



**The Art Institute  
of California<sup>SM</sup> - Sunnyvale**

**CATALOG ADDENDUM**

Summer 2008

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## MISSION, VALUES, VISION, OBJECTIVES

### Mission:

- Our mission is to provide learning centered creative education in a positive and stimulating environment, while building our students' skills in preparation for gainful employment in their chosen fields.

### Values:

- We believe in quality and excellence in creative, learner-centered education.
- We believe that serving our students is our priority.
- We believe that education is a partnership between the school, the faculty, and the student that requires open communication, personal responsibility, integrity, and active participation.
- We support the creative diversity of our students and share in the development of their artistic and academic potential.
- We believe in industry-relevant curricula that prepare students to contribute positively to the business community.
- We believe in a culture of learning is built on leadership, teamwork, accountability, and cooperation.
- We believe in training, growth, and advancement opportunities for our employees and recognizing individual responsibility, ownership, and accomplishment.

### Vision:

The Art Institutes strive to be the leaders in career-focused, creative education in California.

## ADMINISTRATION

**Daniel Cardenas** President

**Patty Lev** Dean of Academic Affairs

**Liane Soohoo** Senior Director of Admissions

**Ildifonso Carrillo** Registrar

**Eric Frauwirth** Academic Department Director: Culinary Arts

## TUITION AND FEES

Tuition is currently charged at \$456 per credit. Tuition and fees effective June, 2008. Currently tuition and fees applicable to Art Institute of CA-Sunnyvale are as follows:

### Bachelor's Degree Programs

	<b>Culinary Management (B.S.)</b>	<b>Fashion Marketing &amp; Management (B.S.)</b>	<b>Graphic Design (B.S.)</b>	<b>Web Design &amp; Interactive Media (B.S.)</b>	<b>Interior Design (B.S.)</b>	<b>Digital Film &amp; Video Production (B.S.)</b>
Tuition per Quarter (16 credits)	\$7,296	\$7,296	\$7,296	\$7,296	\$7,296	\$7,296
Annual Tuition <sup>1</sup>	\$21,888	\$21,888	\$21,888	\$21,888	\$21,888	\$21,888
Total	\$89,907	\$87,702	\$87,702	\$87,702	\$87,702	\$89,002

Tuition/Fee					
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### Associate of Science Degree Programs

	<b>Culinary Arts (A.S.)</b>	<b>Graphic Design (A.S.)</b>	<b>Web Design &amp; Interactive Media (A.S.)</b>
Tuition per Quarter (16 credits)	\$7,296	\$7,296	\$7,296
Annual Tuition <sup>1</sup>	\$21,888	\$21,888	\$21,888
Total Tuition/Fees for Program <sup>2</sup>	\$53,427.00	\$51,222	\$51,222

<sup>1</sup>Annual tuition costs are based on an academic year of three quarters and an average of 16 quarter credits for Bachelor's and Associate of Science degree programs.

<sup>2</sup>NOT including Starting Kit or Transitional Studies charges. Total tuition costs based on 192 credits for Bachelor's degree programs and 112 credits for Associate of Science degree programs. Includes \$50 application fee and \$100 enrollment fee. Total tuition is based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.

*The student is responsible for tuition and fees pertaining to the program's required course of study. The tuition and fees contained in the Enrollment Agreement are subject to change. The per credit hour rate is subject to an increase at least once per calendar year which will increase the total amount for the program. The adjustment to the per credit hour rate may occur before the student begins classes and the student's program will be calculated using the new rate. Any changes to tuition and fees will be published to the students.*

*Each school quarter is typically 11 weeks.*

### ADDITIONAL FEES FOR ALL PROGRAMS

- **Student Activities Fee:** A one-time fee of \$50.00 for Bachelor's students and \$35.00 for Associate's students will be charged in the first quarter.
- **Auditing a Class:** Bachelor's and Associate of Science degree program courses may be audited at a cost of \$876.00 for a 2-credit course, \$1,314.00 for a 3-credit course, or \$1,752.00 for a 4-credit course per quarter.
- **Repeated Courses:** Students will pay full cost of tuition for any repeated course.
- **Interest on Outstanding Balances:** The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the school at the end of the prior month, including but not limited to tuition, fees, housing charges, late registration fees, fines, damages, etc., less the total amount paid to the student's account at the end of the current month, including financial aid that the student has been awarded but has not been paid for the quarter provided that the student and/or the student's parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her student payment plan, and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.
- **Returned Check Fee:** If a student makes any payment by check to the school (including for purchases at the student store) which is subsequently returned for any reason, the student's ledger card will be charged a \$15 returned payment fee.

- **Other Fees.** If a student has any outstanding fees to due to the library, the student's ledger card may be charged directly. Such fees may include but are not limited to late fees, unreturned school property, and damaged, lost or stolen property. A list of fees is available in the library.

## REQUEST FOR TRANSCRIPTS

Requests for official or unofficial student transcripts will only be processed if the student is in good financial standing with the school. Transcripts requests will not be processed for students with past due accounts.

## STUDENT FINANCIAL SERVICES

### FEDERAL FINANCIAL AID PROGRAMS

Art Institute of CA-Sunnyvale is eligible for financial aid and participates in the following programs:

- **Federal Pell Grant**  
Federal Pell Grants are based on financial need, as defined by the U.S. Department of Education. To be eligible for a Federal Pell Grant, students must make application; prove U.S. citizenship or permanent resident status; be able to show graduation from high school or its equivalency; not owe a refund on a federal grant nor be in default on a federal loan; and maintain satisfactory academic progress in school.
- **Federal Supplemental Educational Opportunity Grants**  
Federal Supplemental Educational Opportunity Grants (FSEOG) are for students who demonstrate exceptional financial need (with priority given to Pell Grant recipients). This is gift aid; it does not have to be repaid.
- **Academic Competitiveness Grant (ACG)**  
Available to students who have graduated from high school (GED students not eligible) and are in the 1st or 2nd year of their program. The applicant will self-identify his or her eligibility for an ACG by identifying the rigorous secondary school program they completed from choices of approved programs provided by the Department of Education and available through the Financial Aid Office. Students must also be Pell Grant eligible. Please see a Financial Aid representative for more details.
- **Federal Subsidized Stafford Loan**  
The Federal Subsidized Stafford Loan is a variable interest loan available to students through eligible lenders. The loan is obtained directly from private banks, savings and loan associations, and credit unions. To be eligible, the student must be a citizen or permanent resident alien of the United States and meet other eligibility requirements. Repayment of the loan begins six months after the student's last day of attendance.
- **Federal Unsubsidized Stafford Loan**  
The Federal Unsubsidized Stafford Loan is a variable interest loan available to students through eligible lenders. Independent students may borrow the Unsubsidized Stafford Loan without credit requirements. The Stafford Loans repayment begins six months after the student's last day in school. Dependent students who do not meet the need requirements for a subsidized Stafford Loan, or whose parents are denied a PLUS Loan, may also apply for this loan.
- **Parent Loan for Undergraduate Students (PLUS)**  
The Parent Loan for Undergraduate Students is a variable interest loan available to parents through eligible lenders. The PLUS loan is a credit-worthy loan available to parents of dependent students. The PLUS loan repayment begins 60 days after the loan is disbursed.
- **Federal Perkins Loan**

Federal Perkins Loans offer a low 5% interest rate and repayment terms as long as ten years. Because funds under this program are limited, priority is given to students with the greatest financial need. Repayment on the loan generally does not begin until nine months after a student leaves school or coursework is reduced to less than a half-time basis.

- **Federal Work-Study**

Through the Federal Work-Study program, students have the opportunity to meet part of their expenses by working part-time on or off campus. A limited number of assignments are available, with priority given to students with the greatest need. The Student Financial Services Department has more details. The maximum students can earn through this program is the amount of their unmet need (the difference between expenses and all their resources). For a more complete description of federal aid programs, please ask for Art Institute of CA-Sunnyvale Complete Guide to Financial Aid.

- **California State Grant (Cal Grant)**

Art Institute of CA-Sunnyvale is approved by the California Student Aid Commission for students to receive Cal Grant funds under Cal Grant A, B, and C programs. Cal Grant programs require academic qualifications as derived from the Student Aid Commission Grade Point Average (GPA) Verification Form. Both the Free Application for Federal Student Aid (FAFSA) form and the GPA Verification (Cal Grant application) must be completed and postmarked by March 2 each year.

- **Other Agencies**

Some students are eligible for aid administered outside of the school such as the Workforce Investment Act (WIA), Rehabilitation Programs, Department of Veterans Affairs Benefits, community organization scholarships, and company reimbursement plans. The Student Financial Services Department can assist students applying for external sources of financial aid.

### **Institutional Grant**

Students who apply and are accepted for admission are eligible to receive an institutional grant which is awarded to students who demonstrate financial need. To apply for an institutional grant students must submit an application which is available in the Student Financial Services office.

### **POLICIES AND PROCEDURES FOR VERIFICATION**

Art Institute of CA-Sunnyvale has developed the following policies and procedures in accordance with federal financial aid regulations:

1. Only students who have been selected will have their application information verified and will be required to submit supporting documentation. In most cases, the required documentation consists of a completed verification worksheet and a signed United States income tax return from the prior year.
2. Art Institute of CA-Sunnyvale will inform students of the required documentation that is missing. The school will use as its reference the most recent verification guide supplied by the United States Department of Education. At that time, the student will be informed of the time parameters and the consequences of not completing the verification cycle. The school will notify the student of the result of verification and any other documentation needed. The school will assist the student in correcting any information that is inaccurate and will notify any student whose award changes via Award Letter.
3. If the student supplies inaccurate information on any application and refuses to correct it after being counseled by the school, the school will refer this case to the United States Department of Education for resolution. Unless required by the United States Department of Education, no Financial Aid will be disbursed to the student.
4. The Financial Aid file must be documented with the date that verification is completed. Loan checks are not to be released prior to this date.
5. that verification is completed. Loan checks are not to be released prior to this date.
6. No Pell Grant or FSEOG funds will be disbursed prior to the completion of verification.

7. Federal Stafford Student Loan applications may be certified by the school prior to the completion of verification. However, the funds may not be received until verification is complete.
8. Students eligible to receive a Federal Pell Grant will have until 60 days after his/her last day of attendance or end of the academic year, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from school. After the passage of the aforementioned period, all Financial Aid that might have been due is forfeited.

### **SECONDARY CONFIRMATION PROCEDURES**

In accordance with current federal regulations, Art Institute of CA-Sunnyvale has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status, the student must submit reasonable evidence of eligible status. All students who report eligible status, but whose eligible status is not confirmed by the Central Processing System output document, will follow the procedures listed below:

1. Students have 30 days from the date that the school receives the output document to submit documentation of eligible non-citizen status.
2. Students must submit documentation of their legal permanent status to the Student Financial Services Office. This documentation must be current, official, and legible.
3. The school will initiate secondary confirmation within 10 business days of receiving both output documents and student's immigration status documents.
4. The school will not make the decision regarding "eligible non-citizen" status without the student having the opportunity to submit documentation supporting a claim for eligibility during the 30-day period.
5. Failure to submit the documentation by the deadline prevents the school from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.

## **POLICIES FOR STUDENTS WHO BEGIN AT MID-QUARTER**

- **Length of Term**  
The first academic quarter is approximately 5 weeks in duration.
- **Kit Return Policy**  
Students who leave school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the kit within ten days of his/her last date of attendance.
- **Schedule Adjustment Period**  
The schedule adjustment period begins on the first day of the mid-quarter session start (fourth day of Week 6) and concludes at the end of the day on the following Saturday (last day of Week 6). If you drop or add one or more classes, your financial aid eligibility may change. Please see a financial aid officer before adding or dropping a class.
- **Return of Title IV Funds**  
The Return of Title IV Calculation as described in the Enrollment Agreement for the mid-quarter session will apply using the mid-quarter start and end dates.

## **PLACEMENT IN TRANSITIONAL STUDIES**

Art Institute of CA-Sunnyvale is committed to student success. Recognizing that students come to the school with different strengths and skill sets, Art Institute of CA-Sunnyvale administers the ACCUPLACER assessment to help determine student academic preparation in math and English. To ensure placement in the appropriate math and English courses, new students are required to take ACCUPLACER. Based on the results, students may be required to take one or more Transitional Studies courses which must be completed in order for students to progress in their program of study.

Credits earned in Transitional Studies do not count toward the total number of credits required for graduation, nor do they count in the calculation of Cumulative Grade Point Average (CGPA). However, such credits do count in determining maximum time frame and Incremental Completion Rate (ICR). Transitional Studies courses may be individually attempted no more than three times. Failure to pass this course within three attempts will result in academic termination.

Students who have applied and accepted for admission are encouraged to take the ACCUPLACER assessment at Art Institute of CA-Sunnyvale before classes begin. Students who do not take the ACCUPLACER assessment before the start of their first quarter at Art Institute of CA-Sunnyvale and who are not granted exceptions per the following criteria, will be automatically enrolled in Transitional Studies courses.

Exceptions will be granted to students with:

1. Transferable college credits in 100-level (or higher) math and/or English courses with grades of "C" or higher.
2. Scores of 450 or higher on the verbal portion of the SAT and/or 400 or above on the math portion.
3. Advanced Placement (AP) scores of 3 or higher in math and/or English.
4. A score of 50 on the CLEP exam in math and/or English.

## Satisfactory Academic Progress Policy

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

## Milestones and Evaluation Points for Satisfactory Academic Progress

### Academic Standards for Degree Programs:

1. At the end of second quarter (or the fifth session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **probation**.
2. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **dismissal**.
3. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on **probation**.
4. At the end of sixth quarter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in **dismissal**.
5. While we are bound by Department of Education requirements that a student be dismissed after his or her sixth quarter if the CGPA is below 2.0 and/or the ICR is below 66.67%, we are allowed to place a student on probation in subsequent quarters if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%. If the student is put on probation, the student will have to attain both a CGPA of 2.0 and an ICR of 66.67% at the end of the next evaluation point or be **dismissed** (note: evaluation points occur every other quarter after sixth quarter). This can only happen once after sixth quarter.
6. At any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be **dismissed**.
7. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.
8. Failure to complete courses successfully, for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.
9. **Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in dismissal.**
10. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the Institute. If

the student's appeal is granted, he or she will be placed on **probation** at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a **permanent dismissal**. The student would do this through the reentry process.

### **Other Standards of Academic Progress:**

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

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

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

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

13. Transfer credits from other post-secondary institutions are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum number of attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be  $180 - 36 = 144 \times 1.5 = 216$  credits.

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

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

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

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

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

For ICR purposes only, those courses transferred will apply to the new program. The maximum allowable timeframe shall be calculated as the total number of credits in the program minus the number of credits applied to the new program X 1.5. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be  $180 - 36 = 144 \times 1.5 = 216$  credits. Second example, if a student earned 36 credits in the original program that are applicable to the new program, but transfers 48 credits due to repeating failed classes then the maximum allowable timeframe is reduced to 198 credits.

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

#### **Milestones and Evaluation Points**

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

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

#### **SPECIAL SATISFACTORY ACADEMIC PROGRESS POLICY PROVISIONS FOR CALIFORNIA VA STUDENTS (EFFECTIVE June 28, 2008)**

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

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

In addition to the provisions of the policy, students in degree programs receiving VA benefits in California have two additional evaluation points. These are not for purposes of determining academic standing, but, rather, are for purposes of determining continued eligibility to receive VA benefits.

Academic Standards for Degree Programs:

16. At the end of second quarter (or the fifth session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **probation**.
17. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **dismissal**.
18. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on **probation**.
19. At the end of the third quarter, students who are placed on probation and who were on probation after second quarter will have their **certification of eligibility to receive VA benefits withdrawn**.
20. At the end of the fourth quarter, students receiving VA benefits who were on academic probation at the end of their second and third quarters will be evaluated to ensure that they have earned a CGPA of at least 1.5 and an ICR of at least 33.33%. Failure to meet these benchmarks will result in the **withdrawal of certification of eligibility** to receive VA benefits.
21. At the end of the fifth quarter, students receiving VA benefits who were on academic probation at the end of their third and fourth quarters will be evaluated to ensure that they have earned a CGPA of at least 1.8 and an ICR of at least 60%. Failure to meet these benchmarks will result in the **withdrawal of certification of eligibility** to receive VA benefits.
22. At the end of sixth quarter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in **dismissal**.
23. While we are bound by Department of Education requirements that a student be dismissed after his or her sixth quarter if the CGPA is below 2.0 and/or the ICR is below 66.67%, we are allowed to place a student on probation in subsequent quarters if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%. If the student is put on probation, the student will have to attain both a CGPA of 2.0 and an ICR of 66.67% at the end of the next evaluation point or be **dismissed** (note: evaluation points occur every other quarter after sixth quarter). This can only happen once after sixth quarter.
24. At any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be **dismissed**.

**Milestones and Evaluation Points**

<u>Evaluation Point</u>	<u>Milestones (CGPA and ICR)</u>	<u>Required Action</u>
End of Second Quarter	< 1.0 and/or 33.33%	Probation
End of Third Quarter	< 1.0 and/or 33.33%	Dismissal
End of Third Quarter	< 1.5 and/or 50%	Probation
End of Third Quarter	> 1.0 and 33.33%	
End of Third Quarter	< 1.5 and/or 50%	Probation and Loss of VA Benefits
End of Fourth Quarter	> 1.0 and 33.33% (and on probation after 2 <sup>nd</sup> Quarter)	
End of Fourth Quarter	< 1.5 and/or 33% (and on probation after 2 <sup>nd</sup> and 3 <sup>rd</sup> Quarters)	Loss of VA benefits

End of Fifth Quarter	< 1.7 and/or 60% (and on probation after 3 <sup>rd</sup> Quarter)	Loss of VA benefits
End of Sixth Quarter* And every other quarter thereafter	< 2.0 and 66.67%	Dismissal

## **EVALUATION OF CREDIT FOR PREVIOUS EDUCATION AND TRAINING OF VETERANS AND ELIGIBLE PERSONS**

Art Institute of CA-Sunnyvale will evaluate all previous education and training, grant credit where appropriate, reduce the length of the program proportionally, and notify the student accordingly. Veterans will receive automatic evaluation of credit during the time of enrollment.

## **HONORS AND AWARDS**

### **CRITERIA FOR HONOR DESIGNATION**

To promote academic excellence and to recognize exemplary academic achievement, students are recognized on a quarterly basis and upon graduation. Any student who enrolls for and completes 12 credits or more and meets the following criteria, may receive the corresponding designation:

### **QUARTER GPA HONOR DESIGNATION**

- 4.0 President's Honor Roll
- 3.7–3.9 Dean's Honor Roll
- 3.5–3.69 Honor Roll

### **HONOR DESIGNATION AT GRADUATION**

Any student who achieves a CGPA of 3.5 or better is designated as an Honor Graduate. (Transitional studies classes are not considered when evaluating honor designations.)

### **GRADUATION AWARDS**

Students from each major may be eligible to win awards recognizing outstanding portfolios or culinary skills or outstanding achievements.

## **Terms of Academic Probation**

Once placed on academic probation, a student must meet the CGPA and ICR milestones at the next evaluation point. (Refer to the "Satisfactory Academic Progress Policy Milestones and Evaluation Points" table on page 90 of the catalog.) If the student meets the CGPA and ICR milestones at the next evaluation point, the student will be removed from academic probation. However, if the student fails to meet the CGPA and ICR milestones at the next evaluation point, the student will be terminated for academic reasons.

When a student is placed on academic probation, the school will send a letter to the student informing them of their status. The letter will contain a summary of Satisfactory Academic Progress Policy Milestones and Evaluation Points which explains the milestones that the students will need to achieve and in what timeframe.

## **Seeking Additional Degrees**

When a student earns an associate's degree and then elects to continue in a bachelor's program for the same or different major, the school's transfer of credit policy applies. Eligible courses taken in the associates program shall be transferred with the grade. If a student has taken a course more than once, all grades relevant to that course shall apply in the bachelor's program. Grades earned in the associates program and major shall count toward the CGPA. For ICR purposes, only those courses transferred will apply to the new bachelor's program and major. The maximum allowable time frame shall be calculated as the total number of credits in the new bachelor's program and major minus the number of credits applied to the new bachelor's program and major times 150%. Example: if a student transfers 112 credits to a new bachelor's program consisting of 192 credits, the calculation would be  $192 - 112 = 80 \times 150\% = 120$  credits. Second example: if a student earned 112 credits in the original associates program

that are applicable to the new bachelor's program, but transfers 124 credits due to repeating failed classes, then the maximum allowable time frame is reduced to 102 credits.

## PROGRAM CHANGES

### Culinary Arts

- CUL1106 *Introduction to Culinary Skills* has been renamed CUL1108 *Fundamentals of Classical Techniques*. Any course prerequisite which lists CUL1106 now requires CUL1108.

- CUL1115 has been replaced with:

#### **CUL2225 Latin Cuisine**

##### **3 quarter credits (11 hrs lecture/44 hrs lab)**

This course provides students with a study of the cuisines of Latin America. Students learn about the products and ingredients that are indigenous to the regions and gain hands-on experience preparing foods. A historical approach with cultural implications in the preparation of foods and the selection of menus will be stressed. The skills of plate presentation, mise en place, organization and utilizing the fundamental techniques of cooking will be reinforced at all times.

*Prerequisite: CUL1108*

- CUL2226 has been replaced with:

#### **CUL2304 Art Culinaire**

##### **6 quarter credits (22 hrs lecture/88 hrs lab)**

This course will celebrate the culinary styles, restaurants, restaurateur and chefs who are in the current industry spotlight. Their style, substance and quality will be discussed and examined. During the hands-on production aspect of the class, students will have the opportunity to be exposed to specialty produce and products. *Prerequisites: CUL1108, CUL1116, CUL1125, CUL1126, CUL1146*

### A NOTE ABOUT ONLINE COURSES:

Art Institute of CA -Sunnyvale does not currently offer its courses online.

## FACULTY PROFILE

Faculty members at Art Institute of CA-Sunnyvale are chosen for their professional experience and academic training and include teaching professionals and successful practitioners in their fields. All are alert to changing trends in their fields and new educational systems.

### ACADEMIC AFFAIRS

Eric Frauwirth

ACADEMIC DEPARTMENT DIRECTOR FOR CULINARY ARTS

EDUCATION

Johnson & Wales University

- M.Ed., Educational Computing and Technology Leadership, 1997
- BS, Food Service Management; 1994
- AOS, Baking and Pastry Arts, 1992

PROFESSIONAL EXPERIENCE

- Sun Valley Resort – Assistant Pastry Chef 2006-2008

- Johnson & Wales University- Associate Professor 2002-2006

## **DIGITAL FILM & VIDEO PRODUCTION**

**Jeanette Butler**

EDUCATION

**Chabot College**

- BS, ISM; 1998
- AA; 1993

PROFESSIONAL EXPERIENCE

- Owner of Butler Studios, present
- Gilead, 1999-2004

**Robert Edgar**

EDUCATION

**Syracuse University**

- MFA, 1976
- BFA, 1974

PROFESSIONAL EXPERIENCE

- Stanford University, 2005-2008
- Cambridge Studios, 2005-2008

## **FASHION DEPARTMENT**

**Jinah Oh**

**ADJUNCT FACULTY MEMBER**

EDUCATION

**Golden Gate University**

- MBA, Marketing, 2007
- BS, Clothing & Textiles, 1997
- BA, Philosophy, 1997

PROFESSIONAL EXPERIENCE

- LIMN Company Inc, 2007- present
- Moda Avenue, 2002

## **FOUNDATION STUDIES**

**Christopher Kelly**

EDUCATION

**School of Visual Arts**

- BFA, Media; 1989

PROFESSIONAL EXPERIENCE

- The Art Institute of CA-San Francisco, 2003-2008
- C. Kelly Studios, 1989-2008

**Josie Grant**

EDUCATION

**San Francisco Art Institute**

- MFA, Painting, 1972
- BFA, Printmaking, 1970

PROFESSIONAL EXPERIENCE

- Tamalpais Adult Education, 1993-2008
- San Francisco Art Commission Street Artist Program, 1988-present

**Dawn Bieser**

**EDUCATION**

**San Jose State University**

- MA, Education & Instructional Technology, 2006

**University of San Francisco**

- BS, Information Systems, 1995

**West Valley College**

AS, Information Systems, 1984

**PROFESSIONAL EXPERIENCE**

- USA Web Publishing, 2005-present
- MetroEd Adult Education, 2005-2006

**GRAPHIC DESIGN**

**Darryl Shelton**

**EDUCATION**

**San Jose State University**

- BS, Graphic Design, 1985

**Gavilan College**

- AA, Art, 1982

**PROFESSIONAL EXPERIENCE**

- Shelton Design 1992- Present
- Brooks College, 2007

**INTERIOR DESIGN**

**Debra Kaufman**

**EDUCATION**

**Univeristy of MN**

- BS, Interior Design, 1983

**PROFESSIONAL EXPERIENCE**

- The Kaufman Group, 2003-present
- Your Image Construction

**LIBERAL STUDIES**

**Rebecca Eagleson**

**EDUCATION**

**San Jose State University**

- M.A., English, 2005

**Rockford College**

- BA, Theatre Arts, 2000

**University of Wisconsin**

- AA, Arts & Sciences, 1997

**PROFESSIONAL EXPERIENCE**

- University of Seoul, 2007
- University of Suwon, 2007