

GENERAL INFORMATION

Admissions Requirements

A student seeking admission to The Art Institute of Philadelphia's Bachelor of Science degree programs must:

1. be a high school graduate with
 - a minimum cumulative grade point average of 2.0, or
 - a minimum SAT composite score of 880, or
 - a minimum ACT composite score of 18, or
2. hold a General Educational Development (GED) Certificate with a minimum score of 246, or
3. be a student who holds an associate's or higher degree from a recognized accredited institution. In this case, the student must submit proof of the associate's or higher degree to satisfy the high school or GED requirement.

A student seeking admission to The Art Institute of Philadelphia's Audio Production Bachelor of Science degree program must:

1. be a high school graduate with
 - a minimum cumulative grade point average of 2.5, and
 - a minimum SAT Math score of 450, or
 - a minimum ACT Math score of 18, or
 - an ASSET Algebra test score of 37, or
 - COMPASS Algebra test score of 40
2. hold a General Educational Development (GED) Certificate with a minimum score of 287, or
3. be a student who holds an associate's or higher degree from a recognized accredited institution. In this case, the student must submit proof of the associate's or higher degree to satisfy the high school or GED requirement.

A student seeking admission to The Art Institute of Philadelphia's Associate of Science degree or Diploma programs must:

1. be a high school graduate with
 - a minimum cumulative grade point average of 1.8, or
 - a minimum SAT Composite score of 800, or
 - a minimum ACT Composite score of 17, or
2. hold a General Educational Development (GED) Certificate with a minimum score of 235.

All home-schooled students entering The Art Institute of Philadelphia shall provide proof of graduation through a state or accreditation-issued credential or a GED. Proof of accreditation is the responsibility of the student and may take the form of certification documents from accrediting bodies such as high school districts or other recognized agencies. If no such documentation is available, the student may show graduate status through successful completion of the GED. The Art Institute of Philadelphia recognizes state approved home schooling.

Each individual who seeks admission to The Art Institute of Philadelphia will be interviewed either in person or by telephone by an Assistant Director of Admissions. The purpose of these interviews is to:

1. explore the prospective new student's background interests as they relate to the programs offered at The Art Institute of Philadelphia,
2. assist prospective students in identifying the appropriate area of study consistent with their background and interest, and
3. provide information concerning curriculum offerings and support services available at The Art Institute of Philadelphia.

Each applicant, after completing the appropriate application materials, is then evaluated by the Admissions Committee. The Admissions Committee is comprised of faculty who are committed to student success, and who have been trained in evaluating writing samples and transcripts. The Committee will review the following for each applicant:

1. The applicant's high school cumulative grade point average, transcripts or GED scores, and diploma,
2. The applicant's written essay of approximately 150 words, and
3. Letters of reference when available.

The goals of the Committee are to:

1. determine that the applicant has a reasonable chance to be successful based on past academic records, and
2. determine that the program of study chosen by the applicant is appropriate based on the applicant's stated career goals. The Committee may request additional information or require that

the applicant meet with the Academic Director in the chosen program of study in order to make an accurate assessment of the applicant.

Every applicant must provide high school transcripts or GED scores and a diploma and must complete the writing sample in order to be evaluated for admission by the Admissions Committee. Applicants who have not submitted a transcript or GED scores and a diploma no later than two weeks prior to their quarter start date may be required to take additional testing and/or submit a college transcript. In those cases, the Admissions Committee will use the results of the testing and/or college transcript in order to evaluate the applicants. The Committee may then grant conditional acceptance although the applicant will still be required to submit proof of high school or college graduation or GED by a date established by the Director of Admissions in order to achieve full acceptance.

The Art Institute of Philadelphia does not recognize a certificate of completion or a diploma from special education programs or certificates based on less than standard academic requirements as fulfillment of the requirements for admission.

In addition to high school transcripts or GED scores and diploma, all applicants must submit official transcripts from all colleges and universities attended prior to beginning classes. These transcripts must be submitted whether or not the applicant will receive or transfer credit from any institutions attended.

By exception, applicants who have not yet submitted all transcripts may be allowed to begin class on a conditional acceptance basis, but must provide all required transcripts by a date established by the Director of Admissions.

Enrollees requiring additional educational or tuition assistance will be referred to appropriate government agencies or other educational institutions equipped to handle such situations. For information, please contact the Director of Admissions. The Art Institute of Philadelphia reserves the right to request any additional information to evaluate an applicant's potential for academic success.

APPLICATION PROCEDURE

All applicants to The Art Institute of Philadelphia must submit the following in order to begin the enrollment process:

1. A signed Application for Admission or an Online Submission
2. A signed Enrollment Agreement or an Online Submission
3. \$50 application fee

Once the materials above are received in the Admissions Office, the applicant will receive an acknowledgement letter.

In addition, all applicants must provide the following (may be submitted with application):

1. \$100 enrollment fee, due within ten days of application,
2. Written essay of approximately 150 words,
3. High school transcript, SAT composite score, ACT composite score, or GED scores and diploma, and
4. Official transcripts from all colleges and universities attended.

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 Philadelphia. Arrangements for a visit and tour of the school can be made by contacting the Admissions Office.

INTERNATIONAL ADMISSIONS POLICY

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

ENGLISH LANGUAGE PROFICIENCY POLICY

All applicants to The Art Institute of Philadelphia 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 applicants "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. A minimum score of 480 on the written TOEFL or 55 on the TOEFL iBT is required for diploma programs. A minimum of 500 on the written TOEFL or 61 on the TOEFL iBT is required for all associate and bachelor's level degree programs.

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

ADMISSIONS REQUIREMENTS FOR NONIMMIGRANT STUDENTS

Applicants seeking to enroll at The Art Institute of Philadelphia in valid student nonimmigrant status must submit each of the following items:

1. A completed and signed Application for Admission Form including the required essay;
2. A completed and signed Enrollment Agreement;
3. Original or official copies of all educational transcripts (high school and, if applicable, university level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;

4. Official credential evaluation of non-American educational credentials, if applicable. Note that official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services; see www.naces.org;
5. Proof of English language proficiency (see English Language Proficiency Policy);
6. A completed and signed Sponsor's Statement of Financial Support (this statement is not required if the student is self-sponsored);
7. Official Financial Statements. Financial Statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
8. A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable enrollment fee (The refund of the enrollment fee is subject to certain restrictions; see refund policy, page 127.)
9. A photocopy of the applicant's passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
10. For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the applicant's passport as well as a photocopy of the applicant'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 nonimmigrant classification: written confirmation of nonimmigrant status at previous school attended immediately preceding transferring to The Art Institute of Philadelphia;
12. Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute of Philadelphia 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 Philadelphia is authorized under federal law to admit nonimmigrant students.

NON-DEGREE/NON-DIPLOMA APPLICANTS WISHING TO ENROLL FOR A SINGLE COURSE

All applicants in this category must receive approval for admission into specific courses from both the Director of Admissions and the Academic Director at The Art Institute of Philadelphia. Single-class students who decide to enter the full degree program must then complete all normal application procedures.

NEW STUDENT ORIENTATION

All new students are required to attend new student orientation. This one-day activity offers students the opportunity to meet other students, interact with academic advisors, review academic policies and procedures, and become familiar with the numerous resources available to students. Students receive final schedules, identification cards, and vouchers for supply kits upon completion of the day's activities. New student orientation is the introduction to Portfolio Foundations class.

A parents' program is also available conjunction with the new student orientation program.

RE-ADMISSIONS

The Assistant Director of Re-admissions assists students wishing to return to college after a leave of absence, suspension, or termination. Students who wish to return after experiencing academic difficulties may go through an appeal process and should contact the Assistant Director of Re-admissions.

DIGITAL BOOKSHELF AND eBOOKS

The Art Institute of Philadelphia is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. Eventually, most courses will have a digital resource fee associated with them. This mandatory fee is a flat rate per course and allows students access to an Electronic Library and HTML versions of textbook(s), and in some cases, other electronic media which is integrated into the course. 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.

Students retaking a course are charged only once for the digital resources fee associated with the same course because students have access to the digital resources materials for five years. Provided the digital resources for the retaken course(s) still use the same digital books, students do not need to purchase additional textbook(s) for these courses. On average, the cost of the digital resource fee is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges and immediate access to the materials. When registering for a particular course, the course registration will display whether there is a digital resource fee or whether paper textbooks are required for that course.

eCOLLEGE AND VITALSOURCE SYSTEM AND HARDWARE SPECIFICATIONS

The Art Institute of Philadelphia 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 available,

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

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

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

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

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 the instructor uses the ClassLive technology, Java will be required. If the instructor provides PDF files, Adobe Reader may be required to open and view those files. These items can be downloaded at the time that they are required:

- Java
- If Mac - MacOS Classic Java (MRJ 2.2.5) (<http://developer.apple.com/java/index.html>)
- If Windows - 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 classwork. However, it is strongly recommend 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 classwork. Newer Netbooks, much like some older laptops, may

meet resolution and screen-size requirements for reading eBooks, however, some older Netbooks may not be able to graphically handle these sites. This means that reading etexts and participating in the classroom could become difficult. It may be challenging to scroll through the readings and effectively and efficiently work through the material.

Transferability of Credits Earned at The Art Institute of Philadelphia

The Art Institute of Philadelphia is authorized by the Pennsylvania Department of Education to confer Bachelor of Science and Associate of Science degrees and diplomas. The Department of Education can be reached by writing to the Commonwealth of Pennsylvania, Department of Education, Office of Postsecondary and Higher Education, 333 Market Street, Harrisburg, PA 17126 or by telephone at 1-717-783-6788.

The Art Institute of Philadelphia is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor's and associate's degrees and diplomas. ACICS 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 reached by writing to 750 First Street, NE, Suite 980, Washington, DC 20002-4241. Telephone: 1-202-336-6780.

The Art Institute of Philadelphia is a Candidate for Accreditation by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267) 284-5000. Candidate status was granted in November 2007. Candidate for Accreditation is a status of affiliation with a regional accrediting commission which indicates that an institution has achieved recognition and is progressing toward, but is not assured of, accreditation. It has provided evidence of sound planning, seems to have the resources to implement the plans, and appears to have the potential for obtaining its goals within a reasonable time.

However, the fact that a college is licensed and accredited is not necessarily an indication that credits earned at that college will be accepted by another school. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The goal of The Art Institute of Philadelphia 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 Philadelphia 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 Philadelphia 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 Philadelphia may be transferable into that school's program.

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

Student Body

The Art Institute of Philadelphia student body is comprised of men and women of many different backgrounds from across the United States and around the world. Depending on the time of year, the number of enrolled students in this diverse population fluctuates between 3,200 and 3,700 students.

DISABILITY SERVICES

The Art Institute of Philadelphia provides accommodations to qualified students with disabilities. The Office of Disability Services and Developmental Studies assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Philadelphia.

The Art Institute of Philadelphia is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact Lya Redmond, Coordinator of Disability Services and Developmental Studies, 1610 Chestnut Street, telephone number 215-405-6344. If you have a concern or complaint in this regard, please contact the Dean of Academic Affairs, 1610 Chestnut Street, 1st Floor, telephone number 215-405-6335. Complaints will be handled in accordance with the college's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

All requests for accommodations must be received 60 days prior to the class start or an applicant's start date could be postponed.

STUDENT DIVERSITY

For information on student diversity, please visit the Student Consumer Information section of The Art Institute of Philadelphia website:

www.artinstitutes.edu/philadelphia/student-consumer-information/academic-awareness.aspx

NONDISCRIMINATION POLICY

The Art Institute of Philadelphia is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The Art Institute of Philadelphia does not discriminate or harass on the basis of age, religion, race, creed, color, national origin, ancestry, sex, sexual orientation, genetic marker, disability or any other protected characteristic under state, local or federal law, as those or similar terms are defined under applicable law. Inquiries concerning The Art Institute of Philadelphia's non-discrimination policies may be made to the Director of Human Resources.

TRANSFER OF ADVANCED CREDIT STANDING

Individuals with previous higher education are evaluated during the admissions process for potential advanced placement. Credit may be given for courses successfully completed (with grade points of 2.0 or better) at other institutions that are accredited by agencies recognized by the United States Department of Education where the courses are comparable to those offered by The Art Institute of Philadelphia. Students applying for transfer of credit must present an official transcript of grades and course descriptions. Transfer of credit for technical courses will be at the discretion of the Academic Director. Students may be asked to show proficiency or participate in a portfolio review. Courses will be looked at on a course by course basis and, in the case of General Education courses, the course should be within the same discipline and should be appropriate for the learning outcomes of the program. All applications for credit transfer are at the discretion of the Academic Director. All advanced credit must be applied for and approved in advance of the first week of the initial quarter of study.

Transfer credit policies:

1. There will be no refund for courses dropped due to transfer credit in the first quarter when transfer credit is awarded after the end of the drop-add period;
2. Once a student matriculates into The Art Institute of Philadelphia, courses from other post-secondary institutions may not be applied to The Art Institute of Philadelphia program requirements without advance written authorization from The Art Institute of Philadelphia program's Academic Director.

Art Institute of Philadelphia Facilities

The Art Institute of Philadelphia occupies four academic facilities, 1622 Chestnut Street, 1610 Chestnut Street, 1530 Chestnut Street and 2300 Market Street, in the heart of the Philadelphia business and financial district. Furthermore, 1510 Chestnut Street offers additional general education classrooms.

These buildings contain classrooms and industry-related equipment, administrative offices, two art galleries, a student supply store, and the following:

- **Computer labs:** There are sixteen Macintosh labs, twelve PC-based computer labs and one cross-platform open lab. Facilities include a variety of software and printing and scanning devices. An on-site service bureau is also available for printing photos and other student work. Internet access is available in most computer labs. Additionally, there is a cross-platform computer lab dedicated to skills enhancement.
- **Post-production facility:** The facility features digital technology, audio-for-video equipment, surround sound, a sound isolation booth, and a variety of equipment and microphones to create foley sound recordings.
- **Video studios and editing suites:** The 1500 square foot television studio offers a fully outfitted digital control room and soundstage with a cyclorama wall and light grid. Students have access to computer labs with non-linear editing software for audio and video. Included in the facility are independent editing suites to create online productions including SD and HD video and surround sound. The department uses Beta, DVC Pro, and MiniDV cameras and technology, as well as HD cameras recording on removable memory and external hard drives.
- **The Design Groups:** Graphic Design, Web Design & Interactive Media, and Digital Filmmaking & Video Production students work under faculty supervision on projects related to their program of study for outside clients.
- **The Library:** The Library/Learning Resource Center houses a circulating book collection of approximately 30,000+ volumes including a continually growing collection of DVDs. Students have access to online databases for images, business information, and journal articles.
- **Photographic imaging facilities:** These facilities include a wide selection of traditional and digital cameras including medium form, 4x5 and 8x10, as well as an equipment check-out area, a full photography studio, complete black and white laboratories, and a digital darkroom outfitted with film scanners and digital color printers.
- **Kitchen facilities:** Culinary students utilize an a la carte kitchen, two skills kitchens, a combined bake shop skills kitchen, and a bake shop. The Culinary Arts program operates Petite Passion, a chef-instructor/student-run restaurant.

The Art Institute of Philadelphia's primary school-sponsored housing facilities are located at Broad and Chestnut Streets and 1510 and 1530 Chestnut Street. Each term approximately 850 students select the school-sponsored housing option and reside in high-rise apartment complexes in a variety of apartment styles.

Administrative and Financial Services

Located on the second floor of the 1622 Chestnut Street facility, the Administrative and Financial Services Department includes the Offices of Accounting and Financial Aid.

STUDENT FINANCIAL PLANNING

The Financial Aid Department works with students and their families to develop a financial plan to support the completion of the student's program of study. Specialists from this department help students complete the federal and state applications for grants and loans applicable to the student's circumstances.

Once a student's eligibility for financial assistance has been determined, a Financial Aid Officer helps the student and his/her family to develop a plan for meeting direct and indirect educational expenses. Periodic payments made directly to The Art Institute of Philadelphia may be included as an alternative. This planning process occurs each academic year, and financial planning services are continually available to students and their families.

STUDENT FINANCIAL ASSISTANCE

Students are eligible to apply for financial assistance under various federal and state programs as follows:

- Federal Direct Stafford Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Work-Study (FWS)
- Federal Direct PLUS Loan Program
- Federal Academic Competitiveness Grant (ACG)
- Federal SMART Grant
- Vocational Rehabilitation Assistance
- Veterans Administration Benefits

Awards under these programs are made to eligible students and based on financial need and the availability of funds. Pennsylvania also offers educational grants for its residents who qualify. Some other states permit their residents to use their grants at schools outside of the state.

Scholarships

College-sponsored scholarships

THE ART INSTITUTES HIGH SCHOOL SCHOLARSHIP PROGRAM

The Art Institutes High School Senior Scholarship Program at The Art Institute of Philadelphia offered over \$800,000 in scholarships for 2010. This scholarship is open to 2011 high school graduates

who demonstrate ability in and commitment to one of The Art Institute of Philadelphia's programs of study. Awards range from \$4,000 to \$8,000 per year.

Eligibility/Entry Preparation

Interested students must:

1. Apply for admission to The Art Institute of Philadelphia in an Associate's or Bachelor's degree program.
2. Submit the scholarship application by March 1, 2011.
3. Graduate from high school by June 30, 2011.
4. Submit SAT or ACT Scores.
5. Submit Applicant Essay (which is part of the admission's application process).
6. Submit official high school transcript updated through December 2010, which includes class rank, where available.
7. Include high school and civic activities.
8. Submit two letters of recommendation.
9. Submit information in one package, postmarked by March 1, 2011 and mail to:
Scholarship Committee
The Art Institute of Philadelphia
1622 Chestnut Street
Philadelphia, PA 19103-5198

Deadlines

- Submit scholarship application materials by March 1, 2011.
- The Scholarship Committee will designate all awards by April 1, 2011.
- Award recipients will be notified of their scholarship by April 15, 2011.
- Award recipients must accept their scholarship by May 15, 2011.
- After May 15 2011, any remaining scholarship funds still available may be awarded through a simplified process using similar criteria as authorized by the president of The Art Institute of Philadelphia

Judging

A Scholarship Committee, appointed by the president of The Art Institute of Philadelphia, will be formed to choose awardees based on an evaluation of the criteria listed.

Obligations of Winners

A scholarship recipient must maintain a 3.0 cumulative grade point average and exhibit acceptable progress towards attaining a degree. A recipient's status will be reviewed annually beginning at the conclusion of winter quarter in March 2012. Winners must begin their course of study in July, August, or October of 2011.

Other Conditions

Scholarships awarded by The Art Institute of Philadelphia may be used only at The Art Institute of Philadelphia. In the event that either the student or The Art Institute of Philadelphia terminates education, the scholarship will be canceled. The scholarship is not redeemable for cash and may not be used to finance optional programs sponsored by The Art Institute of Philadelphia. The

scholarship covers tuition only and may not be applied against fees, housing, living expenses, or program supplies and may not be transferred among The Art Institutes schools.

Tuition scholarships are awarded in the form of a tuition credit and are not redeemable for cash. Scholarship money awarded will be prorated during the length of the student's degree program.

International Entrants

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

PRESIDENTIAL SCHOLARSHIPS

The Art Institute of Philadelphia also offers Presidential Scholarships to its high-achieving students. The Art Institute of Philadelphia awards 10 tuition scholarships of \$7,500 each and 10 tuition scholarships of \$5,000 each. Applications are accepted each fall from students who have attended one year and have earned at least 48 credits at The Art Institute of Philadelphia. Students with a cumulative grade point average of 3.7 or higher are invited to apply. Applicants must not have any record of academic warning, probation, termination or conduct-related judicial action. Previous winners may not apply.

A panel consisting of Art Institute of Philadelphia Academic Directors, Faculty, and Staff considers the applications and makes recommendations to the President. All scholarships (both \$7,500 and \$5,000) are awarded on the basis of academic merit, record of community service, faculty recommendations, and an essay written by the student.

In the event that an adequate number of students do not meet the criteria to fully award the scholarships, those funds will not be awarded.

THE MERIT AWARD PROGRAM

The Merit Award Program provides scholarships to Art Institute of Philadelphia students who show evidence of merit and the motivation to successfully complete the program, but who are unable to enter classes without additional financial assistance. The award amount varies according to the student's unmet need. Award

proceeds may be applied to tuition, housing, or supply costs. In no instance will a Merit Scholarship be awarded in excess of direct educational costs. Annual funds are limited and awarded on a first-come, first-served basis.

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
- Students must maintain a 2.5 CGPA while attending The Art Institute of Philadelphia to continue to receive the award.
- GED recipients must score a minimum of 260 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.

New students must complete an application and all other financial aid forms required by the Student Financial Services Office. To expedite consideration for an award, a copy of a high school or previous transcript must be submitted to the Admissions Office. Continuing students must complete an application and check with the Student Financial Services Offices that the financial aid file is complete.

To learn more about the Merit Award Program contact Student Financial Services. Applications may be submitted to that department at any time throughout the year.

THE ART INSTITUTES BEST TEEN CHEF CULINARY SCHOLARSHIP COMPETITION 2011

Graduating high school seniors who are interested in entering the Culinary Arts program at The Art Institute of Philadelphia are eligible to compete for a scholarship. The winner is selected based on a written entry and a cook-off competition. A scholarship of \$5,000 to The Art Institute of Philadelphia will be awarded to the competition's winner. Scholarships are non-transferable and upon accepting the scholarship, the student must begin his or her culinary arts studies in the summer or fall immediately following the competition.

The deadline for entering is in February. To learn more about The Art Institute of Philadelphia's Best Teen Chef Competition, contact the admissions office for rules and entry forms, or visit:

www.artinstitutes.edu/btc

National Scholarships

THE ART INSTITUTES & AMERICANS FOR THE ARTS POSTER DESIGN COMPETITION 2011

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 school 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 2011

Graduating high school seniors who are interested in either fashion design or fashion 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 students 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

THE ART INSTITUTES PHOTOGRAPHY COMPETITION 2011

High school seniors as well as graduates who are interested in entering a photography program at any Art Institutes school which offers this program are eligible to compete for scholarships ranging from \$3,000 up to \$40,000 for high school seniors and up to \$10,000 for high school graduates. One local finalist from each Art Institutes school offering a photography program 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 students must begin their photography studies in the summer or fall immediately following the competition.

The deadline for entering is in March. To learn more about The Art Institutes Photography Competition, contact the admissions office for rules and entry forms, or visit:

www.artinstitutes.edu/photocompetition

NATIONAL ART HONOR SOCIETY SCHOLARSHIPS

High school seniors who also belong to the National Art Honor Society may apply for an Art Institute National Art Honor Society Scholarship. Details and applications may be obtained by calling The Art Institutes location of your choice or 1-800-275-2440. Scholarships range from \$5,000 to \$20,000. Scholarship awards cover tuition only and may not be applied to fees, living expenses, or supply costs. The application postmark deadline is midnight, March 1, 2011.

All entries must be addressed to:

National Art Honor Society Scholarships
c/o The Art Institute of Pittsburgh
420 Boulevard of the Allies
Pittsburgh, Pennsylvania 15219-1328
Attention: Bill Anuly

THE EVELYN KEEDY MEMORIAL SCHOLARSHIP

One \$30,000, two-year scholarship (six quarters) is awarded each year to a high school senior who has enrolled at one of the eligible Art Institutes locations. The student's high school must be located within the United States.

A team of Admissions and High School Program staff will select the winner and two runners-up. Decisions will be final. The scholarship may not be applied against fees, housing, living expenses, or program supplies, and may not be transferred between affiliate schools.

Entries must be postmarked by May 2, 2011. Details and applications may be obtained by calling The Art Institutes location of your choice or 1-800-275-2440.

Entries must be complete and mailed in one envelope via the U.S. Postal Service to:

The Art Institutes
Attention: Evelyn Keedy Memorial Scholarship
210 Sixth Avenue, 33rd Floor
Pittsburgh, PA 15222-2603

SKILLS USA CHAMPIONSHIP

Students who are members of SkillsUSA may compete in local, state, and national championships. The winners of the national championships are awarded the following scholarships:

Winners of the Advertising, Design, Culinary and Photography championships will be awarded First Place: \$20,000 tuition scholarships; Second Place: \$5,000 tuition scholarships, and Third Place: \$2,500 tuition scholarships. Winners of the 3D Visualization and Animation, Web Design and Television Production championships will be awarded First Place: \$10,000 tuition scholarships; Second Place: \$5,000 tuition scholarships, and Third Place: \$2,500 tuition scholarships.

Each Art Institutes school has a limited number of scholarships. Winners are permitted to choose The Art Institutes location of their choice and scholarships will be awarded on a first-come-first-served basis. National championships are held at the end of June. For details, visit the SkillsUSA Web site: www.skillsusa.org or call 703-777-8810. Winners of the SkillsUSA competition may contact Julie Walsh at The Art Institutes at 1-800-275-2440 for scholarship details.

THE SCHOLASTIC ART & WRITING AWARDS

Four \$10,000 tuition scholarships will be awarded by The Art Institutes to the Scholastic National Award recipients on a first-come, first-served basis. To receive information about this scholarship, visit the Scholastic Web site at www.scholastic.com/artandwriting or call 212-343-6100. National Award Recipients must contact Julie Walsh at The Art Institutes at 1-800-275-2440 as soon as they are notified of the award.

C-CAP

Students who are enrolled in a C-CAP program may compete for a full-tuition scholarship to be used for either a two or four-year degree at any one of over 30 schools comprising The International Culinary Schools at The Art Institutes. The value of this scholarship is approximately \$38,000 - \$79,000. For information, speak to the C-CAP Director at your high school, visit www.ccapinc.org, or call 215-974-7111.

FCCLA

First-place team winners of the National FCCLA Culinary Competition will be awarded a \$3,000 tuition scholarship to any one of over 30 U.S. schools comprising The International Culinary Schools at The Art Institutes. A \$2,000 tuition scholarship for second place and a \$1,000 tuition scholarship for third place will also be awarded to the teams.

First-place winners of the National FCCLA Fashion Design and Fashion Construction Competitions will be awarded a \$3,000 tuition scholarship to any one of The Art Institutes offering a fashion program in the U.S. A \$2,000 tuition scholarship for second place and a \$1,000 tuition scholarship for third place will also be awarded in each competition.

First-place winners (either team or individual) of the National FCCLA Interior Design Competition will be awarded a \$3,000 tuition scholarship to any one of The Art Institutes in the U.S. offering the Interior Design program. A \$2,000 tuition scholarship for second place and a \$1,000 tuition scholarship for third place will also be awarded (either team or individual).

Applicants must be a Senior graduating in the competing year to be eligible for the scholarship. Winners of the invitational may contact Julie Walsh at 1-800-275-2440 for scholarship details.

PROSTART

First-place winners of the National ProStart Invitational Culinary Competition and Management Competition will be awarded a \$3,000 tuition scholarship to an Art Institutes school. A \$2,000 tuition scholarship for second-place winners and \$1,000 tuition scholarship for third place winners will also be awarded. Applicants must be enrolled in a ProStart program to be eligible for competition. For more information, visit the ProStart web site at www.nraef.org/prostart/ or call 1-800-765-2122. Winners of the invitational may contact Julie Walsh at The Art Institutes at 1-800-275-2440 for scholarship details.

IMAGINE AMERICA FOUNDATION SCHOLARSHIPS

The Imagine America Foundation provides scholarships for education with a focus on career schools. They offer scholarships for high school seniors, military personnel and adult learners. For details visit: www.imagine-america.org/index.asp

For a list of scholarships available to students attending an Art Institutes school, contact the Admissions Office. Scholarships cover tuition only. They do not cover books, supplies, or miscellaneous fees. In order to remain eligible, Art Institutes scholarship students must maintain certain grade point averages and satisfactory academic progress, depending on the scholarship.

GRADPLAN EXTENDED PAYMENTS

The Art Institute of Philadelphia's GRADPLAN Extended Payment Plan is designed to help eligible students and their families who are not able to meet their educational costs completely with other financial assistance. In the event there remains a balance of costs

following the financial aid process, the GRADPLAN Extended Payment Plan allows students/eligible families to spread a portion of the balance of costs over a period of months after graduation or withdrawing from classes so they may meet their financial obligations to The Art Institute of Philadelphia more comfortably.

In order to be eligible for GRADPLAN, students must first apply for and accept all other forms of financial aid for which they may be eligible and meet other College criteria. Full details on GRADPLAN will be provided by the student's Financial Aid Officer at The Art Institute of Philadelphia. Interest is charged on outstanding balances whether the student is in college or out of college. Until the balance is paid, the interest is 1% per month of the outstanding balance. Interest is charged at the end of each month and added to the overall balance.

STUDENT RESPONSIBILITIES WHEN RECEIVING FINANCIAL ASSISTANCE

It is important that students receiving financial assistance remember their responsibilities under these programs:

1. Students must complete an "entrance interview" after applying for federal student loans.
2. Students must inform the Financial Aid Office of address changes, schedule changes, program changes, or any other changes that might affect their eligibility for financial assistance. Address change forms are available in the Registrar's Office, third floor.
3. Students must complete a Free Application for Federal Student Aid (FAFSA) on a yearly basis to renew their eligibility. The federal financial assistance year starts July 1 and ends June 30.
4. To continue receiving financial assistance, students must maintain satisfactory academic progress. The Art Institute of Philadelphia's policy for determining satisfactory academic progress is published in a later section of this catalog.
5. Students who have received federal student loans must complete an "exit interview" to receive information on repayment, deferment, etc., at the time they withdraw, graduate, or drop below half-time status.
6. Students must pay back their student loans. Defaulting on student loans carries serious consequences.
7. Ask for help. The Financial Aid Office is here to work for students. Students must keep track of their loans.

For more information concerning financial assistance, contact the Financial Aid Office.

STUDENT ACCOUNTING OFFICE

The role of the Student Accounting Office is to assist students in meeting their financial obligations as arranged with one of the college's Financial Aid Officers. Based on the student's financial plan, the Accounting Office sends monthly billing statements to

each student/parent for tuition and fees. Payments are due on the 15th of each month.

Art Institute of Philadelphia staff members are sensitive to unforeseen circumstances affecting each student's ability to meet the financial commitments of his or her education. Students who have or anticipate a financial problem should call the Accounts Receivable Coordinator or the Accounting Supervisor.

Currently enrolled students expecting a refund should report to the Accounting Office to complete a Refund Request form and receive the Refund Schedule and Procedures.

Tuition and Fees

Current tuition and fee schedules for all programs are printed on The Art Institute of Philadelphia's Enrollment Agreement, as well as on the addendum provided with this catalog.

REFUND POLICY PRIOR TO MATRICULATION

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

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by the applicant will be refunded if requested by the applicant within five (5) business days after signing the Enrollment Agreement and making an initial payment.
3. Applicants requesting cancellation no later than ninety (90) days before the first scheduled class date will receive a refund of all monies paid, less the \$50.00 application fee. Applicants who give less than ninety (90) days' cancellation notice will be entitled to a refund of all monies paid to The Art Institute of Philadelphia, less a cancellation fee of \$150.00 (includes application fee).
4. All tuition and fee monies paid by applicants will be refunded if requested within three (3) business days after their first tour of the college and inspection of equipment, or if requested within three (3) business days of the student's attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.
5. Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within thirty (30) calendar days after his/her first scheduled class day, whichever is sooner.

REFUND POLICY AFTER MATRICULATION, ALL QUARTERS

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

1. Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.

2. The Art Institute of Philadelphia shall determine the date of withdrawal within fifteen (15) days after the last date of attendance and shall pay the refund within thirty (30) days of making that determination. The refund shall be paid to the student unless payment to a lender or other entity is required by the terms of a student financial aid program in which the college participates.
3. The student may voluntarily withdraw from training by notifying the Office of the Registrar in person or in writing. The termination date will be the student's last day of attendance.
4. For a student who attended a previous quarter of study, but does not return to class, the college will terminate that student when he/she has missed ten (10) consecutive class days, and the college will make the applicable refund within thirty (30) days of that date.
5. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute of Philadelphia may modify the tuition refund policy as deemed appropriate to the circumstances.
6. A separate lease agreement and refund policy exist for students who lease housing accommodations arranged by The Art Institute of Philadelphia. The Art Institute of Philadelphia reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
7. Each academic quarter is eleven (11) weeks in duration except summer which is ten (10) weeks. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for refund purposes.
8. In the event The Art Institute of Philadelphia cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, The Art Institute of Philadelphia will refund all monies paid by the student for the course or program within thirty (30) days.

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 Direct 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.

WITHDRAW POLICY

To officially withdraw, the student will need to notify the Registrar's Office. The Registrar's Office will assist the student to complete the withdrawal process and will help determine the last date of attendance and the date of determination. The date of determination will either be the date the student begins the withdrawal process or the date the student provides notice, whichever is earlier. The last date of attendance is determined by using attendance records.

ADJUSTMENT OF CHARGES

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

Week One - 25%
Week Two - 50%
Week Three - 75%
After Week Three - 100%

If a student withdraws after starting midterm:

Week One - 25%
Week Two - 50%
After Week Two - 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.

All refunds and return of funds will be made within 30 days of the date that the student notifies The Art Institute of Philadelphia of withdrawal. Examples of the calculations for this policy are available in the Student Accounting office.

Academic Affairs

The Academic Affairs department is the heart of The Art Institute of Philadelphia. Department administrators and faculty have been carefully recruited to assure that students receive an excellent education from high-caliber professionals.

Students attend The Art Institute of Philadelphia to prepare for an entry-level career, to learn employable skills and professional attitudes that prepare them for the working world. The Art Institute of Philadelphia faculty and administrators are available if students need assistance or support.

ACADEMIC AFFAIRS TEAM

The Dean of Academic Affairs is the team leader and has the ultimate responsibility for all programs. Reporting to the Dean of Academic Affairs are the Associate and Assistant Deans of Academic Affairs, Academic Directors, Assistant Academic Directors, Faculty, Registrar, Librarian, Academic Achievement Center and Supply Store.

Academic Directors have direct management responsibility for specific programs of study. Supporting each Academic Director are faculty members who are professionals in their fields.

Services provided: As a team, the Dean of Academic Affairs, Associate Dean, Assistant Dean, Academic Directors, Assistant Academic Directors, Faculty, Registrar, Librarian and Academic Achievement are responsible for:

- A curriculum that is periodically reviewed and updated to keep it current with employers' needs
- Academic and portfolio standards to promote excellence in the classroom

- Art exhibitions, field-related student organizations, and show productions
- Continued development of library and program resource materials, videos, and slides
- Selection of training equipment, materials, and supplies
- Academic advising
- Registrar services

ACADEMIC PLACEMENT

To ensure proper placement in English and mathematics courses, a student entering The Art Institute of Philadelphia is required to take the ASSET/COMPASS test to determine skill level in writing, reading, and math (including algebra). Exceptions to the ASSET/COMPASS test are granted to those incoming students with transferable college credits in mathematics and/or English. Students who have earned scores of 500 or higher in the verbal portion of the SAT test and/or 450 or above in the mathematics portion are exempt. Students who have earned scores of 21 or higher in the English portion of the ACT test and/or 18 or higher in the mathematics portion are also exempt. Students will be assigned to skills enhancement courses or to college-level English and mathematics based on their ASSET/COMPASS test scores, SAT scores, and/or ACT scores.

ACADEMIC ADVISING AND SCHEDULING

Academic advising will be provided by Academic Directors, Assistant Academic Directors and Academic Advisors. Students register each quarter based on prerequisites and are encouraged to maintain a full-time schedule.

PROGRAMS AND COURSES

Each program and course is outlined in this catalog. Programs and courses are periodically revised to keep pace with changing industry needs, standards, equipment, supplies, and resource materials.

The Art Institute of Philadelphia reserves the right to change course titles, content, or sequencing of courses any time it deems such action necessary to enhance the educational program.

SKILLS ENHANCEMENT PROGRAM

Students found to be deficient in English or math skills through the ASSET/COMPASS test are required to enroll in Skills Enhancement courses offered by The Art Institute of Philadelphia. Such courses are three credits and are charged at the normal per-credit charge for course work. These charges qualify for financial aid. However, Skills Enhancement courses are not applied to the credits required for graduation.

Students enrolled in Skills Enhancement classes may be required to take from three to nine credits in addition to their normal program of study requirements. Students must successfully complete each skills class with a C grade (2.0) or better. A student earning a C- in a Skills Enhancement class has not successfully completed the course. Students are permitted three attempts to successfully complete a Skills Enhancement course. Note that a withdraw from a skills class is considered an attempt. A student who has unsuccessfully attempted a Skills Enhancement class three times will be dismissed from the college.

PORTFOLIO FOUNDATIONS

Students in the Associate's and Bachelor's degree programs must successfully complete Portfolio Foundations with a satisfactory grade (SA). A student who does not receive a SA grade has not successfully completed the course. Students are permitted three attempts to successfully complete this course. Note that a withdraw is considered an attempt. A student who has unsuccessfully attempted Portfolio Foundations three times will be dismissed from the college.

ONLINE COURSES

In special circumstances and/or to aid in student persistence, students may have the opportunity to take selected classes online.

To receive credit for each online course students successfully complete, The Art Institute of Philadelphia has signed a consortium agreement with The Art Institute of Pittsburgh - Online Division, stating that each online course offered during registration is equivalent to the same course offered on-ground through The Art Institute of Philadelphia. The designated Online Advocate has a list of approved courses.

Within the 11-week academic quarter that defines the on-ground offerings at The Art Institute of Philadelphia, The Art Institute of Pittsburgh - Online Division offers two online course sessions. The first online session begins on the first day of a quarter and ends five and a half weeks later. The Art Institute of Philadelphia only allows students to register for first session online courses, and registration must be done through the designated Online Advocate at The Art Institute of Philadelphia.

Upon seeing the designated Online Advocate, students must obtain their Academic Director's approval, have completed at least their first and second quarters with a cumulative GPA of 3.0 or higher, as well as have completed English Composition I and II with a C or better in order to be eligible for an online class (or classes). Students are permitted to take online courses that are required as indicated in their degree audit and are unable to take classes that they have failed or withdrawn from, either on-ground or online. Students new to online may only take one online course and up to two in subsequent quarters. Online courses are taken to supplement on-ground courses, students may never take online courses only.

The following minimum technology requirements must be met in order to take courses via The Art Institute of Pittsburgh - Online Division (consult the designated Online Advocate for more course-specific information, in addition to The Art Institute of Pittsburgh - Online Division course catalog at www.aionline.edu/catalog.):

Computer: As a general guideline students should not have computer specifications less than a Pentium III CPU, Windows 2000 or XP, and 512 MB RAM or MAC G4 or G5 processor, Mac OS X, and 512 MB RAM. Actual hardware requirements are dependent on the software titles and versions required for class. The requirements for running the software vary and are subject to change. Hardware requirements for the software can be found through JourneyEd at this website: www.aistudentstore.com.
Note: Please check the system requirements for the software as specific Microsoft service packs may be required for Windows 2000 or XP. These service packs are available as free downloads on Microsoft's website: www.microsoft.com.

Internet Connection: 56K or faster Internet connection is required for online courses. Broadband is strongly encouraged.

Browser: Courses offered online are best viewed using Microsoft Internet Explorer v5.5/6.0 (PC), Safari 2.0 (MAC), or Firefox.

Online courses are charged at the same tuition rate students currently pay for on-ground courses. An Online Lab fee of \$100 is added to the cost of each online course. Online courses will follow the same refund policy as defined by The Art Institute of Philadelphia. If textbooks required for an online course are not available through The Art Institute of Philadelphia Supply Store, students can purchase those books through a link provided in The Art Institute of Pittsburgh - Online Division course catalog.

INTERNSHIPS FOR ACADEMIC CREDIT

The internship program at The Art Institute of Philadelphia is designed to augment classroom training by exposing students to practical work situations while maintaining an educational focus. Internships introduce students to the work world in a controlled, supervised environment. Many upper-quarter students qualify academically and professionally to work for academic credits as interns with cooperating employers. Internships provide students an excellent opportunity to gain practical experience in their fields.

The goals of the internship program are to:

- Gain applied practical experience
- Develop familiarity with professional work environments
- Make professional contacts
- Provide employers with qualified candidates

Tuition for internships is based on the number of credit hours approved for the internship by either the Internship Coordinator or the Academic Director. Final internship grades are based on reports from sponsoring employers on students' performance, attendance, related projects, and written assignments.

***NOTE FOR INTERNATIONAL STUDENTS:**

Students on nonimmigrant visas cannot take a paid internship without prior approval of the US Department of Homeland Security. For more information, please check with the International Student Advisor.

ESTIMATED HOMEWORK

The Art Institute of Philadelphia is aware that many students have jobs, and some class time is set aside to complete projects. However, additional time outside of class is often necessary. The amount of time estimated to complete projects or assignments is 20-30 hours per week for the average degree student.

MEETING ASSIGNMENT AND PROJECT DEADLINES

To help students learn and practice professional behavior, The Art Institute of Philadelphia attempts to simulate actual work situations in classwork. In the working world, there are few acceptable excuses for missing project deadlines, therefore, assigned projects have scheduled deadlines that students are expected to meet.

STUDENTS NEEDING ACADEMIC ASSISTANCE

Students needing assistance in their coursework should speak with their instructor, Academic Advisor and/or Academic Director. Peer tutoring, which is at no additional charge, can be scheduled through the Academic Achievement Center.

EXHIBITION OF STUDENT WORK

Student artwork is very important to The Art Institute of Philadelphia. It is of great benefit in teaching other students and in demonstrating the nature and value of the programs. Admissions representatives use student work to show prospective students and counselors what our students have achieved. Student artwork is also a basic part of publications and exhibitions illustrating the programs at The Art Institute of Philadelphia. The college reserves the right to make use of the artwork of its students, with student permission, for such purposes.

FIELD TRIPS

Field trips provide various program and course-related activities over and above class work. On local field trips, students are required to provide their own transportation (car, carpool, or public transportation). Students who have a car and drive fellow students on field trips are responsible for having adequate insurance coverage. The Art Institute of Philadelphia is not responsible in the event of accidents involving students' cars.

Field trips outside the local area (in general, more than fifty miles) typically involve prearranged public or private transportation and, in some instances, overnight accommodations.

Academic Policies and Procedures

ACADEMIC GRADING SYSTEM

The Art Institute of Philadelphia uses a system of letter grades, a four-point numerical scale, credit hours, and letter codes as illustrated:

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

GRADE CODES AND POLICIES

In addition to letter grades, The Art Institute of Philadelphia uses the following letter codes and policies in its grading system:

Additional Letter Codes

I	=	Incomplete
P	=	Proficiency Credit by Exam or Portfolio
SA	=	Satisfactory
TR	=	External Transfer Credit
W	=	Withdrawal (first nine weeks)
WF	=	Withdrawal Fail (after week nine)

I — Incomplete: Used to indicate that one or more course requirements have not been completed. Does not compute in GPA and CGPA as a “F” grade until it is converted to a grade or timeframe ends and defaults to a “F”.

P — Proficiency Credit by Exam or Portfolio: Credit hours awarded through examination (i.e., CLEP or AP test), documented previous work experience, or portfolio review. Applies to graduation credit requirements. Does not compute in GPA or CGPA.

SA — Satisfactory: Awarded for a pass/fail course. Does not compute in GPA or CGPA.

TR — External Transfer Credit: Awarded for credits transferred from other accredited post-secondary (college-level) institutions. Applies to graduation credit requirements. Does not compute in GPA or CGPA.

W — Withdrawal: When student withdraws from the total program of study by the end of the ninth week of the quarter, or from individual classes after drop/add but by the end of the ninth week of the quarter. Does not compute in the GPA or CGPA.

WF — Withdrawal Fail: When student withdraws from individual classes or total program of study after the ninth week of classes. Computes in GPA and CGPA as an “F.”

CREDIT HOURS

The Art Institute of Philadelphia operates under a quarter credit-hour system recognized by the Commonwealth of Pennsylvania to assess academic performance. Art Institute of Philadelphia students earn credit as follows:

- A minimum of ten (10) hours of lecture and a passing grade earn one quarter-hour credit
- A minimum of twenty (20) hours of lab and a passing grade earn one quarter-hour credit
- A minimum of thirty (30) hours of externship and a passing grade earn one quarter-hour credit.

A clock hour is defined as fifty (50) minutes of instruction in a sixty (60) minute period.

GPA AND CGPA

The Art Institute of Philadelphia measures and records academic performance by computing the Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale, and credit-hour values.

GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute of Philadelphia.

How GPA and CGPA are computed: Imagine a student taking a total of two classes during one quarter. One class is worth three credits and the student earns an “A.” The other class is worth three credits and the student earns a “B.” Remember, each letter grade carries a grade point value. Grade point values are multiplied by credits. In this example:

$$\begin{aligned} A &= 4 \text{ grade points} \times 3 \text{ credits} = 12 \text{ grade points earned.} \\ B &= 3 \text{ grade points} \times 3 \text{ credits} = 9 \text{ grade points earned.} \end{aligned}$$

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter. In this example:

$$\begin{aligned} 12 \text{ grade points} + 9 \text{ grade points} &= 21 \text{ total grade points.} \\ 21 \text{ grade points earned divided by } 6 \text{ total hours earned} &= \\ \text{Student's GPA for the quarter (3.5 or "B+").} \end{aligned}$$

The CGPA is computed the same way, by dividing the student's total grade points earned from all quarters at The Art Institute of Philadelphia by the student's total credits earned from all quarters at The Art Institute of Philadelphia.

DROP/ADD PERIOD

The last day for students to drop a course without tuition penalty or add a course will be the end of day six of each quarter. Students dropping courses during the drop/add period will not be charged tuition for courses dropped. Students dropping courses after the drop/add period will be charged the full tuition cost of courses dropped.

Students must clear and attend the second class seating of every class. Any student who does not attend his/her class by the second week may not continue with the class. If the student has not properly dropped the class by day six of the quarter, the student will be charged for the class, therefore, timely clearance is a necessity.

Students withdrawing from courses after the end of the drop/add period and by Friday of week nine of the quarter will receive a "W" grade notation, which is not computed in the grade point average (GPA), for each course dropped.

Students withdrawing from courses after Friday of week nine will receive a "WF" grade notation, which is computed as an "F" in the GPA, for each course dropped. Students should consult with both the course instructor and their Academic Director before dropping any course.

GRADE REPORTING

Midterm grades and final grades are made available to students by the Registrar's Office electronically via the student portal at <http://MyAiCampus.com>. (Each student chooses a unique username and password to view grades and other student-specific information using MyAiCampus.com). Midterm evaluations assess classroom participation and attitudes, cooperation with instructors in the completion of projects, the meeting of project deadlines, interaction with other students, attendance, and skills development. Midterm evaluations help students understand their strengths and weaknesses within each course.

For more information on grade reporting, see Reports to Parents and Guardians of Dependent Students and the Family Educational Rights and Privacy Act (FERPA).

Reports to Parents or Guardians of Dependent Students

Parents or guardians of students are an integral part of the enrollment process and subsequent education. They have an

understandable concern and vested interest regarding the student's progress and potential for success. The Art Institute of Philadelphia wishes to maintain a professional relationship with each student to facilitate his/her professional development and maturation. Therefore, normal student grade or evaluation reports are issued only to the student (or mailed to the student's local address) unless the student requests that reports be sent to parents or guardians quarterly.

The Art Institute of Philadelphia reserves the right to contact or send student progress information to parents or guardians of a dependent student (as determined by the most recent tax filing status) when administrative action is involved (probation, suspension, or termination) and/or when the student does not positively respond to counseling efforts deemed by faculty and/or staff members to be in the student's best interest.

GRADE CHANGES

Final course grades as recorded in student records cannot be changed without extenuating circumstances. Grade changes require approval of the Academic Director, the faculty member who gave the grade in question, and the Dean, Associate, or Assistant Dean of Academic Affairs. Approved grade changes are due to the Registrar before the end of the first week of class of the quarter following the quarter in which the grade was earned. For more information, contact the Registrar's Office, third floor of the 1622 Chestnut Street building.

GRADUATION REQUIREMENTS

To qualify for graduation and receive a degree or diploma, all students must:

- Receive passing grades for all required coursework
- Accumulate total credit requirements for a program through coursework, transfer credit, or proficiency assessment. Specific credit requirements are outlined earlier in this catalog.
- Take their last quarter of study before graduation in residence at The Art Institute of Philadelphia.
- Transfer no more than 75% of the total required credits for graduation from another institution.
- Achieve a minimum CGPA of 2.0.
- Satisfy all financial obligations to The Art Institute of Philadelphia.

Portfolios: The development of student portfolios is a continuing process beginning early in the programs. Periodic reviews of portfolios are conducted in specific programs by faculty committees.

All financial obligations to The Art Institute of Philadelphia must be satisfied before a student is allowed to participate in portfolio show and graduation.

GRADUATING WITH HONORS

A student earning a CGPA at graduation is 3.5 or higher is an Honors Graduate.

GRADUATION/COMPLETION AND ANNUAL PERSISTENCE RATES

Information on graduation/completion rates for first-time full-time students is available through the Admissions Office. These rates are calculated according to guidelines in the Student Right to Know Act.

Information on Graduation and Annual Persistence Rates is also available on the Student Consumer Information section of The Art Institute of Philadelphia website:

www.artinstitutes.edu/philadelphia/student-consumer-information/academic-awareness.aspx

Registrar's Office

The Registrar's Office is the academic records department.

The Registrar and staff:

- Issue quarterly mid-term and final grades
- Release academic transcripts
- Process transfers to affiliated Art Institutes schools
- Direct quarterly registration
- Advise veterans regarding their educational benefits
- Process student loan deferment requests
- Process status changes, including:
 - Address and name changes and corrections
 - Leaves of absence and withdrawals

NOTE: Course drops and adds, course changes, and adjustments are handled by Academic Directors or Assistant Academic Directors.

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 Philadelphia may disclose to third parties without receiving prior written consent from the student.

I. PROCEDURE TO INSPECT EDUCATION RECORDS

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the 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 college may require the presence of a college official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their 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 which 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 which relates to him/her personally.

II. DISCLOSURE OF EDUCATIONAL RECORDS

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

1. To The Art Institute of Philadelphia officials who have been determined by the college to have legitimate educational interests in the records. A college official is:
 - a. a person employed by the college 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 college 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 college official.
 - c. any college official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of Philadelphia 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 college.
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 college 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 college has determined that a student is the perpetrator of a crime of violence or nonforcible 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 college, 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 college governing the use or possession of alcohol or a controlled substance if the college 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 Philadelphia will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. RECORD OF REQUEST FOR DISCLOSURE

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Art Institute of Philadelphia officials with legitimate educational interests and

disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Philadelphia will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. DIRECTORY INFORMATION

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

1. Student's name
2. Address: local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
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 Philadelphia 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 Philadelphia, 1622 Chestnut Street, Philadelphia, PA 10103. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. CORRECTION OF EDUCATIONAL RECORDS

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

1. A student must ask the Director of Administrative and Financial Services or the Dean of Academic Affairs to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The Art Institute of Philadelphia 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 Philadelphia 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 Philadelphia. 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 Philadelphia 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 Philadelphia 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 Philadelphia 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 college.
7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Philadelphia will:
 - a. maintain the statement with the contested part of the record for as long as the record is maintained; and
 - b. disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. STUDENT RIGHT TO FILE COMPLAINT

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW,
Washington, DC 20202-4605

Academic Integrity Policy

The Art Institute of Philadelphia recognizes that any form or degree of academic dishonesty challenges the principles of truth and honesty which are among the cornerstones of The Art Institute of Philadelphia. Consequently, The Art Institute of Philadelphia treats academic dishonesty as a serious violation of academic trust. All students found to have engaged in such behavior will be penalized. Acts of academic dishonesty include but are not limited to the following:

1. The illegitimate use of materials in any form during a quiz or examination.
2. Copying answers from the quiz and/or examination of another student.
3. Plagiarizing or falsifying materials or information used in the completion of any assignment.
4. Obtaining or otherwise improperly securing an examination paper prior to the time and date for the administration of the examination.
5. It is presumed that material submitted by a student for an assignment is original to that assignment and therefore submitting the same work for more than one course without the consent of the instructors of each course in which the work is submitted is considered dishonest.
6. Intentionally interfering with any student's scholastic work, for example, by damaging or stealing their intellectual property, computer files, project, etc.
7. Stealing and submission of another student's work as your own.
8. Aiding or abetting any of the above.

The Art Institute of Philadelphia will impose the following sanctions when a student is found to have committed any of the above infractions:

1st offense = failure of class *

2nd offense = suspension for two (2) quarters

3rd offense = expulsion

* EXCEPTION: Any students found cheating/plagiarizing on their final senior portfolio will be expelled from the college and will not receive their degree.

A faculty member who believes a student has committed academic dishonesty will contact the Dean of Students and will also file an incident report with the Dean of Students. The Dean of Students will contact the student and will meet with the student and the faculty member prior to the next scheduled class session. If it is determined that the student did indeed commit academic dishonesty, the Dean of Students will inform the student of the penalty. Records of academic dishonesty will be held by the Dean of Students.

Undergraduate Satisfactory Academic Progress Policy

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses on a consistent manner. This ability is measured in two ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR). Failure to complete courses

successfully for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of the program in no more than 150% of total program credits.

CRITERIA FOR HONOR 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:

Quarter	GPA	Honor 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.

Skills Enhancement courses are not considered when evaluating honors designations.

MILESTONES AND EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS

Academic Standards for Diploma Programs:

1. At the end of first quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation. NOTE: If you are on probation for ICR it will be very difficult for you to meet the fourth quarter ICR milestone of 66.67%. In some cases you may have to successfully complete all the hours you attempt in your third and fourth quarter. Please consult with your academic advisor on your exact requirement.
4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.
6. The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (granted or denied)

will be catalogued in the student information system.

7. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. The student would do this through the reentry process. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from the Institute. If the student's appeal is granted, he or she will be placed on probation at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a permanent dismissal. The student would do this through the reentry process.
8. Failure to complete courses successfully, for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.

Academic Standards for Degree Programs:

9. At the end of second quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
10. 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.
11. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation. NOTE: If you are on probation for ICR it will be very difficult for you to meet the sixth quarter ICR milestone of 66.67%. In some cases you may have to successfully complete all the hours you attempt in your fourth, fifth and sixth quarters. Please consult with your academic advisor on your exact requirement.
12. 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.
13. 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.
14. At any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be dismissed.
15. 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.
16. 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.

Skills Enhancement Program

17. Skills Enhancement 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. Skills Enhancement class credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Skills Enhancement classes may be individually attempted no more than three times. Failing or withdrawing from a Skills Enhancement course three times will result in dismissal.

Appeal Process

18. 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. The student would do this through the reentry process. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from the Institute. If the student's appeal is granted, he or she will be placed on probation at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a permanent dismissal. The student would do this through the reentry process.

Other Standards of Academic Progress

19. Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted academic progress:
- Death of an immediate family member
 - Student illness requiring hospitalization (this includes mental health issues)
 - Illness of an immediate family member where the student is a primary caretaker
 - Illness of an immediate family member where the family member is the primary financial support
 - Abusive relationships
 - Divorce proceedings
 - Previously undocumented disability
 - Work-related transfer during the term
 - Change in work schedule during the term
 - Natural disaster
 - Family emergency
 - Financial hardship such as foreclosure or eviction
 - Loss of transportation where there are no alternative means of transportation
 - Documentation from the school counselor and/or a professional counselor

The Deans of Academic Affairs are responsible for determining

the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. 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.

Repeating Courses

20. Grades achieved in repeated courses will replace grades of "F", "W", or "WF". Grades of "F", "W", or "WF" are included in the maximum allowable time frame and incremental completion rate requirements. The grade "I" indicates incomplete and is calculated as if it is an "F" until it is changed to another grade. Students may also retake courses in which they received a passing grade in order to improve their CGPA. However, a student cannot receive financial aid for repeating courses in which a passing grade has already been earned.

Transfer Credit

21. 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.

Changes in Program

22. 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 a change 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 X 1.5. Example: If a student transfers 36 credits to a program consisting of 180 credits, the calculation would be $180 - 36 = 144 \times 1.5 = 216$ credits. Second example: If a student earned 36 credits in the original program that are applicable to the new program but transfers 48 credits due to repeating failed classes, then the maximum allowable timeframe is reduced to 198 credits.

Graduation Requirements

23. 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.

Make-Up Work Policy

Students who fail to meet assigned deadlines or miss scheduled examinations due to emergencies must document the situation and present documentation to their Academic Department Director. The Academic Department Director will inform the student as to departmental make-up procedures. In some cases, while students are making up deficient grades/codes, it is in their interest to repeat below average grades in order to enhance their CGPA. When scheduling permits, all make-up classes should be taken during the student's subsequent quarter of study. Make-up classes must be completed before the student enters his/her final quarter of study.

NOTICE TO PARENT(S) OR GUARDIAN(S)

If parent(s) or guardian(s) of a student wish to be advised that the student is being placed on academic probation or termination, there must be a written waiver/release present in the student's file.

Academic Review Procedures

Students are placed on academic probation or termination status by the Academic Affairs Department. The Registrar provides written

notification to the student of probation status or termination. Students who wish to appeal probation status or termination must comply with the Undergraduate Satisfactory Academic Progress Policy.

Class Size

The Art Institute of Philadelphia's average class size is 20 students, with class sizes ranging from fewer than 10 students for project or portfolio classes to a maximum of 24 for lab-type classes and a maximum of 45 for lecture-type classes.

Class Schedule

All courses will be scheduled either during the day session or during the evening, Monday through Saturday. Culinary classes may also be offered on Sunday. Students may be required to combine day and evening sessions in order to complete their course of study. The average length of instruction is 20 hours per week for a student taking a full load (15 credits) except for Culinary programs. Culinary students will attend an average of 30 hours per week (six hours per day). A student must take a minimum of 12 credits a quarter in order to be considered a full-time student.

The Art Institute of Philadelphia reserves the right to modify the college calendar, curriculum, and class schedules as it deems necessary to ensure that students' and institutional goals are met. When size and curriculum permit, classes may be combined to contribute to the level of interaction among students. Therefore, certain class schedules may vary.

Transfer Credit Policy and Procedures

Contact the office of the Registrar for all matters related to Transfer Credit and Program Change.

SECTION I - TRANSFER OF CREDIT BETWEEN ART INSTITUTES

A. Associate's Degree Graduates to Bachelor's Degree Program:

A serious attempt will be made to insure that all Associate's Degree credits earned by graduates of an Art Institutes school will transfer to the same program at all Bachelor's Degree Art Institutes schools 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's 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 Only those courses and credits required for graduation in the new program 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 Institutes school may be considered for transfer credit, at the discretion of the Dean of Academic Affairs.

B. 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's Degree transferred by the student has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the Associate's Degree level and/or Bachelor's Degree level.

TRANSCRIPTS: Official transcripts must be sent to the Admissions Office of the admitting Art Institutes school prior to the class start. Transcripts submitted after the student's first quarter of attendance at the Art Institute of Philadelphia 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 Philadelphia. 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 OF 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 Philadelphia 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 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.

SECTION II - 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 Philadelphia 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 Philadelphia. 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 Philadelphia 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.

SECTION III - TRANSFER CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT OR RE-ENTRY TO THE INSTITUTION) AT AN ART INSTITUTES SCHOOL

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

A. Concurrent Enrollment

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

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

FULL-TIME STATUS: The student must be enrolled full-time at The Art Institute of Philadelphia at all times during the concurrent enrollment at another college or university.

ONE COURSE LIMIT: Only one course per quarter in concurrent enrollment will be accepted.

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

COMPLETION DEADLINE: Credit will be awarded for the course when documentation is produced that the course was successfully completed.

DELAY OF GRADUATION: Concurrent enrollment course taken during the last quarter of Art Institute of Philadelphia enrollment

will in all probability delay graduation by one quarter.

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

B. 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 Philadelphia, 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 Philadelphia 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.

SECTION IV - CHANGE OF PROGRAM WITHIN AN ART INSTITUTE

A student petitioning to transfer from one program to another within The Art Institute of Philadelphia 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 program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation. Only one change of program is allowed per student.

SECTION V - TRANSFER OF CREDIT TO OTHER INSTITUTIONS

The Art Institute of Philadelphia does not imply or guarantee that credits completed will be accepted by or transfer into any other college, university, or institution. Each institution sets its own policies regarding the acceptance of credit from other institutions. Students interested in transferring credit earned at The Art Institute of Philadelphia to another institution should contact the institution and request their policies on credit transfer.

Attendance

Developing and maintaining a good class and program attendance record is an important facet of each student's professional development. The attendance record is included in the colleges' database. A student is expected to attend all classes as scheduled, on time, and to remain in the classes for the full duration. Outside employment is not to be scheduled during class hours. The Art Institute of Philadelphia reserves the right to schedule or reschedule students at any time necessary to accommodate classroom and facility usage needs. There are no excused absences. However, it is recognized that a student may be absent from class due to serious illness or family emergency. Documented absences of this nature will be considered prior to attendance suspension or termination.

GENERAL ATTENDANCE POLICY

The Art Institute of Philadelphia's programs are designed for continuous, year-round enrollment with full course loads. Students who interrupt their studies may have to lengthen the time of their enrollment, since some courses are not offered every quarter. The Art Institute of Philadelphia expects students to attend all scheduled meetings of each course. At the second absence, the student grade will be dropped by one letter grade. Upon the third full absence, the student grade will be dropped another letter grade. On the fourth full absence, the student will fail the class. Faculty members may use discretion in cases with serious extenuating circumstances.

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

Full Absence

A full day of absence is defined as being absent for the total number of hours classes are scheduled each day for the program in which the student is enrolled. Absences are recorded from the first day of the quarter regardless of the reason for absence.

Partial Absence

A student who arrives late, or leaves class early, is charged in fifteen (15) minute increments of absenteeism. This absence accumulates toward total absenteeism on a student's quarterly record.

Cumulative Quarterly Absenteeism

The Art Institute of Philadelphia's attendance policies are based on total absenteeism as accumulated for full and partial absences during any academic quarter of study.

Suspension for Consecutive Absences in All Classes

Students absent from all classes for two weeks without notifying the Registrar's Office will be subject to suspension from The Art Institute of Philadelphia for the remainder of the quarter. Students suspended for this reason will:

- Receive a W or WF for all courses taken during the quarter of suspension with no tuition refund
- Be required to repeat the courses at an additional tuition charge

Students suspended for this reason may appeal their suspension.

WITHDRAWAL DEFINITIONS

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies the college of withdrawal or of the date of withdrawal, whichever is later.
2. The college terminates a student's enrollment as provided in college policy.
3. The student fails to attend classes for a two-week period, in which instance the date of his or her withdrawal is deemed the last date of recorded attendance prior to the two-week absence.

ENROLLMENT STATUS

Students enrolled in degree programs are normally scheduled for fifteen quarter-credit hours of coursework. For all programs, the minimum for full-time status is twelve quarter-credit hours. The minimum for three-quarter-time status is nine quarter-credit hours, and for half-time status it is six quarter-credit hours.

INABILITY TO COMPLETE COURSES

Students are expected to complete all scheduled courses in the program unless transfer or proficiency credit is awarded. Students who miss assigned deadlines or scheduled examinations due to emergencies must document the situation and present the documentation to their Academic Director. The Academic Director and/or instructor will inform students as to departmental make-up procedures.

Career Services

Career Services is located on the third floor of the 1622 Chestnut Street building and is staffed with specialists who assist enrolled students and graduates, for up to six months after graduation, in finding job opportunities appropriate to their needs.

The following services are provided:

- Advise students regarding career choice, employment search, and career development
- Provide assistance in goal setting, resume/cover letter writing, interviewing strategies, and job search techniques
- Offer resources and leads for entry-level career positions for graduates for up to six months after graduation
- Assist in identifying part-time job opportunities for students
- Follow-up with students and employers to maximize the employment assistance efforts
- Schedule events such as career fairs, alumni panels, workshops, and portfolio reviews

EMPLOYMENT ASSISTANCE

The Art Institute of Philadelphia does not guarantee employment or any particular level of compensation following graduation.

The Art Institute of Philadelphia does, however, offer assistance in finding employment to all eligible graduates at no additional charge. Graduates who confine employment considerations to the metropolitan area served by The Art Institute of Philadelphia may limit the particular employment opportunities available to them.

ALUMNI SERVICES

The Art Institute of Philadelphia is proud of the accomplishments of its alumni and is dedicated to maintaining positive working

relationships with alumni after graduation. The Alumni Services Office offers occasions for alumni to stay connected with the college through reunions, the Alumni Showcase, art shows, alumni panels, and social and professional networking events. More information can be found at www.artinstitutes.edu/philadelphia/alumni. Additionally, the Alumni Connections website (www.alumniconnections.com/artinstitutes) provides alumni with a forum for keeping in touch with fellow graduates and celebrating accomplishments as well as offering national employment assistance, a mentoring program, and an events calendar.

Student Affairs

The Art Institute of Philadelphia provides many services to help students complete their educational program and reach their career objectives. Every student is encouraged to take advantage of all support services. The Student Affairs Office is located on the third floor of the 1622 Chestnut Street building.

COUNSELING SERVICES

Counseling services for The Art Institute of Philadelphia, also known as the Student Assistance Program, are provided through The Wellness Corporation. The Student Assistance Program is a pre-paid benefit that provides caring, respectful and confidential short-term counseling.

Licensed counselors staff the Student Assistance Program and provide services to students seeking help with relationship difficulties, school problems, alcohol or drug use, domestic violence, emotion problems such as depression and anxiety, or any concern that keeps them from being healthy.

Call 1-800-326-6142 to schedule an appointment Monday through Thursday, 8:30 AM to 6:00 PM and Friday, 8:30 AM to 5:00 PM. The Student Assistance Program is also available for emergencies 24 hours a day including weekends and holidays.

INTERNATIONAL STUDENT ADVISING

Students come from countries all over the world to attend The Art Institute of Philadelphia. The International Student Advisor is the key contact for all international students who hold visas. This office provides a variety of support services and enrichment activities including:

- Assistance and guidance regarding immigration procedures and policies
- Issuing and signing the appropriate immigration documents
- Coordinating English tutoring
- Organizing events and activities to assist international students in meeting other students and transitioning into the City of Philadelphia

RESIDENCE LIFE

The Art Institute of Philadelphia offers students convenient, affordable college-sponsored housing. In addition to being competitively priced, college-sponsored housing offers students numerous other advantages:

- Costs may be included in financial plan
- Opportunity to meet other Art Institute of Philadelphia students
- Educational and social programming opportunities
- Professional and student staffing
- Convenient location close to Art Institute of Philadelphia classrooms

The Art Institute of Philadelphia's Residence Life program offers students the opportunity to be in community with other artists and to enjoy a living-learning environment. For more information call us at 215-545-2621 or 1-800-573-9441.

The Student Affairs Office also provides information on transportation, student clubs, the Student Government Association, college crime statistics, student photo IDs, student health, and personal property insurance.

Student Portal at MyAiCampus.com

At The Art Institute of Philadelphia, every student is provided with space for a personal website on The Art Institute of Philadelphia's student web server located at <http://MyAiCampus.com>. With a username and password, students can check their grades and find other important academic information. Online Registration is now available for students currently enrolled in classes.

WEB PUBLISHING TOOLS/WEBSITE SPACE

Every student and faculty member is allotted 100MB of space on The Art Institute of Philadelphia's student web server for use in creating personal websites. Students and faculty members are able to design and publish their own websites without banner advertisements or other requirements commonly imposed by other free web publishing sites. Students and faculty members who have published personal websites on The Art Institute of Philadelphia's student web server will have links to their sites listed in the MyAiCampus.com student and faculty directories.

STUDENT EMAIL

MyAiCampus.com provides students with an email inbox that can be universally accessed from any computer that is connected to the Internet. Students with existing email accounts can ask to have mail forwarded from their MyAiCampus.com email account to those other accounts by changing the email preferences in their MyAiCampus.com email inbox.

GRADES/TRANSCRIPTS

Grades and transcripts are available to students who access MyAiCampus.com immediately after being posted by The Art Institute of Philadelphia.

ADMINISTRATIVE HOLDS

With their username and password to MyAiCampus.com, students can view any administrative holds placed on their accounts.

DIRECTORY

The MyAiCampus.com Directory displays the name, program of study, and website address of all current students and faculty members of The Art Institute of Philadelphia.

ONLINE REGISTRATION

Registration for courses for the upcoming quarter takes place midway through a given quarter using The Art Institute of Philadelphia's online registration process. Courses are available on a first-come, first-served basis, so it is important that each student register during the designated registration period. Students must register and complete all outstanding paperwork with the business offices by the end of registration.

MAKE A PAYMENT ONLINE

An online payment feature is available on MyAiCampus.com. After entering their username and password, students can follow the instructions for making a credit card payment towards their bill using the college's secure server.

NOTICE CONCERNING ACCESS TO MYAICAMPUS.COM UPON GRADUATION OR WITHDRAWAL FROM THE ART INSTITUTE OF PHILADELPHIA

Please note that MyAiCampus.com accounts (including email and webspace) to access the student portal are intended for use by students pursuing their education at The Art Institute of Philadelphia. Students who graduate or withdraw from the college will need to make arrangements to transfer important emails or files stored on the webspace to a location where they will have continued access.

MyAiCampus.com accounts (including emails and webspace files) for students who withdraw from The Art Institute of Philadelphia are subject to deletion at any time after 90 days from the student's last date of attendance. Students who graduate from The Art Institute of Philadelphia have access to their MyAiCampus.com accounts for 180 days after graduation, after which the accounts and all files are subject to deletion at any time.

Student Conduct

STUDENT CONDUCT POLICY

Section I - Guiding Principles

The Art Institute of Philadelphia 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 Philadelphia, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute of Philadelphia 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 Art Institute of Philadelphia's mission.

Section II - Scope

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

Section III - Reach

The Student Conduct Policy shall apply to student conduct that occurs on College premises including online platforms, at college-sponsored activities, student organization-sponsored events, or in school-sponsored housing. At the discretion of the Chief Conduct Officer (Dean of Student Affairs), or a delegate as appointed by the President of The Art Institute of Philadelphia, the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

SECTION IV - RESPONSIBILITIES OF DUAL MEMBERSHIP

Students are both members of the College 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 College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College 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 Philadelphia may sanction other conduct not specifically included on this list.

SCHOLASTIC DISHONESTY

1. Plagiarism
2. Cheating on assignments or examinations
3. Engaging in unauthorized collaboration on academic work
4. Taking, acquiring or using test materials without faculty permission
5. Submitting false or incomplete records of academic achievement
6. Altering, forging or misusing a College academic record
7. Fabricating or falsifying data, research procedures, or data analysis
8. Deceiving the College and/or its officials

ILLEGAL OR UNAUTHORIZED POSSESSION OR USE OF WEAPONS

Possession or use of firearms, explosives, dangerous chemicals,

or other weapons, likenesses of weapons is prohibited on college property, school-sponsored housing, or at college-sponsored functions, except where possession is required by law

SEXUAL ASSAULT OR NONCONSENSUAL CONTACT

Any form of unwanted sexual attention or unwanted sexual contact

THREATENING, VIOLENT OR AGGRESSIVE CONDUCT

1. Assault, battery, or any other form of physical abuse of a student or college employee
2. Fighting or physical altercation
3. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
4. Any conduct that threatens the health or safety of another individual or one's own self. Threats to commit self-harm and/or actual incidents of self-harm by any student

THEFT, PROPERTY DAMAGE AND VANDALISM

1. Theft, attempted theft, vandalism/damage, or defacing of college property, college-controlled property or the property of another student, faculty, staff member or guests.
2. Extortion
3. Setting fires, tampering with fire safety and/or fire fighting equipment

DISRUPTIVE OR DISORDERLY CONDUCT

Disruptive Behavior, such as, Interference with the normal operations of the College (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)

1. Disruptive Classroom Conduct, such as:
 - a. 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
 - b. Use of cell phones and pagers during scheduled classroom times
2. Disorderly Conduct, such as:
 - a. 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 college officials.
 - b. Breach of peace on college property or at any college-sponsored or supervised program
 - c. 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 Philadelphia and/or its reputation

ILLEGAL OR UNAUTHORIZED POSSESSION OR USE OF DRUGS OR ALCOHOL

Use, sale, possession or distribution of illegal or controlled

substances, drugs or drug paraphernalia on college property or at any function sponsored or supervised by the College

1. Being under the influence of illegal or controlled substances on college property, or at any college function
2. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the College
3. Being under the influence of alcohol on college property or at any college function is also prohibited

VERBAL ASSAULT, DEFAMATION AND HARASSMENT

1. Verbal abuse of a student or college employee
2. 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
3. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law

HAZING

1. 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
2. "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 College.

FALSIFICATION

Willfully providing college officials with false, misleading or incomplete information, forgery, falsification, alteration or misuse of college documents, records, or identification with the intent to injure, defraud, or misinform

ABUSE OF THE ART INSTITUTE OF PHILADELPHIA DISCIPLINARY SYSTEM, INCLUDING BUT NOT LIMITED TO:

1. Failure to obey the summons of a disciplinary body or college official
2. Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
3. Disruption or interference with the orderly conduct of a disciplinary proceeding
4. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
5. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
6. Failure to comply with the sanction(s) imposed under the Student Conduct Policy

7. Influencing or attempting to influence another person to commit an abuse of the disciplinary system

UNAUTHORIZED USE OR MISUSE OF COLLEGE FACILITIES

Unauthorized entry into, unauthorized use of, or misuse of college property, including computers, data, and voice communication networks

VIOLATION OF FEDERAL OR STATE LAWS

Violation of federal, state, or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions

INSUBORDINATION

1. Persistent or gross acts of willful disobedience or defiance toward college personnel
2. Failure to comply with direction of college officials, faculty, staff, or security officers who are acting in the performance of their duties
3. Failure to exit during fire drill
4. Failure to identify oneself when on college property or at a college-sponsored or supervised function, upon request of college official acting in the performance of his/her duties

VIOLATIONS OF COLLEGE RULES

1. Violations by a guest of a student on college property. Students are responsible for the actions of their guests
2. 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
3. Smoking in classrooms or other college buildings or areas unless designated as a smoking area
4. Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
5. Any violation of the college's policies on the responsible use of technology including but not limited to:
 - a. The theft or abuse of computer, email, Internet or Intranet resources
 - b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
 - c. Unauthorized transfer of a file
 - d. Unauthorized downloading of copyrighted materials in violation of law
 - e. Unauthorized use of another individual's identification and/or password
 - f. Use of computing facilities to interfere with the work of another student, faculty member, or college official
 - g. Use of computing facilities to send obscene or abusive messages
 - h. Use of computing facilities to interfere with normal operation of the college's computing system
6. Failure to satisfy school financial obligations

PLEASE NOTE: THE ABOVE LIST IS ILLUSTRATIVE ONLY AND THE ART INSTITUTE OF PHILADELPHIA MAY SANCTION OTHER CONDUCT NOT SPECIFICALLY INCLUDED ON THIS LIST.

SECTION VI - SANCTIONS

The Art Institute of Philadelphia 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 Philadelphia 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 college'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 Chief Conduct Officer 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 College for a pre-determined period of time. The student may be able to return to college once specified conditions for readmission are met. The student may not attend classes, visit school-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. **EXPULSION:** The student will be expelled from The Art Institute of Philadelphia immediately. The student will not be permitted to continue his or her studies at the College and may not return to the College 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 College. 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

1. **COMPLAINT**

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

 - a. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.

- b. 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 witnesses may be included.
- c. 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 Chief Conduct Officer (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 Philadelphia determines that the circumstances do not warrant disclosure of some or all of the facts.

2. SEARCH OF STUDENT'S PROPERTY

Students have no expectation of privacy in their personal property while on campus. The Art Institute of Philadelphia 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 Art Institute of Philadelphia staff that a risk to the health, safety or welfare of students and/or the school community exists and includes 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.

3. NOTIFICATION AND DETERMINATION OF VIOLATIONS THAT WARRANT DISCIPLINARY MEETING

- a. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate, and others who may have relevant information. The students should receive advance notice of the allegations and the reason for the meeting.
- b. After the meeting, The Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred and 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 Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
- c. If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute of Philadelphia policies on the basis of the information available, and impose sanctions for such violations.

4. NOTIFICATION AND DETERMINATION OF VIOLATIONS THAT WARRANT DISCIPLINARY HEARING

In some cases involving serious violations, the Chief Conduct Officer 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.

- a. 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 Administrative Interim Suspension)
- b. 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.
- c. 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.
- d. 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
- e. In hearings involving more than one student, the Hearing Officer, at his or her discretion, may permit the hearing concerning each student to be conducted separately.
- f. The Disciplinary Panel may hear from any person who may have relevant information and may review any documents presented to them, such as:
 - i. Pertinent records, documents, and written statements may be considered by the Hearing Officer at his/her discretion.
 - ii. The Disciplinary Panel may ask questions and may seek information not provided to it.
- g. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred and should communicate to the Hearing Officer its decision and its recommended sanction, if any.
- h. 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.
- i. In general, the accused should have access to the documentation reviewed by the Disciplinary Panel, however, identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

5. DISCIPLINARY PANEL

A Disciplinary Panel may consist of members of the College 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.

6. ADMINISTRATIVE INTERIM SUSPENSION

Students may be administratively suspended on an interim basis when:

- a. Serious allegations are being investigated
- b. Serious allegations are pending before a disciplinary panel
- c. In advance of a disciplinary panel hearing
- d. When a student potentially poses a threat of harm to himself, to others, or to property of the The Art Institute of Philadelphia or a member of the college community

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

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

SECTION VIII - Appeal Procedures

1. 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 Philadelphia policies and procedures.
2. During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from the College may not be on college property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
3. The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institute of Philadelphia 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 The Art Institute of Philadelphia 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.
4. Students should provide documentation to support the allegations of the appeal.
5. 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.
6. The President and/or the committee may decide to convene an appeal hearing. The student will be 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.

7. 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.
8. The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
9. Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
10. 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.

NO HARASSMENT POLICY

The Art Institute of Philadelphia 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, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status, genetic marker, 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:

1. 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;
2. Submission to or rejection of such conduct is used as a basis for an academic decision; or
3. 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 suggestible objects or pictures. The Art Institute 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.

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Discrimination or Harassment. Promptly after learning of such alleged conduct, The Art Institute of Philadelphia 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 college-related retaliation. If an investigation confirms the allegations, The Art Institute of Philadelphia will take prompt corrective action which may include discipline, up to and including immediate dismissal.

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

The Art Institute of Philadelphia does not discriminate or harass on the basis of 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 college's compliance efforts regarding the non-discrimination policy: Daniel Leifield, Dean of Student Affairs, 1622 Chestnut Street, Philadelphia, PA 19103, (215) 405-6374, dleifield@aii.edu.

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 Philadelphia's non-discrimination 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 non-academic matters with Daniel Leifield, Dean of Student Affairs, 1622 Chestnut Street, Philadelphia, PA 19103, (215) 405-6374, dleifield@aii.edu; for academic matters with Dr. Raymond Becker Dean of Academic Affairs, 1610 Chestnut Street, Philadelphia, PA 19103, (215) 405-6306, rbecker@aii.edu. The complaint should be presented in writing and it 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 Dean of Student Affairs or 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 Dean of Student Affairs or Dean of Academic Affairs.
3. The Dean of Student Affairs or 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 investigation 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 in the investigator's sole discretion.
4. The Dean of Student Affairs or Dean of Academic Affairs will determine whether a violation of The Art Institute of Philadelphia's non-discrimination policy has occurred. The Dean of Student Affairs or Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Student Affairs or Dean of Academic Affairs determines that the policy has been violated, the Dean of Student Affairs or Dean of Academic Affairs will also recommend corrective action.
5. The decision of the Dean of Student Affairs or Dean of Academic Affairs may be appealed by petitioning the President's Office of The Art Institute of Philadelphia. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Dean of Student Affairs or Dean of Academic Affairs. The President, or his/her designee, will render a written decision on the appeal within thirty 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 Student Handbook.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit their website at www.ed.gov/ocr.

CRIME AWARENESS AND CAMPUS SECURITY POLICY

The Art Institute of Philadelphia faculty and staff are concerned that every student enjoy a safe, secure stay at The Art Institute of Philadelphia. Crime awareness and campus security are matters for which every student must take personal responsibility. The Art Institute of Philadelphia's policies and housing rules

strictly prohibit the possession of weapons and the use of alcohol, controlled substances and drugs on the campus or in school-sponsored housing. Violation of these rules or participation in criminal acts of any kind may result in prompt disciplinary action, including expulsion.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Campus Security Policy and Report is available to prospective students upon request to the Dean of Student Affairs. The report discusses, among other things, the importance of prompt reporting of crimes to college officials and local police, campus security procedures aimed at encouraging students and employees to be responsible for their own security and the security of others, and counseling and other assistance available from The Art Institute of Philadelphia to any student who may be the victim of a crime. Annually, at the beginning of the fall term a copy of the Student Handbook, which contains the Crime Awareness and Campus Security Report and statistics for the prior calendar year, is made available to all students.

SMOKING POLICY

The Art Institute of Philadelphia provides a smoke-free environment. All faculty and staff strictly enforce this restriction. Smoking is NOT permitted anywhere indoors.

PROPERTY OF THE ART INSTITUTE OF PHILADELPHIA

Students are responsible for any Art Institute of Philadelphia books or equipment they use or check out. Students are responsible for the costs of repair of damaged items and replacement of lost items.

PROPERTY RIGHTS

The Art Institute of Philadelphia is not responsible for the loss or damage of any student's personal property. We encourage students to take measures to safeguard their property. The Art Institute of Philadelphia encourages students to put their name and other identifying information on valuable items. Students should record equipment serial numbers and keep them in a safe place. Students should review their personal property and homeowners' insurance and automobile insurance policies (or their family's policies) to determine whether their valuable equipment and personal items are covered in the event of theft or loss. Students should not leave their valuables unattended in their car or in The Art Institute of Philadelphia's facilities.

ILLNESS OR INJURY

If any student is injured or becomes ill at The Art Institute of Philadelphia or any Art Institute of Philadelphia function, we will arrange, if necessary, to have the student taken to a physician

or medical center. Students will, however, be responsible for any resulting expenses.

Students should review their personal and family insurance policies to determine whether adequate coverage exists.

GUEST POLICY

For reasons of safety and to ensure an appropriate educational environment, children and student guests are not permitted in classrooms, studios, or the library. All Art Institute of Philadelphia educational facilities are for the use of Art Institute of Philadelphia students only.

APPROPRIATE ATTIRE

Students are expected to dress appropriately for their profession while at The Art Institute of Philadelphia. Students are expected to display good judgment; clothes should be comfortable and reasonable for the activities of education. Hats, sunglasses, short-shorts, and any attire with words that are offensive to others are inappropriate. Headphones may not be worn in classrooms without the consent of the instructor and are not permitted in the library. Students must wear shoes and shirts at all times. Violations may result in a student being asked to leave The Art Institute of Philadelphia until he or she returns in appropriate attire.

Appeals Policies and Procedures

GENERAL STUDENT COMPLAINT PROCEDURE

If you have a complaint or problem you are encouraged to follow the 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 student ID# and discuss the steps you have taken to remedy the situation.
3. The appropriate Art Institute of Philadelphia 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 ten class 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 The Commonwealth of Pennsylvania, Department of Education, 333 Market Street, Harrisburg, PA 17126-0333 or you may contact The Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241

Please refer to the Arbitration Policy for additional information regarding disputes or claims.

ARBITRATION

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

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

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

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

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

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

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

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