



## Campus Information

(The following replaces the CAMPUS INFORMATION section on page 6 in The Art Institute of Phoenix 2011-2012 Student Handbook)

Check on financial aid	Student Financial Services	(First Floor)
Find a part-time job	Career Services	(Third Floor)
Locate an apartment	Student Affairs	(Second Floor)
Inquire about accommodations for disability	Student Affairs	(Second Floor)
Need a copy of college transcript	Registrar's Office	(First Floor)
Want to pay a college bill	Accounting Office	(First Floor)
How to register for classes	Academic Director or Registrar	(Third Floor) (First Floor)
Need a copy of your schedule	Registrar Office	(First Floor)
Not satisfied with a grade I received	Course Faculty Member	
Join a club	Student Affairs	(Second Floor)
Talk with someone about a personal problem	Student Affairs	(Second Floor)
Develop a professional résumé	Career Services	(Third Floor)
Lost or found items	Library	(First Floor)
International student questions	Student Affairs	(Second Floor)
Get a good cup of coffee	Gallery Café-Gathering Grounds	(First Floor)
Get verification of enrollment	Registrar's Office	(First Floor)
Find a tutor for a course I'm taking	Academic Advising	(Second Floor)
Locate a doctor or dentist	Student Affairs	(Second Floor)
Need student health insurance	Student Affairs	(Second Floor)
Ask about calendar for the next quarter	Your student handbook/ Registrar	
Inquire about transfer credit	Academic Directors or Registrar Office	(Third Floor, Culinary on Second Floor)
Find a faculty member or Academic Director	Academic Directors	(Third Floor, Culinary on Second Floor)
Find out about activities and events happening on campus	Student Affairs	(Second Floor)
Talk to someone about a class	Academic Director or Academic Advising	(Third Floor, Culinary on Second Floor) (Second Floor)
Injured on campus	Security Desk	(First Floor)
Parking Permit	Security Desk, Lobby	(First Floor)
Impress someone special with an extraordinary gourmet lunch or dinner	Gallery Café	(First Floor)

# Directory of Campus Resources Hours

(The following replaces the STUDENT SERVICES AND RESOURCES section on page 9 in The Art Institute of Phoenix 2011-2012 Student Handbook)

## Building and Lab Hours\*

Cafeteria (First Floor)	Monday – Friday 7:30am – 8:00pm
Computer Labs (Second and Third Floors)	Open during regular business hours
Facilities (Third Floor)	Monday – Friday 7:00am – 5:00pm
Gallery Café (First Floor)	Wednesday-Friday 11:30 – 12:30 seatings
Gathering Grounds Coffee (First Floor)	Monday-Friday 7:00am – 9:00pm Saturday 9:00am – 1:00pm
Library (First Floor)	Monday-Friday 8:00am – 8:00pm
Print Shop (Third Floor)	Monday-Friday 8:00am – 6:00pm
Art Connection (First Floor)	Monday-Thursday 9:00am – 6:00pm Friday 12:00pm – 5:00pm Sunday Closed
Technology Department (Third Floor)	Monday-Friday 7:00am – 8:00pm Saturday 8:00am – 2:00pm Saturday Closed (with exceptions)
Video Cage & Equipment Checkout (Third Floor)	Monday-Thursday 8:00am – 11:00pm Friday 8:00am – 10:00pm Saturday 8:00am – 5:00pm Sunday 8:00am – 5:00pm

## Office Hours\*

Academic Affairs Office (Third Floor)	Monday-Friday 9:00am – 5:00pm
Accounting (First Floor)	Monday-Thursday 7:45am – 6:15pm Friday 8:00am – 5:00pm
Career Services (First Floor)	Monday-Thursday 8:00am – 6:00pm Friday 8:00am – 5:00pm
Registrar (First Floor)	Monday-Thursday 8:00am – 7:00pm Friday 8:00am – 5:00pm
Student Affairs & Academic Advising (Second Floor)	Monday-Thursday 9:00am – 6:30pm Friday 9:00am – 7:00pm
Student Financial Services (First Floor)	Monday-Thursday 8:00am – 8:00pm Friday 8:00am – 5:00pm Saturday 9:00am – 1:00pm
Student Tutoring Center (Second Floor)	Monday-Friday 8:00am – 5:00pm

\*-Hours may vary based on the week of the quarter.

## Important Telephone Numbers

(The following replaces the IMPORTANT TELEPHONE NUMBERS section on page 10 in The Art Institute of Phoenix 2011-2012 Student Handbook)

### Emergency 9.911

#### The Art Institute of Phoenix 602.331.7500

Academic Advisor:

Nick Ames 602.331.7679

Academic Affairs 602.331.7582

Accounting 602.331.7573

Admissions 602.331.7500

Career Services 602.331.7553

Culinary Arts 602.331.7528

Digital Filmmaking & Video Production 602.331.7512

Digital Photography 602.331.7668

Disability Services 602.331.7556

Facilities 602.331.7504,

After-hours emergencies 480.600.2668

Fashion Marketing 602.331.7590

Gallery Café 602.331.7500

Game Art & Design 602.331.7668

General Education 602.331.7617

Graphic Design 602.331.7506

Interior Design 602.331.7582

International Student Services 602.331.7556

Library 602.331.7535

Media Arts & Animation 602.331.7512

President 602.331.7501

Print Shop 602.331.7569

Registrar 602.331.7518

School-Sponsored Housing 602.331.7525

Security 602.331.7676

Student Activities 602.331.7556

Student Affairs 602.331.7556

Student Assistance Program 888.617.3362

Student Financial Services 602.331.7500,

AiPXSFsQuestions@aii.edu

Student Support Coordinator 602.331.7579

Supply Store 602.331.7521, Manager 602.331.7539

Technology Help Desk 602.331.7600

Tutoring Center 602.331.7679

Video Cage 602.331.7534

Visual Effects & Motion Graphics 602.331.7512

Visual & Game Programming 602.331.7668

Web Design & Interactive Media 602.331.7506

### Academic Affairs

<u>Name</u>	<u>Title</u>	<u>Extension</u>
Epstein, Meryl	Dean of Academic Affairs.....	7572
Ames, Nick	Academic Advisor/Tutoring Coordinator.....	7679
Durham, Gregg	Senior Academic Director – Digital Filmmaking & Video Production, Media Arts & Animation, Visual Effects & Motion Graphics.....	7512
Haldy, James	Academic Director – Digital Image Management Digital Photography, Game Art & Design, Visual & Game Programming.....	7668
Sparks, Denise	Administrative Assistant to Academic Affairs.....	7582
Lewis, Ingrid	Academic Director – General Education.....	7617
Marz, Francine	Academic Director – Culinary Arts and Hospitality.....	7632
Mejia, Gil	Senior Academic Director – Advertising, Graphic Design, Web Design & Interactive Media, Web Design & Interactive Communications, Web Design & Development.....	7506
Smith, Helen	Assistant Academic Director – Fashion Marketing, Fashion Retailing.....	7590

### Academic Resources

(The following replaces the LIBRARY section on page 17 in The Art Institute of Phoenix 2011-2012 Student Handbook)

#### Library

The mission of The Art Institute of Phoenix Library is to encourage learning, stimulate intellectual curiosity, and foster the creative vision of the students, faculty and staff. In addition, the library actively supports and encourages the adoption of life-long learning skill sets for use in the pursuit of the cultivation, development and refinement of information literacy skills as demonstrated by the recognition, evaluation, and location of information and resources required to meet and fully satisfy each individual's information needs.

## Library cont'd

The Art Institute of Phoenix Library executes this mission by (1) fully supporting the Mission of The Art Institute of Phoenix; (2) developing, maintaining and continuously reviewing its collection in order to provide our students, faculty and staff with a diverse collection of materials and; (3) through the active promotion of the Library and all its resources.

The Library's mission in general is based on a deep commitment to the principles expressed in the American Library Association's (ALA) Bill of Rights and Code of Ethics. With the core of our philosophic approach to the provision of library services encapsulated in the ALA Freedom to Read Statement which reads, in part, "to provide an environment that encourages the free exchange of ideas and access to a broad range of viewpoints and expressions."

The Library is located on the first floor offering a wide variety of materials including books, magazines, DVDs, CDs and digital databases. Student IDs are required to check out any materials. The hours of the Library are: Monday through Friday 8:00am – 8:00pm

Additionally, the Library provides reference and user services in person, by appointment, via telephone and by email.

The Art Institute of Phoenix Library provides access to all our available resources through the Voyager OPAC system. Voyager is accessible on campus via any lab or classroom on campus. The Library also maintains subscriptions to multiple databases accessible via any lab on campus and, in some cases, off-campus via user name and password obtainable through the Library.

## Academic Advising

(The following replaces the ACADEMIC ADVISING section on page 22 in The Art Institute of Phoenix 2011-2012 Student Handbook)

You have the responsibility for attending your classes, participating in special curricular activities, and following your course syllabi. You are also responsible for meeting all course and degree requirements.

Faculty, Academic Directors, Assistant Academic Directors, and Academic Advising are available to assist you when you have questions or concerns about your coursework or other academic matters.

If you experience academic difficulty or receive mid-quarter warnings from your instructors, you are strongly encouraged to immediately consult with your instructor(s) and meet with your Academic Director, Assistant Academic Director, or Academic Advisor to develop action plans for resolving your academic needs and concerns.

## Alpha Beta Kappa

Alpha Beta Kappa is the premiere national honor society for America's private postsecondary colleges. The purpose of the Society is to encourage and recognize superior student academic achievement, character, dedication, and leadership. The general qualifications for membership are excellence in the classroom, leadership and service in class and school activities, strong personal integrity, and good moral character. At The Art Institute of Phoenix, the selection of our Alpha Beta Kappa Honor Students is also based upon the following selection criteria: 3.7 + CGPA, and in 9th quarter of study for bachelor's degree program students or 5th quarter of study for associate degree program students.

## Undergraduate Satisfactory Academic Progress (SAP) Policy

(The following replaces the UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY section on page 22 in The Art Institute of Phoenix 2011-2012 Student Handbook)

The Satisfactory Academic Progress Policy ensures that all students are maintaining satisfactory academic 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 and successful manner. This ability is measured in three ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR) within a maximum time frame (MTF). **Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could result in the loss of Financial aid and Academic termination.** In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program in no more than 150% of total program credits.

## Undergraduate Satisfactory Academic Progress (SAP) Policy Cont'd

Periods of attendance when a student does not receive Title IV aid are included in determining Satisfactory Academic Progress. Periods of Non-Attendance are not included in determining SAP. While the term Academic Warning/Financial Aid Warning and Academic Probation/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

### Criteria for Honors Designation

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

Term Honors Designation (at the completion of a quarter) – Students who enroll for and complete 12 credits or more (of courses which are not transitional studies) and meet the following criteria may receive the corresponding designation:

<u>Term GPA</u>	<u>Honors Designation</u>
4.0	President's Honor Roll
3.7-3.9	Dean's Honor Roll
3.5-3.6	Honor Roll

Honor Designation at Graduation – Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

Transitional studies classes are not considered when evaluating Honors Designations.

### Milestones and Evaluation Points for Satisfactory Academic Progress

Compliance with SAP is reviewed every quarter for Certificate, Diploma, and Degree Programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

Certificate/Diploma	Evaluation Point	Milestones (CGPA and ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Warning
	End of Second Quarter	< 1.5 and/or 50.00%	Warning (if 1st time)/ Dismissal (if on Warning)
	End of Third Quarter And every quarter thereafter	< 2.0 and 66.67%	Warning (if 1st time)/ Dismissal (if on Warning)
	Anything in excess of 150% MTF		Dismissal

Degree	Evaluation Point	Milestones (CGPA and ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Warning
	End of Second Quarter	< 1.0 and/or 33.33%	Warning (if 1st time)/ Dismissal (if on Warning)
	End of Third Quarter	< 1.25 and 50%	Warning (if 1st time)/ Dismissal (if on Warning)
	End of the Fourth and Fifth Quarter	< 1.50 and 50%	Warning (if 1st time)/ Dismissal (if on Warning)
	End of Sixth Quarter* and every quarter thereafter	< 2.0 and 66.67%	Warning (if 1st time)/ Dismissal (if on Warning)
	Anything in excess of 150% MTF		Dismissal

## Certificate and Diploma Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter.
2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be dismissed.
3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be dismissed.
4. 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.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their academic advisor concerning the exact requirements.
6. Students attending certificate or diploma programs may take transitional study courses.

Please note that **dismissals** can be appealed. Please see the Appeal Process below.

## Degree Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% (transitional study courses do not impact GPA or ICR so they are exempt from the calculation). Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
2. At the end of the second quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% for all courses that are not transitional studies. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter if the student had not been on Academic Warning/Financial Aid Warning in the previous term. However, if the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
3. At the end of the third quarter, students must attain a minimum CGPA of 1.25 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
4. At the end of the fourth and at the end of the fifth quarter, students must have a CGPA of at least 1.5, and an ICR above 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it could be very difficult to meet the minimum requirements of the next measuring point. Students should consult with their academic advisor concerning the exact requirements.
6. At the end of the sixth quarter and thereafter, students must accomplish a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
7. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.

## Degree Programs cont'd:

8. Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies Course credits do not count towards the total number of credits for graduation nor do they count in the CGPA or ICR; however, they do count in determining the maximum time frame in terms of credits attempted and credits earned. Transitional Studies/Remedial courses do have credit hours assigned to them for enrollment and tuition charging purposes. Transitional Studies Courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in **dismissal**.

Students on Academic Warning/Financial Aid Warning are considered to be making progress towards meeting SAP and if otherwise eligible, can be eligible for Financial aid.

The grades, gpa and cumulative data for all courses a student attempted at the institution as well as courses successfully transferred in from prior postsecondary education are available on the student portal for their review. There is also an indication if a student is on Academic Warning/Financial Aid Warning or Academic Probation/Financial Aid Probation or is terminated.

## Appeal Process for Academic Probation/Financial Aid Probation

The process to appeal allows 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 and retained. The result of the appeal (appeal granted or appeal denied) must be provided to the student and catalogued in the Student Information System as well as the student's academic file. As part of the appeal the student must document in writing why he or she did not meet SAP and what in the student's situation has changed that will allow he or she to meet SAP according to a written academic plan.

If the student's appeal (see appeal policy below) is granted, he or she will be placed on Academic Probation/Financial Aid Probation for **one or two** quarters. For students in a certificate/diploma program they will **only** have **one** quarter of Academic/Financial Probation due to the shorter length of the program. For associates degree or higher programs, if the student and the institution agrees to a **two-term** Academic/Financial Aid Probation the student must agree with and **sign a written academic plan** developed and approved by the institution which documents that he or she will be required to attain CGPA and ICR milestones by the next evaluation point (term) but they must be meeting SAP at the end of the second term. A student not meeting the conditions of their plan at the end of the first quarter **will be dismissed**. If the student is meeting their academic plan at the end of the first term, they will stay on Academic/Financial Aid Probation. Student is eligible to receive Title IV aid while on Academic Probation/Financial Aid Probation if he or she is otherwise eligible. Failure to meet the minimum CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period(s) will result in a **permanent dismissal**.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student may then request an additional appeal for reinstatement, but would have to demonstrate academic accomplishments or changes that show a degree of college readiness that reliably predict success. After being out of school, the applicant will have to meet the appeal requirements as stated in the first paragraph including describing why the student failed to meet satisfactory academic progress before and what has changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the Institute.

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

## Appeal Process for Academic Probation/Financial Aid Probation cont'd

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.

Documentation from the SAP program or professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that student issues may be accommodated to ensure that the student will be able to meet satisfactory academic progress will suffice as proof of mitigating circumstances as well as a student's ability to meet satisfactory academic progress with accommodations from the institution.

**Students are NOT allowed to appeal dismissals for violating the 150% completion rate.**

A student who attempts but does not pass the same remedial course three times is **dismissed and there is not a right to appeal the termination.** Students dismissed for failing the transitional courses three times may reapply for reinstatement once these courses and the college level equivalents are completed and are submitted on an official accredited institutions transcript as part of the reinstatement appeal.

## The Metrics of SAP

### Academic Grading System

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

Letter Grade	Quality Points	*F does compute in GPA and CGPA and does count as credit attempted.
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*	

### Other Grade Codes worth Zero Quality Points:

CR = Credit through examination	Credits Earned/TR grade does not affect ICR/CGPA.
I = Incomplete	Affects ICR/MTF/CGPA( Computes as an F)
S = Suspension	Affects ICR/MTF/CGPA( Computes as an F)
NP = Not passing/Fail	Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non credited course
P = Proficiency Credit by Exam or Portfolio	Does not Affect ICR/MTF/CGPA
PA = Pass	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
SP or SA = Satisfactory/Pass	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
T = Termination from course	Affects ICR/MTF/CGPA (Computes as an F)
TR = External Transfer Credit	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.
U = Unsatisfactory	Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.
WV = Waiver	Commonly used when waiving a remedial courses and does not affect ICR/MTF/CGPA
WX = Course was registered for but never attended	Self-explanatory and does not affect ICR/MTF/CGPA

## Academic Grading System cont'd

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

### Repeating Courses

Grades earned in repeated courses will replace grades of 'F', 'W', or 'WF'. Course credits with grades of 'F', 'W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the end of the second week of the following term. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Students may also retake classes in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted.

### Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

### Calculations

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and 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.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

$$\begin{aligned} A &= 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned} \\ B &= 3 \text{ grade points} \times 3 \text{ credit hours} = 9 \text{ grade points earned} \end{aligned}$$

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:

$$\begin{aligned} 16 \text{ grade points} + 9 \text{ grade points} &= 25 \text{ total grade points} \\ 25 \text{ grade points earned} \div 7 \text{ total hours earned} &= \text{student's GPA for the quarter, } 3.57, \text{ which is rounded to } 3.6. \end{aligned}$$

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if the last digit is less than 5. Example:  $1.95 = 2.0$ ,  $1.94 = 1.90$ )

**Incremental completion rate** is determined as follows (remedial credits do not count in this calculation):

(EARNED CREDITS at the institution + TRANSFER CREDIT Accepted )
(ATTEMPTED CREDITS at the institution + Transfer Credits Accepted)

The 150% MTF is determined as follows:

TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM $\times 1.5 =$ TOTAL NUMBER OF CREDITS ALLOWED TO ATTEMPT.
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# STUDENT STATUS CHANGES AND SAP

## Transfer Students

Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completion rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be  $180 \times 1.5 = 270$  credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in 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. If the student is transferring to a different institution (as defined by the Department of Education), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another Art Institute until he or she has been granted an appeal at the original school and is deemed to be making satisfactory academic progress.

## Changes in Program

Students are allowed only one change of program and must be making satisfactory academic progress at the time a request is made to change programs.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.

In the formulas below, the "CHANGE OF MAJOR" adjustment factor would be those credits from the previous major that we will NOT count in the student's current major.

**Incremental completion rate** is determined as follows (remedial credits do not count in this calculation):

$$\frac{\text{(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED)} \\ \text{minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}{\text{(ATTEMPTED CREDITS in the New Program + Transfer Hours Accepted)} \\ \text{minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS}}$$

The 150% MTF is determined as follows:

$$\text{TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = MTF.}$$

## Second Degree

When a student has graduated from The Art 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.

# Drug-Free Workplace and Campus

(The following replaces the DRUG-FREE WORKPLACE AND CAMPUS section on page 45 in The Art Institute of Phoenix 2011-2012 Student Handbook)

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institute of Phoenix or in facilities controlled by the The Art Institute of Phoenix are prohibited by college regulations and are incompatible with The Art Institute of Phoenix goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

## Effects of Drugs and Alcohol

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of The Art Institute of Phoenix and the requirements of state and federal law, The Art Institute of Phoenix has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

## Health Risks Associated with the Use of Alcohol

### Short Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

### Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males--testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

## Health Risks Associated with the Use of Drugs

### Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

### Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

### Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

### Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

### Intravenous Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

### Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

### Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

### Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

## Sanctions

### The Art Institute of Phoenix Sanctions

The Art Institute of Phoenix, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, The Art Institute of Phoenix will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of The Art Institute of Phoenix standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

### State and Federal Sanctions

The State of Arizona sets twenty-one as the “legal drinking age”. An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

Arizona Revised Statutes, Title 28, Chapter 4, Article 3 prohibit driving while under the influence of intoxicating liquor or drugs (DWI). Drivers arrested for a DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will, on conviction for a first offense, be sentenced to not less than ten days in jail, pay a fine of not less than \$250, pay an additional assessment of \$1,000, and may be required to perform community restitution and equip his or her vehicle with a certified ignition interlock device. On conviction of a second offense within 84 months, the person shall have his/her driving privilege revoked for one year. Additionally, this person shall be sentenced to not less than 90 days in jail, pay a fine of not less than \$500, pay an assessment of \$2,500, and shall be ordered to perform at least 30 hours of community restitution. Additionally, the person may be required to equip his or her vehicle with a certified ignition interlock device for up to twelve months starting on the date that his or her driving privileges are restored.

## State and Federal Sanctions Cont'd

Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

1. Marijuana: A first offense for possession or use of marijuana in an amount of less than two pounds constitutes a class 6 felony and carries a possible prison term of one year and a fine of not less than \$750. The sale of marijuana in an amount of less than two pounds constitutes a class 3 felony and carries a prison sentence of three and one-half years and a fine of not less than \$750. There are other possible penalties as well. (ARS §13-3405)
2. LSD and Methamphetamine: Possession, use and sale are felonies carrying sentences from four to five years and fines of not less than \$1,000. There are other possible penalties as well, including a presumptive sentence of ten years for the sale of methamphetamine. (ARS §13-3407)
3. Heroin and Cocaine: Possession, use and sale are felonies carrying sentences up to five years and a fine of not less than \$2,000. There are other possible penalties as well. (ARS §13-3408)

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

**First conviction:** up to 1 year in prison, fine of \$1,000 to \$100,000, or both

**Second conviction:** at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both

**After two drug convictions:** at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both.

Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

## Convictions for Drug-Related Offenses

Any student convicted of any drug-related criminal statute must notify the Dean of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants, College Access Challenge Scholarship, and Leveraging Educational Assistance Partnership (LEAP) Grant. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute of Phoenix need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

## Danger Signals Indicating a Drug or Alcohol Problem

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

## Counseling

If you observe any of these changes in yourself or another student, you are encouraged to talk with a Counselor in the Student Affairs Office.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The College Counselor can refer you to one that meets your needs.

## Phoenix Area Resources

There are also organizations that may be contacted for help. The Native Health Community Health Center: 2423 West Dunlap, Suite 140, Phoenix, Arizona 85021 (602.279.5351) is available Monday-Friday for appointments. Also, the Crisis Hotline is available 24/7 (480.784.1500). The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

A list of emergency and sliding-fee scale resources is available from Student Affairs.

## Resources

(The following replaces the RESOURCES section under THE PROBLEM OF SUICIDE section on page 46 in The Art Institute of Phoenix 2011-2012 Student Handbook)

If you or a friend needs help, please contact 9-1-1. The Student Assistance Program and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

If you or someone you know is contemplating suicide, call 1-800-SUICIDE (1-800-784-2433) or [www.hopeline.com](http://www.hopeline.com).

### **National Mental Health Association**

1-800-969-6642 or [www.nmha.org/index.cfm](http://www.nmha.org/index.cfm)

### **National Institute of Mental Health**

1-800-421-4211 or [www.nimh.nih.gov](http://www.nimh.nih.gov)

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The National Mental Health Association (NMHA) 2001 N. Beauregard Street, 12th Floor, Alexandria, VA 22311; 1-800-969-6642 TTY: (800) 433-5959

[www.nmha.org/index.cfm](http://www.nmha.org/index.cfm)

## ACCREDITATION AND LICENSING

(The following replaces the ACCREDITATION AND LICENSING section on page 46 in The Art Institute of Phoenix 2011-2012 Student Handbook)

The Art Institute of Phoenix is authorized under federal law to enroll non-immigrant alien students. All programs are approved for Veterans G.I. Bill Education Benefits.

### State Licensing

The Art Institute of Phoenix is authorized by The Arizona State Board for Private Postsecondary Education (1400 West Washington Street, Room 2560, Phoenix, AZ 85007, 1.602.542.5709, <http://azppse.gov>).

### Institutional Accreditation

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

### Programmatic Accreditation

The Associate of Applied Science degree program in Culinary Arts, the Associate of Applied Science degree program in Baking & Pastry Arts, and the Bachelor of Arts in Culinary Management degree programs are accredited by The Accrediting Commission of the American Culinary Federation Education Foundation.

The Interior Design program leading to the Bachelor of Arts degree is accredited by the Council for Interior Design Accreditation (CIDA), [www.accredit-id.org](http://www.accredit-id.org), 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503.

(The following replaces the EXECUTIVE COMMITTEE AND ACADEMIC LEADERSHIP section on page 49 in The Art Institute of Phoenix 2011-2012 Student Handbook)

## Executive Committee

Kevin LaMountain  
*President*

Jennifer Bohnsack  
*Human Resources Generalist*

Meryl P. Epstein, Ed.D., M.F.A.  
*Dean of Academic Affairs*

Kristin Frank  
*Director of Career Services*

Josh Koenig  
*Campus Technology Manager*

Lori S. Ryan  
*Director of Administrative & Financial Services*

Stacey Till  
*Senior Director of Admissions*

Tanisha J. Washington  
*Dean of Student Affairs*

## Academic Leadership

Meryl P. Epstein, Ed.D., M.F.A.  
*Dean of Academic Affairs, Professor*

Nick Ames  
*Academic Advisor*

Isac Artzi  
*Digital Resources Coordinator/Faculty Member*

Gregg Durham  
*Senior Academic Director*

James Haldy  
*Academic Director*

Ingrid Lewis  
*Academic Director*

Francine Marz  
*Academic Director*

Gil Mejia  
*Senior Academic Director*

Deborah Robin, Ed.D.  
*Faculty Development Director/Faculty Member*

Helen Smith  
*Assistant Academic Director*

## School Schedule

(The following replaces the RESOURCES section under THE PROBLEM OF SUICIDE section on page 50 in The Art Institute of Phoenix 2011-2012 Student Handbook)

### Fall Quarter 2011

First day of classes: October 3, 2011

Mid-Quarter Start: November 10, 2011

Thanksgiving Holiday: November 23-26, 2011

Fall Quarter ends: December 17, 2011

### Winter Quarter 2012

First day of classes: January 9, 2012

Martin Luther King Holiday: January 16, 2012

Mid-quarter Start: February 16, 2012

Presidents' Day Holiday: February 24, 2012

Winter Quarter ends: March 25, 2012

### Spring Quarter 2012

First day of classes: April 2, 2012

Good Friday Holiday: April 6, 2012

Mid-quarter start: May 10, 2012

Memorial Day Holiday: May 28, 2012

Spring Quarter ends: June 17, 2012

### Summer Quarter 2012

First day of classes: July 9, 2012

Mid-Quarter Start: August 16, 2012

Labor Day Holiday: September 3, 2012

Summer Quarter ends: September 22, 2012





**The Art Institute  
of Phoenix®**

CREATE TOMORROW

2233 West Dunlap Avenue  
Phoenix, AZ 85021  
[artinstitutes.edu/phoenix](http://artinstitutes.edu/phoenix)  
602-331-7500  
1-800-474-2479