



The Art Institute of Phoenix®

THE ART INSTITUTE OF PHOENIX

2233 West Dunlap Avenue

Phoenix, Arizona 85021

Local: 602.331.7500

Toll free: 800.474.2479

www.artinstitutes.edu/phoenix

Student Handbook 2011/2012

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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**2011/2012
STUDENT HANDBOOK**

The Art Institute of Phoenix reserves the right to change the policies contained within this student handbook from time-to-time. Notice is not required for a new policy to take effect, however The Art Institute of Phoenix will make reasonable attempts to notify students promptly of any policy changes through web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

A MESSAGE FROM THE PRESIDENT

Dear Student of The Art Institute of Phoenix,

Welcome to The Art Institute of Phoenix! Whether you are a new or continuing student, you are engaging in a unique educational experience that can help realize your talents and goals. Our faculty and staff are here to provide you with the educational resources and services to help you pursue your professional goals.

An Art Institutes education is a cooperative process where talented faculty imparts their knowledge and expertise, and students take initiative to translate their classroom experiences to the real world of work. Getting involved in co-curricular activities can enhance your academic life and prepare you for internships and entry-level career opportunities. In this setting you can develop networking skills to take advantage of meeting professional contacts and creating lifelong friendships.

You are supported by a close and caring community, bound by mutual respect for individuality and creativity. There is a vibrant and robust energy here which enhances our comprehensive curriculum. We maintain a strong reputation within the arts industry, based on the high quality of our graduates who are employed within it. We are here to support you to make your college experience enjoyable and productive.

We look forward to a positive collaboration with you!

Sincerely,

Kevin LaMountain
School President

INTRODUCTION

The administration, faculty, and staff of The Art Institute of Phoenix are dedicated to helping students achieve academic success and entry-level employment in their chosen career fields. The processes do not take place in the classroom alone; they require the coordination of academic and administrative support services.

Although The Art Institute of Phoenix regularly exercises much flexibility in assisting students, there are standardized, non-negotiable policies. These set policies and procedures facilitate a sense of fairness and promote excellence in the academic programs and support services. The purpose of this student handbook is to provide students with a comprehensive outline of The Art Institute of Phoenix policies and procedures.

ABOUT THIS HANDBOOK

Your Art Institute of Phoenix Student Handbook is a valuable resource as you progress through your academic program. Aside from a useful appointment calendar with important dates included, there is information about what will be expected of you as an Art Institute of Phoenix student. Your handbook also makes it easy to know where to go for resources and information, and there are important sections including Art Institute of Phoenix policies and procedures you need to be aware of. Take a few minutes to look through your handbook. You'll find it an interesting and handy reference. The Art Institute of Phoenix Student Handbook incorporates by reference The Art Institute of Phoenix Catalog. Regulations and procedures found in those documents are considered to be a part of this handbook. Make sure to refer to the catalog and, if you are a resident student, to the Residence Life Community Living Guide. Calendar dates are subject to change without notice.

STATEMENT OF STUDENT COMMITMENT

I perceive myself as artistic and creative.

I believe in myself and am committed to the work I do.

I demonstrate ethics in the work I produce.

I possess clear career goals.

I choose to attend regularly and participate actively in learning activities.

GETTING THE MOST FROM YOUR EDUCATION

At The Art Institute of Phoenix, our role is to provide educational services to help you develop your potential.

An Art Institute education is not something we do to our students. Instead it is a process where we learn and explore with you. We cannot simply hand you skills and knowledge. You must be a full partner in this interactive learning process.

At The Art Institute of Phoenix, you become part of a vibrant, energetic learning community, where you are supported and encouraged to do your best. It's a community where we celebrate diversity. It's a community bound by mutual respect for individuality and creativity.

Your responsibilities as a student of The Art Institute of Phoenix include:

- Meeting deadlines
- Attending class
- Arriving on time
- Making use of faculty and staff
- Asking questions
- Getting involved

Reading and understanding the policies in this student handbook, the catalog, and any policies subsequently provided to you, are also your responsibility. The doors of our faculty and staff are open to you. If you have any questions, don't hesitate to ask!

THE VISION OF THE ART INSTITUTE OF PHOENIX

The Art Institute of Phoenix, an accredited degree-granting institution, strives to be the premier school for design, fashion, media, and culinary arts in the Greater Metropolitan Phoenix Area. This vision will be achieved through a learning-centered approach that fulfills the evolving needs of the marketplace in a variety of creative careers.

MISSION STATEMENT

The mission of The Art Institute of Phoenix is to provide employers with quality skilled graduates prepared by experienced faculty using market-driven competency-based curricula.

The objectives of the mission are:

- Involving employers in the development of curricula that is responsive to industry needs through Program Advisory Committees.
- Employing faculty who possess appropriate academic credentials, industry-related experience, and who exhibit excellence in teaching.
- Enhancing institutional effectiveness by consistently assessing and improving student retention, employment assistance, learning outcomes, and graduate and employer satisfaction.
- Fostering a culture of learning and collaboration that assures academic freedom, professional development and encourages responsible decision-making and critical thinking among students, faculty, and staff.
- Assisting graduates in obtaining career-related employment.
- Providing alumni with continuing educational opportunities.
- Serving the community as a creative and educational resource through the active participation of students, faculty, and staff in a variety of outreach opportunities.

CAMPUS INFORMATION

QUESTIONS? ANSWERS!

Check on financial aid	Student Financial Services	(First Floor)
Find a part-time job	Career Services	(First Floor)
Locate an apartment	Student Affairs	(First Floor)
Inquire about accommodations	Student Affairsfor a disability	(First 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	Registrar Office	(First Floor)
Not satisfied with a grade I received	Course Faculty Member	
Join a club	Student Affairs	(First Floor)
Talk with someone about a personal problem	Student Affairs	(First Floor)
Develop a professional résumé	Career Services	(First Floor)
Lost or found items	Library	(First Floor)
International student questions	Student Affairs	(First 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 Advisors	(Second Floor)
Locate a doctor or dentist	Student Affairs	(First Floor)
Need student health insurance	Student Affairs	(First Floor)
Ask about calendar for the next quarter	Your student handbook/ Registrar	
Inquire about transfer credit	Academic Directors	(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	(First Floor)
Talk to someone about a class	Academic Director or Academic Advisors	(Third Floor, Culinary on Second Floor) (Second Floor)
Injured on campus	Student Affairs	(First Floor)
Parking Permit	Security Desk, Lobby	(First Floor)
Impress someone with special with an extraordinary gourmet dinner	Gallery Café	(First Floor)

CAMPUS ORGANIZATION

Each campus is organized into the following administrative departments: Academic Affairs, Admissions, Career Services, Registrar, Student Affairs, Student Accounting, Student Financial Services, Technology, and the Library.

Classrooms

Classrooms include lecture rooms, computer labs, and kitchen labs. Classes meet during daytime and evening hours, Monday through Saturday.

Offices

The administrative and faculty office suites accommodate faculty and academic administrators, school administrators, administrative support staff, student affairs, admissions, and student finance personnel.

PARKING AND TRANSPORTATION

To ensure security and safety at The Art Institute of Phoenix, all Art Institute of Phoenix students, staff, and faculty are expected to:

- Maintain a reasonable speed while on Art Institute of Phoenix property
 - Students, staff and faculty found to be traveling at unsafe speeds by The Art Institute of Phoenix staff or Administration while on The Art Institute of Phoenix property will be subject to discipline procedures as outlined by the Student Conduct policy
- Obtain a parking registration sticker from the Security Desk, and provide name and vehicle information. Registration form must be complete and submitted to Security. Any changes to vehicle information need to be reported.
 - Registration stickers must be visible on the lower, driver's side, front windshield at all times
- Students, staff and faculty are authorized to park in the parking garage located on the SE side of the building unless an otherwise "reserved" parking space has been assigned by Art Institute of Phoenix Administration
 - Students, staff and faculty found to be parked in visitor, reserved or other non-designated parking areas will be subject to ticketing on the first and second offenses
 - The Art Institute of Phoenix reserves the right to have any vehicle in violation of this parking policy towed at the owner's expense for third or further repeated offenses
- Students, faculty, staff and their guests are not permitted to loiter on school property.

MyAiCampus.com: THE STUDENT PORTAL

MyAiCampus.com is the student portal. It was created to streamline educational needs, information and services for students at The Art Institute of Phoenix. On this site, which serves as a service center, you have access to obtain information on Academic Affairs, Student Affairs, Student Financial Services, Student Accounting, events, activities, and much more.

The portal provides you with immediate value at your convenience: A place where you can get most of the information you need with a single sign-on. Students have the opportunity to view academic records, view class schedules and grades, pay a bill, and much more. The portal also provides better connectivity between students, including links to Art Institute of Phoenix Myspace and Art Institute of Phoenix Facebook community pages.

All students are required to create an account. To access this portal, log onto www.myaicampus.com and create an account. See the Registrar's Office if you need to reset your password.

EMAIL ACCOUNTS

The Art Institutes student email accounts are created/activated when the student provisions their account at www.myaicampus.com. To ensure they receive communications from school faculty and administrators in a timely manner, students should check their student email account regularly or set it up to forward to another account that they check more frequently.

ANIMALS ON CAMPUS

The Art Institute of Phoenix school lease prohibits any animals in the building. Guide dogs are the exception.

APPROPRIATE ATTIRE

You are expected to dress appropriately for your profession while at The Art Institute of Phoenix. You are expected to display good judgment; clothes should be comfortable and reasonable for the activities of education. Hats, sunglasses, short-shorts, short-skirts, short tops, and any attire with words that are offensive to others are not appropriate. Headphones may not be worn in classrooms without the consent of the faculty members. You must wear shoes and shirts at all times. Violations may result in your being asked to leave The Art Institute of Phoenix until you return in appropriate attire.

VISITORS AND MESSAGES

The Art Institute of Phoenix welcomes visitors to its school facility as long as the visitors' purposes are consistent with the educational mission and climate of The Art Institute of Phoenix and their presence does not compromise their own safety and the safety of others. Children, visitors or family are not permitted in the classrooms or labs at any time without the prior permission of the instructor or Dean of Academic Affairs. The Art Institute of Phoenix cannot deliver messages for the student body. Only in case of an emergency will a message be taken for a student. The caller will be asked to describe the nature of the emergency and the Registrar's office personnel will make a determination of necessity. If the call is determined to be a true emergency, a reasonable attempt will be made to locate the student, either by registrar personnel, Academic Advisor or by the Academic Director. *Please inform your family and friends of this policy.*

IDENTIFICATION (ID) CARDS

ID cards are required when in The Art Institute of Phoenix and must be visible upon your person at all times. You are provided with an ID card that is used for various purposes for the duration of your program:

- For admittance into the building.
- For admittance to the computer labs.
- For checking out training equipment.
- For checking out materials from the Library.
- For participation in certain student activities and social events.
- For presentation to some retailers, theaters, and restaurants that offer special discounts to those who hold a student ID card.

You should not loan your ID card to anyone for any reason, as you will be responsible for its use (loss or damage to books and equipment). If your card is lost, report it and then have it replaced. The cost for a replacement ID card is \$10; the student must see Security, who will direct them in the steps to obtain a replacement card. Students who withdraw from school or are terminated are required to turn in their ID cards to the Registrar.

PERSONAL PROPERTY

The Art Institute of Phoenix is not responsible for the personal property of students (such as books, supplies, equipment, or clothing). Students should place their names and student numbers on all items of value. Equipment serial numbers should be recorded and kept in a safe place. You should also review your personal property/homeowners' insurance policy.

PORTABLE COMMUNICATIONS DEVICES

The Art Institute of Phoenix is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, The Art Institute of Phoenix prohibits the use of portable telecommunications devices (cellular telephones, pagers, mp3 players, radios, etc.) in classrooms during class meetings. Such devices should be disabled prior to class periods to prevent their inadvertently sounding during classes. Failure to adhere to this regulation may result in grade adjustments, dismissal from class, and/or additional disciplinary action.

CLASSROOM RECORDING POLICY

The use of audio, video, web or image/capture to mechanically, electronically or digitally record classroom, lecture, lab and/or distribute classroom materials (printed or digital) without the written permission of the instructor is strictly prohibited. Students who have secured necessary permissions from Student Affairs for reasonable accommodations authorized under the American Disabilities Act will be exempted from this policy. Student shall notify instructor of these said permissions. Violation of the policy will result in a conduct review hearing.

SOLICITING ON CAMPUS

Soliciting and posting on bulletin boards by people not affiliated with The Art Institute of Phoenix is not permitted on campus. If a solicitor approaches you, please ask her/him to leave. If they refuse, call a faculty or staff member to have them escorted off campus.

SMOKE-FREE POLICY

It is the philosophy of The Art Institute of Phoenix to provide an environment that offers the opportunity and resources to optimize the personal health and well-being of the school community. Therefore, the building adheres to a smoke-free policy. In accordance with federal and state regulations, a designated smoking area is located over 25 feet from the southwest side of the building. Signs are posted for ease in identifying the designated smoking area to ensure the health and safety of all Art Institute of Phoenix employees, students, and visitors.

LOST AND FOUND

Items found are kept in the Library. However, The Art Institute of Phoenix is not responsible for any damage, theft, or loss to personal belongings. Any unclaimed items may be discarded or donated to local charities at the end of each quarter.

STUDENT SERVICES AND RESOURCES

DIRECTORY OF CAMPUS RESOURCES HOURS

Building and Lab Hours*

Cafeteria (<i>First Floor</i>)	Monday – Friday 7:30am – 8:00pm
Computer Labs (<i>Second and Third Floors</i>)	Open during regular business hours
Facilities (<i>Third Floor</i>)	Monday – Friday 7:00am – 5:00pm
Gallery Café (<i>First Floor</i>)	Wednesday-Friday 11:30 – 12:30 seatings
Gathering Grounds Coffee (<i>First Floor</i>)	Monday-Friday 7:00am – 9:00pm Saturday 9:00am – 1:00pm
Library (<i>First Floor</i>)	Monday-Friday 7:30am – 8:30pm
Print Shop (<i>Third Floor</i>)	Monday – Friday 8:00am – 10:00pm
Supply Store (<i>First Floor</i>)	Week 1 – 2: Monday – Friday 7:45am – 8:30pm Saturday 10:00am – 2:00pm Week 3 – 11: Monday – Thursday 9:30am – 6:30pm Friday 12:00pm – 6:30pm Saturday Closed (with exceptions)
Technology Department (<i>Third Floor</i>)	Monday – Friday 7:00am – 11:00pm Saturday 8:00am – 10:00pm Sunday 8:00am – 5:00pm
Video Cage & Equipment Checkout (<i>Third Floor</i>)	Monday – Friday 8:00am – 11:00pm Saturday 8:00am – 5:00pm Sunday 9:00am – 5:00pm
Office Hours*	
Academic Affairs Office (<i>Third Floor</i>)	Monday – Friday 9:00am – 5:00pm
Accounting (<i>First Floor/ Shared with Registrar</i>)	Monday – Thursday 8:00am – 7:00pm Friday 8:00am – 5:00pm
Academic Advising (<i>Second Floor</i>)	Monday 7:30am – 10:00pm Tuesday 7:30am – 7:00pm Wednesday 7:30am – 10:00pm Thursday 7:30am – 10:00pm Friday 7:00am – 4:00pm
Career Services (<i>First Floor</i>)	Monday – Thursday 8:00am – 6:00pm Friday 8:00am – 5:00pm
Registrar (<i>First Floor</i>)	Monday – Thursday 8:00am - 7:00pm Friday 8:00am – 5:00pm
Student Affairs (<i>First Floor</i>)	Monday – Thursday 8:00am – 6:00pm Friday 8:00am – 5:00pm
Student Financial Services (<i>First Floor</i>)	Monday – Thursday 8:00am – 8:00pm Friday 8:00am – 5:00pm Saturday 9:00am – 1:00pm
Student Tutoring Center (<i>Second Floor</i>)	Monday – Friday 8:00am – 5:00pm

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

IMPORTANT TELEPHONE NUMBERS

Emergency 9.911

The Art Institute of Phoenix 602.331.7500

Academic Advising:

Nick Ames 602.331.7679

Sally Underwood 602.331.7588

Erica Collins 602.331.7558

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 602.331.7629

Digital Photography 602.331.7668

Disability Services 602.331.7556

Facilities 602.331.7504,

After-hours emergencies 480.600.2668

Fashion Marketing 602.331.7584

Gallery Café 602.331.7500

Game Art & Design 602.331.7668

General Education 602.331.7617

Graphic Design 602.331.7506

Interior Design 602.331.7584

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 Hotline (24 hours)
602.358.1092

Security 602.331.7676

Student Activities 602.331.7556

Student Affairs 602.331.7556

Student Financial Services 602.331.7500,
AiPXSFQuestions@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 602.331.7629

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
Collins, Erica N.	Academic Advisor/Online Advocate.....	7558
Durham, Gregg	Senior Academic Director – Media Arts & Animation, Visual Effects & Motion Graphics.....	7512
Haldy, James	Academic Director – Digital Image Management Digital Photography, Game Art & Design, Visual & Game Programming.....	7668
Hedgpath, Kevin	Assistant Academic Director – Media Arts & Animation, Game Art & Design, Digital Filmmaking & Video Production, Visual Effects & Motion Graphics, Visual & Game Programming, Web Design & Interactive Media.....	7513
Sparks, Denise	Administrative Assistant to Academic Affairs	7582
Lewis, Ingrid	Academic Director – General Education	7617
Marz, Francine	Assistant Academic Director – Culinary Arts and Hospitality	7632
Mejia, Gil	Senior Academic Director – Advertising, Graphic Design.....	7506
Morrow, Carol	Academic Director – Fashion Marketing, Fashion Retailing, Interior Design.....	7584
Smith, Helen	Assistant Academic Director – Fashion Marketing, Fashion Retailing.....	7590
Underwood, Sally	Senior Academic Advisor/Tutoring Support.....	7588
Wayne Vlan	Academic Director –Digital Filmmaking & Video Production, Web Design & Development, Web Design & Interactive Communications, Web Design & Interactive Media.....	7629

STUDENT AFFAIRS

The mission of the Student Affairs Department is designed to supplement The Art Institute of Phoenix's educational processes and support The Art Institute of Phoenix's stated purpose by providing employment assistance, counseling, international, and housing services to the student body. The department actively encourages the involvement of its students, faculty, and staff in activities that stimulate cultural awareness, creativity, and both social and professional development. In order to fulfill its mission, the Student Affairs Department has established the following objectives:

- To provide appropriate school-sponsored housing and/or off-campus apartment referral services that are convenient and suitable to the students' needs and conducive to their educational goals.
- To provide counseling referrals, activities, and events that support the educational process by enhancing social/cultural awareness, community involvement, and encouraging the active participation of students, faculty, and staff in these services.
- To provide resources and assist international students with all issues pertinent to their transition into this country.

The Art Institute of Phoenix is dedicated to the successful completion of both your academic and personal goals. Our purpose is to prepare you to achieve academic and professional success and to enhance the quality of your life. We want to help you turn your entire Art Institute of Phoenix education (in and out of class) into a productive learning experience. Of course, you must decide to be actively involved and committed to your own learning. All of The Art Institute of Phoenix employees are ready to support and encourage you in this exciting and demanding endeavor.

SCHOOL-SPONSORED HOUSING

If you want to live in school-sponsored housing, or if you need help finding other housing options, the Student Affairs Department is your contact point for information.

The Art Institute of Phoenix provides convenient, fully-furnished apartments with amenities including basic cable service, a swimming pool, workout room, and volleyball courts.

Housing costs are in addition to tuition and fees.

The Art Institute of Phoenix is a microcosm of the larger community. It is a "global community" of people who represent different ages, races, creeds, genders, ethnic cultures, countries, orientations, religions and abilities. We are committed to the education of all individuals as members of the community. We expect our members to tolerate, respect, appreciate, and even embrace the differences that enhance the texture of our community fabric. In keeping with this charge, no act that has the effect of undermining this effort will be acceptable. We expect that as an active member of the community you will join us in this effort.

COMMUNITY STANDARDS

Living with others is exciting, and can be challenging as well. As a resident you have certain rights, including being treated with respect, the ability to study, and use the facilities that are welcoming, clean, and comfortable. You have the freedom to be "yourself" and explore the richness that the collegiate experience has to offer. You will make many choices about what you do, whom you associate with, and how you contribute as a member of your new community. The school-sponsored housing program is designed to provide a framework to help residents exist in a community living environment.

RESIDENCE LIFE STAFF

A staff of qualified professionals and skilled para-professionals is available at all times to assist you.

RESIDENTIAL LOCATIONS

San Valiente (Luxury Apartment Homes)

(Housing for new and continuing students)

2220 West Mission Lane.

Phoenix, AZ 85021

Phone: (602-678-7900)

Amenities: Pool, fitness center, internet cafe & TV lounge, sand volleyball courts, grilling and fire pit areas. Furniture, electric, water and garbage utilities are included.

Accommodations: The Art Institute of Phoenix offers fully furnished 2 bedroom/2 bath apartments. A kitchen, living room, and laundry are shared.

Community Office: The community office is located in the San Valiente apartment complex. The office provides spare key checkout, repair requests, multipurpose room reservations and package pickup, assistance with roommate conflicts and educational referrals.

Hours: Monday through Friday from 9:00am to 6:00pm

Saturday from 10:00am to 5:00pm

Sunday from 11:00am to 5:00pm

The School-Sponsored Housing Office is located on the 1st floor in the Department of Student Affairs in the main building at The Art Institute of Phoenix.

In the event of an emergency, a professional housing staff member is on call twenty-four hours a day (602-358-1092) or call 911.

STUDENT SUCCESS

Your academic success is crucial and you will want to make the best use of the opportunity you have to attend college. Housing staff members are available to assist you whether its help with time management, the need for a tutor, or simply someone whom you can discuss an academic concern. From time to time, you will have the opportunity to attend one of the many workshops on good study habits, stress management, and other topics you will find useful.

FACILITIES AND SERVICES

Apartment Furnishings

Each bedroom is furnished with two twin sized beds, dressers, and a night stand and lamp. Each apartment living room is furnished with a sofa, lounge chair, coffee table, end table, and dining table with four chairs. The kitchen is equipped with stove, microwave, refrigerator with an ice maker, dishwasher, garbage disposal, and washer and dryer. Apartment windows are treated with blinds.

Internet café

Do you have a project due for class or maybe just want to check your email? The Internet Café is located near the front of the complex, next to the fitness center and is available to you daily at posted hours.

Mail And packages

Mail is handled by the US Post Office. Mailboxes are located in the apartment complex.

Your new address will be:

Your Name

2220 W. Mission Lane

Apartment # _____

Phoenix, AZ 85021

Students can claim packages at the leasing office.

Maintenance

Students may request repairs in apartments or common areas by contacting the housing office or San Valiente leasing office.

Parking

Parking is available at no extra cost at San Valiente Apartments. Students park at their own risk and liability.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is a service available at no additional charge to you and provides confidential counseling via telephone 24 hours per day, 7 days a week; the program counselor may refer you for limited visits with an area network mental health provider or assist you with locating resources within the community. The program can assist with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse and any other relevant concerns. The Student Support Coordinator provides assistance utilizing a wellness approach for the student population, including:

- Special events/workshops on health or wellness related areas
- Information on human services in the local area
- Assistance with study habits, time management, stress management, communication, problem solving, transition to college, and many other college success topics
- Coordination of disability services for students that qualify in compliance with the Americans with Disabilities Act
- Referrals to short term counseling provided by the Student Assistance Program for students in need of emotional support or guidance.

STUDENT DISABILITY SERVICES

The Art Institute of Phoenix provides accommodations to qualified students with disabilities. The Student Affairs Department assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Phoenix.

The Art Institute of Phoenix is committed to providing qualified students with a disability 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 Student Affairs 602.331.7556. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs in the Student Affairs office, telephone number 602.331.7556. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

STUDENT CLUBS AND ORGANIZATIONS

Student and professional organizations are an excellent way for you to grow personally and professionally, as well as to get involved in the decision-making process at The Art Institute of Phoenix. These organizations are excellent forums for asking questions, making suggestions, and interacting with other students, faculty, and staff. If you are interested in starting a new organization not currently represented at The Art Institute of Phoenix, contact the Dean of Student Affairs. If you are interested in joining an existing registered student organization on this list, please pick up a current student organization contact listing from the Student Affairs office. You may contact the organizations directly for more information about joining their group. You may also get involved with campus organization by attending the Quarterly Student Club Fair held each quarter.

ACM SIGGRAPH (Motion Arts Club)

ACM SIGGRAPH club promotes an environment for those interested in the Animation industry to gain a greater sense of career opportunities, build stronger portfolios and network with industry professionals through events, both educational and entertaining.

STUDIO 303

The Society of Digital Filmmakers and VFX club brings together students who are interested in the art of Filmmaking. Their objective is to provide opportunities to help those students become better Filmmakers through critiques and projects as well as network with industry professionals and build stronger demo reels.

Student Game Developers Association (S.G.D.A.)

S.G.D.A. generates interest in the International Game Developers Association and the local Phoenix IGDA chapter meeting, providing opportunities to students that foster personal and professional growth through knowledge, career development and networking with gaming industry professionals.

Interior Design Group

The ID Group promotes involvement with both professional organizations, IIDA (International Interior Design Association) and ASID (American Society of Interior Design) to enhance their academic and professional careers.

Fashion Uncensored

The Fashion Uncensored club provides an environment for those who are interested in the fashion marketing industry and to enhance professional development, network with professionals, get involved in the community, gain industry knowledge, build stronger portfolios and have fun.

PRIDE

“Club PRIDE” is a gay/straight alliance that provides support and information. The group provides students of all sexual orientations encouragement and acceptance. We embrace our differences and acknowledge our similarities with our peers and larger society. For more information, email aipxpride2@gmail.com or visit the blog at aipxpride.wordpress.com.

Creatives for Christ Club

The purpose of this organization is to give students at AiPX the opportunity to experience a sense of community with other students who would like to share their beliefs in Jesus Christ. Students will hold Bible studies, and work on creative projects for the school and community.

C.H.O.P. - “Culinarians Helping Out Phoenix”

C.H.O.P. is a Culinary Arts club that provides opportunities to inspire others, encourage learning, and promote growth for a better tomorrow while enhancing culinary skills and gaining industry knowledge.

STUDENT AMBASSADOR PROGRAM

The Art Institute of Phoenix Student Ambassador program combines both leadership and service to the school and community. As members of a highly respected student organization, Student Ambassadors assist new students in their adjustment to The Art Institute of Phoenix during New Student Orientation and serve as hosts to important visitors. If you are interested, you may apply if you:

- have a 3.0 minimum GPA;
- are enrolled in 12 or more credit hours each quarter; and
- are in your 2nd quarter of study or above.

Applications are available in the Student Affairs Office. Student Ambassadors attend periodic training meetings to prepare for upcoming events and to gain the skills needed for this important responsibility. If you are interested, contact the Office of Student Affairs.

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.

INTERNATIONAL STUDENT ADVISING

The Art Institute of Phoenix is proud to host students from around the world who have chosen to student here.

If you are from another country, you are likely to have concerns about making a successful transition into a new culture. Many of your questions can be answered by the Student Affairs Department, which is available to help ensure a successful experience at The Art Institute of Phoenix by assisting with immigration procedures, housing, medical insurance, and campus resources.

International students will find opportunities to take part in social activities with other international students and American students as well. International students will find many opportunities to learn about American culture and American students have much to gain by getting to know international students and the cultures they bring with them.

HEALTH SERVICES

The Art Institute of Phoenix's Student Affairs staff believes in wellness; paying close attention to your body and its needs, so that you can prevent most illnesses and feel energetic enough to meet the many demands of school life. A list of nearby hospitals is available in the Student Affairs office. All students are urged to carry a primary private insurance policy that covers comprehensive health care. All international students are **REQUIRED** to maintain health insurance at all times in case of sickness. International students must provide the school with proof of personal health insurance. An independent health insurance policy is offered through The Art Institute of Phoenix and will satisfy this requirement.

REGISTRAR

TRANSCRIPT REVIEW

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

Grades for credits transferred from any post-secondary institution will be recorded as "K" or "TR" and will not affect your CGPA.

Students requesting transfer of credit from other schools to The Art Institute of Phoenix must present unofficial transcripts and course descriptions, if necessary, prior to matriculation. An official transcript must be received within 30 days after matriculation in the student's first quarter, or those credits will be rescinded.

Grades from courses taken in a program at the same Art Institutes school, if applicable to a transfer program, will be recorded and will affect your CGPA.

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

ENROLLMENT VERIFICATION REQUESTS

Students may obtain documentation from the Registrar's Office verifying their enrollment as needed for student discounts, insurance, loan deferments, or other purposes.

MISCELLANEOUS REQUEST

Various other administrative tasks such as name changes, address changes, etc., are also processed through the Registrar's Office. Students needing assistance with these tasks should report to the Registrar's Office.

REGISTRATION

Each quarter, students are required to register for the next quarter by enrolling in appropriate courses. Prior to the registration period, each school will post the schedule of courses to be offered for the upcoming quarter, along with registration instructions and deadlines. Course offerings, instructors, days, times and class locations are subject to change.

CAREER SERVICES

As you near the completion of your program of study, you will meet individually with a career services advisor knowledgeable in your field of study to review career goals, job-search strategies, interview techniques, and résumé development. In addition to the one-on-one guidance provided by advisors in the Career Services Department, the career development course, which is required of every student, is designed to provide career preparation. The Career Services Department coordinates the quarterly Portfolio Show and frequent career days. These special events bring together prospective employers and soon-to-be graduates. The ability to seek new job leads and match employers' needs with graduate skills helps students to pursue entry-level employment after graduation. Graduate employment information is available at the Career Services office.

The degree programs at The Art Institute of Phoenix are designed to prepare you for entry-level positions in your field. The Art Institute of Phoenix does not guarantee employment or any particular level of compensation following graduation. Students who confine their job search to the Phoenix metropolitan area may limit the employment opportunities available to them.

The Career Services Department maintains an ongoing relationship with numerous employers in the Phoenix metro area. These relationships help to increase employer awareness of student skills and talent. Outside of Phoenix, graduates can be assisted by the career services departments at other Art Institutes schools. Graduates entering new markets are assisted by career services through job development and telemarketing. Membership in professional organizations, attendance at trade shows, and on-site visits to area businesses help keep career services advisors up-to-date with industry trends and help them to develop relationships with employers. On-going- communication with employers through telephone calls and mailing keeps employers current with the program and talented graduates available to them from The Art Institute of Phoenix. The Career Services Department works hard to cultivate employment opportunities and to match job leads with your strengths, as well as to increase employer's awareness of the high caliber of students graduating from The Art Institute of Phoenix.

GRADUATE EMPLOYMENT SERVICES

For graduates and alumni anticipating an employment change or for those who may have become unemployed, the Alumni Connections Online Community offers a Career Center where alumni can post their résumés and search for job postings throughout the United States. This site also offers an online directory, a permanent email address, a calendar of events, and more. The Career Services Department can conduct an evaluation of career experience for alumni and give professional direction to career endeavors. The department is also in contact with other Art Institutes schools and can give feedback on job markets throughout the country. The Art Institute of Phoenix believes that continued contact with its alumni is important and maintains a relationship with alumni through periodic events, mailings, newsletters, email, and exhibitions.

STUDENT EMPLOYMENT SERVICES

The Career Services Office can assist you in locating part-time employment while you are a student.

Many students find that part-time employment is an excellent way to help you meet the financial obligations of a college education and also maintain a flexible schedule that allows for class time and study time. The Student Employment Advisor can assist you in finding suitable employment by posting a daily listing of part-time jobs. In addition, there are quarterly job fairs and on-site recruiting events. Students in late quarters can apply for job-related positions.

The Art Institute of Phoenix offers some freelance job opportunities through which qualified students can receive valuable experience while working for local clients.

INTERNSHIPS

Internships with local employers are available for qualified students while attending classes. Periodically, the Career Services Department will coordinate an Internship Fair for both visual arts and culinary arts student. These events give you an opportunity to network with a variety of companies and interview for field-related employment prior to graduation. Permission from your Department Chair and registration for internship class is required to obtain course credit for internships.

STUDENT ACCOUNTING

The role of the Student Accounting Office is to assist you in meeting your financial obligations as arranged with your financial aid officer. The Student Accounting staff is responsible for the following services: maintenance of student permanent financial records, billing of student accounts, issuance of student refunds, and generating receipts of all payments. At the time of initial enrollment, you will develop an estimated Financial Plan to ensure that all direct expenses, tuition, and fees related to the educational process are met.

Based on your financial plan, we will send you or your parents/guardians a monthly statement for tuition and fees. Payments are due on the first (1st) or fifteenth (15th) of each month, depending on your billing cycle, which is also noted on your Financial Plan. All payments must be current prior to registration and entry for the following quarter. The Student Accounting Department requires each student to fill out the Family Educational Rights & Privacy Act of 1974 (FERPA) form in order to share student information with parent / guardian.

The Art Institute of Phoenix is very sensitive to unforeseen circumstances affecting your ability to meet the financial commitments of your education. If you have - or anticipate having - a financial problem, call the Student Accounting Office. We'll do all we can to help you find a solution. Nonetheless, to remain in good standing with The Art Institute of Phoenix, students must adhere to their agreed-upon payment schedule.

STUDENT FINANCIAL SERVICES (SFS)

At the time of initial enrollment, you will work with a financial aid officer and develop a financial plan to meet expenses involved in the education process (tuition, fees, supplies, cost of living, etc.).

The Art Institute of Phoenix is eligible to offer its students the opportunity to apply for a variety of financial assistance programs. These programs include loan, grant, scholarship, and work-study assistance for qualified applicants. Details regarding these programs are available in the Student Financial Services office. Students who receive financial assistance are cautioned to remember the various responsibilities they have under these programs:

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

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

FINANCIAL AID

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

- Bureau of Indian Affairs
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Student Loan (subsidized and unsubsidized)
- Federal Direct Parent Loan (PLUS)
- Vocational Rehabilitation Assistance
- Veterans Administration Benefits
- Leveraging Educational Assistance Partnership Grant

Awards under these programs are based on individual need and the availability of funds. Contact The Art Institute of Phoenix Student Financial Services office for complete details about financial aid resources. Students receiving financial assistance must maintain satisfactory academic progress standards as outlined in this handbook. For purposes of calculating financial aid eligibility, student status based on credit hours is defined as follows:

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

STUDENT SCHOLARSHIPS

The Art Institute of Phoenix has application information for a number of scholarships available to continuing students. For additional information on all in-school scholarships, contact the Student Financial Services office or Admissions Department. Information is available on external scholarships in The Art Institute of Phoenix Library.

ART CONNECTION: STUDENT SUPPLY STORE

Located on the first floor inside the Student Lounge, Art Connection is your campus resource for art supplies and culinary tools customized for the Ai student. Stop by and choose your favorite gear and other gifts to show your school spirit. We also offer Transit passes, greeting cards and snacks. Our dedicated and experienced staff is here to help. Art Connection. Your Project Starts Here!

BUYING TEXTBOOKS: MBS DIRECT

The Supply Store partners with MBS Direct, an online bookstore for textbook needs beyond the first quarter: <http://bookstore.mbsdirect.net/aiphoenix.htm>. MBS Direct offers New, Used, and e-book formats when available, as well as a Customer Loyalty bonus on buybacks which includes free shipping. Financial Aid vouchers are available to students that qualify.

ACADEMIC RESOURCES

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.

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 7:30am – 8:30pm

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.

COMPUTER LABS

At The Art Institutes, computer labs are normally open to all students on a first-come, first-use basis. However, at times during the school year, some or all the computers in the labs may be reserved and scheduled for a specific lab use and will not be available during those times. Notices will be posted if this situation occurs.

Policy for Acceptable Use of Computers and Network Resources

The Art Institutes are committed to ensuring a working and learning environment in which members of The Art Institutes communities have access to the technological tools needed to successfully achieve their academic and administrative objectives.

All members of The Art Institutes' communities are responsible for the integrity of those resources. The Art Institutes' resources are to be used in a manner consistent with the academic and administrative functions of The Art Institutes, including use for study, instruction, research, the discharge of The Art Institute of California - Orange County Institutes' business or other Art Institutes' sanctioned activities. Federal, state and local laws govern the use of these resources as well as Art Institutes' guidelines, policies and procedures published in this document, and elsewhere. Any use of The Art Institutes' resources that is inconsistent with the intended purposes of applicable laws and school policies will be considered inappropriate use and may result in suspension or termination of access, expulsion, termination of employment or other disciplinary action.

Who May Use the Computer Labs

Full and part-time students are welcome to use the computer labs during normal school hours. Students must have a valid (updated) Art Institutes' Student ID card to utilize technology resources. Students should keep their ID card with them at all times while at school. For student safety and the protection of Art Institutes' equipment, the presence of unauthorized persons (individuals who are not current students) in the labs should immediately be reported to a staff or faculty member.

Faculty and Staff: The Art Institutes' faculty and staff have access to computer labs and equipment, although students generally have priority over usage. Students should not be surprised to see instructors and/or staff in classrooms and/or lab facilities.

Computer Lab Rules

The following rules have been developed by the lab staff, Technology Committee and The Art Institutes' administrators to assure the integrity of lab systems and equipment, to optimize student access and to control usage of consumables. Failure to adhere to these policies and procedures can result in the suspension of lab access privileges and/or conduct probation and/or other disciplinary action. Malicious or mischievous acts that result in damage to equipment or software may result in permanent suspension from The Art Institutes.

Computer Lab Rules:

1. Absolutely no food or drinks will be allowed in any of the computer labs at any time.
2. Loud or unruly behavior that disrupts other students in the lab will not be tolerated.
3. Students, faculty and staff may not install software of any kind onto any school computer.
4. Students, faculty and staff may not remove any computer device from an existing computer system and/or install any computer-related device to any school computer.
5. Attempting to copy software from any of the school computers is an illegal act that violates federal copyright laws and could result in legal repercussions as well as loss of lab privileges and/or expulsion from school.
6. Do not attempt to bypass the security arrangements in any computer lab.
7. Labs will not be kept open past posted closing times. Printers and scanners will be turned off 10 minutes prior to lab closing.
8. No modifications to the DOS, Windows or MAC environments will be allowed.
9. Student, faculty and staff work must be stored on personal disks (floppy, ZIP, CD-ROM, JAZ disks or portable hard drive). The schools are not responsible for the loss, theft, or any damage that may occur to personal storage devices. If loss or theft does occur see the Dean of Student Affairs and fill out an Incident Report.
10. Respect the privacy of others by refraining from seeking information on, obtaining copies of or modifying files, media or passwords belonging to others.
11. Respect the rights of others by complying with all school policies regarding harassment, hazing and/or discrimination. Do not engage in any behavior that violates any school policy or that would interfere with the proper use of school resources by others.
12. Respect the legal protection provided by copyright and licensing program, data and other sources of information by refraining from distributing or making copies of software without the permission of the copyright holder. Do not install illegally obtained software or any other unauthorized software on computers or networks.
13. Respect the intended usage of systems for electronic information exchange including the Internet. The user bears the responsibility for any material he or she chooses to access, send or display. Internet access provided by The Art Institutes may not be used in any way that contravenes school policies, federal, state, or local laws or statutes.

14. Respect the integrity of computer systems and networks by refraining from use of any programs, transactions, data or processes that infiltrate a system or damage or alter the software, data components or configurations of systems or networks.
15. Respect the need for system and network security by refraining from any actions to infiltrate or bypass security arrangements or gain unauthorized access to facilities, resources, systems or networks.
16. Use the computer and communications resources in a manner consistent with the ethical principles set forth by The Art Institutes and with accepted community standards.

POLICY FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY AT THE ART INSTITUTE OF PHOENIX

Technology facilities and equipment belong to The Art Institute of Phoenix are for the express use of currently enrolled students, faculty, and staff of The Art Institute of Phoenix for class projects, assignments, and school-related purposes only. Any use of these technology resources for commercial purposes, personal financial gain, or entertainment is not permitted.

The Technology Department has a service desk to provide technology needs to The Art Institute of Phoenix students. It is located on the east side of the third floor. The technical facilities and equipment at The Art Institute of Phoenix are a shared resource. Be considerate in using them. Refrain from monopolizing computers, tools and systems, overloading networks with excessive data, or wasting equipment time, connect time, disk space, printer paper, or other costly resources.

GENERAL GUIDELINES AND APPROPRIATE USE FOR ALL THE ART INSTITUTE OF PHOENIX FACILITIES AND EQUIPMENT

- In accordance with the guidelines of The Art Institute of Phoenix, all users of The Art Institute of Phoenix facilities and equipment are expected to display a professional and respectful demeanor and keep all work areas and loaned equipment neat, clean, and in good working order.
- Food or drink is not permitted in the labs or studios.
- Students are responsible for any damage to or loss of equipment they use or check out. Any damaged or lost equipment must be replaced before The Art Institute of Phoenix will grant completion of a degree. Any defacing or abuse of equipment or facilities can result in revoking studio, lab, or media center privileges and possible expulsion.
- Any intentional misuse or abuse of facilities, equipment, users, or the work of others will not be tolerated. No one should ever deliberately degrade or disrupt system performance or interfere with the work of other students. All safety rules are to be obeyed. Equipment and tools are to be properly shut down, turned off, and returned when work is completed.
- Copying or otherwise plagiarizing the artwork, assignments, or projects of other students or professionals is forbidden. You may not use copyrighted material without the express written consent of the copyright holder. Most images and text from the Internet are not public domain. Users must not make or use illegal copies of copy written material, store copies on Art Institute of Phoenix systems, or transmit over Art Institute of Phoenix networks.
- Use of illegally acquired or pirated software in classrooms or on projects will not be tolerated. Any student found using or selling illegal passwords, backdoor keys, or pirated software on The Art Institute of Phoenix systems will lose their computer privileges, face termination and be prosecuted to the fullest extent of the law.
- The Art Institute of Phoenix students in the normal course of performing Art Institute of Phoenix activities are provided Internet and e-mail access. Use of electronic mail to harass, intimidate, or otherwise annoy another person or entity is strictly forbidden. All users should abide by acceptable use policies of the Internet or netiquette. Failure to do so could result in revoked computer access and disciplinary action.
- Pornography, obscenities, or other offensive material must not be created, transmitted, or viewed using The Art Institute of Phoenix facilities or equipment. Questionable material should be brought to the attention of the Instructor.
- The Art Institute of Phoenix considers any violation of the appropriate use guidelines contained herein to be a serious offense and reserves the right to copy and examine any files or information resident on school systems in its investigation. Inappropriate use of equipment and/or violation of these guidelines may result in disciplinary action as prescribed in the student and employee handbooks. Offenders also may be prosecuted under local laws including, but not limited to, the Privacy Protection Act of 1974, and the Computer Fraud Electronic Communications Privacy Act.

How do I use the facilities or check out equipment?

- Any student wishing to use technology facilities or check out equipment must present an active Art Institute of Phoenix ID card. Driver licenses are not an acceptable form of identification and cannot be used. Students without their The Art Institute of Phoenix ID will not be granted use of the facilities or equipment. For in-school use, the ID card will be kept at the service counter as a “sign in” until equipment is returned or lab use has been completed. For overnight checkout, the ID card must be presented and verified. The appropriate overnight checkout sheets must be signed and completed.
- Some equipment and facilities require advance reservation. Computer lab, photographic, video, and audio-related reservations are made at the Media Services (Cage) window, located on the third floor. Phone reservations are not accepted.
- Students must be enrolled in a related course and be qualified to use equipment and tools. The instructors or staff has the right to grant or deny access to certain tools.
- Some equipment and facilities require “certification” with signed faculty or Technology Department approval that the student understands important safety and operational procedures, has attended a hands-on demonstration on the equipment, and passed basic competencies. For questions regarding specific certifications, see your instructor.
- Scheduled open lab and studio times are posted each quarter at the Media Services Center and are subject to change.
- Technology areas are not available for use between the end of the quarter and the beginning of the next quarter with the exception of scheduled workshops.

When is there open lab or studio time?

- Room 211 is an open computer lab.
- When a class is not scheduled in a lab or studio, it can become available or “open” for use by students as determined by the Technology Department. Open labs have a definitive starting and ending time. When the allotted time is over, students must leave the room.
- Scheduled classes are given first priority in using the facility. When a scheduled class begins, the open time is closed and all students must give up the equipment and leave the room. Students should limit the time used on equipment to the completion of necessary tasks. Please plan projects accordingly.
- During a scheduled class, there may be a few seats open and not in use. At the instructor’s discretion and with his/her permission, other students can use available seats for open lab. If an exam is being taken or reviewed, the instructor may close the open. If a student disrupts the class or other users in any way, the instructor may remove the student or student in question.

What happens if I have a technical problem?

- Report any technical problems to an instructor, the Technology Department Help Desk in Room 327 (602.331.7600), through a help ticket using the icon on all student computers, or by emailing aipxhelpticket@aii.edu. Unless authorized, no one is to tamper, change or disconnect cabling, settings, hardware, or software configurations at any time.
- At no time is anyone to install or download software, drivers or updates. Only the Supervisor or Lab Assistants, under the direction of the Technology Department, may alter the hardware or software configurations of any facility or equipment.
- The Art Institute of Phoenix Lab Assistants and Technology Staff have the responsibility for maintaining equipment, providing access, enforcing lab policies and procedures, and providing general assistance. Lab Assistants are not instructors.
- Regular system maintenance is performed at night and on weekends. Major system maintenance is normally performed over scheduled school breaks. On occasion, the Technology Department may close a lab or studio for repair.

COMPUTER LAB REQUESTS

How do I log on?

- Loopholes in computer systems or knowledge of an illegal or special password should not be used to alter computers, systems, obtain extra resources, or take resources from another person. If a loophole is found in the security of any computer or system at The Art Institute of Phoenix it should be reported to the Technology Department.

How do I store my work?

- Students are responsible for backing up their own computer work. Removable media such as external hard drives and CD-ROMs offer quick access and large storage. Blank media is available for purchase at the supply store. Student work should not be stored on the local classroom computer hard drive unless requested by the instructor.

- Students are provided a virtual folder on the network to store their work. This is a temporary space that is removed by the Technology Department after the end of the quarter, deleted every Sunday at 12:00am, and subject to deletion at any time. Accounts of students will be removed when a student becomes inactive. Student accounts are NOT backed up. No student should ever tamper with the virtual folder of another student.

How do I print or render my work?

- Proofs and finished pieces can be printed on laser printers. These printers are not to be used for making large quantities. If you need to make copies of your work, a photocopier is located in the Learning Resource Center on the 1st floor. Large format and high quality color prints can be made in the Print Shop for a nominal fee. Trained student employees of The Art Institute of Phoenix Technology Department do all Print Shop printing.
- Some output will incur a fee for printing. See the Print Shop, Technology Department, or Supply Store for costs and/or obtain printing tickets. A ticket must be included with the completed “Printing Request Form.”
- To submit a file to be printed an authorized “Request Form” must be completed. Incomplete forms will not be processed. The Technology Department is not responsible for printing errors caused by incorrect “Request Forms”, missing or bad files, or unorganized work.
- Students must present their active The Art Institute of Phoenix ID to pick up completed projects from the Print Shop. The Print Shop will not release work to other students.
- The Art Institute of Phoenix and the Technology Department are not responsible for the quality of work or output from its facilities.

MEDIA CENTER REQUESTS (CAGE)

How do I reserve and check out equipment?

- Scheduled classes take priority and have the first opportunity to use equipment, studios, and lab space. Students who do not have a scheduled class can sign out equipment one hour after class starts.
- Equipment sign out requires 24 hour advanced reservation at the Media Center/Cage and must be approved by the Technology Department employee. If equipment is not listed on the “Over Night Sheet” then it cannot be checked out. Loaned equipment must be returned the next weekday by 8:00 am unless other arrangements have been made with the Technology Department. Weekend checkouts are available. See the Media Center/Cage for sign-out times and policies. A late return can result in suspension from equipment sign outs.
- Equipment checked out from any technology area at The Art Institute of Phoenix is the responsibility of the student who signed the check out sheet.
- Return equipment in the Media Center/Cage in the same good condition as it was given. I.e., wrap all extension cords, fold dark cloths, zero cameras, and tighten knobs and levers. Students are advised to check all equipment with a tech staff member before signing it out under their care.
- No equipment will be signed out 30 minutes before the cage closes.
- Audio and video studios and lab time may be signed out in 2 or 4-hour blocks and must be pre-approved by the appropriate instructor. Each student is limited to 4 hours per week, pending demand. This time may be adjusted during the quarter. Prerequisites vary, speak with your instructor.

Is there a penalty for returning equipment late?

- If a student fails to return equipment on time, the student is called by telephone.
- If equipment is one day late, the student is issued a “Late Notice” that is placed in the roster by the Technology Department. A two-week suspension is given from reserving equipment.
- If equipment is two days late, an “Urgent Hold Notice” is placed in the roster preventing the student from entering class before they have met with a member of the Technology Department. A three week suspension from sign out privileges will result.
- If equipment is not returned by the third day, a “Replacement Cost Notification” is sent to the Accounting Department. A letter stating what has not returned and its replacement value is sent to the student’s permanent address. Equipment loan privileges can be revoked for the remainder of the quarter.
- There may be fees for late equipment returns.
- Lost, stolen or damaged equipment: Repair and/or replacement are at the discretion of the Technology Department and reserve the right to specify what constitutes equal value and fair replacement. Financial obligations for the repair or replacement of equipment must be resolved before The Art Institute of Phoenix will grant your degree. Intentional damage to equipment or systems is grounds for school expulsion pending outcomes of a hearing before the Student Conduct Committee.

TUTORING SERVICES

Student tutors are available at no additional charge to students through The Art Institute of Phoenix. To sign up for tutoring, you can see the Academic Advisors. Each department offers extra help by request through the Academic Director. Various academic and professional workshops are conducted from time to time by the Academic Affairs Department as well as the Student Affairs Department to assist you in your learning experience.

ACADEMIC ADVISING

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 Advisors 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 Directors, Assistant Academic Directors, or Academic Advisors to develop action plans for resolving your academic needs and concerns.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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.

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:

Term GPA	Honors Designation
4.0	President's Honor Roll
9.9-9.9	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	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**.
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 Aid 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

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:

<u>Letter Grade</u>	<u>Quality Points</u>
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 *

*F does compute in GPA and CGPA and does count as credit attempted.

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

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:

$$A = 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned}$$

$$B = 3 \text{ grade points} \times 3 \text{ credit hours} = 9 \text{ grade points earned}$$

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:

$$16 \text{ grade points} + 9 \text{ grade points} = 25 \text{ total grade points}$$

$$25 \text{ grade points earned divided by } 7 \text{ total hours earned} = \text{student's GPA for the quarter, } 3.57, \text{ which is rounded to } 3.6.$$

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):

$$\frac{(\text{EARNED CREDITS at the institution} + \text{TRANSFER CREDIT Accepted})}{(\text{ATTEMPTED CREDITS at the institution} + \text{Transfer Credits Accepted})}$$

The 150% MTF is determined as follows:

$$\frac{\text{TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM} \times 1.5}{\text{TOTAL NUMBER OF CREDITS ALLOWED TO ATTEMPT.}}$$

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.

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

Procedure to Inspect Educational 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 Dean of Academic Affairs. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student’s records.

Certain limitations exist on a student’s right to inspect and review 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 that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

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

Disclosure of Educational Records

The Art Institutes 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 Institutes officials who have been determined by the school to have legitimate educational interests in the records. A school official is: (a) a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or (b) a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institutes has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator — not the name of any other student, including a victim or witness — without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
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 Institutes will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

Record of Requests for Disclosure

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

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

Directory Information

The Art Institutes 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 Institutes 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 Registrar's Office, at the addresses listed below. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

Correction of Educational Records

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

1. A student must ask the Dean of Academic Affairs 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 Institutes 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 Institutes 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 Institutes. 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 Institutes 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 Institutes 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 Institutes decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institutes will: (a) maintain the statement with the contested part of the record for as long as the record is maintained; and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

Student Right to File Complaint

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

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

ATTENDANCE POLICY

The Art Institute of Phoenix publishes, maintains, and enforces an attendance policy for all students in compliance with standards of accreditation and state regulations. Developing and maintaining a good class attendance record is an important facet of your professional development. The Art Institute of Phoenix's attendance policy has been designed to reflect the demanding nature of the professional field.

Attendance Recording

If you have been cleared to attend class and are physically present in your scheduled class, you will be marked "P" for present (with appropriate minutes tardy or early departure indications as applicable). If you have not been cleared to attend class or are otherwise not physically present in your scheduled class, you will be marked "A" for absent.

Deadline for Beginning Class Each Quarter

All students must begin class attendance for any quarter on their first scheduled day of class. You must have been marked present, in at least one of your courses during your first week, unless otherwise approved in writing by the Registrar. No student will be allowed to begin classes after the sixth school-scheduled class day unless otherwise approved by the Registrar. Absences are recorded from the first day of the quarter irrespective of the reason for absence. If you adjust your schedule within the schedule adjustment period, you will be marked absent for any class you have missed as a result of the schedule change.

Daily Class Attendance

Students are expected to attend all classes as scheduled, be on time, and remain in the class for its full duration. Students are either physically present in the class for which they are registered, for which they will be credited the time actually attended, or not physically present in the class for which they are registered, for which any time absent will be noted in the student's attendance record. Students must be physically present in the class for which they are registered to receive attendance credit for the class. There are no recognized make-up classes. There are no excused absences or "cuts". 'It is understood that a student may be absent from class due to illness or a family emergency.

Attendance Verification

You may verify your attendance at any time during the quarter with the Registrar's Office. Students will receive an attendance record of all marks of present and absence recorded to date (snapshot). Any discrepancies should be discussed with the individual instructor. Should an error be detected, the *instructor* must submit in writing a request to correct the discrepancy(s). The Registrar's Office will not accept corrections from students.

Medical/Personal/Bereavement Leave

Medical/Personal/Bereavement leave requests require documentation. See the Registrar's Office for details.

Total Weekly Attendance

Average total weekly attendance is 20 hours per week, except Culinary Arts which attends on average 23 hours per week. The Art Institute of Phoenix reserves the right to change a student's class session from time to time, according to classroom, studio, and lab availability, and academic and student distribution circumstances. Days of attendance will vary for students according to their program of study and may change from quarter to quarter. Periodically instructional activities may occur at an off-campus location appropriate for the particular activity.

Consecutive Absenteeism

Any student who is absent fourteen (14) consecutive calendar days without notifying the Registrar in writing will be withdrawn from the program. In the event that a student had already completed one or more courses prior to accumulating fourteen (14) consecutive days' absence, the student will be permitted to receive credit (if earned) for the courses already completed. If the student has been withdrawn due to consecutive absenteeism, but was not terminated due to unsatisfactory academic progress, and wishes to return to The Art Institute of Phoenix, the student must write a letter of explanation to the Dean of Academic Affairs. The letter must state the reasons of the extensive absenteeism and include how the student's circumstances have been remedied or changed. The Dean of Academic Affairs will review a student's letter of explanation and determine whether the student's circumstance(s) and academic status warrant consideration for reinstatement to The Art Institute of Phoenix. The student may be asked to appear in

person during the review process when deemed necessary by the Dean of Academic Affairs. Students accepted back into The Art Institute of Phoenix must follow reentry process. (Please refer to the Admission section of the Catalog). If the student has been withdrawn due to consecutive absenteeism and was terminated due to unsatisfactory academic progress, and wishes to return to The Art Institute of Phoenix, the student must appeal according to The Art Institute of Phoenix's procedure for appealing an academic termination.

Attendance Suspension Appeal Process

If you are suspended due to attendance issues, you have the right to appeal your attendance suspension by completing an "Attendance Suspension Appeal" form available at the Registrar Office or from your Academic Director or Advisor. You will need to provide documentation of any mitigating circumstances that impacted your attendance for this particular course. Upon approval, you will be reinstated into the class. If you accumulate any additional absences after a granted appeal, you will be suspended from this class again with no additional appeal opportunity. If your appeal is denied, your suspension will remain in effect.

SCHEDULE ADJUSTMENT PERIOD AND CLASS WITHDRAWAL

You are expected to attend courses during the first week of school and may be terminated if no attendance is recorded during the first six days of the quarter. The first six days of the quarter are designed as the "Schedule Adjustment Period." For new students starting at mid-quarter, the first three days of the quarter are designated Add/Drop days. Beginning on the seventh day of the quarter (second week of courses), students who receive special permission from their Academic Director may be permitted to withdraw from a course(s) prior to the last day of the ninth week of courses (Friday at 5:00 p.m.). Students who withdraw from a course during this period will receive a "W" grade for the course; there will be no refund of tuition and the class must be repeated. All course withdrawals must be submitted to the Registrar's Office. Students submitting course withdrawals on or after Saturday of the ninth week of the quarter will be assigned a "WF." Grades of "W" are not computed in a student's grade point average. Grades of "WF" are used in this computation until the course has been repeated and passed.

TRANSFER CREDIT POLICY AND PROCEDURES

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

TRANSFER OF CREDIT BETWEEN ART INSTITUTES

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

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

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

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

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

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

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

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

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

Grades of Transfer Credits. Courses with earned graded of “C” (2.0) or better will be considered for transfer credit.

Course Prerequisites and Sequence of Courses. Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

Proficiency Credit. Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by the Art Institute 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, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

I. TRANSFER OF DEGREES AND COURSE CREDIT FROM COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTE

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

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

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

Grades of Transfer Credits. Courses with earned graded of “C” (2.0) or better will be considered for transfer credit.

Course Prerequisites and Sequence of Courses. Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

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

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

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

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

II. TRANSFER CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT OR RE-ENTRY TO THE INSTITUTION) AT AN ART INSTITUTE

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

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

Approval Needed. Requests for concurrent enrollment in a course at another college or university while the student is on full-time status at the Art Institute (according to the US Department of Education’s definition of the term) must be approved by the General Education Director, the 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 at all times during the concurrent enrollment at another college or university.

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

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

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

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

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

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

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

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

III. CHANGE OF MAJOR WITHIN AN ART INSTITUTE

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

IV. ADMINISTRATION OF THE TRANSFER OF CREDIT POLICY AND PROCEDURES

1. The Dean of Academic Affairs has the authority to implement Transfer Credit Policy and Procedures, developing procedures across all functional areas in the Art Institute.
2. Once transcripts are received, the response time standard will be 72 hours.
3. An Art Institute student transferring within the Art Institutes system will be classified as “a transfer in” and go through the re-entry process at the admitting school.
4. A student transferring from another college or university to The Art Institutes system is classified as a new student and will go through the admissions process at the admitting school.
5. Grades, GPA and CGPA awarded external to the admitting Art Institute are counted as “TR” grades and do not count toward the Art Institute GPA or CGPA.
6. Students may not enroll in two programs at the same time; that is, a double major is not allowed. Students may complete one course or program and then transfer credits to a second program.

STUDENT RIGHTS AND RESPONSIBILITIES

The following information is available at your request.

1. Institutional information regarding costs, refund policies, programs of study, transfer of credits, accrediting, approvals, and licensing, special facilities and services for qualified students with disabilities, and other information is available through the Admissions office, in the school catalog and enrollment agreement.
2. Family Educational Rights and Privacy Act (FERPA) – This act explains your rights and procedures regarding inspection and review of your education records, correction of inaccurate or misleading information, consent to disclose information, institutional criteria for who is a school official, what constitutes a legitimate educational interest, and filing complaints with the Department of Education. Information is available through the Admissions office and in the school catalog; it is also available on request to your parent, if they meet the definition of a parent under FERPA.
3. Financial Assistance Information – A description of all the financial assistance programs available to students is available in the Admissions and in the Student Financial Services offices. The information available includes eligibility requirements, application procedures, forms and deadlines, criteria for receiving and continuing to receive financial assistance, student rights and responsibilities, criteria for satisfactory academic progress, terms of loans, terms of employment, frequency of and method by which aid is disbursed, entrance and exit counseling, terms of any loan repayment deferments for service.

4. Institutional security policies and crime statistics (called “Crime Report”) are available through the Admissions and Student Affairs offices. This includes a breakdown of crimes occurring on campus reported to local police agencies or to campus security. It also includes school policies and programs for reporting crimes, law enforcement and security on campus, drug and alcohol offences, prevention of sex crimes, and other information related to campus crime and security.
5. Student Right-to-Know Act - According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program, as published in the catalog, must be made available to current and prospective students. You may obtain this information in the Admissions Office.
6. Retention. According to regulations published by the Department of Education the retention rate of certificate or degree seeking first time, undergraduate students must be made available to all enrolled students and prospective students. You may obtain this information in the Admissions Office. According to regulations published by the Department of Education the retention rate of certificate or degree seeking first time, full time undergraduate students is 62 %. These rates combine the retention rates from the main school campus and all its branch campuses. The retention rate for first-time, full-time students at this location is 66 %. The retention rate is calculated based on the number of first time, full time students, who entered school in Fall 2008 and were still enrolled as of Fall 2009.
7. Drug and alcohol abuse prevention information is available in the Student Handbook and through the Student Affairs Office.

NON-FRATERNIZATION POLICY

Due to the inherently unequal relationship that exists between a faculty or staff member and a student, dating, sexual relationships or other non-school-sponsored social relationships can be problematic. Romantic relationships between faculty/staff and students are strictly prohibited under all circumstances, except where the student is the spouse/ domestic partner of the faculty/staff member.

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES.

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

SECTION II. SCOPE.

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

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 College Housing. At the discretion of the Chief Conduct Officer (Dean of Student Affairs, Dean of Academic Affairs or a delegate as appointed by the President of The Art Institute of Phoenix), 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 Phoenix may sanction other conduct not specifically included on this list.

1. Scholastic Dishonesty

- a) Plagiarism
- b) Cheating on assignments or examinations

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

2. Illegal or Unauthorized Possession or Use of Weapons

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

3. Sexual Assault or Nonconsensual Contact

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

4. Threatening, Violent or Aggressive Conduct

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

5. Theft, Property Damage and Vandalism

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

6. Disruptive or Disorderly Conduct

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

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

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

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

8. Verbal Assault, Defamation and Harassment

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

9. Hazing

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

10. Falsification

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

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

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

12. Unauthorized Use or Misuse of College Facilities

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

13. Violation of Federal or State Laws

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

14. Insubordination

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

15. Violations of College Rules

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
- b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area
- d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook

- e) Any violation of the institutions policies on the responsible use of technology including but not limited to
 - I. The theft or abuse of computer, email, Internet or Intranet resources
 - II. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - III. Unauthorized transfer of a file
 - IV. Unauthorized downloading of copyrighted materials in violation of law
 - V. Unauthorized use of another individual's identification and/or password
 - VI. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - VII. Use of computing facilities to send obscene or abusive messages
 - VIII. Use of computing facilities to interfere with normal operation of the school's computing system
- f) Failure to satisfy school financial obligations

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

SECTION VI. SANCTIONS.

The Art Institute of Phoenix 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 Phoenix reserves the right to immediately impose the most severe sanction if circumstances merit.

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

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The 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 school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-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 Phoenix 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 college-sponsored housing or activities at any time or for any reason.
7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

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

SECTION VII. DISCIPLINARY PROCEDURES:

Complaint

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

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

The 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 Phoenix determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

Students have no expectation of privacy in their personal property while on campus. The Art Institute of Phoenix reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

Notification and Determination of violations that warrant Disciplinary Meeting

1. The 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 Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
2. The Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may 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.
 - a. 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 Phoenix policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of violations that warrant Disciplinary Hearing

In some cases, involving serious violations, the 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.

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

Disciplinary Panel

A Disciplinary Panel may consist of members of the 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.

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

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

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the 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 of a student in school sponsored housing.

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

SECTION VIII. APPEAL PROCEDURES.

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

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

ACADEMIC INTEGRITY POLICY

The Academic Affairs Team of The Art Institute of Phoenix fosters a teaching/learning environment where academic honesty must be maintained. Students are ultimately responsible for following this policy by presenting their own work and properly crediting other contributors or sources. Sometimes, students are uncertain about what constitutes appropriate citation of work by others. If you are unsure how to document work written or presented by others, it is your responsibility to ask for help. Resources are available in the Library, or you can ask your instructor.

All work is expected to be your own and all referred sources included in the work must be appropriately cited. Plagiarism is the act of taking credit for any work, or portion of work, without proper reference and permission. Plagiarism, as well as other forms of academic dishonesty is a serious offense and may result in the assignment of a failing grade or expulsion from The Art Institute of Phoenix.

Please read the full description of the Academic Honesty/Dishonesty Policy in The Art Institute of Phoenix Catalog and addenda.

STUDENT GRIEVANCE POLICY

GENERAL STUDENT COMPLAINT PROCEDURES

If you have a complaint or concern regarding any aspect of The Art Institute of Phoenix, you are encouraged to follow the Student Complaint Procedure.

1. Complaints should be discussed 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, you should personally compose and submit a written account to the Dean of Academic Affairs for academic issues or the Dean of Student Affairs for non-academic issues. The written account should indicate your name, phone number, and student identification number, and should discuss the steps you have taken to remedy the situation.
3. The appropriate Art Institute of Phoenix staff member or department will be notified of the complaint. A follow-up meeting with you and Dean of Academic Affairs or Dean of Student Affairs will be held within ten (10) 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. The account must also contain the steps taken to remedy the situation and indicate why the results are not satisfactory. You will receive results of the appeal within ten (10) school days from the date the appeal is received.

If the complaint cannot be resolved after exhausting The Art Institute of Phoenix's Student Complaint Procedure, you may file a complaint with the Arizona State Board for Private Postsecondary Education and/or Accrediting Council for Independent Colleges and Schools (ACICS) at the following addresses:

Arizona State Board for Private Postsecondary Education
1400 West Washington, Room 260
Phoenix, AZ 85007
602.542.5709

Web site: <http://azppse.state.az.us/index.html>

ACICS
750 First Street N.E., Suite 980
Washington DC 20002-4241
202.336.6780

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

The Art Institute of Phoenix does not discriminate or harass on the basis of race, color, national origin, sex, gender, genetic marker, sexual orientation, disability, age, religion, or any other characteristic protected by state, local or federal law, in our program and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: Dean of Academic Affairs, 2233 West Dunlap Avenue, Phoenix, AZ 85021, 602.331.7500.

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 Phoenix non-discrimination policy has been violated.

1. Complainants are encouraged to personally 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 the Dean of Student Affairs, 2233 W. Dunlap Avenue, Phoenix, AZ 85021, 602.331.7500 or for academic matters with the Dean of Academic Affairs, 2233 W. Dunlap Avenue, Phoenix, AZ 85021, 602.331.7500. 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 the Dean of Academic Affairs.
2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Student Affairs or the Dean of Academic Affairs.
3. The Dean of Student Affairs or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator, and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during 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 the Dean of Academic Affairs will determine whether a violation of The Art Institute of Phoenix non-discrimination policy has occurred. The Dean of Student Affairs or the Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Student Affairs or the Dean of Academic Affairs determines that the policy has been violated, the Dean of Student Affairs or the Dean of Academic Affairs will also recommend corrective action.

5. The decision of the Dean of Student Affairs or the Dean of Academic Affairs may be appealed by petitioning the President's Office of The Art Institute of Phoenix. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Dean of Student Affairs or the Dean of Academic Affairs. The President, or his 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 the website at <http://www.ed.gov/ocr>.

ARBITRATION

You and The Art Institute of Phoenix agree that any dispute or claim between you and The Art Institute of Phoenix (or any company affiliated with The Art Institute of Phoenix, 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 Phoenix, 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 Phoenix'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 Phoenix intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institute of Phoenix, 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 Phoenix will select one.

The Art Institute of Phoenix agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, The Art Institute of Phoenix 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 Phoenix 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 Phoenix 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 Phoenix 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 Phoenix. 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.

HARASSMENT

NO HARASSMENT POLICY

The Art Institute of Phoenix 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 state, local or federal law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

DEFINITION OF SEXUAL HARASSMENT

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

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

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. The Art Institute of Phoenix 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 harassment or discrimination. Promptly after learning of such alleged conduct, The Art Institute of Phoenix will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, The Art Institute of Phoenix will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

ANTI-HAZING POLICY

Hazing involving The Art Institute of Phoenix students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education. For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at The Art Institute of Phoenix. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located on the first floor or at 602.331.7500. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the college community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

DISRUPTIVE STUDENTS

You are expected to behave politely and respectfully at all times while on campus. If you display disruptive behavior, you will be referred to the Student Affairs Department and will be subject to discipline under the student code of conduct.

HEALTH AND SAFETY

MY CAMPUS ALERT - EMERGENCY NOTIFICATION SYSTEM

In an emergency, The Art Institute of Phoenix Emergency Notification System will be used to inform members of The Art Institute community who have registered for the system. The system can transmit short notifications by email to a designated address, by text message to a cell phone, or by voice message to a designated cell phone or telephone number in the U.S or Canada. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes.

Information regarding registration for My Campus Alert is available on the Student Portal and in the Student Affairs office.

CRIME AWARENESS AND CAMPUS SECURITY

The Art Institute of Phoenix is committed to you enjoying a safe, secure stay with us. Crime awareness and campus security are matters for which everyone must take a personal responsibility. The Art Institute of Phoenix Student Conduct and Housing Codes strictly prohibit the possession of weapons and the use of alcohol, controlled substances, and drugs on the campus or in off-campus housing. The Art Institute of Phoenix adheres to all state and federal laws. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including expulsion.

Paper copies of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 2010 Report, is available on campus in the Admissions and Student Affairs offices or by calling The Art Institute of Phoenix at 602.331.7500.

The annual Crime Report contains the following pertinent information:

- The Art Institute of Phoenix's Safety and Security Policies:
 - The procedures for reporting a crime;
 - Security personnel at the Institute;
 - Policies for preparing the annual crime report;
 - Security and access to campus facilities;
 - Campus law enforcement;
 - Programs offered about campus security and the prevention of crime;
 - Off-campus student organizations;
 - Drug and alcohol policies;
 - Sexual assault policies and the rights of victims;
 - Information regarding registered sex offenders;
- The crime statistics for The Art Institute of Phoenix's Campus, Non-Campus Buildings and Public Property for calendar years 2008, 2009 and 2010.

CRIME STATISTICS

The following statistics are provided in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth in the first box below are statistics available from The Art Institute of Phoenix concerning the occurrence on The Art Institute of Phoenix's campus, non-campus buildings and property (including school- sponsored housing), and public property of criminal offenses in the categories that were reported to campus security officials or local police agencies. The second box below set forth available statistics concerning hate crimes. The third box below lists the number of arrests for the categories of criminal offenses and campus disciplinary actions occurring on The Art Institute of Phoenix campus, non-campus buildings and property (including school- sponsored housing), and public property.

CAMPUS CRIME AND SECURITY ACT REPORT

This is a notice that the annual Jeanne Clery Disclosure of Campus Crime and Security Act Report for The Art Institute of Phoenix is available on The Art Institute's website at: www.artinstitutes.edu/phoenix. Students will be notified via campus email when the annual Jeanne Clery report is updated. Paper copies of the Crime Report are available on campus in the Admissions and Student Affairs offices or by calling The Art Institute at 602.331.7500.

The annual Crime Report contains the following pertinent information:

1. The Art Institute of Phoenix's Safety and Security Procedures;
 - a. The procedures for reporting a crime;
 - b. Security personnel at the Institute;
 - c. Policies for preparing the annual crime report;
 - d. Security and access to campus facilities;
 - e. Campus law enforcement;

- f. Programs offered about campus security and the prevention of crime;
 - g. Off-campus student organizations;
 - h. Drug and alcohol policies;
 - i. Sexual assault policies and the rights of victims;
 - j. Information regarding registered sex offenders;
 - k. Fire Safety
 - l. Missing Student Notification
2. The crime statistics for the Institute's Campus, Non-Campus Buildings and Public Property for calendar years 2008, 2009, and 2010.

DRUG-FREE WORKPLACE AND CAMPUS

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 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. In accordance with the Drug-Free Schools and Communities Act of 1989, The Art Institute of Phoenix is committed, as a recipient of federal aid funds for students, to providing a drug-free environment. Law prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Anyone in violation of this prohibition within The Art Institute of Phoenix is subject to appropriate action, up to and including termination. Offenses involving the use or possession of drugs and alcoholic beverages are essentially civil matters that address themselves to the discretion of local, state, and federal authorities, but may subject the possessor or user to Institute discipline when such offenses and their effects adversely interfere with the well-being of, or reflect on, The Art Institute of Phoenix or members of The Art Institute of Phoenix.

Paper copies of the Drug Free Workplace and Campus are available in the Admissions and Student Affairs offices or by calling at 602.331.7500.

STUDENTS UNDER THE INFLUENCE

The Art Institute of Phoenix promotes a healthy and safe educational environment. All referrals requiring immediate intervention with an intoxicated or under the influence student will be made to the corresponding appropriate Academic Director, Dean of Student Affairs and Student Support Coordinator. Students who are considered to be under the influence of alcohol or mood-altering drugs will be asked to leave the premises immediately.

The Academic Director will assess the student's condition. If deemed necessary, the student will be referred to the Dean of Student Affairs and/or Disciplinary Appeals Committee for further disciplinary action.

RAPE/SEXUAL MISCONDUCT

You may encounter instances of forced sexual activity, both on and off campus. Rape refers to sexual contact without consent; sexual intercourse does not have to occur. Acquaintance or date rape is more common on school campuses than stranger rape. Communicate directly with your social contacts about your level of comfort with specific sexual behaviors.

If you have been victimized by unwanted sexual contact, The Art Institute of Phoenix's first concern is your safety. Please notify any staff/faculty member, your Director of Residential Life & Housing, Academic Director, or the Student Affairs Department as soon as you can. To report an assault officially, you may call the City of Phoenix police at 911 or the Phoenix Center for Prevention of Abuse and Violence, 602.254.6400. If you decide later to prosecute the offender, physical evidence of the assault needs to be obtained within hours after the sexual assault. Do not shower, bathe, or destroy any of the clothing you were wearing at the time of attack. Go to the hospital or some form of medical facility. Females should be evaluated for pregnancy, and both sexes need to be checked for sexually transmitted disease. A medical examination is the only way to ensure that you are not injured, and it could provide valuable evidence should you decide to prosecute. Call someone to be with you as you should not be alone.

If you want someone to talk to about any unwanted sexual activity, referrals from the Student Affairs Department are available. Their services assure confidentiality and are available at no charge.

THE PROBLEM OF SUICIDE

- In 1998, suicide was the eighth leading cause of death for all Americans, the third leading cause of death for those aged 15-24, and the second leading killer in the college population.
- These statistics demonstrate the seriousness of suicide, which is often linked to untreated depression. Clinical depression affects more than 19 million adults every year.
- Although women suffer from clinical depression and attempt suicide more than men, men are more likely to complete the act. Any talk of suicide by a friend or loved one should be taken seriously and help should be sought immediately.

Symptoms

Depression and thoughts of suicide can impact a person's life in many different ways. Not everyone experiences depression and suicidal tendencies in the same way. Some people may have behavioral changes, while others experience physical changes.

Depression and suicide have many common warning signs including:

- Sadness or anxiety
- Feelings of guilt, helplessness or hopelessness
- Trouble eating or sleeping
- Withdrawing from friends and/or social activities
- Loss of interest in hobbies, work, school, etc.
- Increased use of alcohol or drugs
- Anger

Specific signs of potential suicide include:

- Talking openly about committing suicide
- Talking indirectly about “wanting out” or “ending it all”
- Taking unnecessary or life-threatening risks
- Giving away personal possessions

Depression alone or in combination with aggressive behavior, substance abuse and/or anxiety is found in over half of all suicides. If depression is present, substance abuse, anxiety, impulsivity, rage, hopelessness and desperation may increase the risks of suicide.

Suicide can be also be triggered by a number of things including:

- stressful events, such as a failed exam or failure to get a job
- crises in significant social or family relationships
- interpersonal losses
- changes in body chemistry
- high levels of anger or anxiety

How to help a friend

If you notice any of the above warning signs in a friend or loved one, you have reason to be concerned. There are ways that you can be helpful to a friend or loved one who is thinking of taking their own life.

- Be honest and express your concerns. For example, “You seemed really down lately; is something bothering you?”
- Ask directly about thoughts of suicide. For example, “Have you thought of hurting yourself?” If suicidal thoughts are expressed it is important to contact the college counselor, 9-1-1 or the local mental health association.
- Listen and offer emotional support, understanding and patience.
- Convey the message that depression is real, common and treatable. Suicidal feelings are real and preventable.
- Offer to accompany your friend to see a counselor.

Resources

If you or a friend needs help, please contact 9-1-1. The college counselor 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.

National Mental Health Association

1-800-969-6642 or www.nmha.org/index.cfm

National Institute of Mental Health

1-800-421-4211 or 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

PROCEDURES FOLLOWING SUICIDE THREATS AND ATTEMPTS

The Art Institute of Phoenix expects and encourages students to maintain a reasonable concern for their own self-welfare and the welfare of the campus community. Demonstrated suicidal intent or behavior are risk factors for completed suicide and are a violation of The Art Institute of Phoenix student code of conduct. In the event that The Art Institute of Phoenix has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, the School will generally require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and the student should sign a release of information allowing the mental health professional to communicate with school staff information related to the student's safety and well-being.

The purpose of the mandated assessment is to gather information and recommendations about the student's condition, his or her need for psychiatric hospitalization and to provide the student with appropriate psychological and psychiatric referrals. The school will ask the mental health professional to share information about what steps the school might take to protect the safety of the student and the school community at large. Students with psychological impairments which affect the student's ability to function in the school community (academically, socially or otherwise) may opt for a medical withdrawal or a medical leave of absence. Students who have to be hospitalized due to a suicide attempt and/or suicidal ideation will be placed on interim suspension which will remain in effect until the student provides appropriate documentation from a licensed mental healthcare provider stating that the student can safely return to college and is not believed by the healthcare provider to present a threat to harm himself/herself or others. Notwithstanding, the School at its discretion may set restrictions and/or conditions for the student to return to School including receiving outside counseling, signing a safety contract, and restricting or denying school-sponsored housing accommodations.

The Art Institute of Phoenix cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student's parents or other support person(s) may be contacted by the School and informed of the student's condition. The Family Educational Rights and Privacy Act (FERPA) permits school officials to contact parents without the student's consent, "if knowledge of the information is necessary to protect the health and safety of the student or other individuals." If circumstances indicate further harm may come to a student by contacting family members, other options may apply. Failure to adhere to the guidelines outlined herein may result in disciplinary action.

PEOPLE AND PLACES

GATHERING GROUNDS

First Floor

Need a quick snack, a cup of gourmet coffee or a soda during a break between classes? The Gathering Grounds is a hot spot to grab a quick bite and mingle with your classmates.

DELI QUENCH

First Floor

Deli Quench is a great place to visit for lunch or dinner. Deli Quench has varied menu of hot and cold dinners and sandwich combos, including cheeseburgers and nachos.

SUPPLY STORE – ART CONNECTION

First Floor

Located on the first floor inside the Student Lounge, Art Connection is your campus resource for art supplies and culinary tools customized for the Ai student. Stop by and choose your favorite gear and other gifts to show your school spirit. We also offer Transit passes, greeting cards and snacks. Our dedicated and experienced staff is here to help. Art Connection. Your Project Starts Here!

SCHOOL SPECIFIC APPENDIX

MAIN/BRANCH/SATELLITE INFORMATION

The following schools are branches of The Art Institute of Phoenix

- The Art Institute of Indianapolis
- The Art Institute of Las Vegas
- The Art Institute of Salt Lake City
- The Art Institute of Tucson
- The Art Institute of Wisconsin
- The Art Institutes International – Kansas City
- Brown Mackie College – Akron
- Brown Mackie College – Albuquerque
- Brown Mackie College – Atlanta
- Brown Mackie College –Birmingham
- Brown Mackie College – Boise
- Brown Mackie College – Cincinnati
- Brown Mackie College – Findlay
- Brown Mackie College – Fort Wayne
- Brown Mackie College – Greenville
- Brown Mackie College – Hopkinsville
- Brown Mackie College – Indianapolis
- Brown Mackie College – Louisville
- Brown Mackie College – Merrillville
- Brown Mackie College – Miami
- Brown Mackie College – Michigan City
- Brown Mackie College – North Canton
- Brown Mackie College – Northern Kentucky
- Brown Mackie College – Phoenix
- Brown Mackie College – Quad Cities
- Brown Mackie College – South Bend
- Brown Mackie College –San Antonio
- Brown Mackie College – St. Louis
- Brown Mackie College – Tucson
- Brown Mackie College – Tulsa

ACCREDITATION AND LICENSING

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.state.az.us>).

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, 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503.

EXECUTIVE COMMITTEE

Kevin LaMountain

President

Meryl P. Epstein, Ed.D., M.F.A.

Dean of Academic Affairs

Kristin Frank

Director of Career Services

Josh Koenig

Campus Technology Manager

Kristin Robinson, PHR

Director of Human Resources

Lori S. Ryan

Director of Administrative & Financial Services

Tanisha J. Washington

Dean of Student Affairs

Stacey Till

Senior Director of Admissions

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

Erica Collins

Academic Advisor/PLUS Lead

Gregg Durham

Senior Academic Director

James Haldy

Academic Director

Kevin Hedgpeth

Assistant Academic Director

Ingrid Lewis

Academic Director

Francine Marz

Assistant Academic Director

Gil Mejia

Senior Academic Director

Carol Morrow, Ph.D.

Academic Director

Deborah Robin, Ed.D.

Faculty Development Director/Faculty Member

Helen Smith

Assistant Academic Director

Wayne Vlcan, Ed.D.

Academic Director

Sally Underwood

Senior Academic Advisor

SCHOOL SCHEDULE

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

Mid-quarter Start: February 16, 2012

Martin Luther King Holiday: January 16, 2012

Presidents' Day Holiday: February 24, 2012

Winter Quarter ends: March 25, 2012

SPRING QUARTER 2012

First day of classes: April 3, 2012

Mid-quarter start: May 11, 2012

Good Friday Holiday: April 6, 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

COMMUNITY RESOURCES

COPY MACHINE

A coin operated photocopier is available for use in The Art Institute of Phoenix Library located on the first floor.

MAIL SERVICE

There is a drop box located on the first floor directly behind the south elevator. The nearest post office is located at Washington Station, 8155 N. Black Canyon Hwy. (parallel to I-17), Phoenix, AZ 85069, (800) 275-8777.

STUDENT LOUNGE

The Student Lounge is located on the first floor. This is a common area equipped with computers for students to access the internet and areas to eat and socialize. The Student Lounge also houses vending machines, pay phones, and the Supply Store. Bulletin boards that provide information on items for sale, part-time employment, and current school happenings are located throughout.

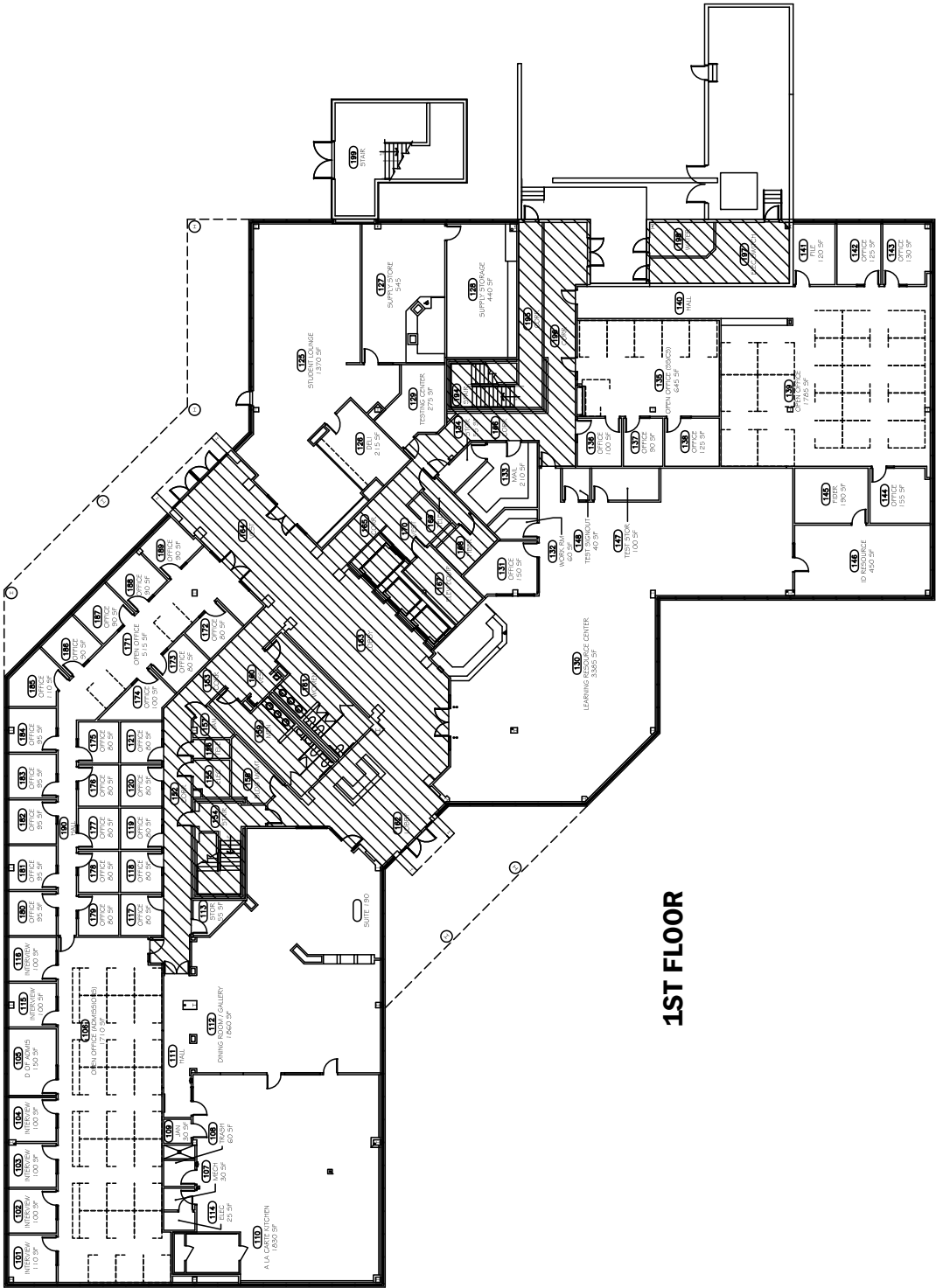
Consumption of food is permitted only in the Student Lounge or outside patio area but not in any classroom, lab or studio. Resealable beverages may be consumed in lecture and art rooms.

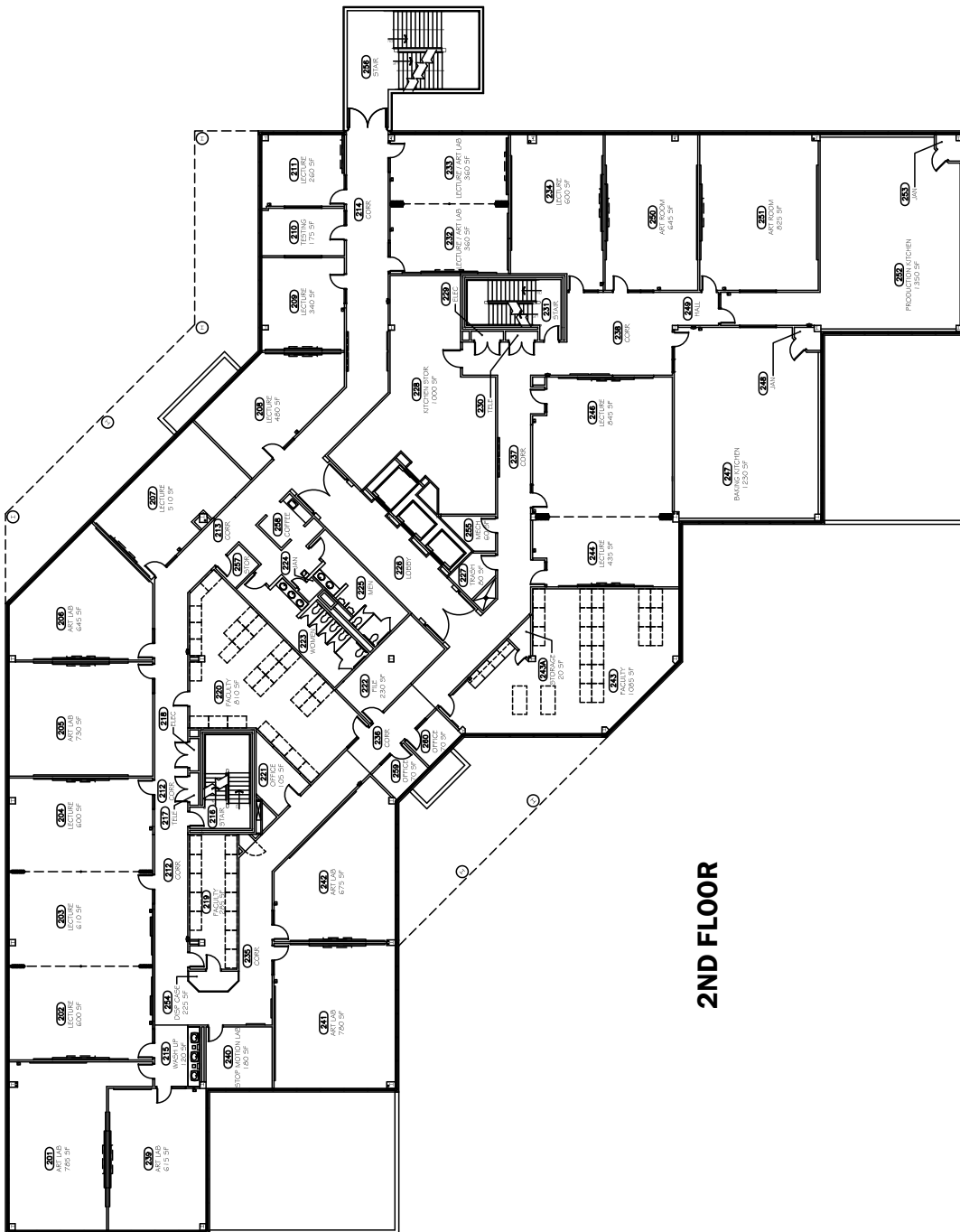
MEDICAL OR SECURITY EMERGENCIES

In case of a medical or police emergency of any type, you must immediately notify a faculty or staff member. If life threatening, call 911.

In case of a fire, pull the fire alarm and go to the nearest exit. Do not use the elevator! If you live in school-sponsored housing, management will give you more specific instructions. For your safety, it is mandatory that you leave the building quickly. Close the door to your room or classroom.

See aiprogams.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.





2ND FLOOR

