination Criteria

It is the student's responsibility to complete all required transitional studies coursework in a timely manner. Students are expected to complete the transitional studies courses immediately and consecutively.

### English and Mathematics Proficiency

Applicants are exempt from testing for English placement if they:

1. provide a score of 500 or greater on the paper-based; 173 or greater computer-based; 61 or greater i-TB-based TOEFL exam or,
2. provide a score of 500 or greater on the SAT verbal test or,
3. provide a score of 19 or greater on the ACT verbal test or,
4. are granted transfer of credit for English Composition from a college in a country in which English is the official language (a grade of "C" or better required) or,
5. are granted advanced standing credit for English composition based on an AP score of 3 or greater or,
6. are granted advanced standing credit for English Composition based on a CLEP test score of 50 or greater
7. are enrolled in a diploma program

Applicants are exempt from testing for Math placement if they:

1. provide an SAT score 500 or greater in Math or,
2. provide an ACT score 19 or greater in Math or,
3. are granted transfer of credit for College Math (a grade of "C" or better required) or,
4. are granted advanced standing credit for Math based on an AP score of 3 or greater or,
5. are granted advanced standing credit for Math based on a CLEP test score of 50 or greater
6. are enrolled in a diploma program

Additionally, for a student to be considered exempt from the testing and/or placement policy, their test scores and/or college transcripts must be received and evaluated by the college prior to class session start. If the student's test scores or transcript is received after the session start, the student is required to remain in the class into which the student tested. Please refer to Admissions Information: Criteria for Admissions for more information on document requirements.

### Placement Determination Criteria

The results of the Accuplacer test determine whether a student must enroll in developmental English or Math courses at The Art Institute of Fort Lauderdale.

### Accuplacer Test Scoring

#### (Proficiency Test)

An applicant whose Accuplacer score is 87 or higher for English or 65 or higher for mathematics will be waived from Introduction to Composition (ENC0020) and/or Introduction to Math (MAT0002), respectively. An applicant who's Accuplacer score is lower than 87 for English or lower than 65 for mathematics must enroll in Introduction to Composition and/or Introduction to Math, respectively. If a student does not successfully complete the Introduction to Composition or Introduction to Math

course within three consecutive attempts, they shall be academically terminated.

A student who is enrolled in any transitional studies coursework must obtain advisement from their academic advisor before course registration for the next quarter. Registration by a student currently enrolled in transitional studies coursework without first obtaining advisement is prohibited and may lead to academic probation.

To advance from a transitional studies course to a college-level English or mathematics course, a student must exit the transitional studies course with a grade of "C" or higher. Any student who does not exit the transitional studies course successfully or withdraws from the course in a given quarter must repeat the course in the following quarter. All courses must be attempted and completed in consecutive quarters or the student will be placed on academic probation. If a student does not successfully complete a required transitional studies course within three consecutive attempts, they will be academically terminated. For more information, please refer to the Standards for Academic Progress Policy below.

## Quarter Credit Hour to Semester Credit Hour Conversion

The Art Institute of Fort Lauderdale operates on a quarter schedule. One semester hour is converted as 1.5 quarter credit hours. Transfer credit applied to any AIFL course will not exceed the credit value of that course.

## Quarter Credit Hour Calculation

### General Courses

All coursework at The Art Institute of Fort Lauderdale is measured in quarter credit hours. One quarter credit hour is awarded for every 10 classroom contact hours of lecture, 20 classroom contact hours of laboratory instruction, or 30 contact hours of internship. One classroom contact hour is defined as 50 minutes in a 60-minute period. The student is assumed to devote appropriate time to preparation and study outside the classroom. Measurement in credit hours or the listing of credits for courses is not intended to imply transferability into college programs at other post-secondary institutions.

### Culinary Program Quarter Lab Course Credit Hour Calculation

All lab courses within the Culinary Arts programs are measured in quarter credit hours. One quarter credit hour is awarded for every 11 classroom contact hours of lecture, 22 classroom contact hours of lab instruction, or 33 contact hours of externship.

## Registration

### General Information

The Registrar and staff are responsible for the following services:

- Maintenance of all students' permanent academic records
- Issuance of grade reports and/or attendance reports
- Issuance of student transcript records. There is a \$10 fee for each transcript. Allow 10-14 days processing time; requests must be made in writing. Failure to meet financial obligations

- may lead to the withholding of academic transcripts.
- Supervision of quarterly student registration activities
- Processing of student changes, including:
  - leaves of absence
  - course and program interruptions
  - requests for program changes
  - veterans' enrollment certifications and reports
  - Social Security verification
  - address changes
  - verification of enrollment forms

## Registration

Driven by the mission of the college to prepare students for their chosen fields of employment, the college maintains the following credit load expectations:

All degree students are expected to register for a minimum of 15 credits per quarter and a maximum of 18 credits per quarter.

All diploma students, with the exception of those students in the Art of Cooking program are expected to register for a minimum of 9 credits per quarter and a maximum of 12 credits per quarter.

Art of Cooking students are expected to register for a minimum of 15 credits per quarter.

Exceptions to these policies must be approved by the Dean of Academic Affairs or their designee.

Courses are available on a first-come, first-serve basis, so it is important that each student register during the designated registration period. Students must register and complete all outstanding paperwork with the business offices by the end of registration. Students may adjust their scheduled classes only through the seventh academic day [including Saturday] of the quarter.

## Standards for Academic Progress Policy (SAP)

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

### Milestones and Evaluation Points for Satisfactory Academic Progress

#### 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**.  
**NOTE: If you are on probation for ICR it will be very difficult for you to meet the fourth quarter ICR milestone of 66.67%. In some cases you may have to successfully complete all the hours you attempt in your third and fourth quarter. Please consult with your academic advisor on your exact requirement.**
4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in **dismissal**.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.
6. The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Information System.
7. If a student appeals and is denied the appeal they must remain out of college until one year after the quarter in which the appeal was denied. After this period, the student can then request an additional appeal for reinstatement by the Dean of Academic Affairs, 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, they 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. Academic termination appeals should be submitted to the Dean of Academic Affairs.
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:

1. At the end of second quarter (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**.
2. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **dismissal**.
3. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on **probation**. **NOTE: If you are on probation for ICR it will be very difficult for you to meet the sixth quarter ICR milestone of 66.67%. In some cases you may have to successfully complete all the hours you attempt in your fourth, fifth and sixth quarters. Please consult with your academic advisor on your exact requirement.**
4. 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**.
5. 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.

6. At any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be **dismissed**.
7. 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**.
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.
9. Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in **dismissal**.
10. If a student appeals and is denied the appeal they must remain out of college until one year after the quarter in which the appeal was denied. After this period, the student can then request an additional appeal for reinstatement by the Dean of Academic Affairs, 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. Academic termination appeals should be submitted to the Dean of Academic Affairs.

#### Other Standards for Academic Progress:

1. Grades achieved in repeated classes will replace grades of 'F', 'W', or 'WF'. Grades of 'F', 'W', or 'WF' are included in the maximum allowable time frame and incremental completion rate requirements. Students may also retake classes in which they received a passing grade in order to improve their CGPA. However, a student cannot receive financial aid for repeating courses in which a passing grade has already been earned.
2. Transfer credits from other post-secondary institutions are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum number of attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be  $180 - 36 = 144 \times 1.5 = 216$  credits.

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

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

- Students will be allowed only one change of program. On rare occasions and with good reason, the Dean of Academic Affairs may allow a student an additional change of program. Changing from day to evening in the same program is not considered a change of program. Changing from a Diploma level to a degree level or an Associate's level to a Bachelor's level in the same program is not considered changes of program.

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

However, in cases in which a student has graduated from one program then subsequently begins work in a different program, grades used in the CGPA of the previous program are not applied to the student's new program CGPA calculation. The grades will be recorded as TR or K.

For ICR purposes only, those courses transferred will apply to the new program. The maximum allowable time-frame is calculated as the total number of credits in the program minus the number of credits applied to the new program X 1.5.

**Example:** if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be  $180 - 36 = 144 \times 1.5 = 216$  credits.

**Second example:** If a student earned 36 credits in the original program that are applicable to the new program, but transfers 48 credits due to repeating failed classes then the maximum allowable time-frame is reduced to 198 credits.

- In order for students to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

## Milestones and Evaluation Points

### Degree

Evaluation Point	Milestones (CGPA and ICR)	Required Action
End of Second Quarter	< 1.0 and/or 33.33%	Probation
End of Third Quarter	< 1.0 and/or 33.33%	Dismissal
End of Third Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
End of Sixth Quarter And every other quarter thereafter	< 2.0 and 66.67%	Dismissal

### 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

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

## Study Abroad Program

The Art Institutes Study Abroad Program provides students the opportunity to expand and improve their learning through international study. Offered via a consortium agreement through The Art Institute of Pittsburgh, students 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 colleges, programs vary in length and may be credit or non-credit bearing. 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.

## Study Trips

The Art Institute of Fort Lauderdale arranges study trips to local cultural and commercial sites. These visits are an integral part of each student's learning and offer a chance for valuable exposure to various places and events of importance to the student's field of study. In addition to local study trips that support the curriculum, out-of-town seminars and tours are planned in individual programs. Costs related to optional study trips are not included in regular tuition or fees and are the responsibility of the student.

## Transfer of Credit

Contact the office of The Dean of Academic Affairs for all matters related to Transfer Credit and Major Change.

### Transfer of Credit Between Art Institutes

#### Associate's Degree Graduates to Bachelor's Degree Program:

A serious attempt will be made to insure that all Associate Degree credits earned by graduates of an Art Institute will transfer to the same program at all Bachelor's Degree Art Institutes within the system. Such graduates will attain upper division status. However, differing state and accrediting regulations may require additional courses at the Associate's Degree level. If the Associate Degree transferred by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the Associate's Degree level.

Associate's Degree credits earned by graduates of an Art Institute for which there is no corresponding Bachelor's Degree, will be evaluated on a course-by-course basis for applicability to the new major. Only those courses and credits required for graduation in the new major will be accepted. All conditions in the following Associate's Degree credits to Associate's/Bachelor's Degree Program procedure apply.

### Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institute prior to the class start. Transcripts submitted after the student's first quarter of attendance at the Art Institute may be considered for transfer credit, at the discretion of the Dean of Academic Affairs.

#### Associate's Degree Credits to Associate's/Bachelor's Degree Program:

Associate's Degree credits, with a grade of "C" or better, from an Art Institute, earned by students who do not hold an Associate's Degree, will transfer to the same program at the Associate's Degree or Bachelor's Degree level. Differing state and accrediting regulations may require additional courses at the Associate's Degree level. If the Associate Degree transferred by the student has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the Associate's Degree level and/or Bachelor's Degree level.

### Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institute prior to the class start. Transcripts submitted after the student's first quarter of attendance at the Art Institute may be considered for transfer credit, at the discretion of the Dean of Academic Affairs.

### Course Descriptions

The official descriptions of the courses submitted for transfer credit must be comparable to the coursework at the Institute. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start.

### Level of Transfer Credits

Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

### Grades of Transfer Credits

Courses with earned graded of "C" (2.0) or better will be considered for transfer credit.

### Course Prerequisites and Sequence of Courses

Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

### Class Proficiency Test

Requests for testing out of specific classes approved by the Institute must be made through the Program Chair prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

### Portfolio Review

Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

### Allowable Total Transfer of Credit

Students may be granted as much as 75 percent of the total program credits required for graduation. Students must earn in residency a minimum of 25 percent of the

total program credits required for graduation. Due to regulatory considerations, at some Art Institutes, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

## Transfer of Degrees and Course Credit from Colleges and Universities before Matriculation at an Art Institute

### Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institute prior to the class start. Transcripts submitted after the student's first quarter of attendance at the Art Institute may be considered for transfer credit, at the discretion of the Dean of Academic Affairs.

### Course Descriptions

The official descriptions of the courses submitted for transfer credit must be comparable to the coursework at the Institute. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start.

### Level of Transfer Credits

Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

### Grades of Transfer Credits

Courses with earned graded of "C" (2.0) or better will be considered for transfer credit.

### Course Prerequisites and Sequence of Courses

Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

### Class Proficiency Test

Requests for testing out of specific classes approved by the Institute must be made through the Program Chair prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

### Allowable Total Transfer of Credit

Students may be granted as much as 75 percent of the total program credits required for graduation. Students must earn in residency a minimum of 25 percent of the total program credits required for graduation. Due to regulatory considerations, at some Art Institutes, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

### Portfolio Review

Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

## Transfer Credit After Matriculation (Concurrent Enrollment or Re-Entry to the Institution) at an Art Institute

**NOTE:** Transfer credit after matriculation must be completed prior to the student's final term of study.

**CONCURRENT ENROLLMENT:** Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institute full-time schedule, after a student's matriculation at the Art Institute may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met, and if the institution permits concurrent enrollment.

### Approval Needed

Requests for concurrent enrollment in a course at another college or university while the student is on full-time status at the Art Institute (according to the US Department of Education's definition of the term) must be approved by the General Education Director, the Program Chair, or the Dean of Academic Affairs prior to enrollment in the course.

### Full-time Status

The student must be enrolled full-time at the Art Institute at all times during the concurrent enrollment at another college or university.

### One Course Limit

Only one course per quarter in concurrent enrollment will be accepted.

### Grading

The concurrent enrollment course must be passed with a grade of "C" or better. The student's record at the Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

### Completion Deadline

Credit will awarded for the course when documentation is produced that the course was successfully completed.

### Delay of Graduation

Concurrent enrollment course taken during the last quarter of Art Institute enrollment will in all probability delay graduation by one quarter.

### Transcripts

Official transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrollment course.

### TRANSFER CREDIT UPON RE-ENTRY TO THE

**INSTITUTION:** Requests for transfer of credit from accredited institutions of higher education, for a course taken while a student was not in attendance at the Art Institute, but after a student's initial matriculation at the school may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

### Grading

The course(s) must be passed with a grade of "C" or better. The student's record at the Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

### Timeliness of Coursework

Certain courses are time-sensitive with respect to the technology used in the course. Evaluation of the appropriateness of transfer for these types of courses will be at the discretion of the Dean of Academic Affairs.

## Change of Major Within an Art Institute

A student petitioning to transfer from one program to another within the Institute must obtain approval from the Program Chair of the department from which the student is transferring. The student's coursework and earned credits will be reviewed for applicability to the new major. Only those credits required for graduation in the new major will be transferred to the new program and counted toward graduation. Only one change of major is allowed per student.

All major/program changes must be approved and completed prior to the end of the Add/Drop period of the last quarter of attendance.

### TRANSFER OF CREDIT TO OTHER INSTITUTIONS

The Institute does not imply or guarantee that credits completed will be accepted by or transfer into any other college, university, or institution. Each institution sets its own policies regarding the acceptance of credit from

other institutions. Students interested in transferring credit earned at the Institute to another institution should contact the institution and request their policies on credit transfer.

## Transfer of Credit from International/ Non-U.S. Schools

Transfer credits from international/non-U.S. schools generally follow the same guidelines as transfer credits from U.S. Post-secondary institutions. The Art Institute of Fort Lauderdale does not allow transfer credit from non-native English-speaking countries for the following subjects:

1. English composition or writing courses
2. English literature courses

International students who desire to have credits transferred to The Art Institute of Fort Lauderdale must follow the procedures outlined above. Additionally, official transcripts in a language other than English must be accompanied by a certified English translation and evaluation by a NACES sanctioned organization. Certified translations must accompany the original documents. Please remember to send the original and the certified translation to the Admissions officer.

## CLEP/AP Credit Policy

Students accepted to The Art Institute of Fort Lauderdale may acquire credit for a number of selected courses, according to the current College Board criteria, through the College-Level Examination Program (CLEP) and/or Advanced Placement (AP) examinations. A minimum score of 3 on any AP examination or a minimum score of 50 on any CLEP examination is required for credit to be awarded. All credit awards will be considered on a case-by-case basis. In the event that a prospective student presents an AP score of 3 or higher or a CLEP score of 50 or higher for non-General Education coursework, The Art Institute of Fort Lauderdale may request that the student also presents a portfolio demonstrating proficiency.

For CLEP and AP examinations covering the same course material, credit for only one examination will be awarded. Minimum scores are subject to change at any time. Prospective students requesting CLEP/AP credit must order the test scores directly from the testing center to be sent to their Admissions officer at The Art Institute of Fort Lauderdale prior to matriculation.

## Proficiency Credit High School Proficiency

We recognize that some students may have achieved proficiency through focused high school programs. The college awards advanced standing for specific achievement in a number of high school programs. Credit for High School Proficiency must be granted prior to matriculation. For more information, please speak to an admissions representative.

## Non-Collegiate Sponsored Instruction

Prospective students seeking admission to The Art Institute of Fort Lauderdale may acquire credit for coursework successfully completed at non-collegiate organizations such as business, industry, professional, and voluntary organizations, government agencies, labor unions, hospitals, and other non-degree-granting organizations. The Art Institute of Fort Lauderdale will award credit based on the recommendations established by The National Program on Non-collegiate Sponsored Instruction (National PONSI). National PONSI recognizes that it is sound educational practice to grant academic credit for high-quality educational programs conducted by non-collegiate organizations, provided that these experiences are at the college level and that the credit is appropriate to an individual's educational program.

Upon request prospective students will be advised about non-collegiate-sponsored credit during the admissions process. Such credit will be recorded as "P" on the student's The Art Institute of Fort Lauderdale transcript and will not affect the student's CGPA.

### Life Experience Credit

For students starting after the Winter 2009 quarter, The Art Institute of Fort Lauderdale offers applicants the opportunity to earn proficiency credit for previous employment experience. Applicants must be (a) over the age of 25 (b) provide proof of the skills for which they are requesting credit demonstrated through certificates earned, certifications, letters from supervisors and/or clients, and samples of work. The request must be submitted within the first quarter of enrollment. Proficiency credit is granted at the discretion of the program chair and approved by the Credit for Life Experience Coordinator.

The \$200.00 fee for a Life Experience Credit evaluation covers the cost of all courses being evaluated, is non-refundable, and must be paid in advance of the evaluation.

### Test-Out Credit

The Art Institute of Fort Lauderdale offers the opportunity to earn credit for Computer Science, CGS1160C, by completing a proficiency test. The test is optional and can be taken only once. Applicants must take the test prior to matriculation to determine whether or not they will be exempt from taking CGS1160C. The cost for registering and taking the CGS1160C Computer Science Proficiency test is \$50.00. The non-refundable fee must be paid in advance of taking the test.

A score of 85% or higher is necessary for students to be exempt from taking CGS1160C and earn proficiency credit for this course.

Students interested in taking the proficiency test should see their admissions representative.

### Military Service Credit

The Art Institute of Fort Lauderdale encourages veterans and active-duty service personnel to apply for admission. Credit for military school and training may be given for successfully completing certain service schools. The credit awarded may be determined by utilizing the recommendations in A Guide to the Evaluation of Educational Experiences in the Armed Services (published by The American Council on Education). The Admissions officer should be notified prior to matriculation if credit for military training may be applicable to particular programs of study. The amount of credit awarded will vary with the type of courses successfully completed. The Admissions Office must receive an official transcript and/or official military records for the purpose of reviewing experience. It is recommended that the applicant make an appointment with the transfer credit officer to review the documents together.

### Transferability of Credits Earned at The Art Institute of Fort Lauderdale

The Art Institute of Fort Lauderdale is licensed by means of accreditation through the Florida Department of Education, Commission for Independent Education, and accredited by the Accrediting Council for Independent Colleges and Schools, an accrediting agency recognized by the United States Department of Education, to confer Bachelor of Science degrees, Associate of Science degrees, and diplomas. However, the fact that a college is licensed and accredited is not necessarily an indication that degrees or credits earned at that college 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 Fort Lauderdale is to help students prepare for entry-level employment in their chosen field of study. The value of degree programs like those offered by The Art Institute of Fort Lauderdale is their deliberate focus on marketable skills.

Programs offered by one college within The Art Institutes system may be similar to but not identical to programs offered at another college 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 college within The Art Institutes system, not all of the credits earned at The Art Institute of Fort Lauderdale may be transferable into that college.

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

The foregoing notwithstanding, any Art Institute of Fort Lauderdale course that carries a course number designated by Florida's Statewide Course Numbering System (SCNS) is eligible for transfer to any other Florida Post-secondary institution participating in the SCNS program with a few exceptions. For further details, refer to Florida's Statewide Course Numbering System in the Academic Affairs section of this catalog on page 27.

### Course Substitution Policy

On occasion it may be necessary for students to substitute one course for another. A student desiring to substitute a course needs to petition the chair of their department requesting approval. The student needs to provide legitimate reasons for the substitution. These reasons could be as a result of enrollment in honors classes, for special needs and/or disabilities that may prevent the student from participation in a specific class, or for other academic reasons approved by the chair.

Normally substituted courses should be for like classes and should be roughly equivalent and have special permission of the Department Chair. All substitutions are evaluated and approved on an individual basis.

Students interested in course substitutions will need to complete the "Course Substitution Form" located in the registrar's office. They will need to obtain all signatures prior to approval being granted.

## Career Services

The Art Institute of Fort Lauderdale maintains a Career Services Office for students. Although the college offers no guarantee of employment, considerable effort is made to bring potential employers together with eligible graduates who have the skills employers seek. The Career Services Office continually seeks new employment opportunities for students.

Research is conducted on a regular basis by the college career advisors to gain knowledge in all areas of business relating to the different majors. The career advisors respond to employer needs, giving guidance to students on industry trends that relate to their course of study. A major function of the Career Services Office is helping students secure part-time employment while they attend The Art Institute of Fort Lauderdale. During upper quarters emphasis is placed on assisting students in gaining field-related part-time jobs, internships, and freelance work in their areas of study. Extensive support is offered to all students during the final quarters in resume preparation and development of interview skills.

At the end of each quarter, The Art Institute of Fort Lauderdale sponsors a Portfolio Review for graduating students in Advertising, Broadcasting, Digital Filmmaking & Video Production, Fashion Design, Fashion Merchandising, Game Art & Design, Graphic Design, Graphic & Desktop Design, Illustration, Industrial Design, Interior Design, Media Arts & Animation, Photography, Residential Design, Video Production, Web Design & Interactive Media, and Visual Effects & Motion Graphics. Local, national, and international employers are invited to review portfolios and interview graduates. Graduating students have the opportunity to meet and interview with prospective employers both on and off campus.

The Art Institute of Fort Lauderdale maintains graduate placement information in weekly, monthly, and quarterly reports that contain comprehensive statistical data covering all areas of graduate activity. For more information, please contact the Director of Career Services.

## Student Affairs

### General Information

The mission of the Student Affairs Department is to supplement The Art Institute of Fort Lauderdale's educational processes and to support its stated purpose by providing assistance and services to the student body in the areas of advocacy, disability, student development, counseling, international advising, housing, foodservice, and bookstore supplies. The department actively encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, social interaction, and professional development. To fulfill its mission, the Student Affairs Department has established the following objectives:

1. Provide college-sponsored housing that is convenient and suitable to the students' needs and conducive to their educational goals.
2. Provide counseling services that support the educational process.
3. Provide resources and assist international students with their transition into this country.
4. Provide quality in foodservice and bookstore supplies.

### Orientation

The Art Institute of Fort Lauderdale provides a comprehensive orientation program for all new students. Orientation is offered as a means of assisting new students in their transition and adjustment to life at The Art Institute of Fort Lauderdale. For information on the orientation programs, contact the Student Affairs Department.

### Counseling

For many students, arriving at The Art Institute of Fort Lauderdale marks the first time they are independent of their families and friends. Students may be unfamiliar with their surroundings — a new town, a new state, or, for some, a new country. Students may have numerous questions. The Counseling Department assists students in a smooth transition. The Counseling Department can help students through this time and assist them in their growth and development. All discussions are confidential. Talking about problems often helps alleviate stress. A friend may not be enough. Sometimes an unbiased professional can listen effectively and provide good, solid advice.

The Art Institute of Fort Lauderdale encourages students to utilize counseling services. Appointments and walk-ins are welcome at no cost. The Counseling Department is located on the first floor of the Harbor Walk Building.

## Disability Services

The Art Institute of Fort Lauderdale provides accommodations to qualified students with disabilities. The Counseling Department assists qualified students with disabilities to acquire reasonable and appropriate accommodations and to support their success in college.

The Art Institute of Fort Lauderdale is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of college services, programs, and activities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they need accommodations should contact the Counseling Department. Students who have a concern or complaint in this regard should contact the Dean of Student Services.

## Student Housing Department

The Housing Department is dedicated to helping students meet their housing needs throughout their stay at the college. Living arrangements are important to the student's well-being and success. The Art Institute of Fort Lauderdale offers supervised housing and independent housing referrals. The college-sponsored, supervised housing facilities are close to the college and are available to those students who prefer a more traditional, residential life environment. They provide a community of students with similar goals sharing a variety of cultural and educational interests. Professional and student staff live on site. Additionally, a security guard is on the property. Shuttle service is also provided between the residence halls and the campus.

The Art Institute of Fort Lauderdale is a member of the International Association of College and University Housing Officers. For more information, please see the Director of Housing.

## International Student Affairs

International students at The Art Institute of Fort Lauderdale constitute approximately 8% of the student body. Students attending come from more than 54 countries. The Office of International Student Affairs (OISA) supports this diverse population by providing comprehensive services including assistance with immigration, academic, and personal matters.

OISA also plans a variety of activities in an effort to build cultural awareness and enhance the students' social life, including sponsorship of the International Student Club. OISA and the International Club host a broad array of activities including events through which students participate in welcoming and easing the transition of new students. OISA and the International Club also organize field trips, informal group sports, attendance at musical and other local cultural productions, and weekend picnics.

OISA encourages international students to carefully review the International Student Handbook concerning information pertinent to maintaining proper Non-immigrant status, obtaining a driver's license in the state of Florida, purchasing a vehicle, shopping, and a variety of other important topics. The International Student Advisor is always the best source of information for students who need additional information on all matters involving immigration and cultural adjustment issues.

## Financial Services

### General Information

At the time of initial enrollment, students work with a member of the Student Financial Services staff to develop a financial plan to meet direct expenses involved in the education process (tuition, fees, supply kit, and college-sponsored housing). The Art Institute of Fort Lauderdale is eligible to offer its students the opportunity to apply for a variety of financial assistance programs. These programs include loans, grants, 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 advised to be aware of the responsibilities they must fulfill under these programs:

- Maintain satisfactory academic progress as outlined in this catalog and the student handbook.
- Inform the Student Financial Services Office of address changes, schedule changes, program changes, or any other status changes that might affect the student's eligibility for financial assistance.

Some students do not initially apply for financial assistance or do apply and are determined to be ineligible for assistance. Students should be aware that the federal and state eligibility criteria are periodically reviewed and modified. Therefore, any student whose financial circumstances change or for whom a financial need arises is encouraged to contact the Student Financial Services Office for assistance. There are state, federal, and college deadlines to meet in applying for financial aid. Please check with Student Financial Services for this information.

### ART INSTITUTES EARLY PAYMENT INCENTIVE CREDITS (AiEPIC)

The Art Institutes Early Payment Incentive Credits (AiEPIC) program was devised to reward you and your family for making an earlier financial commitment to your education.

AiEPIC provides you and your family with a risk-free financial incentive to make early monthly payments toward your cost of education so that your future monthly education at The Art Institute is more affordable.

For every five on-time monthly payments made to the school before you start classes, you will receive an AiEPIC equal to the lowest monthly payment of those five payments. The credit is posted to your account upon 30 days attendance once in school at The Art Institute. If for some reason you do not start school, all payments received under this program will be refunded in full within 30 days of the request to return the funds.

Here is an example: If you made a \$500 payment on the first of each month for five consecutive months, upon attending school for 30 days, the school will automatically credit your account for an additional \$500. This means that you would pay \$500 less out of your pocket than if you had not made the early payments.

### Financial Aid

The Art Institute of Fort Lauderdale participates in federal, state, and other financial aid programs. Financial aid is divided into three general categories: gift aid, which includes grants, scholarships, and other benefits requiring no repayment; loans, which require repayment; and work assistance, which includes the Federal Work-Study Program and part-time job assistance. Most grants are based on financial need and are granted by federal or state governments. Most scholarships are based on criteria such as performance or affiliation and may or may not include a financial-need component. Loans must

be repaid, although repayment may often be deferred until several months after the student has graduated. Work assistance provided by The Art Institute of Fort Lauderdale includes the Federal Work-Study Program, a source funded by the federal government, as well as the college's assistance to students in finding part-time jobs in the community.

All eligible students may apply for financial assistance under various federal and state programs as follows:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant [FSEOG]
- National Science and Mathematics Access to Retain Talent Grant [SMART]
- Federal Academic Competitive Grant [ACG]
- Federal Perkins Loan
- Federal Stafford Student Loan (subsidized and unsubsidized)
- Federal Parent Loan [PLUS]
- Private Loan Programs
- Federal Work Study [FWS]
- State-Funded Student Assistance Programs
  - Florida Student Assistance Grant [FSAG]
  - Florida Bright Futures Scholarship
  - Jose Marti Scholarship Challenge Grant
  - Robert C. Byrd Honors Scholarship Program
  - Scholarships for Children/Spouses of Deceased or Disabled Veterans
- Veterans' Education Act (Please check with the Registrar's Office for further information on V.A. benefits.)
- Vocational Rehabilitation Programs
- Bureau of Indian Affairs

Awards under these programs are based on individual need and the availability of funds. Florida offers a state grant program and scholarships. Several other states offer educational grants and permit their residents to use them at The Art Institute of Fort Lauderdale. Contact the college's Student Financial Services Office for complete details about financial aid resources.

Students receiving financial assistance must maintain satisfactory academic progress standards as outlined in this catalog. For purposes of calculating financial aid eligibility, student status based on credit hours is defined as follows:

- Full-time: Enrolled in 12 credit hours or more in an academic quarter
- Three-quarter-time: Enrolled in 9–11 credit hours in an academic quarter
- Half-time: Enrolled in 6–8 credit hours in an academic quarter
- Less than half-time: Enrolled in 1–5 credit hours in an academic quarter
- Academic year: 36 quarter credit hours or three quarters

### National Grants/Awards

**Academic Competitive Grant (ACG)** - The Academic Competitive Grant is available to students who are receiving a Pell Grant, are full time 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 college, 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.

**The Art Institutes Excellence Award** – The Art Institutes Excellence Award is available to incoming students who have a minimum CGPA of 3.5 or above from either their high school or their most recent prior college experience. Students must remain continuously enrolled at The Art Institute to receive the Art Institutes Excellence Award. Annual funds are limited and awarded on a first-come, first-serve basis.

**The Art Institutes Merit Award** – The Art Institutes Merit Award is available to students who show evidence of merit and motivation to complete their program but who are unable to enter or continue classes without additional financial assistance. The award amount varies according to the student's unmet need. Award proceeds may be applied to tuition, housing, or supply costs. Details about the merit and need criteria can be obtained from Student Financial Services. Applications may be submitted to that department at any time throughout the year. Students must remain continuously enrolled at The Art Institute and maintain a 2.5 CGPA or higher to receive the Art Institutes Merit Award. Annual funds are limited and awarded on a first-come, first-serve basis.

**The Art Institutes Grant** – The Art Institutes Grant provides financial assistance to students enrolled in a degree program who attend a minimum of 12 credit hours per quarter. Students/parents must meet general financial aid requirements and accept all federal and state grants and loans for which they are eligible.

Students cannot receive any other Art Institute award or grant in the same quarter that they receive The Art Institutes Grant. Students must remain continuously enrolled at The Art Institute to receive The Art Institutes Grant. Applications for The Art Institutes Grant may be obtained from Student Financial Services and may be submitted to that department at any time throughout the year. Annual funds are limited and awarded on a first-come, first-serve basis.

## Scholarships

### The Art Institutes National Scholarships

On an annual basis, The Art Institutes, of which The Art Institute of Fort Lauderdale is a member, offer various merit and competitive scholarships to incoming high-school seniors, juniors, and international students, as follows:

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

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

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

Graduating high school students who are interested in entering the culinary arts program at any Art Institute offering culinary arts are eligible to compete for scholarships starting at \$2,000. Winners are selected based on a preliminary competition written entry, a local semi-final cook-off, and a national finals cook-off. The deadline for entering is in February. Contact the admissions office for rules and entry forms.

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

Graduating high school students interested in either fashion design or fashion merchandising are eligible to

compete for scholarships ranging from \$3,000 to full tuition. Winners are selected on the basis of a garment design, product or plan, as well as an essay. One local winner from each Art Institutes location offering fashion programs advances to the national competition. The deadline for entries is in November. Contact the admissions office for rules and entry forms.

Additional National Scholarships include:

- C-Cap Careers through Culinary Arts Program
- Evelyn Keedy Memorial Scholarship
- The Art Institutes Scholarship Competition
- Search Scholarship Competition
- National Art Honor Society Scholarship
- New York City Public Schools Scholarship Competition
- ProStart Invitational
- SkillsUSA Championship
- Technology Student Association National Competition
- The Scholastic Art & Writing Awards

For more information, call the Admissions Office at (800) 275-7603.

## The Art Institute of Fort Lauderdale Institutional Scholarships

**Mark K. Wheeler Memorial Scholarship** – In memory of its founder and original President, The Art Institute of Fort Lauderdale awards up to \$10,000 in tuition scholarships annually. This scholarship is available only to students who are currently attending. Students are nominated for this scholarship by their program chairs. The winner is selected by the Mark K. Wheeler Memorial Scholarship Committee, composed of the college's Executive Committee and other college personnel as appropriate.

Applicants must meet each of the following criteria:

1. applicants must be currently attending The Art Institute of Fort Lauderdale.
2. applicants must have earned at least 45 credits
3. applicants must be registered for the next session
4. applicants must submit a 250-word essay describing why they should be considered
5. applicants must be nominated by their program chair
6. applicants must be received by the Scholarship Committee by March 1

The winner will be selected for their academic success, professionalism, service to the college, attendance record, overall performance, and attitude.

**Elba Mas Memorial Scholarship** – In memory of a former student from Puerto Rico, The Art Institute of Fort Lauderdale awards up to \$5,000 in tuition scholarships annually. The winner(s) is (are) selected by the Elba Mas Memorial Scholarship Committee, composed of the College Executive Committee and other college personnel as appropriate.

Applicants must meet each of the following criteria:

1. applicants must reside in Puerto Rico
2. applicants must have been accepted by The Art Institute of Fort Lauderdale
3. applicants must apply prior to matriculation
4. applicants must submit a 250-word essay describing why they should be considered for the scholarship
5. applications must be received by the Scholarship Committee by March 1.

Award Distribution:

Awards will be credited to recipients' tuition accounts in an even distribution over the course of their program.

## The Art Institute of Fort Lauderdale High School Senior Scholarship (IBA)

The Art Institute of Fort Lauderdale annually offers \$85,000 in scholarships to high-school seniors. Award amounts range from \$2,000 to \$10,000; the basis for granting the awards is the potential performance of the students in the The Art Institute of Fort Lauderdale program to which they are applying.

Eligibility Requirements and Other Conditions:

1. Applicants must be graduates of a U.S. high school or equivalent international institution.
2. Applicants are responsible for initiating the application process and for securing nominations for the award.
3. While all high-school seniors are eligible to enter the competition, winners must meet all acceptance criteria and be accepted for admission to realize the scholarship award. In the event that education is terminated by the student or The Art Institute of Fort Lauderdale, the scholarship becomes null and void. The scholarship is not redeemable for cash and may not be used to finance optional programs sponsored by the college. The scholarship covers tuition only and may not be applied against fees, housing, living expenses, or program supplies, and it may not be transferred between affiliate colleges of The Art Institutes.

Entry Preparation & Submission Deadline:

1. Applicants must complete a scholarship entry form and indicate the program of study for which they are applying
2. Applicants must fulfill all individual program entry requirements for the indicated program of study
3. Applicants must submit a 250-word essay indicating their goals and motivation for the scholarship
4. Applicants must label all slides, prints, and other materials with their name and medium used (if appropriate). Slides must have cardboard or plastic mounts. All essays must be typewritten with the student's name and program title (Graphic Design, Interior Design, etc.) indicated on the title page
5. Applicants must submit a resume stating educational background, extracurricular activities, hobbies, work experience, community involvement, artistic accomplishments, and/or related awards
6. Applicants must submit the original version of at least one letter of recommendation from an arts-related instructor or academic/career advisor. Official school letterhead is preferred
7. Applicants must submit a letter from a high-school guidance counselor confirming the entry materials are the original creation of the student
8. Applicants must submit a current high-school transcript
9. Entries must be submitted in one package and mailed via the U. S. Postal Service and postmarked by March 15th to:  
Scholarship Committee  
The Art Institute of Fort Lauderdale  
1799 SE 17th Street  
Fort Lauderdale, FL 33316-3013
10. Winners will be notified by May 1 and have until May 15 to accept the scholarship offer. Offers not accepted by that date will be rescinded and awarded to the first alternate.

Entry Materials – All slides, prints, and other entry materials submitted for consideration become the property of the college upon receipt. The Art Institute of Fort Lauderdale is not responsible for loss, damage, or return of materials. Finalists and/or winners must be prepared to submit their original work upon request and sign a release form permitting The Art Institutes to use their work for promotional purposes.

International Entrants – All written materials and documentation must be submitted in English, including original recommendation letters. When necessary, English translations must be attached. Scholarship winners must provide bank statements and letters of financial support as evidence that the student and/or the student's sponsor has the capability to provide living expenses, fees, and college supplies not included in the scholarship. The letter from The Art Institutes awarding the scholarship, financial documentation, academic records, and an I-20 certificate of eligibility for Non-immigrant student status must be presented to the U.S. embassy or consulate in the student's home country before the U.S. visa officer is permitted to grant the necessary Non-immigrant F-1 student visa to the student.

Individual Program Entry Requirements:

### Advertising [BS]

1. In lieu of the 250-word essay required in the general competition guidelines, write a 500-word essay on why you have chosen a career path in Advertising.
2. Submit a portfolio containing up to five examples of your work, on paper or a CD-ROM disk that shows your unique approach to any of the following: web page design, advertising design, sales concepts, conceptual writing or design, or product or service marketing.

### Broadcasting [AS]

1. In lieu of the 250-word essay required in the general competition guidelines, write a 500 word essay on why you have chosen a career in broadcasting.
2. Submit a demo tape, CD or DVD of either an hour-long disc-jockey radio show or an hour-long radio or television newscast.

The disc-jockey tape should include:

- A. a brief newscast
- B. a weather forecast
- C. intros and outros of songs
- D. time and temperature checks
- E. any voices created by the applicant
- F. at least two commercials originally produced by the applicant

The radio or television newscast should include:

- A. news stories written by the applicant
- B. story intros and outros
- C. story and anchor transitions

### Digital Filmmaking & Video

#### Production [BS], Video Production [AS]

1. In lieu of the 250-word essay required in the general competition guidelines, write a 500-word essay on why you have chosen a career path in Video Production.
2. Submit a VHS tape or DVD that represents a 10-minute short feature that includes:
  - A. a script you have written
  - B. camera changes
  - C. lighting techniques
  - D. a music score or other audio-to-visual treatment

### Fashion Design [BS]

Submit 10, JPG images on a CD or DVD of original illustrations that feature major design interest/area. A substantial selection of sketches should be focused in one design classification, such as Misses' Sportswear, Junior Dresses, Men's Furnishings, Infant Sleepwear, or Children's Active wear.

### Fashion Merchandising [BS]

Submit a project titled "Create a Retail Store" that includes the following information:

1. imaginary store set-up
2. store name
3. product descriptions (lines of merchandise)
4. display descriptions
5. personnel descriptions

Project should be supported by creative or visual means in addition to written material, e.g., photography, collage, drawings, and be presented in the format of a notebook or scrapbook portfolio. The whole project can be submitted in print or electronic format.

### Game Art & Design [BS]

Submit at least four, but no more than seven, original JPG images sent via email or CD in one of or a combination of the following:

1. charcoal or pencil drawing
2. color illustration or painting
3. graphic design poster incorporating shapes, flat (non-graded) colors, and type
4. black-and-white illustration using ink or markers
5. computer artwork of any of the above (optional)

### Graphic Design [BS/AS]

Submit a portfolio containing up to five examples of your work on paper or on a CD that shows your unique approach to any of the following:

1. poster design
2. web design
3. conceptual thinking
4. ad design
5. brochure design

### Illustration [BS]

Submit ten originally produced slides, CDs, color prints, or JPG images of the following:

1. charcoal or pencil drawing
2. color illustration or painting
3. black-and-white illustration
4. figurative drawing or painting

### Industrial Design [BS]

Submit ten 8 1/2 x 11 inch color prints of original projects created. The presentation should include:

1. at least one piece of artwork
2. at least one model designed and built from applicant's original ideas and materials
3. front and side view mechanical drawings based on original ideas

### Interior Design [BS/AS]

Submit at least four, but no more than nine, 35-mm color slides/transparencies, or a CD showing original interior-design projects. Each should include:

1. a rendering in any medium of a bedroom in elevation or perspective
2. a floor plan of the same room
3. a color scheme for that room showing actual fabric samples or color reproductions of wall, window, floor, and furniture coverings, with each sample numbered
4. a one-page, typed chart or concept statement accompanying the color-scheme slide or CD that identifies the fabric type and usage of each sample

### Media Arts & Animation [BS]

Submit at least four, but no more than seven, original JPGs sent via email or a CD in one of or a combination of the following:

1. charcoal or pencil drawing
2. color illustration or painting
3. graphic design poster incorporating shapes, flat (non-graded) colors, and type
4. black-and-white illustration using ink or markers
5. computer artwork of any of the above (optional)

### Photography [BS/AS]

Submit between six and nine mounted original prints that may range in size from 3" x 5" to 11" x 14". At least three of the prints must be black and white. Prints should include:

1. at least one portrait
2. at least one landscape
3. at least one still-life
4. at least one action image

### Visual Effects & Motion Graphics [BS]

Submit at least four, but no more than seven, original JPGs sent via email or a CD in one of or a combination of the following:

1. original logo design
2. poster design incorporating color, composition, and typography
3. photo retouching, including "before" and "after"
4. black-and-white illustration using ink or markers
5. computer artwork of any of the above

### Web Design & Interactive Media [BS/AS]

Utilizing creative problem-solving skills create an interactive solution detailing how to apply to a college. Plan a presentation (maximum 12 typed pages) that will incorporate sound, text, static, and interactive images to show students how to get ready to apply to college.

1. describe the presentation
2. outline the different aspects of the presentation such as test, audio, and visual components
3. discuss how the viewer will interact with the presentation
4. computer/digital artwork should be created for the presentation
5. Presentation should be completed in either (a) Powerpoint, (b) Photoshop, (c) Dreamweaver, or (d) Flash

Final presentation will include (i) the typed presentation AND (ii) the interactive presentation.

### EDMC Scholarship Foundation

The Education Management Corporation (EDMC) Education Foundation turns monetary donations into scholarships for current Art Institute of Fort Lauderdale students in need.

The EDMC Education Foundation is a non-profit tax-exempt foundation under Section 501(c)(3) of the Internal Revenue Code. The Foundation is supported by contributions from multiple sources, and provides scholarships to students who attend EDMC owned schools.

Charitable alumni who want to give back can do so by making a tax deductible donation to benefit current students with a scholarship to:  
The EDMC Education Foundation, P.O. Box 15213, Portland ME 04112.

Indicate that your donation is for The Art Institute of Fort Lauderdale in your correspondence.

## Award Distribution

All scholarship awards are credited to recipients' tuition accounts in an even distribution over the course of their program.

## Accounting Services

Quarterly/monthly tuition and fee notices are mailed to the student, parents, or others assisting with educational expenses in accordance with the student's financial plan. To remain in good financial standing with the college, students must adhere to the agreed-upon payment schedule.

The Accounting Office is sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments. Consequently, the staff works very closely with the Student Financial Services Office to assist students in developing a sound financial plan. Any student who has incurred or anticipates a financial problem is encouraged to consult with the accounting staff. Failure to meet financial obligations to the college may lead to termination from The Art Institute of Fort Lauderdale, withholding of official academic transcripts, and assignment to a collection agency.

## Veterans Information

Students sponsored or assisted by the Veterans Administration may receive assistance from the Registrar's Office in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (see Academic Policies Regulations). Students receiving veterans' benefits must report all prior education and training received before attending The Art Institute of Fort Lauderdale. The Art Institute of Fort Lauderdale will evaluate prior credit and accept that which is appropriate. Training time and tuition will be reduced proportionately and the United States Department of Veterans Affairs will be notified.

## Servicemembers Opportunity Colleges (SOC) and ConAP

The Art Institute of Fort Lauderdale is a member of Servicemembers Opportunity Colleges (SOC), a consortium of national higher education associations that functions in cooperation with the Department of Defense (DoD), the military services (including the National Guard), and the Coast Guard to help meet the voluntary higher education needs of servicemembers. Operating in cooperation with the U. S. Army Recruiting Command (USAREC), this consortium includes more than 1200 participating SOC colleges and universities that have agreed to accept for admission new Army and Army Reserve recruits at the time of their enlistment in the service.

As a member of SOC, The Art Institute of Fort Lauderdale participates in the Concurrent Admissions Program (ConAP). Military and reserve recruiters help enlistees apply for admission to participating ConAP colleges in their home areas. Eligible enlistees may be admitted on a full or provisional basis, and enrollment is deferred for up to two years after discharge for active-duty personnel or until completion of Initial Active-Duty Training (IADT) for Army Reserve enlistees. Students are subject to all degree requirements, as published in the catalog, in effect at the time of class enrollment.

Men and women enlisting in military service may apply to The Art Institute of Fort Lauderdale for delayed admission, with enrollment to begin after military discharge.

For further information on SOC and ConAP, please contact the The Art Institute of Fort Lauderdale Director of Admissions or your local military recruiter.

## College First Program

To provide additional financial support to students who wish to pursue a military career after studying at the college, The Art Institute of Fort Lauderdale participates in the College First program. College First allows qualified enlistees to attend college for up to two years while serving in the Army's Delayed Entry Program (DEP) or as a drilling reservist. Students who qualify for College First under DEP receive a monthly educational allowance during the academic year. Students who qualify for College First as a reservist will earn duty pay. Students who complete 30 or more college credit hours before entering active duty may be promoted to the grade of E-4.

Students who would like more information about the College First program may call The Art Institute of Fort Lauderdale's Director of Admissions or their local military recruiter.

## Refund Policy

### 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 their 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 requested within five business days (three business days for diploma program applicants) after signing their Enrollment Agreement and making an initial payment.
3. All monies paid by applicants, less the \$50 application fee, will be returned, if requested, within three business days after their first visit to the college or within three business days of the regularly scheduled orientation program for their starting quarter, whichever is sooner.
4. Bachelor's and associate's degree program applicants requesting cancellation no later than 90 days before the first scheduled class date will receive a refund of all monies paid, less the \$50 application fee.
5. Bachelor's and associate's degree program applicants who give less than 90 days' cancellation notice will be entitled to a refund of all monies paid, less a cancellation fee of \$150 [includes application fee].
6. Refunds will be made within 30 calendar days of the applicant's request or within 30 calendar days after their first scheduled class day.
7. Applicants who postpone starting classes after the original start date noted on their initial Enrollment Agreement are required to reapply and are subject to the tuition, fees, and other conditions on their subsequent new Enrollment Agreement.

### REFUND POLICY AFTER MATRICULATION, ALL QUARTERS:

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

1. Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
2. The student may voluntarily withdraw from The Art Institute of Fort Lauderdale by notifying the Office of the Registrar in person or in writing. If the student stops attending without notifying the Office of the Registrar, The Art Institute of Fort Lauderdale shall determine the date of

withdrawal. This determination date will be considered the notification date for refunding purposes.

3. Refunds due shall be paid within 30 days of the notification date, unless the student is withdrawing at the end of the quarter. Refunds for a student notifying The Art Institute of Fort Lauderdale prior to the end of a quarter that they will be withdrawing at the end of that quarter will be paid within 30 days of the last day of the quarter.
4. Refunds for a student who completes a previous quarter of study and does not notify The Art Institute of Fort Lauderdale prior to the end of that quarter that they will not be returning for the following quarter will be paid within 30 days of the first day of that following quarter in which the student was expected to return.
5. In the event of a fully documented extreme illness or personal emergency that makes it impossible for the student to complete the program, The Art Institute of Fort Lauderdale 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 of Fort Lauderdale. The Art Institute of Fort Lauderdale 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 11 weeks (5 weeks when started mid-quarter) in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for refund purposes.
8. In the event The Art Institute of Fort Lauderdale cancels or changes a course or program of study in such a way that a student who started the program or course is unable to complete it, The Art Institute of Fort Lauderdale will refund all monies paid by the student for the course or program within 30 days.
9. Examples of the calculation of the tuition and fee refund policy are available upon request from the student accounting office.
10. Students may drop/add classes during the first seven academic days (the first two academic days when starting mid-quarter) (including Saturdays) of the quarter and tuition will be adjusted accordingly. Students may not add classes to their schedule after the first seven academic days (the first two academic days when starting mid-quarter) (including Saturdays) of the quarter. Tuition will not be adjusted for any classes dropped after the first seven academic days (the first two academic days when starting mid-quarter) (including Saturdays) of the quarter unless the student completely withdraws from the program [see Refund Calculations below]. Financial aid eligibility may change for students starting mid-quarter who add or drop classes.
11. Students who are registered for a second-session online class and who withdraw from school during session 1 of a term will have the second-session online class voided. This means that they will not be charged for the class, the class will not appear on the transcript, and there will be no academic progress implications for that class.
12. Students enrolled for a second-session online class who remain in school, but who choose not to take the second-session online class must notify the college that they will not take that class prior to the end of the drop/add period for mid-session start in order to be unregistered from the class and not be charged for it. Failure to do so will result in a W grade (which will apply to the

Academic Progress policy) and being charged for the course.

13. Any changes made to a student's schedule may change the student's financial aid eligibility.
14. The Art Institute of Fort Lauderdale reserves the right to revise the refund policy. Students will be notified of any changes 60 days in advance of the effective date.

**NON-PAYMENT OF CHARGES:** Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Fort Lauderdale will result in the student being obligated for additional interest charges, collection agency fees, and legal fees. We reserve the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations and not release the student's official academic transcript until all of the student's debts to The Art Institute of Fort Lauderdale are paid in full.

## REFUND CALCULATIONS:

### 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. If the student starts mid-quarter, the percentage is based on mid-quarter start and end dates. The amount returned will be based on the percentage of days remaining in the quarter. The college 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, 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/semester, the student may need to return some of those funds. If the student needs to return funds, the college will notify the student regarding how much is owed, and how it is to be returned.

### ADJUSTMENT OF CHARGES:

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

Week One	10%
Weeks Two and Three	30%
Weeks Four and Five	60%
After Week Five	100%

When the student withdraws after starting mid-quarter:

Week One	25%
Week Two	50%
After Week Two	100%

The college will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The college will then calculate how much of the charges can be retained based on the college 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 Title IV funds, the refund will be made to the student, or with the student's written authorization, to federal Loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under college policy, refunds will

be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), student.

If kits, components of the kit, books, or supplies, are returned to the bookstore in re-salable condition within 21 days of withdrawal or 10 days of withdraw if student started mid-quarter, a credit will be given.

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

Examples of the calculations for this policy are available in the Student Accounting office.

## College Services

### Nevin C. Meinhardt Memorial Library

The Nevin C. Meinhardt Memorial Library is a vibrant, single location for students to access the resources they need to succeed as a student and to develop as a knowledgeable industry professional.

The library contains a collection of over 18,000 books, 300 magazine titles, 8,900 visual references, and thousands of unique items.

The library also subscribes to a core of online resources including digitized journal articles, fashion forecasting resources, stock images, software training tutorials, market research reports, company information, and art information. Access to these resources and the library's online catalog are available to students through the library's web site.

Development of the library collection is based on careful evaluation of the curriculum needs of each academic program, current industry trends, and industry resources.

Resources beyond the libraries holdings are available to students through our memberships in the local library consortium, SEFLIN (Southeast Florida Library Information Network) and the international organization, OCLC (online Computer Library Center). Our SEFLIN membership offers students use of many of the academic libraries in South Florida. Membership in OCLC provides students access to the collections (through interlibrary loan) from over 65,000 libraries in 112 countries. The service oriented library staff offers one-on-one assistance to students in person, via phone, chat, or email. All librarians hold a master's degree in library science. Each librarian partners with faculty in the academic department they support to offer in-class sessions which provide students targeted information-gathering skills.

### Bookstore

The AiFi bookstore is located on the first floor of the Main Building. This is the location for picking up student supply kits, which are custom built for each program. The bookstore carries textbooks, general supplies, art supplies, media storage and portable hard drives. Free parking permits can also be picked up at this location when you register your vehicle. A parking permit is required for all non-visitor vehicles parking on the college grounds.

## Alumni Association

The mission of the Alumni Association of The Art Institute of Fort Lauderdale to promote relations among the college, its alumni, and its current students for the purpose of supporting growth through networking, mentoring, continuing education seminars, and community awareness. Under the leadership of the Alumni Coordinator and in conjunction with the Alumni Committee, The Art Institute of Fort Lauderdale provides the following services to its alumni: reunions, newsletters, alumni seminars, alumni merchandise, career resources, events calendar, recognition awards, guest speaker opportunities, gallery exhibitions, and art-judging opportunities.

The national Art Institute of Fort Lauderdale alumni web site is <http://www.alumniconnections.com/artinstitutes>. This site features an online directory, career resources tools, success stories, and an events calendar.

### Mark K. Wheeler Gallery

Having a gallery space to display artwork is a tremendous asset to The Art Institute of Fort Lauderdale. On a regular basis, the Mark K. Wheeler Gallery (named for the founder of The Art Institute of Fort Lauderdale) hosts exhibits for the students and public to view. The exhibits are carefully selected and are used to demonstrate professional accomplishments, challenge students to explore new mediums, and showcase The Art Institute of Fort Lauderdale's impressive resources and talents.

Many faculty members incorporate visits to the gallery into their curriculum, teaching students to appreciate and critique works of art.

The Art Institute of Fort Lauderdale Mark K. Wheeler Gallery serves as a non-commercial exhibition space that reflects and exemplifies the artwork of professionals, faculty, students, and graduates in their fields.

The goals of the gallery are to inspire and challenge students through examples of accomplished artists and designers, enrich the learning community at The Art Institute of Fort Lauderdale through exhibitions, demonstrate high levels of excellence, provide opportunities to increase public awareness of the college and its importance in the art and design community, and expose the local community to relevant faculty, student, and professional work. A sampling of the exhibitions include juried student art shows, faculty exhibitions, and visiting artists.

The gallery is located on the first floor of the Main Building and is open Monday through Thursday from 8 a.m. to 11 p.m., Friday from 8 a.m. to 5 p.m., and Saturday from 9 a.m. to 5 p.m. The gallery is closed on Sundays and holidays.

## Technology Services

Technology at The Art Institute of Fort Lauderdale continues to grow to keep pace with the demanding applications used throughout each program. The college currently supports Macintoshes and PCs in 32 computer labs, all with Internet access. Extended hours are available in two open labs, one in the Main Building and one in Harbor Walk from 8 a.m. to 10 p.m. Monday through Saturday and from 10 a.m. to 5 p.m. on Sunday. An open lab is also available in the Sunrise Hall dormitory.

## Policy on Student's Use of Electronic Resources

Although the use of technology is available for students and faculty in the labs, classrooms, and resource areas, students and faculty are requested not to attach any devices that have not met the approval of their specific department requirements (students should consult with their department chairs for a list of approved devices) to equipment in any of the school's computer or production classrooms. Those who do not follow this policy may be subject to disciplinary action.

The Art Institute of Fort Lauderdale requires all students using the college's technology and networks to abide by the Policy on Students' Use of Electronic Resources. Technology and networks covered under this policy include but are not limited to the following:

- electronic mail
- local databases
- games
- CD-ROMs
- photographs
- digitized information
- any recorded media
- externally accessed databases

A copy of the Policy on Students' Use of Electronic Resources statement may be obtained from the Student Handbook available at <http://aiflhub.aiiresources.com/handbook> or by contacting the Director of Technology.

## General Facilities & Equipment

The Art Institute of Fort Lauderdale occupies approximately 150,000 square feet of space in three separate buildings. The main facility, located at 1799 SE 17th Street, is a 75,000-square-foot, four-story building designed specifically to house the college.

The fourth floor contains computer labs, a computer-networking room, drawing classrooms, and office space for the Graphic Design, Advertising, and Illustration departments' program chairs and faculty. The third floor is shared by the faculty and administration of the Broadcasting, Digital Filmmaking & Video Production, Fashion Design, and Photography programs. The video post-production labs occupy 3,000 square feet and are equipped with editing stations. Two professionally designed broadcasting studios and a working newsroom are also part of the media space. The Fashion Design area consists of four sewing rooms containing power sewing machines, cutting tables, power cutters, dressmakers forms, and steam irons. In addition, there is a design lab equipped with computer-driven design workstations. The third floor also contains the commercial photography studio and equipment checkout.

The second floor houses the Registrar, Accounting, Student Financial Services, Admissions, and Administrative offices.

Located on the first floor are a television production studio, a special effects studio equipped with a full-body cyclorama wall for high-end visual effects photography, an audio recording studio, the college bookstore, a public cafe, and the offices of the Human Resources and Admissions Departments. The Mark K. Wheeler Gallery is located just off the main lobby.

The Harbor Walk building, located directly southwest of the Main Building at 1650 SE 17th Street, is a four-story building comprising approximately 60,000 square feet. The fourth floor has classroom space for the Interior Design, General Education, Computer Animation, Visual Effects & Motion Graphics, and Game Art & Design programs. The Interior Design classrooms are equipped with drawing tables, mechanical straight edges, and critique boards. The sample resource center contains manufacturer catalogs, wall and floor covering samples, fabric samples, and a light display. A blueprinting machine

is also available for student use. Offices for the college academic advisors are also located on this floor.

The third floor houses offices for the Computer Animation, Visual Effects & Motion Graphics, and Game Art & Design program chairs and faculty, general classrooms, science lab, an open computer lab, and a student lounge equipped with tables, benches, vending machines, and a food service area.

The second floor of Harbor Walk comprises Career Services, faculty offices, animation labs, and general classrooms.

The first floor houses the Chef's Palette restaurant and the Culinary Arts and Industrial Design programs. The Culinary Arts Department is composed of four fully equipped commercial kitchens, teaching/service bar, classroom space, walk-in refrigerators, and freezers.

The Industrial Design area has a ventilated shop equipped with power saws, grinders, sanders, lathes, a paint-spray room, work benches, and a tool crib with all the necessary hand tools.

The Harbor Place building is located directly adjacent to the Harbor Walk building at 1600 SE 17th Street. The college occupies the entire third floor consisting of approximately 15,000 square feet. This space houses the 5,000 square foot library equipped with reading tables, a computer lab with Internet access, a photocopier, an image scanner, a laser printer and wireless computer access. Also located on this floor is office space for the General Education faculty, Interior Design, and Communications departments.