



DESIGN MEDIA ARTS FASHION

CATALOG 2011-2012

Ai The Art Institute
of New York City®

CREATE TOMORROW

TABLE OF CONTENTS

Fundamental Beliefs	01
Message from the Executive Committee of The Art Institute of New York City	01
History and Location	01
Programs	02
Licensing, Accreditation, Memberships	03
Summary of The Art Institute of New York City's Programs	03
Digital Filmmaking (A.A.S.)	04
Fashion Design (A.A.S.)	06
Fashion Merchandising & Marketing (A.A.S.)	08
Graphic Design (A.A.S.)	10
Interior Design (A.A.S.)	12
Web Design & Interactive Media (A.O.S.)	14
Fashion Design (A.O.S.)	16
Graphic Design (A.O.S.)	18
Interior Design (A.O.S.)	20
Video Production (A.O.S.)	22
Course Descriptions	24
Admissions Process	38
Student Financial Services	41
Campus and Student Life	44
Academic Policies	46
Faculty	51
Student Conduct Policy	51
Student Right To Know	56
Academic Calendar	57

MISSION

The mission of The Art Institute of New York City is to provide career-focused higher education in art and design, complemented by a strong liberal arts core, to a diverse student body. Our industry-driven curricula, subjected to continuous process review, combine theory and practice to help students become successful contributors to the creative community.

OBJECTIVES

It is our objective to provide career-focused, competency-based program curricula that consistently emphasize the knowledge, skills, and professional qualities needed in the current employment market of the various career fields.

It is our objective to employ faculty with appropriate educational credentials and related industry experience who deliver learner-centered instruction consistent with the curricular requirements. It is our objective to create and maintain an educational environment that is conducive to general learning by providing adequate facilities, learning resources, computer laboratories, industry-related and program-specific environments, well equipped design rooms, and first-rate media labs and classrooms.

It is our objective to provide a customer-sensitive staff that supports the general institutional purpose and, in particular, student achievement and success.

It is our objective to maintain and develop adequate financial resources to support student success.

It is our objective to strive for quality and continued improvement in all operational areas of the institution.

MESSAGE FROM THE EXECUTIVE COMMITTEE OF THE ART INSTITUTE OF NEW YORK CITY

You enter college with your talents and goals. At The Art Institute of New York City, we see our role as providing those educational services that help you develop your potential.

An education from The Art Institute of New York City is not a process where we hand you skills and knowledge. You must take responsibility and get involved. Here, you have the opportunity to learn from professionals in a hands-on environment. You also have the opportunity to make both professional contacts and lifelong friends. On your part, it means engaging fully, eyes and mind wide open.

There's a vibrant energy here, one that fuels a desire to do your best. You are supported by a close and caring community bound by mutual respect for each other's opinions. You are also part of New York City, where you can profit from the texture that makes it one of the nation's most exciting places to go to school, work, and live. We have a reputation within the art and design communities for graduates who are assets to the companies that employ them. We are here to make sure that your experience with The Art Institute of New York City is the best it can be. Join us, seek us out, and tell us how we can help you achieve your education and career goals. You are responsible for reading the policies contained within this catalog, the student handbook, and any subsequent policies provided by The Art Institute of New York City. Understanding and fulfilling these requirements will help you to become a responsible student.

If you have any questions, please don't hesitate to ask.

Tad Graham-Handley
President

Dave Moughalian
Dean of Academic Affairs

Joe Pirrello
Dean of Student Affairs

Nathan Fields
Director of Administration and Finance

Marc Scoleri
Director of Career Services

Mary Ann Grillo
Senior Director of Admissions

Camille Bateman
Director of Human Resources

Board of Trustees
Members of The Art Institute of New York City Board of Trustees are:

David J. Bagnato
Education Management Corporation

Thomas P. Conley
Board Chair

Dr. Marylouise Fennell
Higher Education Services

James Sober
Education Management Corporation

Dr. Eleanor P. Vreeland
Barland Company

John Knepper
Private Consultant

HISTORY

A coeducational, non-sectarian, independent college, The Art Institute of New York City began operation with its first class in 1980 as The New York Restaurant School. It operated as an affiliate of the New School for Social Research from its inception until August 1987, at which time it was licensed as an independent institution by the New York State Education Department.

On May 1, 1995, the Board of Regents of the State of New York granted The New York Restaurant School a charter to confer an Associate of Occupational Studies (A.O.S.) degree. On July 31, 1996, The Art Institutes International, Inc., a subsidiary of Education Management Corporation, headquartered in Pittsburgh, Pennsylvania, acquired The New York Restaurant School and renamed it The Art Institute of New York City. In 2008, the school began to transition its degrees from the Associate of Occupational Studies (A.O.S.) to the Associate in Applied Studies (A.A.S.) as well as to discontinue culinary programs, with registration halted in March, 2008. In addition, all staff, classes, and student support services were moved into the newly expanded Beach Street facility. The Art Institute of New York City offers education programs designed to meet the demands of the contemporary job market and encompasses more than 11,000 alumni, a number of whom are leaders in their fields.

LOCATION

The Art Institute of New York City is located in downtown Manhattan in the SoHo-/TriBeCa district of New York City, the display case for contemporary style. Just south of Houston Street, intersecting with Broadway, SoHo is a focal point for individuals who appreciate and possess creative talent of all kinds.

West Broadway is the district's main thoroughfare, lined with avant-garde boutiques and trendsetting galleries. The area's roots can be traced back to the late 1800s, when massive cast-iron warehouses and factories were constructed to support the city's rapid industrial and manufacturing growth. With their high ceilings and tall windows, these structures were rediscovered by New York's artistic community more than three decades ago and now house an eclectic collection of shops, coffeehouses, restaurants, loft apartments, and small businesses.

The district boasts the largest concentration of cast-iron buildings in the world. Most notable is the Haughwout Building, referred to as the "Parthenon of Cast-Iron Architecture." Varying styles of ornate columns, lintels, cornices, doorways, and arches create an imprint of elegance found nowhere else in the world. Art galleries exhibiting works of every genre and style are dotted throughout the area. By strolling the main thoroughfares and cobblestone side streets, one can see the cutting edge of the art world displayed in galleries large and small throughout SoHo/TriBeCa.

Lower Manhattan's dining attractions are a culinary melting pot – from health foods to hot dogs, sushi, pastries, salad bars, neighborhood delicatessens and bakeries, designer coffee bars, bagel shops, and bistros specializing in international fare. Considered the source of creative energy in the city, SoHo and TriBeCa are two of New York's most vibrant areas. The district's contemporary yet casual lifestyle attracts talented individuals who are eager to develop their creative abilities in one of the world's most exciting cities.

New York is known as the fashion capital of the nation, if not the world. The heart of the garment district, Seventh Avenue roughly between 25th and 50th Street, has been renamed "Fashion Avenue." In this bustling hub, designs are created, samples cut, and orders written for clothing to be shipped all over the world. Pushcarts ferrying garments through traffic add to the district's unique flavor.

Virtually every major electronic medium is either headquartered or represented in New York City. Many network programs, cable shows, and commercials emanate from here, making it the ideal site to prepare for a career in Digital Filmmaking. It is a common sight to see movies and videos being shot on the always-exciting streets of New York. With hundreds of Interior Design showrooms as well as the internationally famous New York Design Center and the Decoration and Design building, The Art Institute of New York City is well-situated to provide the kind of wide exposure to design ideas students need to thrive in this exciting environment.

STATEMENT OF OWNERSHIP

The Art Institute of New York City is owned by The Art Institute of New York City, Inc., a wholly owned subsidiary of The Art Institutes International LLC, with corporate headquarters located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222. The Art Institutes International LLC is a subsidiary of Education Management Corporation, located at the same address.

The Executive Officers of Education Management Corporation are:

Todd S. Nelson
Chief Executive Officer

Edward H. West
President and Chief Financial Officer

Robert A. Carroll
Senior Vice President and Chief Information Officer

Tony Digiovanni
Senior Vice President – Marketing and Admissions

Danny Finuf
President of Brown Mackie Colleges

Anthony J. Guida Jr.
Senior Vice President – Regulatory Affairs and Compliance and Strategic Development

John Kline
President, EDMC Online Higher Education

J. Devitt Kramer
Senior Vice President, General Counsel and Secretary

John M. Mazzoni
President of The Art Institutes

Stacey R. Sauchuk, PhD
Senior Vice President of Academic Programs and Student Affairs

John T. South, III
Chancellor of South University

Craig D. Swenson, PhD
President of Argosy University

Roberta L. Troike
Senior Vice President of Human Resources

Members of the Education Management Corporation Board of Directors are:

Mick J. Beekhuizen
Samuel C. Cowley
Adrian M. Jones
Jeffrey T. Leeds
John R. McKernan, Jr.
(Chairman of the Board)
Leo F. Mullin
Todd S. Nelson
Paul J. Salem
Peter O. Wilde

ACADEMIC FREEDOM

The Art Institute of New York City is fully committed to the values of freedom of inquiry in support of its educational mission.

Academic Freedom is the freedom for all to discuss relevant matters in the classroom, to explore all avenues of scholarship, research, and creative expression, and to speak or write as a public citizen without institutional discipline or restriction.

Academic Responsibility is the need for faculty to perform their academic duties and obligations while teaching.

1. Faculty are entitled to freedom to develop and determine methods of classroom instruction and student evaluation, including the following:
 - a) To develop curriculum, including academic programs, courses, course descriptions, course outlines/syllabi, course goals, objectives, and standards in accordance with college procedures and in conformity with state and

accreditation agency requirements and articulation agreements with other institutions of higher education faculty.

- b) To experiment with and choose methods of instruction and evaluation consistent with approved course syllabi/outlines.
 - c) Within a discipline, to recommend instructional materials that will be used in a course to cover the content of the approved course outlines.
 - d) To assign student grades in a manner that is consistent with the college's grading policy.
2. Faculty are responsible for participating in interdisciplinary academic matters by participating in college committees and meetings.
 3. Faculty are entitled to the freedom to express themselves, to foster critical thinking, and to support the expression of alternative points of view when writing articles and/or books, developing media, creating art, and/or conducting research, so long as they make a clear distinction between when they are acting as individuals and when they are acting as representatives of the college.

PROGRAMS

Each program is offered on a year-round basis, allowing students to continue to work uninterrupted toward their degrees. The faculty, many of whom are working professionals, strives to strengthen students' skills and cultivate their talents through well designed curricula.

Programs are carefully defined with the support and contributions of leading members of the professional community. Curricula are generally reviewed periodically to ensure they meet the needs of a changing marketplace and prepare graduates for entry-level positions in their chosen fields.

The Art Institute of New York City's graduates are prepared to pursue entry-level positions through concentrated, structured programs of study that reflect the needs of a changing job market. Graduates are provided with assistance in securing employment that culminates in professional satisfaction and rewards. Curricula are generally taught by faculty who are, or have been, working professionally in their fields.

Graphic Design, Web Design & Interactive Media, Fashion Design, Fashion Merchandising & Marketing, Digital Filmmaking, and Interior Design faculty have real-world experience in the fields of advertising, publishing, television, graphic design, and multimedia system design among others. Many faculty members are sought after in the industry, even as they devote themselves to their fields through teaching.

The emphasis of The Art Institute of New York City has always been on high-quality education. The strong performance of graduates working in their fields is a testament to the strength of its programs.

CATALOG ACCURACY AND RIGHT TO CHANGE DISCLAIMERS

The Art Institute of New York City reserves the right to make changes of any nature. All programs, courses, and requirements are subject to change or termination without advance notice. The Art Institute of New York City has made every effort to make the material presented in this catalog timely and accurate. Curriculum, fees, expenses, and other matters described herein are subject to change without notice at the discretion of The Art Institute of New York City. For more information, contact the college at 800.654.2433. Catalog Addenda may be periodically released to reflect updates and changes of catalog content. Check the website (<http://www.artinstitutes.edu/newyork/>) or contact the Admissions Department for further information.

LICENSING, ACCREDITATION, MEMBERSHIPS

The Art Institute of New York City is accredited by the Accrediting Council for Independent Colleges and Schools to award associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 202.336.6780.

The Art Institute of New York has received permission to operate from the State of New York Board of Regents State Education Department, 89 Washington Avenue, 5 North Mezzanine, Albany NY 12234, 518.474.2593.

Programs at The Art Institute of New York City are approved for the training of veterans and eligible veterans' dependents. Only the Veterans Administration can determine eligibility for these benefits. Inquiries should be directed to the Department of Veterans Affairs, 245 West Houston Street, New York, NY 10014 or by telephone at 212.807.7229.

SUMMARY OF PROGRAMS AT THE ART INSTITUTE OF NEW YORK CITY

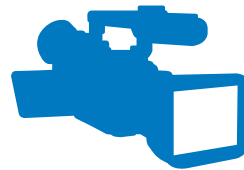
PROGRAM TITLE	CODE	AWARD	HEGIS CODE
Digital Filmmaking	DF	AAS	5012
Fashion Design	FD	AAS	5012
Fashion Merchandising & Marketing	FM	AAS	5004
Graphic Design	GD	AAS	5012
Interior Design	ID	AAS	5012
Web Design & Interactive Media	WDIM	AOS	5012
Fashion Design	FD	AOS*	5012
Graphic Design	GD	AOS*	5012
Interior Design	ID	AOS*	5012
Video Production	VP	AOS*	5012

**These programs are no longer enrolling students.*

NOTES

HEGIS (Higher Education General Information Survey) code numbers are used to identify academic programs throughout US colleges and universities.

Abbreviations are intended for internal use only and not as an officially recognized form of degree or program description.



DIGITAL FILMMAKING

ASSOCIATE IN APPLIED SCIENCE

INTRODUCTION

The Digital Filmmaking program at The Art Institute of New York City is designed to prepare students for entry-level careers in the filmmaking industry. Graduates of the program will have developed technical competency in the field that will include an overall view of the production process; understanding basic cinematography concepts, techniques, and cinematic visual language; learning to use camera formats and lighting tools effectively; and capturing, editing, and encoding material.

The Art Institute of New York City's degree program in Digital Filmmaking is the first step toward a career in video production. The program covers all three phases of the filmmaking process. Students have the opportunity to become familiar with film and video editing by learning to study footage, select the best shots, and assemble them in the most effective way. Students can learn to work with digital media, since most editing takes place on a computer. Students are offered experience with splicing, patching, rewinding, coding, and storing film. The program also exposes students to dubbing and soundtrack and special sound effects creation to produce the final combination of sight and sound as it appears on the screen. The work has become increasingly computer driven, as electronic equipment has replaced conventional tape-recording devices.

Emphasis is placed on learning the conceptual approaches, professional methodologies, and technologies of professional practice. At the upper levels of the curriculum, students have the opportunity to engage in the execution of assignments encountered by professionals in the field. The curriculum also includes many opportunities for real-world assignments, all leading to the creation of a thesis film that shows students' creative thinking, visual problem solving, and innovation. The Art Institute of New York City has shaped its liberal arts curriculum to help prepare students for a lifetime of continuous learning by offering them the skills and tools of inquiry, research, analysis, and communications.

Mid-Program Review:

Students must submit Shooting Scripts and Director's Books for departmental approval before beginning their Thesis Production.

Graduates of this program will be prepared to pursue entry-level employment opportunities in the digital filmmaking and video production industries inclusive of preproduction, lighting, broadcast, production, video editing, media authoring, and business aspects of the digital media industry.

PROGRAM OBJECTIVES

- Develop competency in use of the multiple technologies of visual storytelling as an imaginative tool for mass communications, including video and audio recording and editing, production design and motion graphics, basic scheduling and production skills, and directing
- Create short films, for either narrative, commercial, or documentary purposes; assemble those projects into a professional quality demo reel, and leave behind package
- Develop a sense of professional practice, service, learning, and portfolio preparation through classes and an internship, that help the student internalize professional standards and prepare for the transition to the world of work
- Practice and develop through hands-on exercises, in-class lectures and field trips contemporary skills appropriate to the industry.
- Prepare students for a lifetime of continuous learning by giving them the skills and tools of inquiry, research, analysis, and communications while learning to place individual subjects into larger contexts.

CORE REQUIREMENTS		LECTURE CONTACT HOURS	LAB CONTACT HOURS	PRACTICUM CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
DF101	Film and Narrative Theory	22	22	0	44	3
DF104	Narrative Topics	22	22	0	44	3
DF112	Screenwriting	22	22	0	44	3
DF113	Script Development	22	22	0	44	3
DF121	Visual Storytelling	22	22	0	44	3
DF122	Cinematography and Lighting	22	22	0	44	3
DF123	Directing the Actor	22	22	0	44	3
DF124	Pre-Producing the Short Film	22	22	0	44	3
DF131	Introduction to Audio	22	22	0	44	3
DF132	Sound Design for Digital Film	22	22	0	44	3
DF133	Studio Production and Production Design	22	22	0	44	3
DF134	Location Production	22	22	0	44	3
DF141	Fundamentals of Video Editing	22	22	0	44	3
DF142	Digital Filmmaking	22	22	0	44	3
DF143	Film Pre-Visualization	22	22	0	44	3
DF144	Broadcast Graphics	22	22	0	44	3
DF225	Directing the Short Film	22	22	0	44	3
DF226	Professional Production Team (VP226)	22	22	0	44	3
DF227	Internship	0	0	99	99	3
DF237	Advanced Sound Design	22	22	0	44	3
DF246	Advanced Editing and Graphics	22	22	0	44	3
DF247	Portfolio: Production and Distribution	22	22	0	44	3
DF255	Professional Practice in the Film Industry	22	22	0	44	3
	<i>Select one course from the following:</i>					
DF172	Experimental Filmmaking	22	22	0	44	3
DF182	Documentary Filmmaking	22	22	0	44	3
DF215	Script Development 2	22	22	0	44	3
	TOTAL CORE REQUIREMENTS	506	506	99	1111	72
LIBERAL ARTS AND SCIENCES						
ENG150	English 1: Composition	44	0	0	44	4
ENG160	English 2: Introduction to Literature	44	0	0	44	4
ENG175	Public Presentation	44	0	0	44	4
	<i>Select one course from the following:</i>					
ART210	Art History: Prehistoric to Renaissance	44	0	0	44	4
ART220	Art History: Renaissance to 21st Century	44	0	0	44	4
ART224	Art History: Prehistoric to 21st Century	44	0	0	44	4
	<i>Select one course from the following:</i>					
HUM206	Introduction to Sociology	44	0	0	44	4
HUM230	Political Science	44	0	0	44	4
HUM275	Introduction to Psychology	44	0	0	44	4
	<i>Select one course from the following:</i>					
MAT220	Geometry	44	0	0	44	4
MAT224	Math for Liberal Arts	44	0	0	44	4
	<i>Select one course from the following:</i>					
SC160	Introduction to Environmental Science	44	0	0	44	4
SC175	Physics	44	0	0	44	4
	<i>Select one elective from the following:</i>					
ENG230	Modern Theatre	44	0	0	44	4
ENG235	Reader's Theatre	44	0	0	44	4
ENG240	Genre Fiction	44	0	0	44	4
HUM240	Philosophy	44	0	0	44	4
HUM250	Critical Thinking	44	0	0	44	4
	<i>Select one elective from the following:</i>					
HUM210	Sociology of the City	44	0	0	44	4
HUM212	Arts and Society	44	0	0	44	4
HUM215	Cultural Studies	44	0	0	44	4
HUM218	Visual Language and Culture	44	0	0	44	4
HUM225	Cyber Theory: The Impact of Technology on Society	44	0	0	44	4
HUM232	US History: 1900-The Present	44	0	0	44	4
	TOTAL LIBERAL ARTS AND SCIENCES	396	0	0	396	36
TOTAL CORE REQUIREMENTS		506	506	99	1111	72
TOTAL LIBERAL ARTS AND SCIENCES		396	0	0	396	36
TOTAL OTHER COURSES		0	0	0	0	0
OVERALL TOTAL FOR PROGRAM		902	506	99	1507	108



FASHION DESIGN

ASSOCIATE IN APPLIED SCIENCE

INTRODUCTION

The Fashion Design program at The Art Institute of New York City offers students a strong foundation of industry-standard professional skills and technical knowledge necessary for entry into the ever-evolving world of fashion. Students are exposed to and encouraged to integrate and implement both the creative and business aspects of the industry into their design decisions. Throughout the program, Fashion Design students will have the opportunity to gain and apply knowledge in a practical environment with the guidance of faculty and industry professionals. Students are expected to achieve competencies and develop skills in basic to advanced designing, sketching, sewing, flat-pattern drafting, draping, computer-aided designing, and creating professional portfolios. Upon graduating from the program, students are prepared to pursue entry-level positions such as design assistant, production assistant, assistant grader, private label assistant designer, assistant stylist, assistant technical designer, trim coordinator, and sourcing coordinator.

PROGRAM OBJECTIVES

- Comprehensive understanding of the history, terminology, business practices, and careers of the industry
- Implement designs from concept to consumer
- Identify and solve design problems and create solutions
- Develop technical proficiency in patternmaking, sewing, draping, and design using both traditional methods and computer methods
- Understand the regulations and laws that apply to the textile and apparel industry
- Acquire an awareness of contemporary topics in the fashion industry, while utilizing and applying the use of research resources such as the library, museums, professionally acceptable Internet tools, and professional associations
- Create a professional, industry-standard portfolio that incorporates a body of work that is focused and branded with a personal vision
- Prepare students for a lifetime of continuous learning by giving them the skills and tools of inquiry, research, analysis, and communications while learning to place individual subjects into larger contexts

CORE REQUIREMENTS		LECTURE CONTACT HOURS	LAB CONTACT HOURS	PRACTICUM CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
FD110	Clothing Construction 1	22	22	0	44	3
FD114	Clothing Construction 2	22	22	0	44	3
FD115	Draping 1	22	22	0	44	3
FD122	Fashion Design Sketching 2	22	22	0	44	3
FD130	Patternmaking Design 1	22	22	0	44	3
FD150	Computers for Fashion 1	22	22	0	44	3
FD151	Computers for Fashion 2	22	22	0	44	3
FD170	Design Studio 1	22	22	0	44	3
FD230	Design Studio 2	22	22	0	44	3
FD231	Design Studio 3	22	22	0	44	3
FD240	Computer Patternmaking 1	22	22	0	44	3
FD241	Computers for Technical Design	22	22	0	44	3
FD265	Design for Specialty Markets	22	22	0	44	3
FD280	Portfolio Development	0	44	0	44	2
FD290	Collection Development	0	44	0	44	2
FD291	Professional Presentation and Branding of the Portfolio	0	44	0	44	2
FSH100	Introduction to the Fashion Industry	22	22	0	44	3
FSH120	Fundamentals and Concepts of Design	22	22	0	44	3
FSH121	Fashion Design Sketching 1	22	22	0	44	3
FSH123	Rapid Visualization and Design Concepts	22	22	0	44	3
FSH130	Textiles and Fabrication Analysis 1	22	22	0	44	3
FSH140	History of Costume	44	0	0	44	3
FSH200	Trend Forecasting and Concept Research	22	22	0	44	3
FSH240	Introduction to Manufacturing and Apparel Line Development	22	22	0	44	3
<i>Select one course from the following:</i>						
FSH260	Fashion Entrepreneurship	22	22	0	44	3
FD295	Internship	0	0	99	99	3
TOTAL CORE REQUIREMENTS		506	594	99	1199	72

LIBERAL ARTS AND SCIENCES

ENG150	English 1: Composition	44	0	0	44	4
ENG160	English 2: Introduction to Literature	44	0	0	44	4
ENG175	Public Presentation	44	0	0	44	4
<i>Select one course from the following:</i>						
ART210	Art History: Prehistoric to Renaissance	44	0	0	44	4
ART220	Art History: Renaissance to 21st Century	44	0	0	44	4
ART224	Art History: Prehistoric to 21st Century	44	0	0	44	4
<i>Select one course from the following:</i>						
HUM206	Introduction to Sociology	44	0	0	44	4
HUM230	Political Science	44	0	0	44	4
HUM275	Introduction to Psychology	44	0	0	44	4
<i>Select one course from the following:</i>						
MAT220	Geometry	44	0	0	44	4
MAT224	Math for Liberal Arts	44	0	0	44	4
<i>Select one course from the following:</i>						
SC160	Introduction to Environmental Science	44	0	0	44	4
SC175	Physics	44	0	0	44	4
<i>Select one elective from the following:</i>						
ENG230	Modern Theatre	44	0	0	44	4
ENG235	Reader's Theatre	44	0	0	44	4
ENG240	Genre Fiction	44	0	0	44	4
HUM240	Philosophy	44	0	0	44	4
HUM250	Critical Thinking	44	0	0	44	4
<i>Select one elective from the following:</i>						
HUM210	Sociology of the City	44	0	0	44	4
HUM212	Arts and Society	44	0	0	44	4
HUM215	Cultural Studies	44	0	0	44	4
HUM218	Visual Language and Culture	44	0	0	44	4
HUM225	Cyber Theory: The Impact of Technology on Society	44	0	0	44	4
HUM232	US History: 1900-The Present	44	0	0	44	4
TOTAL LIBERAL ARTS AND SCIENCES		396	0	0	396	36

TOTAL CORE REQUIREMENTS	506	594	99	1199	72
TOTAL LIBERAL ARTS AND SCIENCES	396	0	0	396	36
TOTAL OTHER COURSES	0	0	0	0	0
OVERALL TOTAL FOR PROGRAM	902	594	99	1595	108



FASHION MERCHANDISING & MARKETING

ASSOCIATE IN APPLIED SCIENCE

INTRODUCTION

A student in the Fashion Merchandising & Marketing program at The Art Institute of New York City will have the opportunity to gain a strong foundation of industry-standard professional skills and knowledge necessary for entry into the ever evolving world of fashion. The Merchandising and Marketing sector of the fashion industry is, at its core, the link between all the different facets of the industry from concept to creation and promotion. Students are exposed to and encouraged to integrate and implement both the creative and business aspects of the industry into their decisions, and to learn how to communicate their visions and ideas as a professional. Throughout their course of study, Fashion Merchandising & Marketing students will have the opportunity to gain and apply knowledge in a practical environment with the guidance of industry professionals. Students will be expected to achieve competencies in basic to advanced skills in visual merchandising and store development, marketing and branding, retail management, buying, merchandising, special events and public relations, product development, and entrepreneurship.

Upon graduating from the program, students are prepared to work in entry-level positions in retail management, visual merchandising and store development, buying offices, public relations and event promotion, showrooms, trade shows, and more.

PROGRAM OBJECTIVES

- Have a comprehensive understanding of the history, terminology, business practices, and careers of the fashion industry
- Have the ability to collaborate in a professional manner and understand the dynamics among the merchandising, marketing, design, and manufacturing sectors of the fashion industry
- Apply practical knowledge, identify and solve problems, and create solutions that are in accordance with modern strategies and functions in the fashion industry.
- Implement core market research, trend forecasting, branding, and creativity into consumer focused projects and strategies
- Understand the regulations and laws that apply to the textile and apparel industry.
- Acquire an awareness of contemporary topics in the fashion industry, while using and applying research resources such as the library, museums, professionally acceptable internet tools, and professional associations.
- Create a professional, industry-standard portfolio that incorporates a body of work that is focused and branded with a personal vision
- Prepare students for a lifetime of continuous learning by giving them the skills and tools of inquiry, research, analysis, and communications while learning to place individual subjects into larger contexts

CORE REQUIREMENTS		LECTURE CONTACT HOURS	LAB CONTACT HOURS	PRACTICUM CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
FM101	Contemporary Retail Environments	22	22	0	44	3
FM111	Sociology of Dress and Consumer Behavior	22	22	0	44	3
FM113	Marketing Principles	22	22	0	44	3
FM115	Computers for the Fashion Industry	22	22	0	44	3
FM201	Fashion Design Concepts and Specialty Markets	22	22	0	44	3
FM205	Math for the Merchandising Environment	22	22	0	44	3
FM210	Buying 1	22	22	0	44	3
FM211	Business Law	22	22	0	44	3
FM213	Apparel and HR Management	22	22	0	44	3
FM215	Branding	22	22	0	44	3
FM220	Special Events and Public Relations	22	22	0	44	3
FM230	Visual Merchandising and Display	0	44	0	44	2
FM235	Store Design and Development	0	44	0	44	2
FM291	Professional Presentation and Branding of the Portfolio	0	44	0	44	2
FM295	Internship	0	0	99	99	3
FSH100	Introduction to the Fashion Industry	22	22	0	44	3
FSH120	Fundamentals and Concepts of Design	22	22	0	44	3
FSH121	Fashion Design Sketching 1	22	22	0	44	3
FSH123	Rapid Visualization and Design Concepts	22	22	0	44	3
FSH130	Textiles and Fabrication Analysis 1	22	22	0	44	3
FSH140	History of Costume	44	0	0	44	3
FSH200	Trend Forecasting and Concept Research	22	22	0	44	3
FSH240	Introduction to Manufacturing and Apparel Line Development	22	22	0	44	3
FSH250	Contemporary Topics in the Fashion Industry	22	22	0	44	3
FSH260	Fashion Entrepreneurship	22	22	0	44	3
TOTAL CORE REQUIREMENTS		484	572	99	1155	72

LIBERAL ARTS AND SCIENCES

ENG150	English 1: Composition	44	0	0	44	4
ENG160	English 2: Introduction to Literature	44	0	0	44	4
ENG175	Public Presentation	44	0	0	44	4
<i>Select one course from the following:</i>						
ART210	Art History: Prehistoric to Renaissance	44	0	0	44	4
ART220	Art History: Renaissance to 21st Century	44	0	0	44	4
ART224	Art History: Prehistoric to 21st Century	44	0	0	44	4
<i>Select one course from the following:</i>						
HUM206	Introduction to Sociology	44	0	0	44	4
HUM230	Political Science	44	0	0	44	4
HUM275	Introduction to Psychology	44	0	0	44	4
<i>Select one course from the following:</i>						
MAT220	Geometry	44	0	0	44	4
MAT224	Math for Liberal Arts	44	0	0	44	4
<i>Select one course from the following:</i>						
SC160	Introduction to Environmental Science	44	0	0	44	4
SC175	Physics	44	0	0	44	4
<i>Select one elective from the following:</i>						
ENG230	Modern Theatre	44	0	0	44	4
ENG235	Reader's Theatre	44	0	0	44	4
ENG240	Genre Fiction	44	0	0	44	4
HUM240	Philosophy	44	0	0	44	4
HUM250	Critical Thinking	44	0	0	44	4
<i>Select one elective from the following:</i>						
HUM210	Sociology of the City	44	0	0	44	4
HUM212	Arts and Society	44	0	0	44	4
HUM215	Cultural Studies	44	0	0	44	4
HUM218	Visual Language and Culture	44	0	0	44	4
HUM225	Cyber Theory: The Impact of Technology on Society	44	0	0	44	4
HUM232	US History: 1900-The Present	44	0	0	44	4
TOTAL LIBERAL ARTS AND SCIENCES		396	0	0	396	36

TOTAL CORE REQUIREMENTS	484	572	99	1155	72
TOTAL LIBERAL ARTS AND SCIENCES	396	0	0	396	36
TOTAL OTHER COURSES	0	0	0	0	0
OVERALL TOTAL FOR PROGRAM	880	572	99	1551	108



GRAPHIC DESIGN

ASSOCIATE IN APPLIED SCIENCE

INTRODUCTION

Graduates of the Graphic Design program will have acquired the technical knowledge and the creative skills necessary for an entry-level position in the graphic design field. The course of studies is designed to reflect the approaches, methodologies, and evolving technologies of print and Web design, while aiming to prepare students for rewarding contributions to the graphic design industries. As students move through the curriculum, they are exposed to two-dimensional design, typographic design, graphic design, and graphic identity strategies. Students have the opportunity to gain familiarity with professional software and to develop design research and method skills. During the latter portion of the program, students have the opportunity to concentrate on assembling and editing a portfolio, and to gain direct experience in professional practice through their internship.

The liberal arts and science component is designed to provide understanding of social and behavioral sciences, natural sciences, humanities, and mathematics. The emphasis is placed on people skills, critical thinking, and problem solving to prepare qualified and productive graduates for today's industries.

Students graduating from this program are prepared to pursue entry-level positions such as production artist, designer, assistant art director, production coordinator, and digital artist at design studios, publishing houses, in-house corporate design departments, and in design studios for printers.

PROGRAM OBJECTIVES

- Develop foundational skills that emphasize fundamental approaches to the formal concerns of the designer
- Become versed in the history, methodology, and practice of graphic design
- Explore and critically assess the use of color, form, shape, texture, typography, photography, and illustration as visual problem-solving tools
- Practice and develop through hands-on exercises, in-class lecture, and field trips the digital skills in use in the industry today
- Develop a sense of professional practice, service, learning, internship, and portfolio preparation through classes that help the student internalize professional standards and prepare for the transition to the world of work
- Assemble, edit, and assess a portfolio of work that indicates a personal vision and professional competencies in defining and addressing contemporary design issues, and that reflects contemporary strategies and methodologies in graphic design
- Prepare students for a lifetime of continuous learning by giving them the skills and tools of inquiry, research, analysis, and communications while learning to place individual subjects into larger contexts

CORE REQUIREMENTS		LECTURE CONTACT HOURS	LAB CONTACT HOURS	PRACTICUM CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
GD101	Drawing and Perspective	22	22	0	44	3
GD102	Fundamentals of Design	22	22	0	44	3
GD113	Color Theory	22	22	0	44	3
GD121	Image Manipulation	22	22	0	44	3
GD160	Introduction to Graphic and Web Design	22	22	0	44	3
GD170	Designing with Type 1	22	22	0	44	3
GD180	Digital Photography 1	22	22	0	44	3
GD185	Digital Photography 2	22	22	0	44	3
GD190	Form and Space	22	22	0	44	3
GD202	Digital Illustration	22	22	0	44	3
GD212	Electronic Production	22	22	0	44	3
GD215	Graphic Identity	22	22	0	44	3
GD218	Graphic Symbolism	22	22	0	44	3
GD220	Marketing Design	22	22	0	44	3
GD225	History of Graphic Design	22	0	0	22	2
GD231	Design Production Team	22	22	0	44	3
GD240	Concept Design	22	22	0	44	3
GD260	Web Design 1	22	22	0	44	3
GD262	Web Design 2	22	22	0	44	3
GD270	Designing with Type 2	22	22	0	44	3
GD275	Designing with Type 3	22	22	0	44	3
GD278	Professional Practice and Career Development	22	22	0	44	3
GD280	Portfolio 1	0	44	0	44	2
GD282	Portfolio 2	0	44	0	44	2
INT202	Internship	0	0	99	99	3
TOTAL CORE REQUIREMENTS		484	550	99	1133	72

LIBERAL ARTS AND SCIENCES

ENG150	English 1: Composition	44	0	0	44	4
ENG160	English 2: Introduction to Literature	44	0	0	44	4
ENG175	Public Presentation	44	0	0	44	4
<i>Select one course from the following:</i>						
ART210	Art History: Prehistoric to Renaissance	44	0	0	44	4
ART220	Art History: Renaissance to 21st Century	44	0	0	44	4
ART224	Art History: Prehistoric to 21st Century	44	0	0	44	4
<i>Select one course from the following:</i>						
HUM206	Introduction to Sociology	44	0	0	44	4
HUM230	Political Science	44	0	0	44	4
HUM275	Introduction to Psychology	44	0	0	44	4
<i>Select one course from the following:</i>						
MAT220	Geometry	44	0	0	44	4
MAT224	Math for Liberal Arts	44	0	0	44	4
<i>Select one course from the following:</i>						
SC160	Introduction to Environmental Science	44	0	0	44	4
SC175	Physics	44	0	0	44	4
<i>Select one elective from the following:</i>						
ENG230	Modern Theatre	44	0	0	44	4
ENG235	Reader's Theatre	44	0	0	44	4
ENG240	Genre Fiction	44	0	0	44	4
HUM240	Philosophy	44	0	0	44	4
HUM250	Critical Thinking	44	0	0	44	4
<i>Select one elective from the following:</i>						
HUM210	Sociology of the City	44	0	0	44	4
HUM212	Arts and Society	44	0	0	44	4
HUM215	Cultural Studies	44	0	0	44	4
HUM218	Visual Language and Culture	44	0	0	44	4
HUM225	Cyber Theory: The Impact of Technology on Society	44	0	0	44	4
HUM232	US History: 1900-The Present	44	0	0	44	4
TOTAL LIBERAL ARTS AND SCIENCES		396	0	0	396	36

TOTAL CORE REQUIREMENTS	484	550	99	1133	72
TOTAL LIBERAL ARTS AND SCIENCES	396	0	0	396	36
TOTAL OTHER COURSES	0	0	0	0	0
OVERALL TOTAL FOR PROGRAM	880	550	99	1529	108



INTERIOR DESIGN

ASSOCIATE IN APPLIED SCIENCE

INTRODUCTION

Over the years, the design of building interiors has evolved from the decoration of surfaces and the selection of furniture to a multi-faceted profession dealing with the design of complete environments which satisfy client needs, incorporate building technology, and ensure user safety.

The Associate in Applied Science in Interior Design degree program offers a well-rounded foundation that nurtures the technical, creative and human factor aspects of interior design necessary to enter the field. Beginning with a strong foundation in the manual arts of drafting and drawing, the student has the opportunity to study the basic design principles. In addition, students can obtain first-hand design exposure and interact with designers and firms, and view installations, significant buildings, and exhibitions in New York City. This juxtaposition enables students to develop their competencies in formulating, proposing, and executing creative design solutions which meet the needs of their clients.

This program prepares students for entry-level positions in the industry, such as junior architectural drafter, designer, or planner.

PROGRAM OBJECTIVES

- Identify and solve interior design problems and create solutions that are functional, aesthetic, and within industry codes
- Develop technical proficiency in space planning, rendering, drafting, and computer-aided design
- Design individually and collaboratively within the context of buildings systems using appropriate materials and products
- Understand how buildings and interior systems, structural conditions, materials, interior detailing, and environmental factors interact
- Create a professional portfolio of work in which students reveal their acquired knowledge and skills
- Prepare students for a lifetime of continuous learning by giving them the skills and tools of inquiry, research, analysis and communications while learning to place individual subjects into larger contexts

CORE REQUIREMENTS		LECTURE CONTACT HOURS	LAB CONTACT HOURS	PRACTICUM CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
GD101	Drawing and Perspective	22	22	0	44	3
GD102	Fundamentals of Design	22	22	0	44	3
GD113	Color Theory	22	22	0	44	3
ID114	Beginning Drafting	22	22	0	44	2
ID116	Rendering	22	44	0	44	2
ID120	Elements of Interior Design	22	22	0	44	3
ID122	Space Planning	22	22	0	44	3
ID124	Building and Structural Systems	22	22	0	44	3
ID126	Advanced Drafting	22	44	0	44	2
ID130	Fundamentals of CAD	22	22	0	44	3
ID131	Interior Design Process	22	22	0	44	3
ID132	Building Systems and Materials	22	22	0	44	3
ID133	Textiles	22	22	0	44	3
ID200	Advanced CAD	22	22	0	44	3
ID202	Residential Design and Documentation	22	22	0	44	3
ID203	Human Factors	22	22	0	44	3
ID204	Digital Visualization for Interior Design	22	22	0	44	3
ID209	Interior Urban Design and Documentation	22	22	0	44	3
ID211	Renovation Design and Documentation	22	22	0	44	3
ID212	Lighting	22	22	0	44	3
ID213	Interior Architectural Detailing	22	22	0	44	3
ID230	Professional Practice	22	22	0	44	3
ID231	Portfolio Presentation	22	22	0	44	3
ID232	Interior Architectural Working Drawings	22	22	0	44	3
<i>Select one course from the following:</i>						
ID115	Furniture in History and Design	22	22	0	44	3
ID201	History of Architecture	22	22	0	44	3
INT201	Internship	0	0	99	99	3
TOTAL CORE REQUIREMENTS		528	528	99	1155	72

LIBERAL ARTS AND SCIENCES

ENG150	English 1: Composition	44	0	0	44	4
ENG160	English 2: Introduction to Literature	44	0	0	44	4
ENG175	Public Presentation	44	0	0	44	4
<i>Select one course from the following:</i>						
ART210	Art History: Prehistoric to Renaissance	44	0	0	44	4
ART220	Art History: Renaissance to 21st Century	44	0	0	44	4
ART224	Art History: Prehistoric to 21st Century	44	0	0	44	4
<i>Select one course from the following:</i>						
HUM206	Introduction to Sociology	44	0	0	44	4
HUM230	Political Science	44	0	0	44	4
HUM275	Introduction to Psychology	44	0	0	44	4
<i>Select one course from the following:</i>						
MAT220	Geometry	44	0	0	44	4
MAT224	Math for Liberal Arts	44	0	0	44	4
<i>Select one course from the following:</i>						
SC160	Introduction to Environmental Science	44	0	0	44	4
SC175	Physics	44	0	0	44	4
<i>Select one elective from the following:</i>						
ENG230	Modern Theatre	44	0	0	44	4
ENG235	Reader's Theatre	44	0	0	44	4
ENG240	Genre Fiction	44	0	0	44	4
HUM240	Philosophy	44	0	0	44	4
HUM250	Critical Thinking	44	0	0	44	4
<i>Select one elective from the following:</i>						
HUM210	Sociology of the City	44	0	0	44	4
HUM212	Arts and Society	44	0	0	44	4
HUM215	Cultural Studies	44	0	0	44	4
HUM218	Visual Language and Culture	44	0	0	44	4
HUM225	Cyber Theory: The Impact of Technology on Society	44	0	0	44	4
HUM232	US History: 1900-The Present	44	0	0	44	4
TOTAL LIBERAL ARTS AND SCIENCES		396	0	0	396	36

TOTAL CORE REQUIREMENTS	528	528	99	1155	72
TOTAL LIBERAL ARTS AND SCIENCES	396	0	0	396	36
OVERALL TOTAL FOR PROGRAM	924	528	99	1551	108



WEB DESIGN & INTERACTIVE MEDIA

ASSOCIATE OF OCCUPATIONAL STUDIES

INTRODUCTION

This program is designed to focus on graphic design at the service of commerce that reflects the approaches, methodologies, and evolving technologies of print and Web design, while preparing students for productive contributions to the graphic design industries. As students move through the curriculum, they are exposed to a strong foundation in two-dimensional design. Then students focus on typographic design and graphic identity strategies and have the opportunity to gain familiarity with professional software and to develop design research and methods. Students then concentrate on assembling and editing portfolios and have the opportunity to gain direct experience in professional practice through their internships. Students graduating from this program are prepared to work in entry-level positions as multimedia production artists, digital artists, web site designers for design studios, agencies, and in-house corporate art departments, or to work as freelance designers.

PROGRAM OBJECTIVES

- Develop foundational skills that emphasize fundamental approaches to the formal concerns of the designer
- Become versed in the history, methodology, and practice of graphic design
- Explore and critically assess the use of color, form, shape, texture, typography, photography, and illustration as visual problem-solving tools
- Practice and develop through hands-on exercises, in-class lecture, and field trips the digital skills in use in the industry today
- Develop a sense of professional practice, service, learning, internship, and portfolio preparation through classes that help the student internalize professional standards and prepare for the transition to the world of work
- Assemble, edit, and assess a portfolio of work that indicates a personal vision and professional competencies in defining and addressing contemporary design issues, and that reflects contemporary strategies and methodologies in interactive multimedia design

		LECTURE CONTACT HOURS	LAB CONTACT HOURS	PRACTICUM CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
CORE REQUIREMENTS						
GD101	Drawing and Perspective	22	22	0	44	3
GD102	Fundamentals of Design	22	22	0	44	3
GD103	Survey of Media and Design	22	22	0	44	3
GD112	Typography	22	22	0	44	3
GD121	Image Manipulation	22	22	0	44	3
MM134	Introduction to Video	22	22	0	44	3
MM136	Video Editing	22	22	0	44	3
MM137	Fundamentals of Authoring	22	22	0	44	3
MM138	Media History	22	22	0	44	3
MM139	Advanced Image Manipulation	22	22	0	44	3
MM203	Web Authoring Tools	22	22	0	44	3
MM204	Audio for Multimedia	22	22	0	44	3
MM205	Web Scripting	22	22	0	44	3
MM221	Advanced Authoring Techniques	22	22	0	44	3
MM222	Advanced Web Scripting	22	22	0	44	3
MM223	Interface Design	22	22	0	44	3
MM224	Authoring Systems	22	22	0	44	3
MM232	Computer Animation for Multimedia	22	22	0	44	3
MM234	Streaming Media and Webcast	22	22	0	44	3
MM252	Business of Multimedia	22	22	0	44	3
MM253	Desktop Video	22	22	0	44	3
RS211	Portfolio	22	22	0	44	3
TOTAL CORE REQUIREMENTS		484	484	0	968	66
GENERAL EDUCATION						
GE011	Basic Writing for College Students	22	22	0	44	0
GE012	Basic Reading for College Students	22	22	0	44	0
GE013	Basic Mathematics for College Students	22	22	0	44	0
<i>(Credits do not count towards 105 required credits)</i>						
GE101	English I	22	22	0	44	3
GE102	English II	22	22	0	44	3
GE103	Psychology	22	22	0	44	3
GE106	Sociology	22	22	0	44	3
GE121	Quantitative Literacy	22	22	0	44	3
GE122	Effective Speaking	22	22	0	44	3
GE151	Computer Applications	22	22	0	44	3
GE160	Environmental Science	22	22	0	44	3
TOTAL GENERAL EDUCATION		176	176	0	352	24
RELATED STUDIES						
CD202	Career Development	22	22	0	44	3
INT201	Internship	0	0	99	99	3
<i>Select 3 from the following:</i>						
GD123	Design Layout	22	22	0	44	3
GD125	Art and Design Concepts	22	22	0	44	3
GD201	Electronic Design	22	22	0	44	3
GD211	Media Design	22	22	0	44	3
GD214	Advanced Typography	22	22	0	44	3
GD231	Design Production Team	22	22	0	44	3
VP111	Videography	22	22	0	44	3
VP113	Introduction to Lighting	22	22	0	44	3
VP202	Video Post Production	22	22	0	44	3
TOTAL RELATED STUDIES		88	88	99	275	15
TOTAL CORE REQUIREMENTS		484	484	0	968	66
TOTAL GENERAL EDUCATION		176	176	0	352	24
TOTAL RELATED STUDIES		88	88	99	275	15
OVERALL TOTAL FOR PROGRAM		748	748	99	1595	105



ART & DESIGN TECHNOLOGY, WITH A CONCENTRATION IN FASHION DESIGN

ASSOCIATE OF OCCUPATIONAL STUDIES

INTRODUCTION

The Fashion Design program at The Art Institute of New York City is designed to emphasize innovation and creativity in fashion while providing students with the professional skills and technical knowledge necessary for entry into the fashion industry. Fashion Design students are instructed in basic to advanced skills in sewing, flat-pattern drafting, and draping.

Students graduating from this program are prepared to work in entry-level positions as assistant to the designer, production assistant, private label assistant designer, assistant stylist, assistant grader, or coordinator.

PROGRAM OBJECTIVES

- Have a comprehensive understanding of the industry and its careers
- Have the ability to implement designs from ideas to final execution
- Develop technical proficiency in patternmaking, sewing, draping, and design using traditional and computer methods
- Utilize research resources and institutions including the Internet, the library, museums, and professional associations
- Recognize the regulations and laws that apply to the textile and apparel industry

This program is no longer enrolling students at The Art Institute of New York City.

		LECTURE CONTACT HOURS	LAB CONTACT HOURS	PRACTICUM CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
CORE REQUIREMENTS						
FD100	Clothing Construction I	22	22	0	44	3
FD101	Fashion History I	22	22	0	44	3
FD102	Patternmaking Design I	22	22	0	44	3
FD103	Industrial Equipment Application	22	22	0	44	3
FD104	Fashion History II	22	22	0	44	3
FD111	Introduction to Fashion	22	22	0	44	3
FD113	Color Theory	22	22	0	44	3
FD200	Patternmaking Design II	22	22	0	44	3
FD201	Fashion Design Sketching I	22	22	0	44	3
FD202	Computer Patternmaking I	22	22	0	44	3
FD203	Textiles and Fabrics	22	22	0	44	3
FD250	Draping	22	22	0	44	3
FD251	Fashion Design Sketching II	22	22	0	44	3
FD252	Computer Patternmaking II	22	22	0	44	3
FD260	Introduction to Manufacturing	22	22	0	44	3
FD261	Patternmaking Design III	22	22	0	44	3
FD262	Specialty Design	22	22	0	44	3
FD263	Fashion Show Production	22	22	0	44	3
FD270	Apparel Engineering	22	22	0	44	3
FD273	Design Presentation	22	22	0	44	3
FD274	Patternmaking Design IV	22	22	0	44	3
FD275	Fashion Design Portfolio	22	22	0	44	3
FD300	Collection Development	22	22	0	44	3
	TOTAL CORE REQUIREMENTS	506	506	0	1012	69
GENERAL EDUCATION						
GE011	Basic Writing for College Students	22	22	0	44	0
GE012	Basic Reading for College Students	22	22	0	44	0
GE013	Basic Mathematics for College Students	22	22	0	44	0
FS100	Freshman Studies	22	22	0	44	0
(Credits do not count towards 105 required credits)						
GE101	English I	22	22	0	44	3
GE102	English II	22	22	0	44	3
GE103	Psychology	22	22	0	44	3
GE106	Sociology	22	22	0	44	3
GE121	Quantitative Literacy	22	22	0	44	3
GE122	Effective Speaking	22	22	0	44	3
GE151	Computer Applications	22	22	0	44	3
<i>Select one course from the following:</i>						
GE160	Environmental Science	22	22	0	44	3
GE161	Ethics	22	22	0	44	3
	TOTAL GENERAL EDUCATION	176	176	0	352	24
RELATED STUDIES						
GD124	Art History	22	22	0	44	3
GD203	Design History	22	22	0	44	3
RS110	Business Law	22	22	0	44	3
CD202	Career Development	22	22	0	44	3
	TOTAL RELATED STUDIES	88	88	0	176	12
TOTAL CORE REQUIREMENTS		506	506	0	1012	69
TOTAL GENERAL EDUCATION		176	176	0	352	24
TOTAL RELATED STUDIES		88	88	0	176	12
OVERALL TOTAL FOR PROGRAM		770	770	0	1540	105



ART & DESIGN TECHNOLOGY, WITH A CONCENTRATION IN GRAPHIC DESIGN

ASSOCIATE OF OCCUPATIONAL STUDIES

INTRODUCTION

This program is designed to focus on graphic design at the service of commerce that reflects the approaches, methodologies, and evolving technologies of print and Web design, while preparing students for productive contributions to the graphic design industries of New York City. As students move through the curriculum, they are exposed to a strong foundation in two-dimensional design and then have the opportunity to focus on typographic design graphic and graphic identity strategies while they gain familiarity with professional software and develop design research and method. Students then concentrate on assembling and editing a portfolio, and have the opportunity to gain direct experience in professional practice through their internship.

Students graduating from this program are prepared to work in entry-level positions as production artists, designers, assistant art directors, production coordinators and digital artists at design studios, publishing houses, in-house corporate design departments, and in design studios for printers.

PROGRAM OBJECTIVES

- Develop foundation skills that emphasize fundamental approaches to the formal concerns of the designer
- Become versed in the history, methodology, and practice of graphic design
- Explore and critically assess the use of color, form, shape, texture, typography, photography, and illustration as visual problem-solving tools
- Practice and develop through hands-on exercises, in-class lecture, and field trips the digital skills in use in the industry today
- Assemble, edit, and assess a portfolio of work that indicates a personal vision, professional competencies in defining and addressing contemporary design issues, and which reflects contemporary strategies and methodologies in print design
- Develop a sense of professional practice, service, learning, internship, and portfolio preparation through classes that help the student internalize professional standards and prepare for the transition to the world of work

This program is no longer enrolling students at The Art Institute of New York City.

		LECTURE CONTACT HOURS	LAB CONTACT HOURS	PRACTICUM CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
CORE REQUIREMENTS						
GD101	Drawing and Perspective	22	22	0	44	3
GD102	Fundamentals of Design	22	22	0	44	3
GD103	Survey of Media and Design	22	22	0	44	3
GD111	Life Drawing	22	22	0	44	3
GD112	Typography	22	22	0	44	3
GD113	Color Theory	22	22	0	44	3
GD121	Image Manipulation	22	22	0	44	3
GD122	Illustration	22	22	0	44	3
GD123	Design Layout	22	22	0	44	3
GD124	Art History	22	22	0	44	3
GD125	Art and Design Concepts	22	22	0	44	3
GD201	Electronic Design	22	22	0	44	3
GD202	Digital Illustration	22	22	0	44	3
GD203	Design History	22	22	0	44	3
GD204	3-D Design	22	22	0	44	3
GD211	Media Design	22	22	0	44	3
GD212	Electronic Production	22	22	0	44	3
GD214	Advanced Typography	22	22	0	44	3
GD220	Marketing Design	22	22	0	44	3
GD231	Design Production Team	22	22	0	44	3
GD232	Professional Practice	22	22	0	44	3
RS200	Portfolio Preparation	22	22	0	44	3
RS211	Portfolio	22	22	0	44	3
TOTAL CORE REQUIREMENTS		506	506	0	1012	69
GENERAL EDUCATION						
GE011	Basic Writing for College Students	22	22	0	44	0
GE012	Basic Reading for College Students	22	22	0	44	0
GE013	Basic Math for College Students	22	22	0	44	0
FS100	Freshman Studies	22	22	0	44	0
(Credits do not count towards 105 required credits)						
GE101	English I	22	22	0	44	3
GE102	English II	22	22	0	44	3
GE103	Psychology	22	22	0	44	3
GE106	Sociology	22	22	0	44	3
GE121	Quantitative Literacy	22	22	0	44	3
GE122	Effective Speaking	22	22	0	44	3
GE151	Computer Applications	22	22	0	44	3
<i>Select one course from the following:</i>						
GE160	Environmental Science	22	22	0	44	3
GE161	Ethics	22	22	0	44	3
TOTAL GENERAL EDUCATION		176	176	0	352	24
RELATED STUDIES						
MM137	Fundamentals of Authoring	22	22	0	44	3
MM205	Web Scripting	22	22	0	44	3
CD202	Career Development	22	22	0	44	3
INT201	Internship	0	0	99	99	3
TOTAL RELATED STUDIES		66	66	99	231	12



ART & DESIGN TECHNOLOGY, WITH A CONCENTRATION IN INTERIOR DESIGN

ASSOCIATE OF OCCUPATIONAL STUDIES

INTRODUCTION

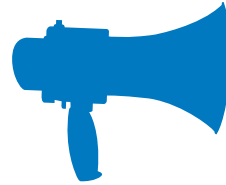
The Interior Design program is designed to emphasize the conceptual thinking process from inception through completion. Students have the opportunity to learn how to apply the elements and principles of 2D and 3D design and computer-aided drafting techniques (AutoCAD) for residential and commercial spaces. Ergonomics, renovation, architecture, psychology, and the business side of the profession are all part of the education too, along with courses in art history, cultural studies, the decorative arts, materials textiles, furnishings, lighting, and more. Students graduating from this program are prepared to work in entry-level positions such as junior architectural drafter, designer, or planner.

PROGRAM OBJECTIVES

- Develop mastery of basic manual drafting, AutoCAD, and material research – both electronically and in the field
- Identify and solve design problems and formulate solutions that are functional, aesthetic, and within industry codes
- Demonstrate competence in basic written, oral, and fundamental graphic communication as applied to the field of interior design
- Design individually and collaboratively within the context of buildings systems using appropriate materials and products, and understand how buildings and interior systems, structural conditions, materials, interior detailing, and environmental factors interact

This program is no longer enrolling students at The Art Institute of New York City.

		LECTURE CONTACT HOURS	LAB CONTACT HOURS	PRACTICUM CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
CORE REQUIREMENTS						
GD101	Drawing and Perspective	22	22	0	44	3
GD102	Fundamentals of Design	22	22	0	44	3
GD113	Color Theory	22	22	0	44	3
ID110	Rendering	22	22	0	44	3
ID111	Three-Dimensional Design	22	22	0	44	3
ID112	Drafting	22	22	0	44	3
ID115	Furniture in History and Design	22	22	0	44	3
ID120	Elements of Interior Design	22	22	0	44	3
ID121	Environmental and Structural Systems	22	22	0	44	3
ID122	Space Planning	22	22	0	44	3
ID123	Advanced Drafting	22	22	0	44	3
ID125	Modern Furniture and Design	22	22	0	44	3
ID130	Fundamentals of CAD	22	22	0	44	3
ID131	Interior Design Process	22	22	0	44	3
ID132	Building Systems and Materials	22	22	0	44	3
ID133	Textiles	22	22	0	44	3
ID200	Advanced CAD	22	22	0	44	3
ID201	History of Architecture	22	22	0	44	3
ID202	Residential Design and Documentation	22	22	0	44	3
ID203	Human Factors	22	22	0	44	3
ID210	Non-Residential Design and Documentation	22	22	0	44	3
ID211	Renovation Design and Documentation	22	22	0	44	3
ID212	Lighting	22	22	0	44	3
ID213	Interior Architectural Detailing	22	22	0	44	3
ID220	Fundamentals of Business	22	22	0	44	3
ID221	Portfolio Preparation	22	22	0	44	3
ID222	Interior Architecture Working Drawings	22	22	0	44	3
TOTAL CORE REQUIREMENTS		594	594	0	1188	81
GENERAL EDUCATION						
GE011	Basic Writing for College Students	22	22	0	44	0
GE012	Basic Reading for College Students	22	22	0	44	0
GE013	Basic Mathematics for College Students	22	22	0	44	0
FS100	Freshman Studies	22	22	0	44	0
(Credits do not count towards 105 required credits)						
GE101	English I	22	22	0	44	3
GE102	English II	22	22	0	44	3
GE121	Quantitative Literacy	22	22	0	44	3
GE151	Computer Applications	22	22	0	44	3
<i>Select two from the following:</i>						
GE103	Psychology	22	22	0	44	3
GE106	Sociology	22	22	0	44	3
GE122	Effective Speaking	22	22	0	44	3
GE160	Environmental Science	22	22	0	44	3
GE161	Ethics	22	22	0	44	3
TOTAL GENERAL EDUCATION		132	132	0	264	18
RELATED STUDIES						
CD202	Career Development	22	22	0	44	3
<i>Select one from the following:</i>						
GD121	Image Manipulation	22	22	0	44	3
INT201	Internship	0	0	99	99	3
TOTAL RELATED STUDIES		22	22	99	143	6
TOTAL PROGRAM REQUIREMENTS						
TOTAL CORE REQUIREMENTS		594	594	0	1188	81
TOTAL GENERAL EDUCATION		132	132	0	264	18
TOTAL RELATED STUDIES		22	22	99	143	6
OVERALL TOTAL FOR PROGRAM		748	748	99	1595	105



ART & DESIGN TECHNOLOGY, WITH A CONCENTRATION IN VIDEO PRODUCTION

ASSOCIATE OF OCCUPATIONAL STUDIES

INTRODUCTION

The wide appeal of digital filmmaking has created an increased need for people skilled in all aspects of Video Production. Employment opportunities exist in the diverse entertainment industries, in corporate video, in broadcast television, in the new fields of Web-delivered content and interactive streaming media, and in the more traditional field of narrative filmmaking.

The Associate of Occupational Studies (A.O.S.) Video Production program offers a learner-centered, market-driven curriculum that is designed to encourage students to develop their individual talents and to achieve success in a collaborative environment. Graduates are prepared to seek entry-level employment opportunities in the areas of film and television preproduction, production, and postproduction. This includes jobs in video camera operation, lighting, editing, sound recording and design, motion graphics, directing, screenwriting, producing, and other related positions in these industries.

PROGRAM OBJECTIVES

- Develop competency in use of the multiple technologies of visual storytelling as an imaginative tool for mass communications, including video and audio recording and editing, production design and motion graphics, basic producing and scheduling skills, and directing
- Create short films, commercials, music videos, and television productions; assemble these projects into a professional quality demo reel, and leave-behind package
- Develop a sense of professional practice, service, learning, and portfolio preparation through classes and an internship, that help the student internalize professional standards and prepare for the transition to the world of work
- Practice and develop through hands-on exercises, in-class lectures, and field trips the skills used in the film industry today

This program is no longer enrolling students at The Art Institute of New York City.

		LECTURE CONTACT HOURS	LAB CONTACT HOURS	PRACTICUM CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
CORE REQUIREMENTS						
VP102	Film and Narrative Theory	22	22	0	44	3
VP111	Videography	22	22	0	44	3
VP113	Introduction to Lighting	22	22	0	44	3
VP114	Audio for Video	22	22	0	44	3
VP121	EFP/ENG	22	22	0	44	3
VP122	Scriptwriting	22	22	0	44	3
VP124	Directing the Actor	22	22	0	44	3
VP201	Introduction to TV Production	22	22	0	44	3
VP202	Video Post Production	22	22	0	44	3
VP203	Applied Lighting Techniques	22	22	0	44	3
VP205	Short Film Production	22	22	0	44	3
VP206	Short Film Direction	22	22	0	44	3
VP211	Advanced EFP	22	22	0	44	3
VP212	Nonlinear Editing	22	22	0	44	3
VP213	Digital Audio/Video	22	22	0	44	3
VP221	Broadcast Studio Production	22	22	0	44	3
VP222	Broadcast Graphics	22	22	0	44	3
VP223	Video for Interactive Media	22	22	0	44	3
VP226	Professional Production Team	22	22	0	44	3
VP231	Advanced Nonlinear Editing	22	22	0	44	3
TOTAL CORE REQUIREMENTS		440	440	0	880	60
GENERAL EDUCATION						
GE011	Basic Writing for College Students	22	22	0	44	0
GE012	Basic Reading for College Students	22	22	0	44	0
GE013	Basic Math for College Students	22	22	0	44	0
FS100	Freshman Studies	22	22	0	44	0
(Credits do not count towards 105 required credits)						
GE101	English I	22	22	0	44	3
GE102	English II	22	22	0	44	3
GE103	Introduction to Psychology	22	22	0	44	3
GE106	Sociology	22	22	0	44	3
GE121	Quantitative Literacy	22	22	0	44	3
GE122	Effective Speaking	22	22	0	44	3
GE151	Computer Applications	22	22	0	44	3
<i>Select one course from the following:</i>						
GE160	Environmental Science	22	22	0	44	3
GE161	Ethics	22	22	0	44	3
TOTAL GENERAL EDUCATION		176	176	0	352	24
RELATED STUDIES						
MM134	Introduction to Video	22	22	0	44	3
MM135	Introduction to Audio	22	22	0	44	3
MM136	Video Editing	22	22	0	44	3
GD121	Image Manipulation	22	22	0	44	3
RS211	Portfolio	22	22	0	44	3
INT201	Internship	0	0	99	99	3
CD202	Career Development	22	22	0	44	3
TOTAL RELATED STUDIES		132	132	99	363	21
TOTAL CORE REQUIREMENTS		440	440	0	880	60
TOTAL GENERAL EDUCATION		176	176	0	352	24
TOTAL RELATED STUDIES		132	132	99	363	21
OVERALL TOTAL FOR PROGRAM		748	748	99	1595	105

COURSE DESCRIPTIONS

Course descriptions appear in the sequence order represented in the representative course grid in the previous sections. Course grids provide specific Lecture, Lab, Practicum, Contact, and Total Credit hours to supplement the course numbers and descriptions that follow.

COURSE PREFIX LETTER CODE

ART	Art History
CD	Career Development
DF	Digital Filmmaking
ENG	English
FSH	Fashion
FD	Fashion Design
FM	Fashion Merchandising & Marketing
GD	Graphic Design
GE	General Education
HUM	Humanities
ID	Interior Design
MAT	Math
MM	Web Design & Interactive Media
RS	Related Studies
SC	Science
INT	Internship

COURSE NUMBERING

Courses with 100-level course numbers are considered lower level and are typically taken in the first year of academic study.

Transitional Studies courses are coded as GE021, GE022, and GE023 and are only taken by students in need of transitional studies courses prior to taking 100-level mathematics and/or English courses.

ART210 Art History: Prehistoric to Renaissance

Credits: 4

Prerequisite: none

Students will examine the historical development of painting, sculpture, and architecture and compare the visual arts from different time periods and cultures. The chronological progression of techniques and the evolving styles of artistic expression are covered as well. Beginning with the art of prehistoric cultures, the course proceeds through early Western art to the Italian Renaissance and from the High Renaissance to the Mannerists.

ART220 Art History: Renaissance to 21st Century

Credits: 4

Prerequisite: none

This course surveys Western art forms relative to political, social, religious, and economic movements from the High Renaissance to present day. Topics include painting, sculpture, decorative arts, architecture, photography, and conceptual art.

ART224 Art History: Prehistoric to 21st Century

Credits: 4

Prerequisite: none

Students examine the historical development of painting, sculpture, and architecture and compare the visual arts from different time periods and cultures. The chronological progression of techniques and the evolving styles of artistic expression are covered as well. Beginning with the art of ancient cultures, the course proceeds through early Western art to the Italian Renaissance and from the High Renaissance to contemporary twenty-first-century art forms.

CD202 Career Development

Credits: 3

Prerequisite: none

This course is designed for students seeking employment in their fields, including those new to the workplace, seasoned industry professionals, and career changers. The focus is on developing a strategic career plan. Concepts covered include resumés, cover letters, and other written communication, as well as professional skills such as creating positive impressions and networking.

DF101 Film and Narrative Theory

Credits: 4

Prerequisite: none

This course introduces the student to the structural principles of film and television. Narrative art forms and communication media are explored from a variety of perspectives, such as historical, cultural, ideological, and aesthetic considerations. Students explore media's impact on society and the cultural significance of storytelling.

DF104 Narrative Topics

Credits: 3

Prerequisite: DF101

This class examines the formal, historical, and technical aspects of one specific film style and the filmmakers of renown who have employed this style.

DF112 Screenwriting

Credits: 3

Prerequisite: DF101

This course develops the basic skills of concept development, character arcs, three-act structure, and story creation for the screen.

DF113 Script Development

Credits: 3

Prerequisite: DF112

This course focuses on the planning, storyboarding, and scripting of television and video productions. Narrative screenwriting concepts are also taught. Scripts are developed with an emphasis on characterization, plot, theme, target audience, and industry-standard script format.

DF121 Visual Storytelling

Credits: 3

Prerequisite: none

This course presents an overview of the video production field and provides a hands-on introduction to the video camera. It defines the responsibilities and skills necessary for success in the diverse and dynamic arena of contemporary, digital filmmaking.

DF122 Cinematography and Lighting

Credits: 3

Prerequisite: DF121

An introduction to the universe of cinematography, this course explores the role of the cinematographer as visual storyteller and the ways lighting enhances that job. Emphasis is on the skills required to make basic lighting decisions under a variety of studio situations.

DF123 Directing the Actor

Credits: 3

Prerequisite: none

This course examines the role of the actor in the film, television, and related electronic media industries. Emphasis is on the collaborative experience of directing actors. Students will gain the skills of identifying and impacting various aspects of performance.

DF124 Pre-Producing the Short Film

Credits: 3

Prerequisite: DF113

Students prepare all aspects of pre-production of a short film project including preparing a shooting script, casting, location scouting, scheduling, and budgeting. Emphasis is on the organizational aspects of pre-production, production design, and the practical and legal concerns of filmmakers.

DF131 Introduction to Audio

Credits: 3

Prerequisite: none

This course is an introductory study of the principles and practices of recording sound. Students examine the tools and techniques used in multi-track recording and mixing. They learn the basics of critical listening, microphone technique, console and tape machine operation, signal flow, signal processing, patching, and studio operations.

DF132 Sound Design for Digital Film

Credits: 3

Prerequisites: DF131

In this course, students apply their audio skills to create and capture audio for video. The class focuses on three elements of sound: voice-over, music, sound effects, and their impact on the visual image. Through industry-standard location and studio recording techniques, students are responsible for acquiring, editing, enhancing, processing, mixing, and synchronizing sound for production and post-production audio.

DF133 Studio Production and Production Design

Credits: 3

Prerequisite: DF112

As an exploration of narrative practices, this course focuses on studio operation, studio management, lighting, crew, and sound. Students produce their own studio-based narrative programs and design and implement visual themes in their scenes through light, color, camera movement, and all other aspects of production design.

DF134 Location Production

Credits: 3

Prerequisite: DF133

Co-requisite: DF144

This course explores client-based productions from idea conception to final-edit master. Special emphasis is placed on professional conduct as well as the demonstration of professional, industry-standard techniques.

DF141 Fundamentals of Video Editing

Credits: 3

Prerequisite: none

In this course, students gain knowledge of video post-production terms and techniques. They also demonstrate a working knowledge of basic post-production equipment and editing concepts. At the end of the course, students complete a short, edited film.

DF142 Digital Filmmaking

Credits: 3

Prerequisite: DF121

This course emphasizes Digital Film Technology, which dominates contemporary filmmaking. It introduces classical techniques to produce narrative meaning and non-narrative verisimilitude. Several short projects are taken from concept through edited completion to familiarize students with the range of methods utilized in narrative construction.

DF143 Film Pre-Visualization

Credits: 3

Prerequisite: DF112

This course offers an introduction to visual concept development for film and video. With an emphasis on the collaboration between the Director and the Production Designer, the students explore mise en scene and color theory as they relate to film design. The psychological and cultural aspects of color, set design, costuming, locations, and visual effects are analyzed, as well as their relationship to the overall film process. Students apply digital image manipulation to document and demonstrate their concepts.

DF144 Broadcast Graphics

Credits: 3

Prerequisite: DF142

Co-requisite: DF134

This course will introduce students to film title and motion graphics design. Acting as the motion graphics artist for their real-world projects, they will learn and apply typography, motion type, and 3D graphic design.

DF172 Experimental Filmmaking

Credits: 3

Prerequisite: DF124

The course explores the aesthetic and technical considerations of the editor as they are practiced through the completion of an editing project.

DF182 Documentary Filmmaking

Credits: 3

Prerequisite: DF124

This course broadens students' exposure to non-narrative forms of film and video, while giving them multiple assignments in writing, producing, directing, and editing techniques for non-fiction subjects.

DF215 Script Development 2

Credits: 3

Prerequisite: DF113

(Note: Digital Filmmaking students must take this course if their thesis script is not approved by Faculty Committee – this substitutes for the elective listed in Quarter 5)

Students revise aspects of their Director's Book and prepare to shoot their short film. Emphasis is on the student finding practical solutions to overcome those obstacles to production which the Faculty have identified in the Mid-program Review. Students learn to anticipate production problems that may occur and utilize problem-solving techniques to overcome the challenges unique to their own films.

DF225 Directing the Short Film

Credits: 3

Prerequisite: DF124

In this course, the student undertakes the role of Director in all three phases of filmmaking: pre-production, production, post-production. Each student develops and shoots a short-film project.

DF226 Professional Production Team

Credits: 3

Prerequisite: DF225

Students work in a team to execute a broadcast-ready production, utilizing current communication technologies.

DF227 Internship

Credits: 3

Prerequisite: DF255

The internship provides students with an opportunity to practice skills and competencies learned in their program of study. Students are matched to sites that meet their individual skill levels and career goals. A manager at the internship site supervises the intern. The career services advisor from The Art Institute of New York City also meets students at least twice per quarter and as needed. Student progress is also evaluated through the completion of the internship notebook/journal and written and verbal reports obtained during the internship under the direction and guidance of a digital filmmaking faculty member.

DF237 Advanced Sound Design

Credits: 3

Prerequisite: DF246

This course emphasizes editing and mixing of audio for professional video projects. Topics include compression schemes, digital compression, and audio mixing software and principles. Students complete the sound design of their thesis project and digitize it for output to various media formats and playback devices.

DF246 Advanced Editing and Graphics

Credits: 3

Prerequisites: DF144, DF225

This course explores a video project from assembly edit to final edit and picture lock. Special emphasis is placed on professional conduct as well as the application of broadcast-quality graphics.

DF247 Portfolio: Production and Distribution

Credits: 3

Prerequisite: DF246

This course focuses on the completion of students' multimedia portfolios and enables students to begin their career search.

DF255 Professional Practice in the Film Industry

Credits: 3

Prerequisites: DF143, ENG150

This course is an overview of the film industry and an introduction to the jobs and career paths within it. Students will plan their careers and gain a greater understanding of the roles of promotion, branding, and marketing for films and filmmakers.

ENG150 English 1: Composition

Credits: 4

Prerequisite: Satisfactory Accuplacer scores or the successful completion (C or better) of Transitional Reading and/or Transitional Writing
This is a composition course that primarily focuses on analytical and persuasive writing. Additionally, students write multi-paragraph essays using expository modes such as synthesis, narration, example, comparison/contrast, classification/division, and causal analysis. Emphasis is also placed on research methods including MLA citations.

ENG160 English 2: Introduction to Literature

Credits: 4

Prerequisite: ENG150

This course focuses on international literary selections. Topics include the critical evaluation of the literary genres: story, poetry, and drama.

ENG175 Public Presentation

Credits: 4

Prerequisite: none

The purpose of this course is to enable students to develop and to improve their presentation skills within a variety of contexts. Students learn how to structure material in ways to meet the needs of their audiences' demands in order to convey ideas in useful and appropriate ways.

ENG230 Modern Theatre

Credits: 4

Prerequisites: ENG150, ENG175

This course investigates the rise of theatre from 1900 with Ibsen to approximately the 1980s. In addition, the introduction of absurdism on the modern stage is included. Students are expected to read plays outside of the classroom as well as within. Playwrights, primarily taken from the American scene, will include but are not limited to Miller, Williams, O'Neill, Albee, Guare, and Wilson. (References to traditional European theatre or Theatre of Manners are not discussed in the class, e.g., Shakespeare to Sheridan.) The class attends at least one live production of an Off-Broadway play. (The cost of tickets is additional to the cost of tuition.)

ENG235 Reader's Theatre

Credits: 4

Prerequisites: ENG150, ENG175

This course program culminates in a live performance of a contemporary play in "reader's theatre style." Students gain experience in emotive language to express the lines of theatrical pieces, as well as learn about the structure of theatrical composition (e.g., character analysis, Aristotelian plot). Additionally, students develop an aesthetic sense of theatre. The class attends at least one reader's theatre or live production of an Off-Broadway play. (The cost of tickets is additional to the cost of tuition.)

ENG240 Genre Fiction

Credits: 4

Prerequisites: ENG150, ENG160

Students explore and analyze stories and novels in a specific genre of fiction such as realism, magic-realism, mystery, science fiction, children's literature, or the literature of a specific cultural group or time period. In-depth analytical and interpretive skills are honed through research, questioning techniques, and the exploration of secondary texts.

FD100 Clothing Construction 1*

Credits: 3

Prerequisite: none

Students learn basic and advanced sewing techniques as applied to apparel construction. The construction process and assembling procedures are also studied.

FD101 Fashion History I*

Credits: 3

Prerequisite: none

In this course, students study the development of clothing from the earliest forms to the Renaissance and silhouettes reflected from the period through the eyes of the designer.

FD102* Patternmaking Design I

Credits: 3

Prerequisite: FD100

This class teaches the basic techniques and skills of flat-pattern drafting using commercial dress forms and specification. Coursework includes the development of a full set of basic slopers by drafting patterns, filling muslins, and making corrections and adjustments.

FD103 Industrial Equipment Application*

Credits: 3

Prerequisite: FD100

This course is an in-depth study of industrial equipment, attachments, methods, and techniques for quality workmanship and mass production development. A collection of garments is developed to utilize these procedures.

FD104 Fashion History II*

Credits: 3

Prerequisite: FD101

This is an in-depth continuation of FD101, Fashion History I, from the Renaissance to modern times.

FD110 Clothing Construction 1

Credits: 3

Prerequisite: none

Students learn basic and advanced sewing techniques as applied to apparel construction. The construction process and assembling procedures are studied, with a focus on how to use an industrial sewing machine and industrial sewing machine methods.

FD111 Introduction to Fashion*

Credits: 3

Prerequisite: none

This is an overview of the fashion industry, including the design, production, and marketing of women's, men's, and children's fashions from the development of fibers and fabrics to the strategies of fashion merchandisers and retailers.

FD113 Color Theory*

Credits: 3

Prerequisite: none

This course addresses color in theoretical terms and practical applications. Students will gain a working knowledge of historical and contemporary ideas about color and learn to apply the science and art of color to their individual fields of interest and personal designs.

FD114 Clothing Construction 2

Credits: 3

Prerequisite: FD110

This course is a continuation of Clothing Construction 1, exposing students to more advanced finishes and sewing techniques for quality workmanship and mass production development. A collection of garments and a sample book are developed to utilize these procedures.

FD115 Draping 1

Credits: 3

Prerequisite: FD130 and FD114

Students learn the methods of transforming a two-dimensional surface (i.e., fabric) into a three-dimensional form (i.e., a garment) for the purpose of creating a flat pattern.

FD122 Fashion Design Sketching 2

Credits: 3

Prerequisite: FSH121

Students learn the rendering of fashion layouts in detailed croquis and illustrations exploring various media such as texture, fabrics, and marker rendering techniques. The more advanced development of flat sketches is also emphasized.

FD130 Patternmaking Design 1

Credits: 3

Prerequisite: FD110

Using commercial dress forms, specifications, and a basic sloper, this class teaches the basic techniques and skills of flat-pattern drafting in accordance with garment trade practices.

FD150 Computers for Fashion 1

Credits: 3

Prerequisite: FSH121

This course introduces students to the use of vector-based drawing and digital imaging programs for fashion design. Students learn how to transfer their designs from sketches done on paper to sketches done on the computer in accordance with industry standard techniques and expectations.

FD151 Computers for Fashion 2

Credits: 3

Prerequisite: FD150

A continuation of Computers for Fashion 1, advanced techniques in vector-based drawing are explored in this class, while students also study and incorporate knowledge of digital imaging software. Portfolio development is introduced.

FD170 Design Studio 1

Credits: 3

(Midpoint Program Evaluation)

Prerequisites: FD115 and FD122

This course is an integrated design course in which students apply their skills in order to complete designs from concept to creation. There is an emphasis on using a basic sloper to learn dart manipulation, bodice styling, and skirt, collar, and sleeve variations. A midpoint program evaluation is connected to this class.

FD200 Patternmaking Design II*

Credits: 3

Prerequisite: FD250

This course instructs flat-pattern techniques in accordance with garment trade practices. Using a basic sloper, the students learn dart manipulation, bodice styling, and skirt, collar, and sleeve variations.

FD201 Fashion Design Sketching I*

Credits: 3

Prerequisite: none

Students will learn the basic principles and elements of fashion design with a focus on line, color, form, space, and texture. Basic body types and sketching techniques are emphasized.

FD202 Computer Patternmaking I*

Credits: 3

Prerequisite: FD250

Students learn the basic techniques and development of patterns via the computer system, digitizer, and automatic grading. Sketches, modifications, and design patterns are featured.

FD203 Textiles and Fabrics*

Credits: 3

Prerequisite: none

In this course, students will find a comprehensive study of textiles with an emphasis on fiber classifications, yarns, fabric construction, finishes, and color applications. The use and care of textiles is studied to facilitate understanding of the fiber-to-product cycle.

FD230 Design Studio 2

Credits: 3

Prerequisites: FD170 and FSH200

A more advanced version of Design Studio 1, students in this course cover the development of the sloper on a more progressive level with an emphasis on special garment detailing to creative and practical application. In this course, students generate an original sportswear design.

FD231 Design Studio 3

Credits: 3

Prerequisite: FD230

Students follow the design process from original concept to finished garment with attention to current trade practices. This course also prepares students for creating their final collections and understanding the importance of fit.

FD240 Computer Patternmaking 1

Credits: 3

Prerequisite: FD170

Students learn the basic techniques and development of patterns using industry standard technologies and computer systems. Developing designs with the use of slopers and plotting patterns is also included.

FD241 Computers for Technical Design

Credits: 3

Prerequisite: FD240

In this course, students integrate various digital applications: patternmaking, digitizing, grading, and marker creation. Plotting graded nests and markers is included. Industry standard software that addresses the need for real-time product specifications, tech packs, and specs is also emphasized and explored.

FD250 Draping*

Credits: 3

Prerequisites: FD102, FD103

Students will learn the methods of transforming a two-dimensional surface (i.e., fabric) into a three-dimensional form (i.e., garment) for the purpose of creating a flat pattern.

FD251 Fashion Design Sketching II*

Credits: 3

Prerequisite: FD201

Students learn the rendering of fashion layouts in relation to the human figure. All areas of apparel design are presented in detailed croquis and illustrations exploring various media.

FD252 Computer Patternmaking II*

Credits: 3

Prerequisite: FD202

In this course, students will integrate advanced techniques and systems for specific designs, patternmaking, and markers.

FD260 Introduction to Manufacturing*

Credits: 3

Prerequisite: FD103

This course offers an overview of the fashion industry, including the fashion terminology and an explanation of the three levels of the industry: design, production, and sales. Careers, organization structure, and industry concerns are studied.

FD261 Patternmaking Design III*

Credits: 3

Prerequisite: FD200

Students in this course will cover the development of the basic sloper on a more advanced level with an emphasis on special garment detailing to creativity and practical application. Students will generate an original sportswear design.

FD262 Specialty Design*

Credits: 3

Prerequisite: FD251

Students will explore specialty markets from concept to garment production. Areas included in the course are swimwear, children's wear, and specialty sizes.

FD263 Fashion Show Production*

Credits: 3

Prerequisite: none

In this course, students will be introduced to the range of skills needed to produce a successful fashion show. The student will gain an insight into the role of creative and technical experts involved with the runway, backdrop, special effects, lighting, music, models and choreography, hair, makeup, and video teams. Outside leading designers and professional fashion show producers will be invited to lend their expertise to the program.

FD265 Design for Specialty Markets

Credits: 3

Prerequisites: FD122 and FSH200

Students explore the target market research, design, and sketching of specialty markets from concept to production. Areas included in the course are swimwear, children's wear, and specialty sizes. Students are also exposed to stylized illustration.

FD270 Apparel Engineering*

Credits: 3

Prerequisite: FD275

Students will learn the mechanics of pattern grading and marking as used in apparel manufacturing. An analysis of size categories, production terms, and grading advanced designs is studied.

FD273 Design Presentation*

Credits: 3

Prerequisite: FD270 and FD274

Co-requisite: FD300

This is a culmination course emphasizing professional presentation skills needed to visually market the designer's portfolio.

FD274 Patternmaking Design IV*

Credits: 3

Prerequisite: FD261

Students follow the design process from original concept to finished garment with attention to current trade practice. Advanced professional designing through the creation of a collection is also included.

FD275 Fashion Design Portfolio***Credits: 3***Prerequisite: FD262*

This course will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual and design skills, artisanship, and other talents as they assemble and refine their portfolio pieces. Working with an instructor, each student will select representative pieces showcasing work that reflects their unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.

FD280 Portfolio Development**Credits: 2***Prerequisite: FD151*

Through this course, students develop a professional portfolio using industry expectations as a guide. The portfolio created will represent the student's unique skills and creations that were developed through their previous coursework.

FD290 Collection Development**Credits: 2***Prerequisite: FD231**Co-requisite: FD291*

In this course, students develop a collection in their specialized area of apparel, applying skills and knowledge they have acquired through previous coursework.

FD291 Professional Presentation and Branding of the Portfolio**Credits: 2***Prerequisite: FD280**Co-requisite: FD290*

This is a culmination course emphasizing professional presentation skills needed to visually market and present the portfolio, interviewing skills, and career search techniques. A résumé and student-branded portfolio are created and presented in a final program review format.

FD295 Internship**Credits: 3***Prerequisite: Department Chair Approval*

Perhaps the most important aspect of business training is actual experience in applying learned knowledge, principles, and skills to real problems. The internship meets the need for practical experience and serves as a finishing course for the student. Working with an internship coordinator, students gain on-the-job training at an internship site, as well as learn to build strong working relationships, network, communicate, and properly utilize industry terminology and skills.

FD300 Collection Development***Credits: 3***Prerequisite: FD274 and FD275**Co-requisite: FD273*

Students develop a collection in their specialized area of apparel.

FSH100 Introduction to the Fashion Industry**Credits: 3***Prerequisite: none*

Students gain an overview of the fashion industry including the merchandising, design, production, and marketing of fashions from concept to consumer. There is a strong focus on terminology and the overall organization and business strategies of fashion merchandisers and retailers.

FSH120 Fundamentals and Concepts of Design**Credits: 3***Prerequisite: none*

This course addresses the basic principles and elements of design with a focus on line, proportions, and texture. Color theory is also emphasized as applied to fashion. Students learn how to apply principles, elements, and color to create more impact in their designs.

FSH121 Fashion Design Sketching 1**Credits: 3***Prerequisite: FSH120*

Students will apply the knowledge learned in Fundamentals and Concepts of Design to create fashion sketches. Basic proportions and sketching techniques are emphasized as well as an introduction to flat sketches.

FSH123 Rapid Visualization and Design Concepts**Credits: 3***Prerequisite: FSH130 and FSH121*

This course develops skills that allow students to quickly and effectively express visual ideas. There is an emphasis on problem solving and concept development as well as making appropriate decisions in fabric selections, for both design and buying decisions.

FSH130 Textiles and Fabrication Analysis 1**Credits: 3***Prerequisite: none*

In this course, students find a comprehensive study of textiles and the textile industry with an emphasis on the textile process from fiber classifications to color applications, as well as care, fabric quality, and new advancements in textiles. There is a strong focus on appropriate identification and usage of fabrics.

FSH140 History of Costume**Credits: 3***Prerequisite: none*

In this course, students study, in depth, the development and evolution of clothing from the earliest forms to modern times. Students also study how social, political, and economic influences as well as art influences have impacted design throughout history.

FSH200 Trend Forecasting and Concept Research**Credits: 3***Prerequisite: FSH120*

In this course, students relate how research is reflected in design. Trend cycles, consumer behavior, and social, political, and economic influences are also covered. Students learn how to forecast future trends in color, fabric, silhouettes, and textures and how to incorporate their findings into a trend forecast and designs.

FSH240 Introduction to Manufacturing and Apparel Line Development**Credits: 3***Prerequisite: Completion of 80 credits*

In this class, students learn how all facets of the fashion industry work together to produce a final product. A simulation learning experience is emphasized where merchandising and design students work together to create a line of clothing for production. Topics included are marketing, consumer and market research, design, specs, costing, and sourcing.

FSH250 Contemporary Topics in the Fashion Industry**Credits: 3***Prerequisite: Completion of 80 credits*

This class will explore current event topics and issues surrounding the fashion industry. This course is taught through simulation and case study exercises emphasizing, but not limited to, topics such as sustainability, globalization, trademarks, licensing, and counterfeiting.

FSH260 Fashion Entrepreneurship**Credits: 3***Prerequisite: Completion of 80 credits and Department Chair Approval*

This course is designed for students who are interested in opening their own retail store or apparel business. Understanding and applying key entrepreneurial business strategies serves as the premise for learning. Through this simulated course, students explore all aspects of running a business with a strong emphasis on the development of a business plan and understanding current business practices as they relate to the apparel industry.

FM101 Contemporary Retail Environments**Credits: 3***Prerequisite: none*

In this course, students will be exposed to the exciting world of retail and the integral economic role the industry plays in the modern environment. Emphasis is placed on globalization of the industry, the impact and use of technology, creating consumer relationships, and key retail formats and functions. Students will apply their knowledge through case studies and hands-on activities.

FM111 Sociology of Dress and Consumer Behavior**Credits: 3***Prerequisite: none*

This course examines both the internal and external factors that influence a consumer's decision to dress in certain ways as well as in their buying behaviors. Emphasis is placed on the understanding of sociological issues surrounding the adoption and production of fashion in modern societies.

FM113 Marketing Principles

Credits: 3

Prerequisite: FM101

This course introduces the key concepts and strategies involved in marketing in the business environment. Topics covered include national and global marketing strategies, target market research, the P's of marketing, product life cycles, and more. A marketing plan is developed in this class.

FM115 Computers for the Fashion Industry

Credits: 3

Prerequisite: FSH121

This course introduces students to the use of computer programs necessary for success in the fashion industry. Emphasis is placed on the exploration and use of industry-standard programs and software.

FM201 Fashion Design Concepts and Specialty Markets

Credits: 3

Prerequisite: FSH121, FSH130, and FSH200

This course introduces students to the ideologies and elements of fashion design in a format suited to merchandising. Students will examine contemporary theories, strategies, and techniques related to fashion design. Specialty Markets will be emphasized and explored through design projects.

FM205 Math for the Merchandising Environment

Credits: 3

Prerequisite: MAT220 or MAT224

Through this course, students will analyze and explore the mathematical formulas and strategies necessary to be successful in the merchandising environment. Using real-life scenarios, students will learn how to effectively implement the formulas and problem solve in order to be productive and effective in their roles in the fashion industry.

FM210 Buying 1

Credits: 3

Prerequisite: FM205 and FM215

Through this simulated course, students will analyze and explore merchandise buying and management within the retail industry. Emphasis will be placed on financial and organizational needs in merchandising, including the research, planning, purchasing, pricing, and presentation of inventory to meet customer demand.

FM211 Business Law

Credits: 3

Prerequisite: FM213

This course gives an overview of basic legal principles and ethical decision-making concepts that are related to the fashion industry and starting and conducting a business. Topics include legal systems, litigation, dispute resolution, and contracts. The protection of intellectual property, including patents, copyrights, trademarks, and service marks, is also emphasized.

FM213 Apparel and HR Management

Credits: 3

Prerequisite: FM113

Students will examine the function of human relations and management as a key component of an organization's total effort and success. Realistic strategies and techniques will be covered to aid students in their own personal management growth potential as well as that of the organization in which they will work. Emphasis is placed on training, motivating, ethical decision making, improving employee effectiveness, and retaining good employees. This course is taught through case studies and hands-on learning experiences.

FM215 Branding

Credits: 3

Prerequisite: FM113 and FSH123

This course addresses the strategic tools used in creating a dynamic brand and brand strategy that is identifiable and connected to the consumer in today's modern business environment. Factors such as price pressure, packaging, positioning, brand loyalty, advertising, and proliferating competition are focused on as factors that businesses must control to build a strong, successful brand.

FM220 Special Events and Public Relations

Credits: 3

Prerequisite: FM211 and FM230

This course will introduce students to the concepts surrounding special events and public relations within a fashion establishment. Through simulation students will learn how to effectively create Press Releases, PR Kits, and other promotional materials as they relate to the special event planning process in formats such as fashion shows and other fashion-related functions and promotional events. Additional topics emphasized are crisis management and creating brand identity and appeal geared towards the target market they are working with and their client's needs.

FM230 Visual Merchandising and Display

Credits: 2

Prerequisite: FM215

This course involves the study of visual merchandising and merchandise presentation techniques, with an emphasis on psychological motivation, retail design, and display teamwork. Topics include the creation of specialty and department store displays, the design of visuals for walls and windows, the effects of color and lighting on consumer behavior, and professional presentation techniques.

FM235 Store Design and Development

Credits: 2

Prerequisite: FM115, FM210, and FM230

In this course, students will study the principles of store design and development while applying both visual merchandising and consumer behavior knowledge. Using industry standard visual merchandising software, students will create store simulations incorporating lighting scenarios, strategic product placement, and use of scenery and special effects to support merchandise and create enticing store atmospheres.

FM291 Professional Presentation and Branding of the Portfolio

Credits: 2

Prerequisite: FSH240

Co-requisite: FM295

This is a culmination course emphasizing professional presentation skills needed to visually market and present the portfolio, interviewing skills, and career search techniques. A resume and student-branded portfolio are created and presented in a final program review format.

FM295 Internship

Credits: 3

Prerequisite: Approval of Department Chair

Co-requisite: FM291

Perhaps the most important aspect of business training is actual experience in applying learned knowledge, principles, and skills to real problems. The internship meets the need for practical experience and serves as a finishing course for the student. Working with an internship coordinator, students will gain on-the-job training at an internship site, as well as learn to build strong working relationships, network, communicate, and properly utilize industry terminology and skills.

GD101 Drawing and Perspective

Credits: 3

Prerequisite: none

In this foundational drawing course, students gain experience with select media and techniques, learn to use a variety of drawing tools, draw 3D objects in one-, two-, and three-point perspective, and generate drawings that explore creative approaches to visual thinking.

GD102 Fundamentals of Design

Credits: 3

Prerequisite: none

This course involves a presentation of the basic elements and principles of graphic design. Students explore design elements and visual composition strategies for a variety of problem-solving solutions in visual communications.

GD103 Survey of Media and Design*

Credits: 3

Prerequisite: none

This course presents a survey of the computer animation, graphic design and multimedia industries. Specifically, it focuses on entry-level jobs and responsibilities, career paths, characteristics and necessary skills for success, regional differences in employment, types of projects and products, and an introduction of the path from concept to product in each of the industries.

GD111 Life Drawing*

Credits: 3

Prerequisite: GD101

Continuing to develop the various drawing skills introduced in the first drawing course, students will focus on depicting gesture and motion, capturing the essences of movement and form in space, and creating compositions based on the four basic lighting situations.

GD112 Typography***Credits: 3***Prerequisite: none*

This course introduces lettering skills and the history and foundation of letter forms. Also studied are the placement of display and text type in a formatted space, and the relationships between the appearance and readability of letter forms. Students will work in a traditional context of hand rendering type and also be introduced to contemporary typesetting technology.

GD113 Color Theory**Credits: 3***Prerequisite: GD102*

In this course, students explore color theory, including additive and subtractive color for graphic design applications. Discussion of color and its relationship to composition in a variety of graphic design formats and media forms the central focus of this course.

GD121 Image Manipulation**Credits: 3***Prerequisite: GD160*

In this course, students develop basic image manipulation skills in a raster-based computer environment. Emphasis is on mastering the fundamentals of scanning, color management, photo retouching, imaging, special effects, and filters and masks.

GD122 Illustration***Credits: 3***Prerequisites: GD101 and GD111*

This course introduces the philosophy behind the illustration. It also highlights the uses of illustration in the graphic design industry. Assignments will focus on black and white and color techniques, using contrast, values, composition, and function.

GD123 Design Layout***Credits: 3***Prerequisite: none*

This course will enable the student to better design with type and visuals and utilize technology in problem solving. Emphasis will be placed on the process of design development from roughs to comprehensives, layout and marker techniques, and the grid system for multi-component layouts. The course will provide a foundation of skills that will be developed further in electronic design.

GD124 Art History***Credits: 3***Prerequisite: none*

Students will examine the historical development of painting, sculpture, and architecture, and compare the visual arts from different time periods and cultures. The chronological progression of techniques and the evolving styles of artistic expression are covered as well, beginning with the art of ancient cultures through early Western art to the Italian Renaissance and from the High Renaissance.

GD125 Art and Design Concepts***Credits: 3***Prerequisite: GD123*

This course describes and practices the process involved in the creation of an effective brand identity. Research techniques, vocabulary, branding strategy, and visual design acumen will illuminate our best-desired response. Branding includes many key players, of which a graphic designer is one, thus teamwork will be encouraged.

GD160 Introduction to Graphic and Web Design**Credits: 3***Prerequisite: none*

This course introduces students to the use of graphic design across the variety of media available to the designer today, from print to Web and beyond. Students are introduced to visual problem-solving and research techniques, problem identification, analysis, brainstorming, and idea refinement as they explore design solutions appropriate to various media. The goal is to develop an understanding of design methods and practices and their use over a variety of mass communications media. Students are introduced to the Macintosh operating systems and a variety of design software.

GD170 Designing with Type 1**Credits: 3***Prerequisite: GD102, GD160*

This course explores printed communication and the use of typography as an exclusive element of design. The development of marketable, original, and creative problem-solving solutions is also examined, with an emphasis on professional presentation techniques. Exploration of the relationship between legibility and type design as evocative image is emphasized through studio and computer lab exercises. Digital typographic and layout software are introduced.

GD180 Digital Photography 1**Credits: 3***Prerequisite: none*

This course introduces students to the fundamental terminology, concepts, methodologies, and techniques of digital photography. It focuses on the principles of using color, composition, lighting, and other techniques for overall thematic and visual effects of narrative photographic images for promotion and advertising design. An overview of the history of this modern medium and impact on contemporary graphic design and advertising is introduced through lecture and field trips.

GD185 Digital Photography 2**Credits: 3***Prerequisite: GD180*

This course explores the photographic narrative as a visual problem-solving tool for promotion and persuasion. Advanced digital darkroom techniques for creative image manipulation and advanced lighting and color control techniques are also covered. The emphasis of this class is to expand the student's capacity to create innovative and influential images in the service of advertising and promotion and that deepen the student's understanding of visual culture. Traditional and non-traditional photographic approaches across multimedia are introduced.

GD190 Form and Space**Credits: 3***Prerequisite: GD101*

This studio course emphasizes the conceptualization process of graphic identity development and its function in visual problem solving in 2D and 3D environments. Students use qualitative and quantitative research techniques for concept development, idea refinement, and analysis for graphic intervention.

GD201 Electronic Design***Credits: 3***Prerequisites: GE151, GD112, and GD123*

This course explores various means of indicating, placing, and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type will be developed using page composition software.

GD202 Digital Illustration**Credits: 3***Prerequisite: GD170*

This course will focus on fluency in design process and visual communications for logo and graphic identity, and visual narrative. Emphasis is on acquiring software skills in vector-based graphics.

GD203 Design History***Credits: 3***Prerequisites: GD103, GD123, and GD124*

This course will examine the influences of social trends, historical events, technological developments, and the fine arts on contemporary graphic design, illustration, typographic design, architectural design, photography and fashionable trends in general. Through lectures, supplied visual examples, independent research, and design assessments, the student will gain insight into a variety of major design influences. The student will learn how to research and utilize a wide variety of design styles.

GD204 3-D Design***Credits: 3***Prerequisites: GD112, GD123, and GD125*

In this course, design principles will be applied to the development of 3-D product graphics. This course will explore materials, processes, and industry guidelines for surface treatments, such as products, packages, and exhibits.

GD211 Media Design*

Credits: 3

Prerequisite: GD102

In this course, students examine the structures and communications skills used by various members of a creative team. The processes of concept development, media application, and design creation are emphasized. The variety of media used by graphic designers and their suppliers are also examined.

GD212 Electronic Production

Credits: 3

Prerequisites: GD270

This course introduces students to the electronic preparation of simple and complex designs. Typesetting, pagination, image reproduction, color specification, trapping procedures, and binding and finishing techniques will be explored.

GD214 Advanced Typography*

Credits: 3

Prerequisite: GD112

This course explores printed communication and the use of typography as an exclusive element of design. The development of marketable, original, and creative problem-solving solutions will also be examined, with an emphasis on professional presentation techniques.

GD215 Graphic Identity

Credits: 3

Prerequisite: GD218

Co-requisite: GD220

The student examines the structures and communication skills used by various members of a creative team to create graphic identity and brand experience. The processes of concept development, media application, and design creation are emphasized. The variety of media used by graphic designers to extend the brand across print, electronic, and broadcast media are explored.

GD218 Graphic Symbolism

Credits: 3

Prerequisite: GD270

This course examines the importance of graphic symbols in design. Logos and other symbolic images are examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes are then used to create individual logo designs and other symbolic images.

GD220 Marketing Design

Credits: 3

Prerequisite: GD218

Co-requisite: GD215

A study of the essential elements of advertising design including the conceptual and design issues involved in the production of print, guerilla, and TV advertising, this course provides an overview of principles of design, layout, advertising, copy writing, and print production processes, basic photography, using the computer in photography, and designing print advertising by using computer graphic software. Course topics include interpreting target audiences, creative concept formulation, advertising design and layout, typography, working with art, as well as production methodology. The vocabulary and language associated with graphic design/advertising and production processes are covered. Students develop a variety of sample advertisements during the course.

GD225 History of Graphic Design

Credits: 2

Prerequisites: GD121, GD202

This course examines the influences of social trends, historical events, technological developments, and the fine arts on contemporary graphic design, illustration, typographic design, architectural design, photography, and fashionable trends in general. Through lectures, supplied visual examples, independent research, and design assessments, the student gains insight into a variety of major design influences. The student learns how to research and utilize a wide variety of design styles. Particular emphasis will be placed on the period between World War I and World War II and the Post-Modern period.

GD231 Design Production Team

Credits: 3

Prerequisites: GD280, GD220

This is a special projects course in which students use their knowledge of design, typography, production techniques, video, and audio to execute a team project. Students also apply communication, teamwork, and organizational skills. They work cooperatively to achieve a common goal, similar to industry experience.

GD232 Professional Practice*

Credits: 3

Prerequisites: GD213, GD220, and RS211

This course introduces students to business functions, operations, and structures and explores the role of graphic design in business. Finance, business ethics, labor management relations, organizational behavior, and marketing are among the topics covered, as are guidelines and expectations for professional behavior.

GD240 Concept Design

Credits: 3

Prerequisite: GD190

This studio course focuses on graphic design problems and solutions, with an in-depth study of creative directives and techniques that build visual approaches, which aid in expressing and communicating concepts. Emphasis is on creative thinking, experimentation, and expanding the range of visual vocabulary. Through deciphering and predicting the visual meaning of images, students engage in a process that teaches them to think symbolically, to think visually, and to create effective visual narratives for design and promotion. Effective application of color and color theory is emphasized in project development and analysis.

GD260 Web Design 1

Credits: 3

Prerequisite: GD160

In this course, students explore the concepts and technologies for designing basic Web pages and simple Web sites, applying the principles of information architecture, navigation, and interactivity.

GD262 Web Design 2

Credits: 3

Prerequisite: GD260

In this course, students explore advanced concepts for designing complex Web sites for promotional and entertainment use. Special focus is on finalizing a personal site that will host the graduating student's final portfolio.

GD270 Designing with Type 2

Credits: 3

Prerequisite: GD170

This class concentrates on utilizing design principles and theories in problem solving, focusing on the importance of designing with type. Emphasis is on the process of design development from roughs to comprehensives, layout, and the use of grid systems for multi-component layouts. Critical analysis will be applied through the use of type and layout to create clear, communicative design. Students refine their knowledge of type layout, font management, and preparation for output, digital press, and binding with emphasis on multiple-page projects and multiple-piece collateral systems.

GD275 Designing with Type 3

Credits: 3

Prerequisite: GD270

This course explores various means of indicating, placing, and manipulating visual elements in page design, systematically developing strong and creative editorial design solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type will be developed using page composition software.

GD278 Professional Practice and Career Development**Credits: 3***Prerequisite: GD215*

This course prepares students for the business environment and the transition into a professional graphic design field. It emphasizes an overall understanding of self-marketing in the field and its many sub-disciplines. Professional development tools are presented, including resumé and cover letter writing, networking, and interviewing skills. During this course, students secure their required internships.

GD280 Portfolio 1**Credits: 2***Prerequisites: GD212, GD215*

Students demonstrate their conceptual, design, craftsmanship, and communications skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student selects representative pieces, showcasing work that reflects a unique style and vision. Particular emphasis is placed on print and web strategies to develop and refine a professional identity and brand.

GD282 Portfolio 2**Credits: 2***Prerequisites: GD278, GD280*

This course focuses on the completion of the portfolio and enables a student to begin their career search. The student should come into this course with completed work for the portfolio and determine the quality of the work so enhancements can be made. Critique and discussion are essential parts of this class.

GE011 Basic Writing for College Students**Credits: 0***Prerequisite: none*

This noncredit course is designed to enhance and review basic writing skills and stress the use of standard written English in order to assist students in mastering the tools needed for written composition. Concepts covered include grammar, syntax, sentence structure, and the many components of multi-paragraph essays. Using critical thinking and repetition of key concepts, students learn to successfully produce written texts required for academic success at the college level.

GE012 Basic Reading for College Students**Credits: 0***Prerequisite: none*

This noncredit course is designed to provide the student an opportunity to increase reading and comprehension at the level required for college-level academic success. Course topics include reading using context clues, reviewing analytical words and roots, identifying main ideas, reading for details, using inferences, reading text containing charts and graphs, and using reading techniques to enhance study skills. Using critical thinking and reasoning, practice exercises, and selected passages, students are able to demonstrate reading and comprehension at an increased level to aid in future academic success.

GE013 Basic Math for College Students**Credits: 0***Prerequisite: none*

This noncredit skills development course provides a review of basic concepts that assist the student in mastering the tools needed for college-level mathematics. Through solving mathematical problems, students reinforce their understanding of key mathematical concepts as a tool for successful application in further college-level math and other relevant academic courses.

GE021 Transitional Writing for College Students**Credits: 0***Prerequisite: None*

This noncredit course is designed to enhance and review basic writing skills and stress the usage of standard written English in order to assist students in mastering the tools needed for written composition. Concepts covered include grammar, syntax, sentence structure, and the many components of multi-paragraph essays. Using critical thinking and repetition of key concepts, students learn to successfully produce written texts required for academic success at the college level.

GE022 Transitional Reading for College Students**Credits: 0***Prerequisite: None*

This course is designed to provide students with an opportunity to increase reading and comprehension at the level required for college-level academic success. Course topics include using context clues, reviewing analytical words and roots, identifying main ideas, reading for details, drawing inferences, reading texts containing charts and graphs, and enhancing study skills. Using critical thinking and reasoning, practice exercises, and selected passages, students will be able to demonstrate reading and comprehension at an increased level to aid in future academic successes.

GE023 Transitional Mathematics for College Students**Credits: 0***Prerequisite: None*

This course provides a review of basic concepts that will assist students in mastering the tools needed for college-level mathematics. Through the solving of mathematical problems, students will reinforce their understanding of key mathematical concepts, which they will apply in college-level math courses and in all other relevant areas of their professional and academic lives.

GE101 English I**Credits: 3***Prerequisite: Satisfactory Accuplacer scores or the successful completion (C or better) of Basic Reading and/or Basic Writing*

This is the first of two courses in the composition sequence. Students are introduced to the college-level writing process. Supporting a thesis statement and organizing an essay are covered, along with responding to the writing of others and analyzing the writing techniques of various authors. Revision and editing for content, grammar, and punctuation are also emphasized. In addition, students learn to adhere to the conventions of standard written English.

GE102 English II**Credits: 3***Prerequisite: GE101*

This is the second of two courses in the composition sequence. Students continue to develop writing, reading, and critical-thinking skills. Students also write essays demonstrating their ability to analyze and evaluate a world of ideas before integrating them into their own writing. In addition, this course introduces students to research and documentation methods, reinforces the conventions of standard written English, and focuses on effective ways to support a thesis.

GE103 Introduction to Psychology**Credits: 3***Prerequisite: none*

This course focuses on developing a working knowledge of human sensory processes and their subsequent perceptual and behavioral manifestations. Topics include learning, memory, consciousness, and cognitive behaviors.

GE106 Sociology**Credits: 0***Prerequisite: none*

In this course, students examine group interaction within human society. Through texts, lectures, videos, and discussions, students learn about the variety of ways sociologists view human culture and society. Topics covered include gender, class, subcultures, education, as well as sociological research methods.

GE121 Quantitative Literacy**Credits: 3***Prerequisite: Satisfactory Accuplacer scores or successful completion (C or better) of Basic Math*

This course expands students' problem-solving and analytical skills beyond the basic principles of mathematics. Coursework initially focuses on arithmetical problems and pre-algebra and then progresses to college-level mathematics. In addition, students are introduced to real-world applications of the course's material.

GE122 Effective Speaking**Credits: 3***Prerequisite: none*

The purpose of this course is to enable students to develop and improve their presentation skills within a variety of contexts. Students learn how to structure material in ways to meet their audiences' demands in order to convey ideas in useful and appropriate ways.

GE141 Communications in the Workplace*

Credits: 3

Prerequisite: none

This course covers writing processes, presentation techniques, research skills, interpersonal communication, and the organization of data. Emphasis is placed on analyzing and evaluating information for success in professional environments. Specific topics include keeping meeting minutes, creating meeting agendas, writing letters of inquiry and complaint, and examining various business documents, including employee evaluations, job descriptions, and proposals.

GE151 Computer Applications

Credits: 3

Prerequisite: none

This introductory course includes the fundamentals of computer functions, basic technological terminology, troubleshooting, and problem solving. Students are introduced to the Windows operating system and the programs of the Microsoft Office suite: Word, Excel, and PowerPoint.

GE160 Environmental Science

Credits: 3

Prerequisite: none

This course explores environmental science as an interdisciplinary study of natural sciences (e.g., biology, chemistry, and geology) and social sciences (e.g., ecology, politics, and ethics). The use and abuse of the environment are examined, along with an exploration of what effect students can have on the future of the environment.

GE161 Ethics

Credits: 3

Prerequisite: none

This course explores the meaning of ethics and ethical behavior in the workplace.

HUM206 Introduction to Sociology

Credits: 4

Prerequisite: none

In this course, students examine group interaction within human society. Through texts, lectures, videos, and discussions, students learn about the variety of ways sociologists view human culture and society. Topics covered include race, gender, class, subcultures, education, as well as sociological research methods.

HUM210 Sociology of the City

Credits: 4

Prerequisite: none

This course introduces students to conceptual and theoretical views of urban life through the works of urban and sociological thinkers. By reading the works of those engaged with the city as history, concept, problem, plan, and future, students come to a wider perspective of their daily sphere, understanding the value of certain socio-urban structures and the problems of others. Students learn to visualize their own relationship to the city by combining personal patterns with social statistics and creating unique, meaningful maps that illustrate this.

HUM212 Arts and Society

Credits: 4

Prerequisite: none

Arts and Society examines the ways the arts (including fine arts, theatre, dance, music, digital media, and experimental performance) influence and are influenced by the values and institutions that shape contemporary society. The course considers the cultural, political, and economic boundaries of the arts as a social force, and specifically the ways that art informs and is informed by social class. Students examine the role of popular culture in relation to art worlds. Students also explore how the practice of creating and sharing art can help to enact social change.

HUM215 Cultural Studies

Credits: 4

Prerequisite: ENG150

Students study how modern societies adapt to their environment (physical, political, sociological). In addition to studying how human behavior varies cross-culturally, students study ritual, myth, and customs.

HUM218 Visual Language & Culture

Credits: 4

Prerequisite: ENG150

The media revolution communicates through images as much if not more than through words. Strategies of interpretation and theories of visual logic are introduced.

HUM225 Cyber Theory: The Impact of Technology on Society

Credits: 4

Prerequisite: ENG150

This course examines the intersection of technology and humanity through history, literature, philosophy, and art. Students gain an understanding of the monumental changes brought about in social relations by the introduction of new technologies. Specific attention is given to how the computer has changed and is changing, and how people create and communicate.

HUM230 Political Science

Credits: 4

Prerequisite: none

This course introduces students to the evolution of power and politics in America. Students develop their analytical skills and gain a deeper and more nuanced understanding of American politics by studying and applying the perspectives and methodologies of a whole host of critical thinkers. Concepts such as democracy, civil rights, private property, civil liberties, public opinion, mass media, political parties, and the three branches of government are discussed, with a focus on how power and privilege are affected by class, race, ethnicity, and gender. In addition, students are able to see the importance of government and how decisions made by the government affect our daily lives. The ability to think critically and express political ideas rationally are emphasized.

HUM232 US History: 1900-Present

Credits: 4

Prerequisite: ENG150

This course covers the period of U.S. History from the turn of the century to the present. This course examines U.S. history in terms of social, economic, and political perspectives.

HUM240 Philosophy

Credits: 4

Prerequisite: none

This course examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. The course explores philosophical tradition reflected in humanity's quest to understand the world and to articulate the large questions of being, knowing, and meaning and provide an overview of major philosophies from a variety of cultures.

HUM250 Critical Thinking

Credits: 4

Prerequisite: none

Critical thinking is an essential skill for lifelong learning. Students learn basic concepts and discover how to apply them in their academic, professional, and personal lives. The primary focus is on cultivating critical reading, writing, and thinking skills with an emphasis on effective written and verbal communication.

HUM275 Introduction to Psychology

Credits: 4

Prerequisite: none

This course focuses on developing a working knowledge of human sensory processes and their subsequent perceptual and behavioral manifestations. Topics include learning, memory, consciousness, and cognitive behaviors.

ID110 Rendering*

Credits: 3

Prerequisites: GD101, ID112

This course shows finished application of perspective and isometric construction to rendered final drawings. Products incorporate a variety of media techniques.

ID111 Three-Dimensional Design*

Credits: 3

Prerequisites: GD102, ID112

Students are introduced to the basic elements and principles of three-dimensional design and explore the visual and structural qualities of objects. They solve problems by organizing and constructing three-dimensional forms within spatial environments.

ID112 Drafting*

Credits: 3

Prerequisites: none

After having examined the language, tools, and techniques of drafting, the students learn to communicate relevant information through orthographic drafting. Dimension, scale, lettering, plans, elevations, sections, details, and graphic symbols are primary elements of this course.

ID114 Beginning Drafting

Credits: 2

Prerequisite: None

After having examined the language, tools, and techniques of drafting, students will learn to communicate relevant information through orthographic drafting. Dimension, scale, lettering, plans, elevations, sections, details, and graphic symbols are primary elements of this course.

ID115 Furniture in History and Design**Credits: 3***Prerequisite: ID114, ID116*

This course examines the evolution of furniture, interiors and decorative design from the Ancient World to 1830. Major cultural, political, social and economic factors that affect the design of material culture and the relationship of furniture and interiors to significant movements in art and architecture will be covered.

ID116 Rendering**Credits: 2***Prerequisite: ID114 and GD101, for AAS students only*

This course will show finished applications of perspective and isometric construction to rendered final drawings. Deliverables will incorporate a variety of media techniques.

ID120 Elements of Interior Design**Credits: 3***Prerequisites: none*

Students receive an introduction to the principles and practices of interior design, including terms, trends, and materials through lectures, labs, and outings to showrooms and vendors in the NYC metro area.

ID121 Environmental & Structural Systems***Credits: 3***Prerequisites: ID111, ID123*

This course explores the interaction of mechanical equipment, such as heating, ventilating, and air conditioning structural systems, including wood, steel, and concrete framing, and selection and application of finishes.

ID122 Space Planning**Credits: 3***Prerequisites: ID110 and ID123 for AOS students only; ID116 and ID126 for AAS students only*

This course is an introduction to the utilization of conceptual thinking and analysis in planning residential and commercial space.

ID123 Advanced Drafting***Credits: 3***Prerequisite: ID112*

This course is a continuation of Drafting, ID112. Emphasis is placed on elevations, cabinet details, and necessary specifications to complement graphic communications.

ID124 Building and Structural Systems**Credits: 3***Prerequisite: ID126*

This course provides the student with the basic knowledge about structures, materials, and building systems. It covers the understanding and application of structural principles and building systems.

ID125 Modern Furniture Design***Credits: 3***Prerequisite: ID123*

The Modern Furniture Design class studies the highlights of the important styles of furniture design to include Arts & Crafts, Art Nouveau, Art Deco, Classic Modernism, 1950's Modern, and the more current Functional Art movement. A presentation of the design process through concept, research, design development, and evaluation is given, as well as understanding the visual vocabulary of furniture design.

ID126 Advanced Drafting**Credits: 2***Prerequisite: ID114*

This course is a continuation of Beginning Drafting. Emphasis will be placed on elevations, cabinet details, and necessary specifications to complement graphic communications.

ID130 Fundamentals of CAD**Credits: 3***Prerequisite: ID123 for AOS students only; ID126 for AAS students only*

This course is an introduction to the basic principles and applications of computer-aided drafting (CAD) for the designer. Various orthographic drawings such as architectural elevations and plans, as well as simple 3D wire frames, are produced.

ID131 Interior Design Process**Credits: 3***Prerequisites: ID122, ID123 for AOS students only; ID122 for AAS students only*

This course focuses on the programming process, data collection, adjacency studies, space allocation, and furniture layout for residential and non-residential spaces.

ID132 Building Systems & Materials**Credits: 3***Prerequisite: ID121 for AOS Students only; ID124 for AAS students only*

This course investigates the historical influence of materials and structural systems on architecture and design.

ID133 Textiles**Credits: 3***Prerequisite: none*

This course introduces the wide range of textile products used in the interior design market. Fibers, fabric quality, patterns, sources and performance expectations for contract and residential interior work will be explored. At least one field trip to a professional showroom will be included during the course.

ID200 Advanced CAD**Credits: 3***Prerequisite: ID130*

This course provides an in-depth knowledge and understanding of the complexities of CAD. This course develops students' technological skills, ensuring optimal production in real-world application.

ID201 History of Architecture**Credits: 3***Prerequisite: none*

This course studies major architectural developments. Content includes discussion of the evolution of architectural thought and places architectural developments within their cultural, historical, and social context.

ID202 Residential Design & Documentation**Credits: 3***Prerequisites: ID123, ID131 for AOS students only; ID126, ID131 for AAS students only*

This course is a study of the elements unique to residential spaces based on client need that traces the design process from programming through working drawings and presentation. This course presents students with the opportunity to produce projects for their professional portfolios.

ID203 Human Factors**Credits: 3***Prerequisite: ID130*

In this course, students will study and design fixtures, furniture, architectural elements, and usable space to meet the satisfaction of a wide variety of end users. Human factors-influenced design will teach the student how "to design from the person out." This class shall provide the groundwork necessary for designers to recognize the various aspects involved in creating a safe, comfortable and productive environment for their clients.

ID204 Digital Visualization for Interior Design**Credits: 3***Prerequisite: ID200*

In a studio/laboratory setting, students learn to use computers for the creation, manipulation, and understanding of three-dimensional spaces. They will learn the necessary skills to create their own design through their interaction with the software and the instructor's guidance.

ID209 Interior Urban Design and Documentation**Credits: 3***Prerequisite: ID132, ID200*

This course is a study of the elements unique to urban spaces based on client need that traces the design process from programming through working drawings and presentation. This course prepares students for urban design, focusing on methodology, design development and case studies, while presenting the students with the opportunity to produce projects for their professional portfolios.

ID210 Non-Residential Design & Documentation***Credits: 3***Prerequisites: ID200, ID132*

This course is a study of the elements unique to non-residential spaces based on client need that traces the design process from programming through working drawings and presentation. Students have the opportunity to produce projects for their professional portfolios.

ID211 Renovation Design & Documentation

Credits: 3

Prerequisites: ID132, ID200

In a special-purpose design studio, students consider client profile, industry standards, and project needs as they program, plan, and design a complete special-purpose design solution. Detailing, furniture, fabrics, finishes, and equipment are specified through research, manufacturer contact, and site visits.

ID212 Lighting

Credits: 3

Prerequisite: none

This course is designed to introduce students to the characteristics of lighting, lighting design, and the methods of control in order to achieve successful environments.

ID213 Interior Architectural Detailing

Credits: 3

Prerequisites: ID131, ID200

This course focuses on the study of the materials and fabrication techniques involved in the design and construction of basic interior details and how these details are communicated in the documents package. This course provides students with the vocabulary necessary to communicate with others in the design field through developing an understanding of construction terminology, materials, and the detailing of interior construction as it relates to millwork, cabinetry, ceiling, walls, floors, and existing situations.

ID220 Fundamentals of Business*

Credits: 3

Co-requisites: ID221, ID222

This course provides an introduction to business practices and procedures in the field of interior design, including the forms necessary for implementation.

ID221 Portfolio Preparation*

Credits: 3

Co-requisites: ID220, ID222

This course prepares students for job interviews by helping them compile a portfolio. Students demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student selects representative pieces, showcasing work that reflects a unique style.

ID222 Interior Architecture Working Drawings*

Credits: 3

Co-requisites: ID220, ID221

This is a course in the development of working drawing packages for a project involving interior architecture and architectural change. The emphasis is on architectural finish plans, reflected ceiling plans, and custom architectural detail construction drawings.

ID230 Professional Practice

Credits: 3

Prerequisites: ID202, ID203, ID209, ID211

Co-requisite: ID231, ID232

Consideration of office practices and design project management. Contract documents, associated legal aspects, marketing strategies, professional ethics, staff personnel practices, and career planning will be explored. Office management and project scheduling will be studied.

ID231 Portfolio Presentation

Credits: 3

Prerequisite: ID202, ID203, ID209, ID211

Co-requisite: ID230, ID232

Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.

ID232 Interior Architectural Working Drawings

Credits: 3

Prerequisite: ID202, ID203, ID209, ID211

Co-requisite: ID230, ID231

A course which develops a working drawing package for a project involving interior architecture and architectural change. The emphasis is on architectural finish plans, reflected ceiling plans, and custom architectural detail construction drawings. The details created in this course are relevant to the creation of the portfolio project.

INT201 Internship

Credits: 3

Prerequisite: Department Chair approval required

Through a field internship experience, students are able to apply acquired subject matter and career/professional skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses relating to their field of study. The students will gain experience needed to enter the field upon graduation.

INT202 Internship

Credits: 3

Prerequisite: GD278

The internship provides students with an opportunity to practice skills and competencies learned in their program of study. Students are matched to sites that meet their individual skill levels and career goals. A manager at the internship site supervises the intern. The career services advisor from The Art Institute of New York City also meets students at least twice per quarter and as needed. Student progress is also evaluated through the completion of the internship notebook/ journal and written and verbal reports obtained during the internship, under the direction and guidance of a graphic design faculty member.

MAT220 Geometry

Credits: 4

Prerequisite: Satisfactory Accuplacer scores or successful completion (C grade or higher) of Transitional Math

This course presents Geometry as a universal part of human culture. The study of geometry gives understanding of the physical world around us. It is the foundation necessary to understand and manipulate the visual world. For the last two and a half thousand years, geometry has been studied because it is considered to be the most exquisite and perfect means to teach a student to think clearly and logically. Beyond the practical, geometry develops the imagination. The challenge and the satisfaction of doing geometry develop an understanding of the uses and beauty of geometry. This course develops the abstract conceptual understanding of creative problem solving, decision-making, and analytic skills.

MAT224 Math for Liberal Arts

Credits: 4

Prerequisite: Satisfactory Accuplacer scores or successful completion (C grade or higher) of Transitional Math

This course involves the rigorous study of mathematical ideas in order for students to appreciate mathematics as a human activity. Students will learn to understand the usefulness of mathematics in the world by studying the order, pattern, elegance, and fun in which mathematics builds techniques of thought. Topics include problems from graph theory, numbering systems, linear programming, game theory, statistics, geometric constructions, transformations, tiling, and pattern. Emphasis is on the understanding, purposes, and aesthetic of mathematics in a visual world.

MM134 Introduction to Video

Credits: 3

Prerequisite: none

This course introduces students to video production technical terms and equipment and techniques.

MM135 Introduction to Audio

Credits: 3

Prerequisite: none

In this introductory study of the principles and practices of recording sounds, students examine the tools and techniques used in multi-track recording and mixing. They learn the basics of critical listening, microphone technique, console and tape machine operation, signal flow, signal processing, patching, and general studio operations.

MM136 Video Editing

Credits: 3

Prerequisite: MM134

In this course, students gain knowledge of video post-production terms and techniques. They also demonstrate a working knowledge of basic post-production equipment and editing concepts. At the end of the course, students complete a short, edited production.

MM137 Fundamentals of Authoring**Credits: 3***Prerequisites: GD112, GD121*

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

MM138 Media History**Credits: 3***Prerequisite: none*

This course examines the major movements in the visual arts, music, film, architecture, and modern digital or electronic expression.

MM139 Advanced Image Manipulation**Credits: 3***Prerequisite: GD121*

This course emphasizes digital imaging for interactive presentations. Students use vector- and raster-based applications for image creation and manipulation. Advanced concepts, such as animation, 3D objects, layering, texture mapping, and archiving, are covered.

MM202 Production Planning**Credits: 3***Prerequisite: none*

This course focuses on total project management from concept to completion. Topics include employee time management, budget management, and task sequencing. Strategies for trafficking and critical path management are also explored.

MM203 Web Authoring Tools**Credits: 3***Prerequisite: MM137*

This course is a study of interactive multimedia with an emphasis on the hardware, software peripherals, and interdisciplinary content required for the successful completion of interactive multimedia projects.

MM204 Audio for Multimedia**Credits: 3***Prerequisite: none*

This course focuses on the principles and practices of digital audio in a multimedia setting. Students learn to use current digital audio programs for recording, editing, sequencing, and mixing for a variety of outputs and applications.

MM205 Web Scripting**Credits: 3***Prerequisite: GD121*

Students acquire the skills needed to develop, design, and produce basic Web pages.

MM221 Advanced Authoring Techniques**Credits: 3***Prerequisite: GD121*

Authoring tools and content production software are utilized in this course. Students produce portions of Web sites and/or interactive CD materials. This is the first class where the students synthesize many of the content development skills acquired in previous coursework. There is a heavy emphasis on team skills and project management.

MM222 Advanced Web Scripting**Credits: 3***Prerequisite: MM205*

Students acquire the skills needed to develop, design, and produce complex Web sites.

MM223 Interface Design**Credits: 3***Prerequisite: MM137*

This course introduces the preplanning aspects of the design process. Students formulate design projects specifically for delivery media, such as the kiosk, the World Wide Web, and the digital disk. Parameters relating to color, resolution, access, speed, and the composition mediate the design process. Students also employ principles of interactive design appropriate for the client and/or target audience.

MM224 Authoring Systems**Credits: 3***Prerequisite: MM203*

This course is an introduction to multimedia authoring, with an emphasis on programming and screen design, Web animation, and splash pages.

MM232 Computer Animation for Multimedia**Credits: 3***Prerequisite: MM224*

The class emphasizes the creation of animated sequences for multimedia applications.

MM234 Streaming Media & Webcasting**Credits: 3***Prerequisite: MM222*

This course focuses on design strategies, research methods, and the professional standards used to provide a complex, interactive Web site. Students use the different technologies for streaming video and audio over the Internet and learn how to prepare and design media for effective and communicative Web sites.

MM252 Business of Multimedia**Credits: 3***Prerequisites: MM221, MM222, MM224*

In this course, students identify the techniques used to identify target markets, negotiate with clients, apply sound business management principles, and successfully self-promote. Portfolio preparation and self-marketing strategies are addressed and begun.

MM253 Desktop Video**Credits: 3***Prerequisites: MM204, MM136*

In this course, students demonstrate knowledge of editing and using non-linear editing software and hardware in a computer lab. They produce and edit video and audio using digital desktop video techniques.

RS110 Business Law***Credits: 3***Prerequisite: none*

This course gives an overview of basic legal principles related to starting and conducting a business. Topics include legal systems, litigation, dispute resolution, and contracts. The protection of intellectual property, including patents, copyrights, trademarks, and service marks, is also emphasized.

RS200 Portfolio Preparation***Credits: 3***Prerequisites: GD212, GD211*

This course will prepare students for job interviews by helping them compile a portfolio. Students demonstrate their conceptual design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.

RS211 Portfolio**Credits: 3***Prerequisites: RS200, for Graphic Design majors; MM252, for Web Design & Interactive Media majors*

This course focuses on the completion of the portfolio and enables students to begin their career search. The student should come into this course with work for the portfolio and determine the quality of the work so that enhancements can be made. The student will also complete a professional résumé and begin the job search.

SC160 Introduction to Environmental Science**Credits: 4***Prerequisite: ENG150*

This course explores environmental science as a disciplinary study from the natural sciences (biology, chemistry, geology) and the social sciences (ecology, politics, ethics). The use and abuse of the environment are examined along with an exploration of what effect students will have on the future of the environment.

SC175 Physics**Credits: 4***Prerequisite: MAT224*

This course introduces the concepts of physics, including conservation of mass, energy and momentum, light, waves, and electricity. Students study the application of physics and explore the concepts of physics.

VP102 Video and Narrative Theory*

Credits: 3

Prerequisite: none

This course introduces the student to the structural principles of film and television. This art form/communication medium will be explored from a variety of perspectives, such as cultural, ideological, and aesthetic considerations.

VP111 Videography*

Credits: 3

Prerequisite: MM134

This course deepens the student's knowledge of the video camera as a technical and creative tool for communication. Students will utilize the basic principles of cinematography, apply key concepts of visual storytelling, and explore the development of mise en scène for film productions.

VP113 Introduction to Lighting*

Credits: 3

Prerequisite: MM134

In this introductory lighting class, the student explores basic lighting concepts and terminology. The student will identify and show proficiencies on various types of lighting instruments and under a variety of shooting conditions.

VP114 Audio for Video*

Credits: 3

Prerequisite: MM135

In this course, students apply their audio skills to create and capture audio for video. The class focuses on the three elements of sound: voiceover, music, and sound effects, and their impact on the visual image. Through industry-standard location and studio recording techniques, students are responsible for acquiring, editing, enhancing, processing, mixing, and synchronizing sound for production and post-production sound.

VP121 EFP/ENG*

Credits: 3

Prerequisites: VP111, VP114

Students are immersed in the process of professional video field production, in two styles: Electronic Field Production (EFP) and Electronic News Gathering (ENG). EFP students will shoot with a single camera on location for documentaries, promotional projects, or commercials. ENG students will shoot topical events and edit them as a local news segment or as a magazine-format show.

VP122 Scriptwriting*

Credits: 3

Prerequisite: GE102

This course will focus on the planning, storyboarding, and scripting of television and video productions. Narrative screenwriting techniques will also be taught. Scripts will be developed with an emphasis on characterization, plot, theme, target audience, and industry-standard script formatting.

VP124 Directing the Actor*

Credits: 3

Prerequisites: VP111, VP201, VP202

This course examines the role of the actor in television, film, video, and related media industries. Emphasis is on the preparatory work and the collaborative experience between directors and actors.

VP201 Introduction to Television Production*

Credits: 3

Prerequisite: MM134

Students in this course use previously learned production skills and apply them in the controlled environment of the television studio. The class focuses on the theoretical as well as the technical aspects of news or magazine-format television production.

VP202 Video Post-Production*

Credits: 3

Prerequisites: MM134, MM136

Aesthetic and technical concerns of the video artist are practiced through the completion of multiple editing projects.

VP203 Applied Lighting Techniques*

Credits: 3

Prerequisites: VP113, VP121

In this advanced lighting class, the student will apply advanced techniques and concepts as they relate to various lighting applications. Emphasis is placed on mastering the skills required to make appropriate lighting decisions under a variety of field and studio situations. There is also a focus on preproduction skills, as well as teamwork and problem solving on the set.

VP205 Short Film Production*

Credits: 3

Prerequisites: VP111, VP122, VP125

Co-requisite: VP206

Students work as a team to produce their short films. Emphasis is on the organizational aspects of pre-production, production design, and the practical and legal concerns of working filmmakers.

VP206 Short Film Direction*

Credits: 3

Prerequisites: VP111, VP122, VP125

Co-requisite: VP205

In this course, the student will undertake the role of the director in all three phases of filmmaking: pre-production, production, and postproduction. Each student develops and shoots a short film project.

VP211 Advanced EFP*

Credits: 3

Prerequisites: VP121, VP113, VP202

Co-requisite: VP222

This course explores client-based production from idea conception to final-edit master. Special emphasis is placed on professional conduct, as well as the application of high-end, professional techniques.

VP212 Nonlinear Editing*

Credits: 3

Prerequisites: VP202, VP204, VP222

This course covers the process of nonlinear video editing. Using a computer and appropriate software, students apply the concepts of professional video editing in a digital environment.

VP213 Digital Audio/Video*

Credits: 3

Prerequisite: VP212

This course emphasizes editing and mixing of audio for professional video projects. Topics include compression schemes, digital compression, and audio mixing software and principles. Students complete the sound design of their thesis project.

VP221 Broadcast Studio Production*

Credits: 3

Prerequisites: VP201, VP211

Students become responsible for every phase of a magazine-format show, culminating in Web distribution of their final product. Each student will assume a role on the production team in the pre-production, production, and postproduction phases of the show. Almost every aspect of the Video Production curriculum is incorporated into this course, as the students must draw on all of their previously learned skills to produce a successful studio show.

VP222 Broadcast Graphics*

Credits: 3

Prerequisites: VP201, VP213

This course covers the role of the motion graphics artist in TV media productions. Students produce graphics specifically for their Advanced EFP projects using image manipulation and motion graphics software.

VP223 Video for Interactive Media*

Credits: 3

Prerequisite: VP222

Students will learn how to select and integrate the appropriate video technology into an overall multimedia solution. Authoring DVDs of video projects, creating streaming video, and embedding video portfolios for Web distribution are the primary topics of this course.

VP226 Professional Production Team*

Credits: 3

Prerequisites: VP203, VP204

Students work in a team to execute a broadcast-ready production, utilizing current communication technologies.

VP231 Advanced Nonlinear Editing*

Credits: 3

Prerequisites: VP205, VP222

This course covers editing techniques for nonlinear editing such as layering of video, integration of graphics, multi-track audio mixing, equalization, special effects, and EDLs.

ADMISSIONS PROCESS

Admissions Requirements

A prospective student seeking admission to The Art Institute of New York City must be a high school graduate or hold a General Educational Development (GED) Certificate. Individuals with portfolios or previous education are evaluated during the admissions process for potential advanced placement. All applicants who have an associate's degree or higher (or its equivalent, if earned at an institution located outside of the United States) must provide official college transcripts to The Art Institute of New York City, which will be evaluated to determine transcript equivalency to a U.S. high school degree.

Process for Acceptance

Each individual who seeks admission to The Art Institute of New York City will be interviewed either in person or via telephone by an Assistant Director of Admissions. The purpose of the interview is to 1) explore the prospective new student's background and interests as they relate to the programs offered at The Art Institute of New York City; 2) help the prospective student identify the most appropriate area of study that is consistent with his/her background and interest; and 3) provide information concerning curriculum offerings and support services available at The Art Institute of New York City. Additionally, the pre-admission interview is designed to assess whether the student has a reasonable chance of successfully completing the appropriate program of study. Prior to acceptance by The Art Institute of New York City, he/she is evaluated as to his/her preparedness to undertake college-level coursework in English and/or mathematics. Students who have already taken college-level English or math from an accredited institution and received a minimum grade of "C" will not need to be tested. An official transcript must be provided from the institution to designate successful completion of college-level work with a minimum grade of "C" in each course considered for transfer. A minimum score of 450 on the verbal and/or math sections of the

SAT and a minimum score of 16 on the English and/or math sections of the ACT will also exempt students from testing. Each applicant must provide all transcripts indicating date of high school graduation and/or obtainment of GED certificate and include scores in order to be accepted to The Art Institute of New York City. An applicant who has not yet graduated from high school at the time of application must provide the most recent partial transcript in order to be evaluated for early acceptance. In addition, all prospective students will be required to independently conceive and write an essay of a minimum of 150 words, answering questions related to their educational goals. An admissions committee may make academic placement decisions based on aforementioned materials submitted to The Art Institute of New York City. An additional meeting with the Admissions Committee and/or submittal of recommendations and samples of work may be required depending upon previous academic achievement and essay results. The Art Institute of New York City complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act. The Art Institute of New York City does not discriminate based on age, ancestry, race, religion, creed, color, national origin, sex, sexual orientation, genetic marker, disability, or any other characteristic protected by local, state, or federal law. Enrollees requiring additional educational or tuition assistance will be referred to appropriate government agencies or other special educational institutions equipped to handle such situations. For information, please contact the Director of Admissions. The Art Institute of New York City reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success.

Admissions Application

An application for admission and the enrollment agreement must be completed and signed by the applicant and parent or

guardian (if applicable) and submitted to The Art Institute of New York City. The Art Institute of New York City requires a high school and/or college transcript or GED scores as conditions for enrollment acceptance. A \$50 application fee is due at the time the application is submitted. A \$100 enrollment fee is due within ten (10) days of submitting the application or prior to the start date of the enrolled quarter (whichever comes first). Prospective students are strongly encouraged to visit The Art Institute of New York City, although a visit is not a condition for submitting the application for admission or enrollment agreement. Arrangements for an interview and tour of the school may be made by contacting the Director of Admissions, or their designees.

Acceptance Notification

The Art Institute of New York City will notify the applicant, in writing, of his or her acceptance. In the event the student is not accepted by The Art Institute of New York City, all tuition fees and other charges shall be refunded.

Orientation

An orientation program is held for all new students and their parents. Students will be advised of the date, time, and events. Attendance is mandatory for all new students.

Remedial Requirements

Incoming students are exempted from taking remedial courses (Transitional Math, Transitional Reading, and Transitional Writing) when the following conditions are met:

- A score of 450 and higher in the Quantitative section of the SAT will exempt a student from Transitional Math.
- A score of 450 and higher in the Critical Reading section of the SAT will exempt a student from taking both Transitional Reading and Transitional Writing. (At this time, The Art Institute of New York City does not use the Critical Writing section of the SAT to determine an incoming student's preparedness for college-level coursework.)

- A “C” or higher in a previous completed three-credit, college-level English course will exempt a student from taking both Transitional Reading and Transitional Writing.
- A “C” or higher in a previous completed three-credit, college-level mathematics course will exempt a student from taking Transitional Math.

Incoming students who have not met any of the above criteria for exemptions must take the Accuplacer test before they begin their coursework at The Art Institute of New York City. The following thresholds have been set for these test scores:

- Students who score below 78 on the Reading Comprehension portion of the exam must take Transitional Reading.
- Students who score below 65 on the Arithmetic portion of the exam must take Transitional Math.
- Students who score below a 5 on the WritePlacer portion of the exam must take Transitional Writing.

These courses do not apply toward meeting the degree or certificate requirements.

Advanced Standing Credit

There are three options for students to receive advanced standing credit at The Art Institute of New York City:

- 1) Transfer Credits, 2) Advanced Placement Exams, 3) Experiential Learning Credits, and 4) College Level Examination Program (CLEP).

In each case, the student must complete the process for reviewing credits prior to matriculation.

Transfer Credit

The Art Institute of New York City may award transfer credit for successfully completed courses earned with a grade of “C” or higher, from other post-secondary educational institutions that are accredited by agencies recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (USDE). Courses will be reviewed for transfer of credit purposes on a course-by-course basis. In the case of General Education/Liberal Arts and Sciences courses, the courses should be within the same discipline and should be appropriate for the learning outcomes of the program. Determination of transferability will be granted at the discretion of the Dean of Academic Affairs, or his/her designee. Students who attended colleges or universities in other countries must have his/her transcripts evaluated by a recognized translation service on a course-by-course basis to be considered for transfer credit. For any transfer credit requests, a portfolio or syllabus may be required. Requests for transfer credit and all other forms of advanced standing credit must be completed prior to the start of the student’s enrollment. Only official transcripts issued from the institutions will be considered for evaluation. For degree programs, a minimum of 25% of the credits must be earned from The Art Institute of New York City.

Advanced Placement Exams and College Level Examination Program

Students who participated in the Advanced Placement (AP) program and successfully completed the concluding AP exam offered through their secondary school may receive credit for comparable courses at The Art Institute of New York City. The exam must be passed with a score of three or above. Advanced Placement examinations and credit must be applied for and approved prior to the first quarter of study. An official transcript must be received before the student begins his/her first quarter of study.

Students who have completed College Level Examination Program (CLEP) tests prior to their enrollment may also be eligible to receive credit for appropriate general education classes with a score of 50 or above on the exam. An official transcript must be received before the student begins his/her first quarter of study.

Experiential Learning

No more than 28 quarter-credits may be awarded toward an associate’s degree or a certificate based on experiential learning. Credit shall only be granted by the Dean of Academic Affairs upon the written recommendation of a faculty member. The Dean may grant such credit only if all of the following conditions apply:

1. The prior learning is equivalent to a college or university level of learning and is associated with specific courses in the selected program of study.
2. The learning experience demonstrates a balance between theory and practice.
3. The credit awarded for prior learning experience must relate directly to the student’s degree program and, if granted, is applied toward satisfying the degree requirements.
4. The student has documented in writing each college- or university-level learning experience for which credit is sought.
5. In evaluating prior experiential learning, The Art Institute of New York City staff may factor in the assessment of certain external organizations based on published guidelines. Each college- or university-level learning experience will be evaluated by faculty qualified in that specific subject area who shall ascertain
 - a) the level of the learning experience and the specific Art Institute of New York City course equivalency, and
 - b) the number of credits The Art Institute of New York City will grant for that experience. In addition, the faculty evaluating the prior learning must complete a credit equivalency report containing all of the following:
 1. The documents in the student’s record on which the faculty member relied in determining the nature of the student’s prior experience.
 2. The basis for determining that the prior experience
 - a) is equivalent to college- or university-level learning and
 - b) demonstrates a balance between theory and practice.

3. The basis for determining
 - a) to what college or university level the experience is equivalent and
 - b) the proper number of credits to be awarded toward the degree for that experience.

The Dean of Academic Affairs is responsible for the implementation of the policy regarding credit for prior experiential learning and the review of faculty determinations regarding the award of credit for prior experiential learning.

Transfer Course Time Limit

There is no time limit for transfer courses; however, the registrar or a faculty member may not permit the transfer of a course taken at another institution if either he/ she believes that the content of a transfer course is outdated or the student does not have sufficient command of the course material to enable him/her to proceed with the selected program. The Art Institute of New York City retains the right to determine acceptability of course credits that the student wishes to transfer.

International Admissions Policy

All international (non-immigrant) applicants to The Art Institute of New York City must meet the same admissions standards as all other students. Please refer to Admissions Requirements for all students; in addition, see below.

English Language Proficiency Policy

All applicants to The Art Institute of New York City whose first language is not English must demonstrate competence in the English language. Demonstration that English is an applicant’s “first” language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant’s “first” language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of

English as a Foreign Language (TOEFL) or its TOEFL Internet (iBT) equivalent.

Applicants should contact the Admissions Office to determine other examinations for which official scores, equivalent to TOEFL, are acceptable as an alternative to TOEFL.

The above stated English language proficiency requirements are effective November 1, 2004.

Admissions Requirements for Non-Immigrant Students

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

1. A completed and signed Application for Admissions including the required 150-word essay.
2. A completed and signed Enrollment Agreement.
3. Original or official copies of all educational transcripts (secondary school and, if applicable, university-level academic records) and diplomas. These

- educational transcripts and diplomas must be prepared in English or include a complete and official English translation.
4. Official credential evaluation of non-American educational credentials, if applicable; please note that official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services (NACES); see www.naces.org
 5. Proof of English language proficiency (see English Language Proficiency Policy for acceptable proof).
 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 non-immigrant 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 non-immigrant status at previous school attended before transferring to The Art Institute of New York City.
 12. Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute of New York City must be prepared to purchase health insurance through an approved provider upon commencement of studies.

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

If the applicant is accepted, he/she will be sent additional information regarding the student visa application process.

The Art Institute of New York City is authorized under federal law to enroll non-resident alien students. The Institute will assist applicants with the processing of the INS I-20 Form that is needed to apply for a student visa.

The Art Institute of New York City is authorized under federal law to admit non-immigrant alien students.

TRANSFER CREDIT

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

TRANSFER OF CREDIT BETWEEN ART INSTITUTES SCHOOLS

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 Institutes school 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 Institutes school for which there is no corresponding Bachelor's Degree will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study 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 Institutes school prior to the class start. Transcripts submitted after the student's first quarter of attendance at The Art Institute of New York City 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 Institutes school, 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.

Course Descriptions

The official descriptions of the courses submitted for transfer credit must be comparable to the coursework at The Art Institute of New York City. 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.

Proficiency Credit

Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by The Art Institute of New York City prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

Class Proficiency Test

Requests for testing out of specific classes approved by the Institute must be made through the Department Director 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 schools, 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 INSTITUTES SCHOOL

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institutes school prior to the class start. Transcripts submitted after the student's first quarter of attendance at The Art Institute of New York City 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 Art Institute of New York City. 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.

Proficiency Credit

Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by The Art Institute of New York City prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

Class Proficiency Test

Requests for testing out of specific classes approved by the Institute must be made through the Department Director 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 schools, 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 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 of New York City, 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 of New York City 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 PROGRAM WITHIN AN ART INSTITUTES SCHOOL

A student petitioning to transfer from one program to another within the The Art Institute of New York City must obtain approval from the Department Director 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.

Transfer of Credit to Other Institutions

The Art Institute of New York has received permission to operate from the State of New York Board of Regents State Education Department, and is accredited by the Accrediting Council for Independent Colleges and Schools to award associate's degrees and certificates. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the 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 goal of The Art Institute of New York City is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute of New York City is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of New York City will transfer to another school.

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

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

STUDENT FINANCIAL SERVICES

Refund Policy

Refund Policy Prior to Matriculation

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

1. The Art Institute of New York City will notify the student, in writing, of his/her acceptance or rejection. In the event that a student is not accepted by The Art Institute of New York City, all tuition, fees, and other charges shall be refunded.
2. The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in writing to the Senior Director of Admissions and mailed or delivered to The Art Institute of New York City at the address stated herein within six (6) business days after the Enrollment Agreement is accepted.
3. All tuition and fee monies paid by an applicant will be refunded only if requested within six (6) business days after his/her first tour at The Art Institute of New York City upon inspection of equipment, or only if requested within six (6) business days of his/her attendance at the regularly scheduled orientation program for his/her starting/re-entry quarter, whichever is sooner.
4. Refunds will be made within 30 calendar days after the applicant / student's request or within 30 days after his/her first scheduled class day, whichever is the earlier date.

Refund Policy After Matriculation

When a student withdraws from school on or after the first day of class, a refund and repayment are calculated based on the last recorded (actual) date of attendance as determined by the school, or if the student officially withdraws, the date set forth by the student. Refunds will be made within 30 calendar days of the date of notification that the student is no longer enrolled. After the last day of the drop/add period for each quarter (formally reflected on the official student schedule for the quarter) no refunds or adjustments will be made to students dropping individual classes but otherwise enrolled at The Art Institute of New York City.

Return of Federal Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

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

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

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

To officially withdraw, the student will need to notify the Registrar's Office. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records.

Adjustment of Charges

In accordance with New York State policy, the school will earn tuition and fees as follows:

First Quarter

Week one	0%
Week two.....	25%
Week three	50%
Week four.....	75%
After week four	100%

Second and subsequent Quarters

Week one	25%
Week two.....	50%
Week three	75%
After week three	100%

If kits, components of the kit, books, or supplies, are returned to the bookstore in re-saleable condition within 21 days of withdrawal, a credit will be given. Examples of these calculations are available in the Student Accounting Office.

Non-Payment of Charges

Non-payment of tuition, housing, fees, and/or other charges due to The Art Institute of New York City will result in the student being obligated for additional collection costs, collection agency cost, and legal costs. In addition, we reserve the right to report student failure to pay amounts owed to one or more national credit bureau organizations and not release the student's academic transcript nor diploma until all debts to The Art Institute of New York City are paid in full.

Financial Assistance

The Art Institute of New York City is approved as an eligible Title IV funding institution. All students who receive federal- or state-sponsored financial assistance must maintain satisfactory academic progress for financial assistance eligibility.

Suspension and Reinstatement of Financial Assistance: All Programs

Students who are suspended from a program of study or terminated from the school are ineligible for financial assistance until they regain admission and comply with satisfactory academic progress requirements.

Financial Assistance Appeal

Students who are denied or suspended from financial assistance may file an appeal under appropriate federal and state guidelines with the school's approval.

Student Financial Assistance Review Committee

This committee consists of The Art Institute of New York City President, Director of Administrative and Financial Services, and Director of Student Financial Services. The committee is responsible for the review of all student financial aid awards when there is a question regarding a student's eligibility for such awards.

Federal Student Financial Aid

The purpose of federal student financial aid programs is to provide students with an opportunity to obtain a college education. Central to the purpose of financial aid is the belief that students and their families, to the extent possible, have the primary responsibility to pay for the student's college education. Financial aid is made available to assist students when family resources are not sufficient to meet college costs. All students are to be treated fairly and equitably by applying policies and procedures for determining eligibility consistently. Though applicants are encouraged to seek financial aid, students should not rely solely on these

monies to support themselves throughout the academic year. Students receiving any form of financial aid are required to meet standards for academic progress and attendance. Proof of such progress on a periodic basis is verified prior to any disbursements of financial aid. Failure to make satisfactory academic progress or satisfactory attendance requirements may result in the termination or reduction of financial aid. Though the school's financial aid staff is responsible for accurate distribution, explanation, documentation, and validation of financial aid requirements, it is the student's responsibility to comply with all requests in a timely fashion if the student wishes to continue receiving benefits. Federal aid grants are awarded on a fiscal year basis, beginning July 1 and ending June 30, so some applicants may need to complete the application process twice during an academic or calendar year.

Specific Federal Financial Aid Programs

The Art Institute of New York City participates in the following programs:

Federal Pell Grant

To be eligible for a Federal Pell Grant, students must have a financial need, make application, prove U.S. citizenship or permanent resident status, be able to show graduation from high school or its equivalency, not owe a refund on a federal grant or be in default on a federal loan, and maintain satisfactory academic progress in school. They also must have need according to a federal formula. The Federal Pell Grant does not have to be repaid.

Federal Academic Competitiveness Grant (ACG)

Postsecondary students who have participated in a rigorous secondary school program of study as defined by the U.S. Department of Education may qualify to receive a Federal Academic Competitiveness Grant (ACG). An eligible student may receive an Academic Competitiveness Grant of up to \$750 for the first academic year of study and up to \$1,300 for the second academic year of study. The program awards need-based grants, which are a gift and do not have to be repaid.

Federal Supplemental Educational Opportunity Grant

Federal Supplemental Educational Opportunity Grants (FSEOG) are for students who demonstrate exceptional financial need (with priority given to Pell Grant recipients) and do not have to be repaid. However, only a limited number are available.

Federal Subsidized Stafford Loan

The Federal Subsidized Stafford Loan is a variable interest loan available to students through the U.S. Department of Education's Direct Loan program. The loan is obtained directly from the U.S. Department of Education. To be eligible, the student must be a citizen or permanent resident alien of the United States and meet other eligibility requirements. Repayment of the loan begins six months after the student's last day of attendance.

Federal Unsubsidized Stafford Loan

The Federal Unsubsidized Stafford Loan is a variable loan available to students through the U.S. Department of Education's Direct Loan program. Independent students and some dependent students may borrow the Unsubsidized Stafford Loan without credit requirements. To be eligible, the student must be a citizen or permanent resident alien of the United States and meet other eligibility requirements. Repayment of the loan begins six months after the student's last day of attendance.

Parent Loan for Undergraduate Students

Parent Loan for Undergraduate Students (PLUS) is a variable interest loan available to students and parents through the U.S. Department of Education's Direct Loan program. Unlike the Stafford Loans, whose payments begin six months after the student's last day in school, the PLUS loan repayment begins 30 days after the loan is disbursed.

Federal Work-Study

Through the Federal Work-Study program, students have the opportunity to meet part of their expenses by working part-time on or off campus. A limited number of assignments are available, with priority given to students with the greatest need. Our Student Financial Services department has more details. The maximum students can earn through this program is the amount of their unmet need (the difference between cost of education and all their resources). Enrollees requiring additional educational or tuition assistance will be referred to appropriate government agencies or other special educational institutions equipped to handle such situations. For information, please contact the Director of Admissions. The Art Institute of New York City reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success.

INSTITUTIONAL FINANCIAL AID PROGRAMS

President's Award for Perfect Attendance

A) DESCRIPTION

The goal of The Art Institute of New York City is to provide career-focused education that meets the needs of the business community through an industry-driven curriculum; one of the critical values that we hope to engender in our students is the importance of attending every class. Students who attend every class demonstrate a commitment to their education and future career that is tangible to their fellow students, their faculty and the administration of the school, not to mention future employers. As a result, The Art Institute of New York City will recognize and reward students who attend every class in a given quarter, according to these specified guidelines.

B) APPLICATION PROCEDURE

There is no formal application for this tuition credit; the tuition credit is awarded based upon performance. See the section, "BASIS FOR SELECTION," for more detail.

C) DEADLINE DATES

Deadline date for the tuition credit is the last day of each academic quarter. The tuition credit will be awarded during the subsequent quarter in which the student attends school. Students in their final quarter of study are not eligible.

D) BASIS FOR SELECTION

Students are eligible for the tuition credit if they take minimally 12 credits during a quarter, and are not absent from any classes, or portion of a class, throughout the quarter. The tuition credit will be applied to tuition charges in the subsequent quarter of study.

E) RANGE OF AWARDS

Students earning the President's Award for Perfect Attendance will receive a \$100 tuition credit to be awarded in the subsequent quarter of enrollment.

Scholarships

The Art Institute of New York City encourages potential students to apply for scholarships to help them finance their education. During the admissions process, students can apply for the following scholarships in which The Art Institute of New York City actively participates.

Merit Scholarship

The Art Institute of New York City may offer current and incoming students a need- and merit-based scholarship as determined by academic merit at either The Art Institute of New York City's (current students) or a previous high school or college (new students) and verifiable financial need. New students must have a GPA of 2.5 or higher (or a sufficient GED test score) and exhibit financial need as determined by a Student Financial Officer at The Art Institute of New York City. Current students must have a current GPA of 3.0 or higher, meet the same financial-based requirements, and maintain satisfactory academic progress.

Who is Eligible: New and continuing students enrolled at The Art Institute of New York City based on academic merit and need.

Deadline: First-come, first-served basis.

To Apply: Call to speak to an admissions representative at 1.800.654.2433 or speak to your Financial Aid Officer
Terms/Conditions: Criteria listed on application form. See above. Range of Award: Up to \$800 per academic year.

Merit Award Program

The purpose of the program is to provide awards to students from The Art Institute of New York City who show evidence of merit and the motivation to successfully complete the program, but who are unable to enter classes or continue in the program without additional financial assistance.

Award Criteria - In order to be considered for a Merit Award, the student must meet the following criteria:

- If less than one year of previous postsecondary education, a final high school cumulative grade point average (CGPA) of at least 2.5, or

- If a minimum of one year of postsecondary education, at least a 2.5 CGPA at the previous institution, or
- If presently a student at The Art Institute of New York City, maintenance of at least a 3.0 CGPA while attending The Art Institute of New York City.
- GED recipients must score a minimum of 50 on all three sections of the GED test.
- Financial need as demonstrated by completing the required financial aid forms and acceptance of all aid offered (see below).
Note: In no instance will Merit Scholarship be awarded in excess of direct educational costs.

Instructions

- New Students - complete the application and all other financial aid forms required by the Student Financial Services Office.
- New Students - in order to expedite your consideration for an award, a copy of your high school or previous transcript must be submitted to the Admissions Office.
- Continuing students - complete the application. Check with the Student Financial Services Office to ensure that your financial aid file is complete.
- Submit all appropriate completed forms to the Student Financial Services Office.

The Art Institutes and Americans for the Arts Poster Design Competition

By participating in The Art Institutes and Americans for the Arts Poster Design Competition, your poster design could earn you a tuition scholarship to an Art Institutes school. Graduating high schools seniors who are interested in entering a design or media arts program at any Art Institutes school may compete for this scholarship. Scholarships of \$2,000 and \$3,000 are awarded at the local level, and up to \$25,000 at the national level. All tuition scholarships must be used at the location the student represents in the competition. Scholarships are non-transferable and upon accepting the scholarship, the students must begin their studies in the summer or fall immediately following the competition.

The deadline for entering is in February. To learn more about The Art Institutes and Americans for the Arts Poster Design Scholarship Competition, contact the admissions office for rules and entry forms, or visit: www.artinstitutes.edu/poster

The Art Institutes Passion for Fashion Competition

Graduating high school seniors who are interested in either fashion design or fashion merchandising & marketing programs 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. All tuition scholarships must be used at the location the student represents in the competition. Scholarships are non-transferable and upon accepting

the scholarship, the student must begin their fashion studies in the summer or fall immediately following the competition.

The deadline for entering is in the fall. To learn more about The Art Institutes Passion for Fashion Competition, contact the admissions office for rules and entry forms, or visit: www.artinstitutes.edu/passionforfashion

Note to Student: Scholarships offerings and individual scholarship criteria are subject to change. Please check with the Admissions Department or the Financial Aid Department for an updated list of approved scholarships.

CAMPUS AND STUDENT LIFE

School-Sponsored Housing

School-sponsored housing is available for all enrolled students at The Art Institute of New York City. Currently, students reside in Brooklyn, located conveniently near the New York City Subway. Most accommodations are double-occupancy in traditional college-style residence halls. Most include cooking facilities, private bathrooms, and standard modern conveniences. Updated housing costs are available upon request. Applications for housing require a \$400.00 reservation deposit. Specific information regarding locations and current availability can be obtained by contacting Joseph Pirrello, Dean of Student Affairs at jpirrello@aai.edu or 212.625.6342. Students may also contact Tavis Young, Director of Residence Life at tayoung@aai.edu or 212.625.6350.

Campus Culture

A faculty of working professionals instructs students through a well designed curriculum. The programs are planned to prepare graduates for entry-level positions in their chosen fields. Curricula are periodically reviewed to ensure they meet the needs of a changing marketplace. The student body at The Art Institute of New York City is made up of men and women who have either enrolled directly after completing high school, transferred from colleges and universities, or who wish to prepare for new careers. Although a visit is not a condition for submitting the application for admission and enrollment agreement, prospective students are encouraged to visit The Art Institute of New York City.

Facilities and Equipment

As the student population of The Art Institute of New York City continues to grow, the facility is expanding to accommodate the needs of its students. All enrolled students will meet for classes at the 11 Beach Street facility, where there are art, lecture, computer and other lab classes, student lounge, student bookstore, and faculty offices.

Classes may also meet on the 12th floor at nearby Metropolitan College, with whom The Art Institute of New York City shares library resources, facilities, and services. Students should enter Metropolitan College at the 431 Canal Street entrance.

The Gallery, located on the first floor, features the art and design works of students, faculty, and guest artists. In the Gallery, displays show the creative and innovative talents of the students aspiring to become career-oriented professionals. The famous TriBeCa film festival is located within one block of the school.

The Technology Service Bureau is located on the sixth floor. This department maintains the college's computers and provides technical support and printing services for all equipment used by the students, staff, and faculty.

Resource Center Library

Library resources, facilities, and services are shared with Metropolitan College, which occupies the entire 12th and 14th floors of 75 Varick Street. Students should enter the library at the 431 Canal Street entrance of the Metropolitan College campus. The library services are provided by the Metropolitan College staff through an agreement with The Art Institute of New York City. The Art Institute of New York City students are entitled to the same library services available to Metropolitan College students, which include use of the library facility, access to the computerized information retrieval services, and interlibrary loans. Students are shown how to use the library resources to supplement their coursework. The library contains more than 37,000 traditional volumes and 60,000 digital volumes, including bound periodicals and government publications as well as materials in other formats, including audiovisual items. The Art Institute of New York City collection is housed within the Metropolitan College Library. Other media covering all of the above subjects and a wide range of hospitality industry journals and periodicals are also accessible.

Student Affairs

The Art Institute of New York City provides a variety of support services to its students in order to help them complete their educational programs and reach their career goals. Every student is encouraged to take advantage of these support services.

Student Activities

The Art Institute of New York City offers a range of professionally related curricular activities in which students can voluntarily participate. These may include:

- Participation in local charity events
- Off-campus social events
- Gallery art and design exhibitions and fashion shows

Study Trips

The Art Institute of New York City arranges study trips to local cultural and commercial sites. These visits offer a chance for valuable exposure to places and events relating to the student's field of study. In addition to local study trips to support the curriculum, out-of-town seminars and visits are planned in individual programs. The costs related to optional study trips are not included in regular tuition or fees.

Academic Advising and Tutoring Services

The Faculty, Academic Advisors, Peer Tutors, the Department Chairs, Dean of Student Affairs, and the Dean of Academic Affairs provide academic advising. The Academic Advising office oversees a student tutoring program. The Student Support and Disability Coordinator is available to advise students in personal and other non-academic areas. Advising and tutoring services are provided to students having difficulties. Students are referred to other instructors for help in specific areas. All faculty are available at specified office hours outside of class. Students know that they may go to any Instructor, Department Chair, Academic Advisor, or the Dean of Academic Affairs for assistance with any academic problem.

Counseling (Wellness) Services

All students currently enrolled at The Art Institute of New York City are eligible for counseling services. The focus of counseling services is based on a wellness model and is intended to enhance student services that will address the emotional, intellectual, spiritual, and physical aspects of a student. Services are available (as described below) to enrolled students 24 hours a day, 7 days a week with a phone call. The following services and resources are available through the Student Assistance Program.

- 4 Counseling Sessions - Available at no additional charge
- Budget and Debt Counseling - Available at no additional charge
- New Parent Transition Program - Available at no additional charge
- Work/Life Resource & Referral Services - Available at no additional charge
- Work/Life Web Site with e-Support Professional - Available at no additional charge
- 24/7 Access to Counseling Services and Resources - including Holidays and weekends
- Self Referral - complete confidentiality

All Counseling Services will be referred to a local licensed counselor through the SAP program. Any enrolled student in need of these services should contact the Student Support and Disability Coordinator at 212.625.6700, or call 800.326.6142.

Career Services

Career Services assists students and graduates with their job search and career development. A staff of professionals, including the Director of Career Services, Alumni Coordinator, Career Services Advisors, Student Employment Advisor, and administrative support assist students. Career Services provides individualized job search assistance to its students and graduates. Instruction of resumé writing, interviewing skills, job search techniques, and networking within the student's chosen industry are points of discussion during assistance. Workshops, lectures, creative industry guest speakers, and career-related events are held by the Career Services Office. Students who are prepared to search for an internship will receive assistance and direction by their assigned Career

Services Advisor. A partnership between the student and Career Services Advisor is required to provide appropriate assistance to the student. Career Services Advisors remain available to assist the graduate for six months after graduation. During that time, Career Services Advisors and graduates communicate about the career search and document information such as employment status, salary, and freelance work obtained. The Career Services Department collects and maintains graduate employment information for graduates. For specific employment data, contact the Director of Career Services. At no time does The Art Institute of New York City guarantee employment or a specific level of compensation upon gaining employment.

Disability Services

The Art Institute of New York City provides accommodations to qualified students with disabilities. The Student Support and Disability Coordinator assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their progress at The Art Institute of New York City. The Art Institute of New York City is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs, and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the Student Support and Disability Coordinator. If you have a concern or complaint in this regard, please contact the Student Support and Disability Coordinator at 11 Beach Street 7th Floor, phone 212-625-6700. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

The Art Institute of New York City does not discriminate based on race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local, or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discriminatory policy: Camille Bateman, Director of Human Resources, 11 Beach Street, 3rd Floor, New York, NY 10013, 212-625-6004. Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt, and reliable determination about whether The Art Institute of New York City's nondiscrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for nonacademic matters with Camille Bateman, Director of Human Resources,

11 Beach Street, 3rd Floor, New York, NY 10013, 212-625-6004, cbateman@aia.edu or for academic matters with David Moughalian, Dean of Academic Affairs, 11 Beach Street, 3rd Floor, New York, NY 10013, 212-625-6008, dam@aia.edu.

The complaint should be presented in writing and should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Director of Human Resources or the Dean of Academic Affairs.

2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Director of Human Resources or the Dean of Academic Affairs.
3. The Director of Human Resources or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigative meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation at the investigator's sole discretion.
4. The Director of Human Resources or the Dean of Academic Affairs will determine whether a violation of The Art Institute of New York City's nondiscrimination policy has occurred. The Director of Human Resources or the Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Director of Human Resources or the Dean of Academic Affairs determines the policy has been violated, the Director of Human Resources or the Dean of Academic Affairs will also recommend corrective action.
5. The decision of the Director of Human Resources or the Dean of Academic Affairs may be appealed by petitioning the President's office of The Art Institute of New York City. The written appeal must be made within twenty (20) calendar days of receipt of the determination letter from the Director of Human Resources or the Dean of Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty (30) calendar days from receipt of the appeal. The President's decision shall be final.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the following section. For more information about your rights under federal laws

prohibiting discrimination, please contact the Office of Civil Rights at the U.S. Department of Education or visit the website at <http://www.ed.gov/org>.

General Student Complaint Procedure

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.
3. The appropriate Art Institute of New York City staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
4. If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within thirty (30) calendar days from the date the appeal is received.
5. If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to New York State Education Department, 89 Washington Avenue Mezzanine, Room 5N, Albany, New York 12234. Alternatively, you may contact Accrediting Council for Independent Colleges and Schools First Street, N.E., Suite 980, Washington, DC 20002-4241. Please refer to the school's Arbitration Policy for additional information regarding disputes or claims.

The Art Institute of New York City is certified for Institutional Compliance with Article 129-A of the Education Law with the University of the State of New York, The State Education Department, Office of Higher Education for current annual reporting requirements relating to:

6430

General Provisions

6431

Advisory Committee on Campus Security

6432

Sexual Assault Prevention Information

6433

Campus Crime Reporting and Statistics

6434

Investigation of Violent Felony Offenses

6435

Appointment of Private College Security Officers

6436

Bias-related Crime Prevention Information

6437

Prohibition on the Marketing of Credit Cards

Students are provided access to all required information as set forth in Article 129-A of the Education Law. Please see the office of the Dean of Student Affairs for more information.

Arbitration

Every student and The Art Institute of New York City agrees that any dispute or claim between the student and The Art Institute of New York City (or any company affiliated with The Art Institute of New York City, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at The Art Institute of New York City whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or The Art Institute of New York City's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of New York City intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with The Art Institute of New York City, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20 day period, The Art Institute of New York City will select one.

The Art Institute of New York City agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds the relevant jurisdictional threshold, The Art Institute of New York City reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR THE ART INSTITUTE OF NEW YORK CITY CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET

FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR THE ART INSTITUTE OF NEW YORK CITY WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

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

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student's relationship with The Art Institute of New York City. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, "http://www.jamsadr.com", 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, "http://www.arbforum.com", 800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other document.

SOCIAL NETWORKING ON CAMPUS

In the interest of keeping our campus well connected and informed, please note below the variety of technology options available for social networking at The Art Institute of New York City.

Texting

To receive important school-related news, information, and updates on events and other announcements:

Enrolled students should text 'artnyc' and prospective students should text 'ainyc' to **89074**.

Twitter

Everyone is encouraged to follow us on Twitter at <http://twitter.com/ainyc11>.

Facebook

<http://www.facebook.com/pages/The-Art-Institute-of-New-York-City/106485486080640>

Blog

A growing number of student, faculty, and employee blogs are in use and under constant development. Watch for campus announcements regarding these blogs.

On The Web:

<http://www.artinstitutes.edu/newyork/>

ACADEMIC POLICIES

Undergraduate Satisfactory Academic Progress Policy

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress toward 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 in a consistent manner. This ability is measured in two ways: cumulative grade point average (CGPA) and incremental completion rate (ICR). Failure to complete courses successfully for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of the program in no more than 150% of total program credits.

Criteria for Honors Designation

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

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

Term GPA Honors Designation

- 4.0 President's Honor Roll
- 3.7-3.9 Dean's Honor Roll
- 3.5-3.6 Honor Roll

Honor Designation at Graduation – Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates. Transitional studies classes are not considered when evaluating honors designations.

Milestones and Evaluation Points for Satisfactory Academic Progress

Academic Standards for Degree Programs:

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

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 fourth 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 toward the total number of credits for graduation, nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. 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, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be

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

Other Standards of Academic Progress

11. Following is a comprehensive list of events that indicate there may be a mitigating circumstance that has negatively impacted academic progress:
 - a. Death of an immediate family member
 - b. Student illness requiring hospitalization (this includes mental health issues)
 - c. Illness of an immediate family member where the student is a primary caretaker
 - d. Illness of an immediate family member where the family member is the primary financial support
 - e. Abusive relationships
 - f. Divorce proceedings
 - g. Previously undocumented disability
 - h. Work-related transfer during the term
 - i. Change in work schedule during the term
 - j. Natural disaster
 - k. Family emergency
 - l. Financial hardship such as foreclosure or eviction
 - m. Loss of transportation where there are no alternative means of transportation
 - n. Documentation from the School Counselor and/or a Professional Counselor

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Student life issues and making the transition to college are not considered mitigating circumstances under this policy, since students have at least two quarters in a diploma and three quarters in a degree program to adjust to college life.

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

12. 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.
13. 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.

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

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

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

For ICR purposes only, those courses transferred will apply to the new program. The maximum allowable timeframe shall be calculated as the total number of credits in the program minus the number of credits applied to the new program $\times 1.5$. Example: If a student transfers 33 credits into a program consisting of 105 credits, the student may not enroll in more than 108 credits [$105 - 33 = 72 \times 1.5 = 108$ credits] to complete the program.

15. 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 refer to chart on page 48

A. Denial of Graduation with a Degree

Any student failing to achieve a CGPA of 2.0 at the completion of all required program credits will not be allowed to graduate with a degree. The Accrediting Council for Independent

Colleges and Schools allows a student to be awarded a certificate of completion in this situation; however, the school does not participate in this portion of the Criteria.

B. Procedure for Appealing Academic Termination

Any student wishing to appeal an academic termination may do so in writing to the Dean of Academic Affairs. The written appeal must state the mitigating circumstances that contributed to the termination. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation of how the circumstances have been remedied or changed. A committee will review the student’s appeal and will determine whether the student’s circumstance(s) and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the Dean or the Committee. A student who is granted an appeal may be reinstated and, if otherwise eligible, receive financial aid; however, the student will be placed on probation until their next evaluation point.

Procedure for Reentry after Academic Termination

A. Termination Reentry Process – A student terminated for violating the SAPP must appeal in writing to the Dean of Academic Affairs for reentry before the start of the quarter in which he/she wishes to return. In addition, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her not to meet the minimum standards of the SAPP must go through the same appeal process. The appeal procedure described in the preceding section applies. If the appeal is granted, the reentering student will be placed on probation during the quarter of return. The student must meet the minimum standards of the SAPP to continue in the program. The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meets or exceeds the minimum requirements. Some form of academic evaluation must be conducted by the Dean or review committee to determine that the student has the desire and the academic ability to progress satisfactorily in the program. A student is allowed one and only one reentry appeal after being academically terminated.

B. Student Reentry Process – Any student who has left The Art Institute of New York City for any period must go through the formal reentry process, and each student’s academic status must be reviewed before he/she can be considered for reentry. For details, please contact the Assistant Director for Readmissions.

Grade Point Average Academic Grading System

The grading system incorporates letter grades and codes that have the following numeric equivalencies and definitions:

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

K.....	Transfer Credit (used prior to 2004)
IP	In Progress
W.....	Withdrawal
WF.....	Withdrawal/Fail from Course after week 9
F	Failure
Tr	Transfer Credit
P	Proficiency Credit by Exam or Portfolio

The lowest passing grade for any course is “D”. A student who fails a course will be permitted to repeat the course at the prevailing charge for tuition and fees.

A. Calculation of CGPA

A student’s cumulative grade point average is calculated by 1.) Multiplying credits for each course by grade points associated with the grade earned, 2.) Totaling the grade points earned for all the courses, and 3.) Dividing total grade points earned by the total number of quality credits. The Art Institute of New York City uses a 4.0 scale in assigning grade points. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is five or greater. It is rounded down to the nearest tenth of the last digit if less than five. Ex: 1.95=2.0, Ex: 1.94=1.9)

A student’s GPA is calculated by dividing the total points earned by the total number of credit hours attempted. Points earned

for a particular course are calculated by multiplying the grade points by the number of credits. For instance, a grade of “B” in a three-credit course is worth nine points. A sample calculation is shown below. The cumulative GPA is derived by dividing the total number of hours taken while at School into the total number of points earned for those courses. Grades of “WF” and “I” are calculated in the GPA as a failure. Grades of “K” are not included in GPA calculation.

Sample GPA calculation refer to chart on page 50

B. Transitional Studies Courses

Based on the results of the academic placement test, students may be required to take transitional studies (also known as remedial or Basic Skills) courses. Students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count toward the total number of credits for graduation, nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failure to do so will result in termination.

C. Repeated Courses and Grades

Grades achieved in repeated classes will replace the “F,” “W,” or “WF.” Grades of “F,” “W,” or “WF” are included in the maximum allowable time frame and incremental completion rate requirements in attempted hours. Students may also retake a class in which they received a passing grade in order to improve their CGPA.

D. Remediation of Academic Deficiencies

It is strongly recommended that any student with “W” or “F” grades register for the same courses in the subsequent quarter to improve academic achievement.

E. Transfer Credits

Credits from transfer courses are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit are one and one-half times the number of credits required to complete for graduation.

Milestones and Evaluation Points

Degree	End of Second Quarter	< 1.0 and/or 33.33%	Probation
	End of Third Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Third Quarter	< 1.5 and/or 50% >1.0 and 33.33%	Probation
	End of Sixth Quarter* And every other quarter thereafter	< 2.0 and 66.67%	Dismissal

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

Grades from courses taken in another program at The Art Institute of New York City, if applicable to transfer, will be recorded and will affect the student's CGPA.

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

1. College transcripts must be addressed to The Art Institute of New York City, must be in a still-sealed envelope, and should be received before the first day of the quarter start date.
2. Only "official" transcripts can be accepted for appraisal.
3. The Registrar (or designated appointee) will stamp the envelope with the date and time received.
4. The registrar will then meet with the Dean (or designated appointee) to review the transcript for credit transferability. Note: if a translation is required, appropriate action will be taken to procure the understanding of the document.
5. The following requirements must be met for credit transfer to be given:
 - a) It must be apparent that the course is the equivalent of a course at The Art Institute of New York City. (If necessary, a catalog of the former school will have to be provided.)
 - b) The course must have received a grade of "C" or better (e.g., grades of "P" or "D" will not be accepted).

F. Transfer Credit from The Art Institute of New York City

If a student at The Art Institute of New York City transfers from another Art Institute of New York City program, grades from the classes that have been completed, will be recorded and will affect the student's CGPA.

G. Change of Program of Study

Students will be allowed only one change of program of study. Note: Changing from a day program to an evening program of the same program is not considered a change of program of study.

H. Transfers

A student must be in satisfactory academic standing to be allowed the opportunity of transferring from The Art Institute of New York City to another Art Institutes school.

I. The Art Institutes Merit Award

Students earning a CGPA of 3.0 or greater are eligible to apply for the Merit Award.

J. Extended Enrollment Status

While ACICS allows for an extended enrollment status, The Art Institute of New York City does not.

Class Size

The maximum number of students per lecture course is 36. The maximum number

of students per lab course is 25. The average class size or student-to-teacher ratio is 15:1.

Definition of Quarter Credits and Clock Hours

All course work at The Art Institute of New York City is measured in quarter credits. One-quarter credit is awarded for each 10 classroom contact hours of lecture, 20 classroom contact hours of laboratory instruction, or 30 contact hours of externship. One classroom contact hour is defined as 50 minutes of instruction in a 60-minute period. It is assumed that the student will devote appropriate time to preparation and study outside the classroom. Measurement in credit hours or the listing of quarter credits for courses is not intended to imply transferability into college programs at other postsecondary institutions.

Student Status

Based on credit hours, status 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: three quarters and 36-quarter credit hours

Add/Drop Period and Class Withdrawal

The first seven scheduled days of the quarter for programs are designated as add/drop period. Beginning on the seventh day of programs, students who receive special permission from a department Chair, Advisor, or Dean to withdraw from a course(s) prior to the last day of the ninth week of the quarter will receive a "W" grade. "W" grades are included in the maximum timeframe calculation and incremental completion rate requirements for satisfactory academic progress. All class withdrawals after the ninth week of the quarter will be calculated as "WF" grade.

Academic Termination

If the student does not meet the minimum standards during the probationary quarter, the student will be dismissed from The Art Institute of New York City at the end of the quarter. See the Satisfactory Academic Progress Policy for additional information relating to dismissal. Verified medical, psychological, or personal reasons directly contributing to the student's academic failure may be considered by the Dean of Academic Affairs for a waiver of dismissal. A student may receive only one waiver of dismissal.

Other Termination

The Art Institute of New York City may decide to terminate a student's enrollment for the following reasons: theft of property; disruptive behavior in the School during school-related activities; gambling or other

illegal activities; possession or use of alcohol, drugs, or weapons while on school property; absence that violates the attendance policy; cheating, plagiarism, or academic dishonesty; and failure to keep current with financial obligations to the School.

Attendance Policy

Due to the intensive nature of the 11 week quarter system at The Art Institute of New York City, absences jeopardize participation and a student's ability to successfully complete his or her studies. A student's academic performance is in pursuit of preparation for a professional environment in which there is typically zero or little tolerance for absenteeism. If, for some critical reason, a student finds it necessary to be absent, late, or leave early it is the student's responsibility to:

- Notify the instructor, and make up all missed work.
- Note that accumulated tardiness, leaving class before it is dismissed, or absenteeism will affect performance and the participation grade.
- Understand that excessive absenteeism may result in failure of the class.
- Look for the specific participation requirements for individual courses, by referring to the course grading rubric within the syllabus provided by the instructor.

Attendance is taken every class meeting. There are no excused absences, and the only consideration to be granted must be presented by the instructor to the department chair and the Dean of Academic Affairs.

A student who misses twelve (12) hours in a course will receive a Withdrawal grade (W) for weeks 1 through 9 and a W/F grade after week 9 for that course. Tardiness and absenteeism will be recorded in 15 minute increments.

A student who knows that he/she will be late/absent must contact the instructor via voicemail, e-mail, or administrative note. When absent, a student is responsible for obtaining the lecture notes and homework assignments from other members of the class or the syllabus.

Students will be asked to leave class if they are unprepared, disengaged, sleeping, disruptive, or otherwise compromising the educational experience of students who are motivated and trying to work.

Students who do not attend classes for 14 consecutive days will be dropped from school from the last date they attended school, unless mitigating circumstances exist as determined by the Dean of Academic Affairs.

Students taking minimally twelve credits, who have perfect attendance for all courses registered in a particular quarter will receive a \$100 tuition credit for the subsequent quarter of enrollment in the school. Details regarding this tuition credit may be found under the section heading Institutional Financial Aid Programs.

Requirements for Graduation

The Art Institute of New York City awards an Associate of Occupational Studies degree to graduates of Web Design & Interactive Media, and Associate in Applied Science degrees to graduates of Graphic Design, Fashion Design, Fashion Merchandising & Marketing, Interior Design, and Digital Filmmaking. Graphic Design, Fashion Design, Fashion Merchandising & Marketing, Interior Design, and Digital Filmmaking students must complete 108 quarter-credits within the program to be eligible for graduation. Web Design & Interactive Media students must complete 105 quarter-credits within the program to be eligible for graduation. No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average. To be qualified to graduate, a student at The Art Institute of New York City must:

- Receive a passing grade or credit for all required course work
- Earn the minimum required credits for the program
- Achieve a CGPA of not less than 2.0
- Meet portfolio or other requirements as outlined by the student's degree program
- Satisfy all financial obligations to The Art Institute of New York City

It is the practice of The Art Institute of New York City to round to the nearest tenth percent GPA and CGPA calculations for the purpose of determining academic progress and continued financial aid eligibility.

Academic Integrity

All academic work must be wholly the product of the student. Violations of academic integrity include copying from or giving assistance to others on an examination, plagiarizing all or portions of an assignment, using forbidden material on an examination, using a purchased term paper, and/or altering a graded examination for the purposes of re-grading. Faculty who believe that violations have occurred should immediately contact the Dean of Student Affairs. Students who suspect other students are involved in actions of academic dishonesty should speak to the course instructor. The first violation may result in mandatory expulsion from the school

for one or more quarters, and the student will receive an "F" on the assignment or test in question. The "F" will be averaged with the other grades in the course to yield the final grade. Students must apply to the President for readmission consideration.

Digital Bookshelf and eBooks

The Art Institute of New York City is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. Students are responsible for reading the Digital Bookshelf and eBook User's Manual publication which describes the media, access to the materials and your rights and responsibilities related to Digital Bookshelf.

Hardware Specifications

The Art Institute of New York City uses eCollege and Vital Source to deliver its digital resources. As with any software, the faster the processor, the more RAM, and the larger hard drive space you provide, the better the performance. Users wanting to move their material to their hard drive may need additional space. It is also important that users understand the process and benefits of maintaining their machines in top operating condition by keeping them current with the latest operating system updates, correctly configuring virus control, and other beneficial habits.

Preferred Requirements:

Preferred Software Specifications:
Mac OSX 10.5 or 10.6

- OR -

Windows 7 or Vista with Microsoft .Net 3.5 SP1
Latest version of Safari Browser,
Mozilla Firefox, or Internet Explorer

Preferred Hardware Specifications:

2.0 GHz INTEL processor
1 GB of RAM
Graphics card capable of 1024x768 resolution or larger
Soundcard & speakers
High speed internet access

Minimum Requirements:

Minimum Software Specifications:
Apple Mac OSX 10.4

- OR -

Microsoft Windows XP SP2 or higher with Microsoft .Net 3.5 SP1
Safari browser 3.0.4 or higher, Mozilla Firefox 2.0 or higher, Internet Explorer 6 or higher

Minimum Hardware Specifications:

1.0 GHz processor
512 MB of RAM
Graphics card capable of
1024x768 screen resolution
Dial-up internet access is the minimum standard, however, a higher speed is recommended

Recommended Plug-ins or Downloads:

Course instructors may employ technology in the eCollege classroom that requires one of these recommended plug-ins or downloads in order to function properly. If your instructor uses the ClassLive technology, Java will be required. If your instructor provides PDF files, Adobe Reader may be required to open and view those files. You can download these items at the time that they are deemed necessary.

Java

If Mac - MacOS Classic Java (MRJ 2.2.5)
(<http://developer.apple.com/java/index.html>)
If Window - Sun's Java 2 SDK (Java 1.5 or Java 1.6) (<http://www.java.com>)

Adobe Reader (<http://get.adobe.com/reader/>)

Recommendation regarding "Netbooks:"
Students often see "Netbooks" (small laptop computers primarily designed for web browsing and emailing) as an affordable option when looking to purchase a computer for class work. However, it is strongly recommended that students do not purchase a Netbook. Purchasing a low-price laptop or desktop computer that meets the system requirements outlined above is a much better solution for class work. While newer Netbooks may meet resolution and screen-size requirements for reading your eBooks, much like some older laptops, some older Netbooks may not be able to graphically handle these sites. This means that reading e-texts and participating in the classroom could become difficult. It may be challenging to scroll through your readings and effectively and efficiently work through the material.

Sample GPA calculation

Student's GPA: 49.2 / 16 = 3.075

Course	Course Grade	Letter Grade Points		Credit Hours Attempted		Grade Points
GD101 Drawing and Perspective	B	3	x	3	-	9
GD102 Fundamentals of Design	A	4	x	3	-	12
ENG150 English I: Composition	B-	2.7	x	4	-	10.8
GD160 Intro to Graphic & Web Design	C+	2.4	x	3	-	7.2
GD180 Digital Photography I	B+	3.4	x	3	-	10.2
					-	
				16	-	49.2

FACULTY AND ADMINISTRATION

Executive Committee:

Tad Graham-Handley
President

Dave Moughalian
Dean of Academic Affairs

Joe Pirrello
Dean of Student Affairs

Nathan Fields
Director of Administration and Finance

Marc Scoleri
Director of Career Services

Mary Ann Grillo
Senior Director of Admissions

Camille Bateman
Director of Human Resources

Faculty List

A full and complete faculty list can be found in the current catalog addendum.

A full and complete list of department chairs and managers can also be found in the current catalog addendum.

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES

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

As members of The Art Institute of New York City community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute of New York City provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

SECTION II. SCOPE

This Student Conduct Policy applies to all students and student organizations at The Art Institute of New York City.

SECTION III. REACH

The Student Conduct Policy shall apply to student conduct that occurs on The Art Institute of New York City premises including online platforms, at school-sponsored activities, student organization sponsored events or in The Art Institute of New York City Housing. At the discretion of the Dean of Student Affairs, the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial school interest and potentially violates a campus policy.

SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP

Students are both members of The Art Institute of New York City community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of The Art Institute of New York City and to other individuals who make up the community. By enforcing its Student Conduct Policy, the School neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, The Art Institute of New York City will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

SECTION V. DISCIPLINARY OFFENSES

The offenses listed below are given as examples only. The Art Institute of New York City may sanction other conduct not specifically included on this list.

1. Scholastic Dishonesty

- a) Plagiarism
- b) Cheating on assignments or examinations
- c) Engaging in unauthorized collaboration on academic work
- d) Taking, acquiring, or using test materials without faculty permission
- e) Submitting false or incomplete records of academic achievement;
- f) Altering, forging, or misusing a School academic record;
- g) Fabricating or falsifying data, research procedures, or data analysis;
- h) Deceiving the School and/or its officials.

2. Illegal or Unauthorized

- Possession or Use of Weapons
- a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on school property, school sponsored housing or at school sponsored functions, except where possession is required by law.

3. Sexual Assault or Non-consensual Contact

- a) Any form of unwanted sexual attention or unwanted sexual contact

4. Threatening, Violent, or Aggressive Conduct

- a) Assault, battery, or any other form of physical abuse of a student or Art Institute of New York City employee
- b) Fighting or physical altercation
- c) Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or Art Institute of New York City employees
- d) Any conduct that threatens the health or safety of another individual one's own self or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student

5. Theft, Property Damage and Vandalism

- a) Theft, attempted theft, vandalism/ damage, or defacing of Art Institute of New York City property, school controlled property, or the property of another student, faculty, staff member or guests.
- b) Extortion
- c) Setting fires, tampering with fire safety and/or fire fighting equipment

6. Disruptive or Disorderly Conduct

Disruptive Behavior, such as, Interference with the normal operations of The Art Institute of New York City (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities)

- a) Disruptive Classroom Conduct, such as,
 - i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
 - ii. Use of cell phones and pagers during scheduled classroom times
- b) Disorderly Conduct, such as,
 - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by Art Institute of New York City officials
 - ii. Breach of peace on Art Institute of New York City property or at any school-sponsored or supervised program
 - iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of New York City and/or its reputation

7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol

- a) Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property or at any function sponsored or supervised by the school.
- b) Being under the influence of illegal or controlled substances on Art Institute of New York City property, or at any Art Institute of New York City function
- c) Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by The Art Institute of New York City.
- d) Being under the influence of alcohol on school property or at any Art Institute of New York City function is also prohibited

8. Verbal Assault, Defamation and Harassment

- a) Verbal abuse of a student or Art Institute of New York City employee

- b) Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
- c) Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

9. Hazing

- a) Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending The Art Institute of New York City.

10. Falsification

- a) Willfully providing Art Institute of New York City officials with false, misleading or incomplete information
- b) Forgery, falsification, alteration or misuse of Art Institute of New York City documents, records or identification with the intent to injure, defraud, or misinform.

11. Abuse of The Art Institute of New York City disciplinary system, including but not limited to:

- a) Failure to obey the summons of a disciplinary body or Art Institute of New York City official
- b) Falsification, distortion, or misrepresentation of information before a disciplinary body or Art Institute of New York City official
- c) Disruption or interference with the orderly conduct of a disciplinary proceeding
- d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
- e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
- f) Failure to comply with the sanction(s) imposed under the student conduct policy
- g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system

12. Unauthorized Use or Misuse of Art Institute of New York City Facilities

- a) Unauthorized entry into, unauthorized use of, or misuse of school property, including computers and data and voice communication networks.

13. Violation of Federal or State Laws

- a) Violation of federal, state or local laws and school rules and regulations on

school property or at school-sanctioned or school-sponsored functions

14. Insubordination

- a) Persistent or gross acts of willful disobedience or defiance toward Art Institute of New York City personnel
- b) Failure to comply with direction of Art Institute of New York City officials, faculty, staff or security officers who are acting in the performance of their duties
- c) Failure to exit during fire drill,
- d) Failure to identify oneself when on school property or at a school-sponsored or supervised functions, upon request of school official acting in the performance of his/her duties

15. Violations of School Rules

- a) Violations by guest of a student on school property. Students are responsible for the actions of their guests
- b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- c) Smoking in classrooms or other Art Institute of New York City buildings or areas unless designated as a smoking area
- d) Any violation of the student housing license agreement, rules and regulations and/or the school-sponsored housing student handbook
- e) Any violation of the institutions policies on the responsible use of technology including but not limited to
 - i. The theft or abuse of computer, email, Internet or Intranet resources
 - ii. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - iii. Unauthorized transfer of a file
 - iv. Unauthorized downloading of copyrighted materials in violation of law
 - v. Unauthorized use of another individual's identification and/or password
 - vi. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - vii. Use of computing facilities to send obscene or abusive messages
 - viii. Use of computing facilities to interfere with normal operation of the school's computing system
- f) Failure to satisfy school financial obligations

The above list is illustrative only, and The Art Institute of New York City may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS

The Art Institute of New York City may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute of New York City reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Dean of Student Affairs or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit school-sponsored housing, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.
6. Expulsion: The student will be expelled from The Art Institute of New York City immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or to school-sponsored housing or activities at any time or for any reason.
7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

SECTION VII. DISCIPLINARY PROCEDURES

Complaint

Any member of The Art Institute of New York City community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of New York City policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Dean of Student Affairs or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Dean of Student Affairs or a delegate may review and investigate the complaint to determine if the allegations have

factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless The Art Institute of New York City determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

Students have no expectation of privacy in their personal property while on campus.

The Art Institute of New York City reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

Notification and Determination of violations that warrant Disciplinary Meeting

1. The Dean of Student Affairs or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Dean of Student Affairs or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
2. The Dean of Student Affairs or his/her delegate will determine whether it is more likely than not that a violation occurred, may a render and communicate the decision to the student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Dean of Student Affairs determines that there was no violation, that decision may be documented in writing to the student as well.
 - a) If a STUDENT fails to appear for the meeting, the Dean of Student Affairs or his/her delegate may make a determination of violations of The Art Institute of New York City policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of violations that warrant Disciplinary Hearing

In some cases, involving serious violations, the Dean of Student Affairs or delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)

2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
 - a) Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
 - b) The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

Disciplinary Panel

A Disciplinary Panel may consist of members of the school Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

1. serious allegations are being investigated
2. serious allegations are pending before a disciplinary panel
3. in advance of a disciplinary panel hearing; or
4. when a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community

During the interim suspension, students are denied access to school-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Dean of Student Affairs or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and Dean of Student Affairs or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

SECTION VIII. APPEAL PROCEDURES

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of New York City policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institute of New York City or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to [school name] policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

Anti-Hazing Policy

Hazing involving The Art Institute of New York City students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation, admission into, or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at The Art Institute of New York City. Every student and member of a student club or organization is responsible for complying with this policy.

Family Educational Rights and Privacy Act

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

Procedure to Inspect Education Records

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

Certain limitations exist on a student's right to inspect and review his/her own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential

letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

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

Disclosure of Educational Records

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

1. To Art Institute of New York City officials who have been determined by the school to have legitimate educational interests in the records. A school official is:
 - a) a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
 - b) a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of New York City has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The Art Institute of New York City, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s).)
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received, and most recent educational institution attended. It does not include and The Art Institute of New York City will not provide social security numbers, race, ethnicity, nationality, GPA, grades, low-performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

Record of Requests for Disclosure

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

Directory Information

The Art Institute of New York City designates the following information as directory information. (Directory information is personally identifiable information, which may be disclosed without the student's consent):

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

Notice of these categories and of the right of an individual in attendance at The Art Institute of New York City to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of New York City, 11 Beach Street, 3rd Floor, New York, NY 10013. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above designated categories of personally identifiable directory information.

Correction of Educational Records

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

1. A student must ask the Dean of Academic Affairs or Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The Art Institute of New York City may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, The Art Institute of New York City will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institute of New York City. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

4. The Art Institute of New York City will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
5. If, as a result of the hearing, The Art Institute of New York City decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, The Art Institute of New York City decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of New York City will (a) maintain the statement with the contested part of the record for as long as the record is maintained and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

Student Right to File Complaint

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

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

CAMPUS SECURITY, SAFETY POLICIES, AND PROCEDURES

Crime Awareness and School Security

The Art Institute of New York City faculty, staff, and administration are concerned that every student enjoys a safe and secure environment. Crime awareness and campus security are matters for which every student must take personal responsibility. The Art Institute of New York City's Student Conduct Codes strictly prohibit the possession of weapons and the unlawful use of alcohol, controlled substances, and drugs on the campus or in off-campus housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion. Pursuant to the Crime Awareness and Campus Security Act of 1990, the School Security Policy and Report is published annually in the student handbook. The report discusses, among other things, the importance of prompt reporting of crimes to school officials and local police, School security procedures that encourage students and employees to be responsible for their own security and the security of others, counseling, and other assistance available from the school to any student who may be the victim of a crime

Reporting Criminal Activity

Any student, employee, faculty, or staff member who is victim of or witness to criminal activity or other emergency should report the activity immediately to the nearest faculty or staff member, who will, in turn, notify the school president and the police. Any observer of a sexual assault crime should notify the school President immediately rather than take the initiative to contact the police. Sexual assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. It is critical that the rights of the victim are protected so that they are the one to call authorities to accurately report the facts of the crime. The police will arrive to review the crime, take a description of the attacker, and ensure that the victim and his or her escort are transported to a medical facility. Confidentiality is required in order to protect all parties involved. Any inquiries from newspapers, employees, parents, or other students are immediately forwarded to The Art Institute of New York City President to avoid misrepresentation of the facts and breach of confidentiality. Efforts are made by The Art Institute of New York City staff or faculty to help the victim deal with any academic difficulties resulting from the crime. Should a student, faculty, or staff member be accused of a crime, appropriate disciplinary action is taken until a formal investigation is completed. The victim is informed of any further disciplinary action or appeal. Prevention is the best tool for eliminating sexual assault. All staff, faculty, and students should take every step necessary to prevent sexual assault from occurring, such as expressing strong disapproval, using self-defense techniques, and increasing awareness of what sexual assault means.

No Harassment

The Art Institute of New York City is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including but not limited to race, sex, gender, genetic marker, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status, or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- a) Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program, or activity or in admission, or in an academic decision;
- b) Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include but are not limited to unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures. The Art Institute of New York City prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Harassment Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of harassment or discrimination. Promptly after learning of such alleged conduct, The Art Institute of New York City will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, The Art Institute of New York City will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Property of the School

Students are responsible for any school books or equipment they use or check out. Students are responsible for the cost of repair and replacement of lost items.

Property Rights

The Art Institute of New York City is not responsible for the loss or damage of any student's personal property. We encourage students to take measures to safeguard their property on the school premises, including lockers. Students should record equipment serial numbers and keep them in a safe place. Students also should review their personal property, homeowners', and automobile insurance policies (or their families' policies) to determine whether equipment and personal items of value are covered in the event of theft or loss.

Illness or Injury

If any student is injured or becomes ill at the school or at any school function, The Art Institute of New York City will arrange, if necessary, to have the student taken to a physician or medical center. Students will, however, be responsible for any resulting expenses through their primary insurance carrier.

Non-Discrimination Policy

The Art Institute of New York City is committed to equal opportunity in educational programs, admissions, and employment. The Art Institute of New York City does not discriminate on the basis of age, race, creed, ancestry, religion, color, national origin, gender, sexual preference, disability, genetic marker or any other characteristic protected by state, local, or federal law.

Student Right To Know

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

Registered students may also review Student Right-to-Know Act information and updates at their Web site:

<https://mycampus.artinstitutes.edu/>

STATEMENT OF INTENDED USE FOR CATALOG ADDENDUM

The official catalog is intended to serve as the formal source of information for the student. In the interest of working to continually improve and update service and support, however, the student should anticipate the release of catalog addenda over the course of any given academic year. As noted in the Enrollment Agreement, an electronic version of the catalog may be found at www.artinstitutes.edu/newyork/pdf/catalog.pdf. As addenda are released, printed copies of the latest will be included with any hard copy of each catalog being distributed. In addition, released catalog addenda (as well as brochures) are made available to students in electronic form at: <http://www.artinstitutes.edu/new-york/admissions/brochures-and-catalogs.aspx>.

Students are encouraged to monitor communications from the campus regarding the periodic release of catalog addenda, and also to refer to these electronic sources for the latest catalog and related catalog updates and brochures. As always, please see your academic advisor or department chair should you have any questions regarding this matter.

Notice to Students re:

THE ART INSTITUTE OF NEW YORK CITY POLICIES TO COMPLY WITH THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

A student violation of the institution's policies for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750-\$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

The Art Institute of New York City's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. The Art Institute of New York City's policies prohibit use of The Art Institute of New York City computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e. the sharing of copyrighted works, typically in digital or electronic files, without permission).

THE ART INSTITUTE OF NEW YORK CITY ACADEMIC CALENDAR

2011 Academic Calendar

Spring 2011 Quarter

First Day of Classes.....	Monday, April 4
Last Day to Drop/Add Classes	Monday, April 11
Passover.....	Tuesday, April 19
Good Friday	Friday, April 22
Easter	Sunday, April 24
Registration for Next Quarter.....	Monday, May 2 - Friday, May 6
Mid Term Start	Thursday, May 12 (through June 18)
Memorial Day.....	Monday, May 30
Last Day of Quarter	Saturday, June 18
Graduation	Monday, June 20

Summer 2011 Quarter

Independence Day.....	Monday, July 4
First Day of Classes.....	Monday, July 11
Last Day to Drop/Add Classes	Monday, July 18
Registration for Next Quarter.....	Monday, August 8 - Friday, August 12
Mid Term Start	Thursday, August 18 (through September 24)
Labor Day	Monday, September 5
Last Day of Quarter	Saturday, September 24

Fall 2011 Quarter

First Day of Classes.....	Monday, October 3
Yom Kippur.....	Saturday, October 8
Last Day to Drop/Add Classes	Monday, October 10
Registration for Next Quarter.....	Monday, October 31 - Friday, November 4
Mid Term Start	Thursday, November 10 (through December 17)
Thanksgiving Holiday	Thursday, November 24 & Friday, November 25
Last Day of Quarter	Saturday, December 17
Graduation	Monday, December 19
Christmas Eve	Saturday, December 24
Christmas Day.....	Sunday, December 25

2012 Academic Calendar

Winter 2012 Quarter

New Year's Eve	Saturday, December 31, 2011
New Year's Day.....	Sunday, January 1
First Day of Classes.....	Monday, January 9
Dr. Martin Luther King, Jr. Day.....	Monday, January 16
Last Day to Drop/Add Classes	Tuesday, January 17
Observance of President's Day.....	Friday, February 24
Registration for Next Quarter.....	Monday, February 6 - Friday, February 10
Mid Term Start	Thursday, February 16 (through March 24)
Free Application for Federal Student Aid (FAFSA) Priority Filing Deadline.....	Monday, March 19
Last Day of Quarter	Saturday, March 24

Spring 2012 Quarter

First Day of Classes.....	Monday, April 2
Good Friday	Friday, April 6
Passover.....	Saturday, April 7
Easter	Sunday, April 8
Last Day to Drop/Add Classes	Wednesday, April 11
Registration for Next Quarter.....	Monday, April 30 - Friday, May 4
Mid Term Start	Thursday, May 10 (through June 16)
Memorial Day.....	Monday, May 28
Last Day of Quarter	Saturday, June 16
Graduation	Monday, June 18

Summer 2012 Quarter

Independence Day	Wednesday, July 4
First Day of Classes.....	Monday, July 9
Last Day to Drop/Add Classes	Monday, July 16
Registration for Next Quarter.....	Monday, August 6 - Friday, August 10
Mid Term Start	Thursday, August 16 (through September 22)
Labor Day	Monday, September 3
Rosh Hashanah	Monday, September 17
Last Day of Quarter	Saturday, September 22

Fall 2012 Quarter

First Day of Classes.....	Monday, October 1
Last Day to Drop/Add Classes	Monday, October 8
Registration for Next Quarter.....	Monday, October 29 - Friday, November 2
Mid Term Start	Thursday, November 8 (through December 15)
Thanksgiving Holiday	Thursday, November 22 & Friday, November 23
Last Day of Quarter	Saturday, December 15
Graduation	Monday, December 17
Christmas Eve	Monday, December 24
Christmas Day.....	Tuesday, December 25



CREATE TOMORROW

11 Beach Street, New York, NY 10013
1.212.226.5500 • 1.800.654.2433
www.artinstitutes.edu/new-york