

THE ART INSTITUTE OF CALIFORNIA - SUNNYVALE

ADDENDUM TO THE 2011-2012 CATALOG Summer 2011

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

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ADMINISTRATION

Tim Hansen: President

Jonathan DeAscentis: Dean of Academic Affairs

Geoffrey Mahalak: Senior Director of Admissions

Steven Franklin: Director of Student Affairs

Lisa O'Farrell: Human Resources Generalist

Joanne Graham: Director of Administrative & Financial Services

Darchele Smith: Director of Career Services

Catherine Chanse: Academic Department Director: Graphic Design and Web Design & Interactive Media and Foundations

Chef Jeffrey Glatstein: Academic Department Director: Culinary Arts and Culinary Management

Dr. Christina Ri: Academic Department Director: Digital Filmmaking & Video Production

Sandra Slade: Academic Department Director: Interior Design and Fashion Marketing & Management

Jerome Solomon: Academic Department Director: Game Art & Design and Media Arts & Animation

Jennifer Fuller: Registrar

Celia Huang: Director of Library Services

Erin Musil: Director of Student Financial Services

Victor Cuenca: Director of Student Accounts

FACULTY PROFILE

Faculty members' names designated with "(FT)" are full time instructors at The Art Institute.

DEAN OF ACADEMIC AFFAIRS

JONATHAN DEASCENTIS

- National University, Master of Fine Arts in Creative Writing
- Argosy University, Master of Arts in Education in Educational Leadership
- California State University, Fullerton, Bachelor of Arts in English

ACADEMIC DEPARTMENT DIRECTORS

CATHERINE CHANSE (FT)

ACADEMIC DEPARTMENT DIRECTOR FOR GRAPHIC DESIGN, WEB DESIGN & INTERACTIVE MEDIA, FOUNDATIONS STUDIES

- California State University, East Bay, Master of Arts in Multimedia
- Brown University, Bachelor of Science in Sociology

CHEF JEFFREY GLATSTEIN (FT)

ACADEMIC DEPARTMENT DIRECTOR FOR CULINARY ARTS AND CULINARY MANAGEMENT

- Cornell University, Master of Management in Hospitality
- University of California - Davis, Bachelor of Arts in International Relations
- California Culinary Academy, Certificate in Culinary Arts

DR. CHRISTINA RI (FT)

ACADEMIC DIRECTOR FOR DIGITAL FILMMAKING AND VIDEO PRODUCTION

- Fielding Graduate Institute, Doctor of Education in Educational Leadership (Concentration in Media/Film Studies)
- New York University, Master of Science in Digital Filmmaking & Visual Effects

SANDRA SLADE (FT)

ACADEMIC DEPARTMENT DIRECTOR FOR INTERIOR DESIGN, FASHION MARKETING & MANAGEMENT

- University of Washington, Master of Arts in Interior Design
- University of Washington, Bachelor of Arts in Interior Design

JEROME SOLOMON (FT)

ACADEMIC DEPARTMENT DIRECTOR FOR GAME ART & DESIGN AND MEDIA ARTS AND ANIMATION

- Georgia Institute of Technology, Master of Science in Information and Computer Science
- University of California – Los Angeles, Bachelor of Science in Computer Science

FACULTY MEMBERS

Culinary

JIM ACCOMANDO (FT)

- Johnson and Wales, Bachelor of Arts in Food Service Education
- Johnson and Wales, Associate of Occupational Science in Culinary Arts

LEWIS BROWN (FT)

- Johnson and Wales, Master of Arts in Teaching in Food Service Education
- Johnson and Wales, Bachelor of Science in Culinary Arts
- Johnson and Wales, Associate of Science in Culinary Arts

GALE TAN (FT)

- Ateneo De Manila, Bachelor of Arts in Art
- California Culinary Academy, Associate of Occupational Studies in Culinary Arts

STEVEN COHEN

- San Jose State, Bachelor of Science in Hospitality Management
- San Jose State, Master of Business Admin in Business Management

DIANA FARYNIARZ

- Brown University, Bachelor of Art in Ancient and Medieval Cultures
- Cambridge School of Culinary Arts, Certificate- Professional Chef Program

EMILY GUZZARDI

- Culinary Institute of America, Associate of Occupational Science in Baking Pastry Arts
- New York University, Bachelor of Art in French Linguistics

RAYMOND LEFEBER

- California Culinary Academy, Associate of Occupational Science in Culinary Arts

LISA SILVERMAN

- California Culinary Academy, Associate of Science Culinary Arts
- University of Colorado, Bachelor of Science Small Business Management

TY TURNER

- California Culinary Academy, Associate of Occup. Science in Chef's Program
- Humboldt State University, Bachelor of Arts in Social Science

RACHEL WILSON

- Culinary Institute of America, Associate of Occup. Science in Culinary
- Baker College, Bachelor of Business Administration

Digital Filmmaking & Video Production

GENE FRYE (FT)

- Masters Institute, Bachelor of Science in Multimedia Communication & Presentations
- Westchester Community College, Associate of Science in Electrical technology

GERALD OLSEN (FT)

- San Francisco State University, Bachelor of Arts in Film
- Sarah Lawrence College, Bachelor of Arts in Liberal Arts

ANTHONY COLLINS

- UCLA, Bachelor of Arts Television Production
- UCLA, Masters of Arts- Asian American Studies & Legal History
- UCLA, Masters of Fine Arts- Film and Television Production
- Fielding Graduate University, Doctor of Education

ROBERT EDGAR

- Syracuse University, Bachelor of Fine Art in Film
- Syracuse University, Master of Fine Art in Film

DONALD GATES

- Indiana University, Associate of Science in Audio Technology
- Ex'pression College, Bachelor of Science in Comprehensive Sound Arts

ANDREW PULS

- University of Wisconsin, Milwaukee, Bachelor of Fine Arts in Film & Video Production
- University of Wisconsin, Milwaukee, Master of Fine Arts in Film & Video

Fashion Marketing Management

TERRY ANTHONY

- James Madison University, Bachelor of Science in Living Sciences
- John F Kennedy University, Masters of Arts in Counseling Psychology

JOANN OGEE

- Cypress College, Associate in Art in Art
- San Jose State, Bachelor of Art in Printmaking
- San Jose State, Master of Fine Art in Pictorial Arts

KAREN SNYDER

- University of CA -Berkeley, Bachelor of Art in Politic Economics & Industrial Sociology

TRACEY WILLIAMS

- Golden Gate University, Master of Science in Marketing
- San Francisco State, Bachelor of Arts in Industrial Arts,

Foundation Studies

JEFFREY CULLEN (FT)

- University of Cincinnati, Master of Fine Arts in Painting
- Ohio University, Bachelor of Fine Arts in Painting

ALEX PETER (FT)

- The Graduate School of Figurative Art, Master of Fine Arts in Figurative Art
- California College of Arts and Crafts, Bachelor of Arts in Painting

MICHAEL AZGOUR

- University of California, San Diego, Bachelors of Arts, Psychology, Minor in Chemistry
- Academy of Art University, Master of Fine Arts Studio Painting

IREN CIESIOLKIEWICZ

- Clemson University, Bachelor of Science in Design
- University of CA Berkeley, Master of Architecture in Architecture

CARLA GOLDER

- Ohio State University, Bachelor of Art in Anthropology
- Academy of Art College, Bachelor of Fine Arts in Printmaking
- Academy of Art College, Master of Fine Arts in Printmaking

JESSE GOTTESMAN

- Long Island University, Bachelor of Fine Art in Graphic Design
- San Francisco Art Institute, Master of Fine Arts in Printmaking

LYNN WHITNEY

- Virginia Commonwealth, Bachelor of Fine Arts in Sculpture
- San Francisco Art Institute, Master of Fine Arts in New Genres

MEETA UPHADHYAY

- University of Pune, Bachelor of Computer Science
- University of Pune, Master of Computer Management

General Education

TIM HEATH (FT)

- San Jose State university, Master of Arts in English
- University of Southern California, Master Of Science in Management

CHRI SALANDER (FT)

- San Jose State University, Master of Arts in Literature
- San Jose State University, Master of Science in Environmental Science
- California State University, Davis, Bachelor of Science in Electrical Engineering

ANGELA JOHNSON

- University of CA -Berkeley, Bachelor of Science in Electrical Eng & Comp Science
- University of Michigan, Master of Business Admin in International Business & Marketing

KRISTIN KUEHN

- Cal Poly, Bachelor of Science in Nutritional Science
- Texas Women's University, Master of Science in Nutrition

ANTON REVENAUGH

- CA State - East Bay, Bachelor of Art in Anthropology
- CA State - East Bay, Master of Art in Anthropology

JUDITH ROSENBERG

- University of CA -Berkeley, Bachelor of Art in Middle Eastern Studies
- San Jose State, Master of Art in Teaching English to Speakers of Other Lang

PAULA SIMS

- Baldwin-Wallace College, Bachelor of Art in Psychology
- National University, Master of Art in Counseling Psychology
- CA Southern University, Doctor of Psychology

DOUG STREBLOW

- UC Santa Cruz -Berkeley, Bachelor of Art Anthropology
- Lesley University, Master of Science in Environmental Science

BRANDON VADEN

- State U, Bachelor of Arts-Spanish Appalachian
- University San Francisco, Master of Fine Arts in Writing

Graphic Design

JEANETTE BUTLER (FT)

- University of San Francisco, Bachelor of Science in Information Systems Management
- Chabot College, Associate of science in Computer Applications Software

STACY HOUGHTON (FT)

- Rochester institute of Technology, Master of Arts in Computer Graphics Design
- Cogswell Polytechnical College, Bachelor of Arts in Computer & Video Imaging

GOKCE KASIKI-ATA (FT)

- San Diego State University, Master of Arts in Art
- Middle East Technical University, Bachelor of Arts in Foreign Language Education

PATRICK BAIRD (PT)

- The New school, Master of Arts in Media Studies
- Eugene Lang College, Bachelor of Arts in Liberal Arts
- Parsons School of Design, Bachelor of Fine Arts in Photography

JENNY BETTON (PT)

- Mount Aloysius College, Associates, General Studies
- Grove City College, Bachelors, English
- University of Central Florida, BFA, Painting

IAN BORNARTH (PT)

- Rochester Institute of Tech, Associates of Science in Photographic Illustration
- Rochester Institute of Tech, Bachelor of Science in Applied Arts & Sciences
- University of Hartford, Masters of Fine Arts in Photography

BONNIE BORUCKI (PT)

- San Francisco State University, Bachelor of Arts, Creative Arts Interdisciplinary
- San Francisco State University, Masters of Arts, Educational Technology

MONICA CAPIELLO (PT)

- Savannah College of Art & Design, Master of Fine Arts, Animation
- University of Virginia, Bachelor of Arts, Studio Arts, Minor, Astronomy

LAURIE COUGHLIN (PT)

- Oregon State University, Bachelor of Fine Arts in Graphic Design
- University of Arts, Master of Fine Arts in Books Arts and Printmaking

JO ANNE HOBBS (PT)

- Grand Valley State College, Bachelor of Art in Psychology
- Eastern Michigan University, Master of Science in Psychology

JOHN MABEY (PT)

- The University of Santa Clara, Bachelor of Fine Arts, Self directed study in applied mathematics, studio
- The School of the Art Institute of Chicago, Experimental Media

CARINA NGAI (PT)

- University of California, Bachelor of Science, Neuroscience
- Art Center College of Design, Master of Fine Arts, Media Design

CHRISTINA PATTON (PT)

- California State University East Bay, Bachelor of Art in Digital Graphics
- California State University East Bay, Master of Arts, in Multimedia

SRIVIDYA RAMAMURTHI (PT)

- Savannah College of Art and Design, Master of Fine Arts, Graphic Design

DARRYL SHELTON (PT)

- Gavilan College, Associate of Art in Art
- San Jose State, Bachelor of Science in Graphic Design

JIN TSUBOTA (PT)

- University of California-San Diego, Bachelor of Science, Physiology and Neurosciences
- University of Pennsylvania, Master of Fine Art, Sculpture

JERRY YIN (PT)

- San Francisco State University, Bachelor of Arts, Industrial Arts
- California State University East Bay, Master of Arts, Multimedia

ANNA ZUSMAN (PT)

- San Francisco Art Institute, Masters of Fine Arts, Painting
- Columbia University Teacher's College, Master of Arts, Art Education
- Rhode Island School of Design, Bachelor of Fine Arts in Illustration

Interior Design

SANDRA SLADE (FT)

- University of Washington, Bachelor of Science, Interior Design
- University of Washington, Masters of Arts, Interior Design

GLORIA BERNARD (PT)

- Youngstown State University, Bachelor of Arts, Art (Major Sculpture, Minor Business)

PETER CHRISTENSEN (PT)

- National University, Master of Science in Organizational Leadership
- San Jose State, Bachelor of Science in Interior Design
- Santa Barbara College, Associate of Science in Hospitality Management

JENNIFER DYE (PT)

- San Francisco State University, Bachelor of Science, Interior Design
- San Francisco State University, Masters of Arts, Interior Design

MCCELNDON RIVA (PT)

- Design Institute of San Diego, Bachelor of Arts in Interior Design

KATHERINE SPENCER (PT)

- Carnegie Mellon University, Bachelor of Fine Arts in Theatre Design

JOHN STEWART (PT)

- University Of Wisconsin-Madison, Bachelor of Science in Interior Design
- University of Wisconsin-Milwaukee, Master of Architecture

Media Arts & Animation and Game Art & Design

CHRISTOPHER KELLY (FT)

- School of Visual, Bachelor of Fine Arts in Media Art

BRENDAN BOND (PT)

- Rochester Institute of Technology, Master of Fine Arts in Computer Graphics Design
- Castleton State College, Bachelor of Arts in Graphic Design

ED GENERAL (PT)

- Academy of Art University, Bachelor of Arts in 3D Animation

LUKE HARRINGTON (PT)

- University of Oregon, Bachelors Fine Art in Architecture and Allied Arts

STEPHANIE MAYSONAVE (PT)

- Central School of Speech and Drama, Master of Arts in Acting
- Marymount Manhattan College, Bachelor of Arts in Theatre Acting

KORI VALZ (PT)

- New York University, Master of Science in Digital Animation
- Rutgers University, Bachelor of Science in Computer Science

Web Design & Interactive Media

CATHERINE CHANSE (FT)

- Brown University, Bachelor of Science in Sociology
- CA State - East Bay, Master of Arts in Multimedia

VU CHU (PT)

- California State University East Bay, Bachelor of Arts, Communication Studies (Digital Media)
- California State University, East Bay, Masters of Arts, Multimedia

SUAVI DEMIR (PT)

- Istanbul Technical University, BS, Management Engineering
- Ohio State University, East Bay, MS, Industrial Engineering

IRV KALB (PT)

- Rutgers University, BS, Computer Science
- West Coast University, MS, Computer Science

DANIEL WU (PT)

- National Taiwan University, BS, Information Management
- Stanford University, MS, Computer Science

SUHITA SHIRODKAR (PT)

- Goa College of Art, India, BFA Graphic Design
- Pratt Institute, Masters in Communication Design

REVISED PROGRAM INFORMATION

CULINARY MANAGEMENT

BACHELOR OF SCIENCE

*(These changes refer to the program description & objectives found on **page 30** of the current catalog).*

Program Description

The Culinary Management bachelor's degree program blends theoretical and hands-on learning in the areas of culinary arts, management, human resources, finance, food and beverage operations and service. Students will be exposed to a variety of world cuisines and use ingredients and techniques from around the globe. Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with business acumen. This degree takes an in-depth, comprehensive approach to culinary education; a management externship is an integral part of the curriculum as it provides an opportunity for application to real world situations. The program also includes a senior-level capstone class and senior practicum that require students to apply all of their learned managerial and leadership skills.

Program Objectives

Upon successful completion of the program, graduates should be able to:

- Obtain an entry-level skill position in the food service industry
- Identify, establish and maintain safety and sanitation procedures which meet industry quality standards.
- Demonstrate and articulate an awareness of the cross-cultural, moral, ethical and environmental issues in hospitality organizations and their relationship with all stakeholders.
- Analyze the food and beverage cost-control cycle and accounting practices, and implement controls to manage, maintain and ensure profitability
- Prepare a variety of international recipes using a variety of cooking techniques which meet industry quality standards.
- Apply standard Human Resource principles in regards to recruiting, retaining, and developing staff.
- Create a business plan for a food service outlet or hospitality company

WEB DESIGN & INTERACTIVE MEDIA

ASSOCIATE OF SCIENCE

*(These changes refer to the program course requirements found on **page 71** of the current catalog).*

| <u>Current Catalog course</u> | <u>Sunnyvale course</u> |
|---|--------------------------------|
| MM1113 Introduction to Programming Logic | MM1121 Information Design |
| MM2203 Introduction to Web Design | MA2241 Motion Graphics |
| MM2233 Intermediate Web-based Programming | MM2220 Production Planning |

WEB DESIGN & INTERACTIVE MEDIA

BACHELOR OF SCIENCE

*(These changes refer to the program course requirements found on **page 73** of the current catalog).*

| <u>Current Catalog course</u> | <u>Sunnyvale course</u> |
|--|---|
| MM1111 Design Layout | MM2220 Production Planning |
| MM1113 Introduction to Programming Logic | MM1121 Information Design |
| MM2231 User Experience | MM2214 DVD Authoring |
| MM3001 Interface Design II | MM3313 Streaming Media |
| MM3315 Emerging Technology | MM3311 Interaction Design for Education |

NEW PROGRAM INFORMATION

FASHION RETAILING DIPLOMA

Program Description

The Fashion Retailing Diploma program teaches students how to use their combined creative and business skills to display, market, and sell fashion merchandise. The well-trained student will be able to effectively understand and meet the customer's needs, and ultimately encourage sales. This is accomplished by having a keen awareness to the changing needs of the consumer, learning how to identify and predict new style trends, and by being able to conceptualize and promote fashion displays and sales campaigns. Individuals in fashion retailing will learn how to evaluate apparel construction, identify appropriate characteristics and uses of different textiles. They will also gain knowledge of consumer behavior, retail operations, visual merchandising, the larger marketplace, and business skills.

Program Objectives

Upon successful completion of this program, graduates should be able to:

- Define retailing, to include "bricks-and-mortar", "clicks-and-mortar", direct marketers with clicks-and-mortar retailing operations, and bricks-and-mortar retailers, relate them to the marketing concept with an emphasis on the total retail experience.
- Discuss why customer and channel relationships must be nurtured in today's highly competitive marketplace.
- Explain the steps in strategic planning for retailers, to include: situation analysis, objectives, and identification of consumers, overall strategy, specific activities, control and feedback.

Graduation Requirements

To receive a diploma in Fashion Retailing, students must: receive a passing grade or credit for all required coursework; earn a minimum of 55 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institutes.

| Courses | Quarter Credits |
|--------------------------------------|------------------------|
| FD1129 Textile Fundamentals | 3 |
| FD2229 Modern History of Fashion | 3 |
| FM1135 Fundamentals of Marketing | 3 |
| FM1140 Retailing | 3 |
| FM2201 Consumer Behavior | 3 |
| FM2205 Sales Promotion | 3 |
| FM2214 Introduction to Manufacturing | 3 |
| FM2217 Retail Buying | 3 |
| FM2220 3D Visual Merchandising I | 3 |
| FM2224 Business Management | 3 |
| FM2229 Merchandise Management | 3 |
| FM3305 Store Operations | 3 |
| FM3315 Brand Marketing | 3 |
| FM3327 Advertising Sales & Ratings | 3 |
| FM3337 Current Designers | 2 |
| FM4420 Public Relations & Promotions | 3 |
| TOTAL COURSE CREDITS | 47 |

WEB DESIGN & INTERACTIVE COMMUNICATIONS **DIPLOMA**

Program Description:

The Web Design & Interactive Communications diploma program teaches students how to create the look, feel and functionality of World Wide Web pages for client Web sites with a specific emphasis on professional standards and practical deployment. This course of study extends foundation principles in visual communications and interactive media as related to dynamic delivery through multiple channels including mobile technologies. Students will develop abilities in computer languages, usability principles and information architecture in a team oriented environment that prepares them for the professional world. Students will also be trained in current web technologies and in project management on assignments that will enhance their personal portfolio. According to the Bureau of Labor Statistics (BLS), Web designers and developers need to stay current on industry trends for continued success, and increasing knowledge level and skills is important in maintaining a career advantage.

Program Objectives:

Upon successful completion of this program, graduates should be able to:

- Demonstrate the use of appropriate visual elements and visual communication skills for interactive media.
- Create applications that solve specified problems through a variety of scripting techniques.
- Critique and evaluate appropriate design solutions.
- Design and develop media marketing and business plans.

Graduation Requirements

To receive a diploma in Web Design & Interactive Communication, students must: receive a passing grade or credit for all required coursework; earn a minimum of 48 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institutes.

| Courses | Quarter Credits |
|---|------------------------|
| FS297 Portfolio I | 3 |
| GD1134 Digital Illustration | 3 |
| MA2241 Motion Graphics | 3 |
| MA4405 Intermediate Motion Graphics | 3 |
| MM1111 Design Layout | 3 |
| MM1132 Fundamentals of Authoring | 3 |
| MM2201 Interface Design | 3 |
| MM2202 Intermediate Authoring | 3 |
| MM2204 Digital Audio Editing | 3 |
| MM2205 Editing Techniques | 3 |
| MM2233 Intermediate Web-Based Programming | 3 |
| MM3001 Interface Design II | 3 |
| MM3301 Interaction Design for Entertainment | 3 |
| MM3304 Database Concepts | 3 |
| MM3315 Emerging Technologies | 3 |
| MM3323 Advanced Web-Based Programming | 3 |
| TOTAL COURSE CREDITS | 48 |

ACADEMIC CALENDAR

Quarter Calendar

| <u>Session</u> | <u>Start Date</u> | <u>Last Date to Add/Drop</u> | <u>Last Date to Withdraw</u> | <u>Last Day of Classes</u> |
|-----------------------|--------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| SU 11 | July 11, 2011 | July 18, 2011 | September 9, 2011 | September 24, 2011 |
| FA 11 | October 3, 2011 | October 10, 2011 | November 2, 2011 | December 17, 2011 |
| WI 12 | January 9, 2012 | January 17, 2012 | March 9, 2012 | March 24, 2012 |
| SP 12 | April 2, 2012 | April 9, 2012 | June 1, 2012 | June 16, 2012 |

Mid-Quarter Calendar

| <u>Session</u> | <u>Start Date</u> | <u>Last Date to Add/Drop</u> | <u>Last Date to Withdraw</u> | <u>Last Day of Classes</u> |
|-----------------------|--------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| SU 11 | August 18, 2011 | August 22, 2011 | September 9, 2011 | September 24, 2011 |
| FA 11 | November 10, 2011 | November 14, 2011 | November 2, 2011 | December 17, 2011 |
| WI 12 | February 16, 2012 | February 20, 2012 | March 9, 2012 | March 24, 2012 |
| SP 12 | May 10, 2012 | May 14, 2012 | June 1, 2012 | June 16, 2012 |

Campus Holidays*

| | |
|------------------------------------|-----------------------------|
| Independence Day | Monday, July 4, 2011 |
| Friday before Labor Day | Friday, September 2, 2011 |
| Labor Day | Monday, September 5, 2011 |
| Thanksgiving | Thursday, November 24, 2011 |
| Day After Thanksgiving | Friday, November 25, 2011 |
| December Holiday | Friday, December 23, 2011 |
| Christmas Holiday | Monday, December 26, 2011 |
| New Year's Holiday | Friday, December 30, 2011 |
| Martin Luther King, Jr. Day | Monday, January 16, 2012 |
| Presidents' Day | Friday, February 24, 2012 |
| Good Friday | Friday, April 6, 2012 |
| Memorial Day | Monday, May 28, 2012 |
| Independence Day | Wednesday, July 4, 2012 |

* All of The Art Institute of California – Sunnyvale calendar dates are subject to change.

TUITION AND FEES

Tuition is currently charged at **\$518 per credit**. Tuition and fees effective **October 1, 2010**. Currently tuition and fees applicable to The Art Institute of California- Sunnyvale ("The Art Institute") programs are as follows:

Diploma Programs

| | Fashion Retailing | Web Design & Interactive Communications |
|---|--------------------------|--|
| Tuition per Quarter | \$6,216 | \$6,216 |
| Non-Refundable Application Fee ² | 50 | 50 |
| Administrative Fee ² | 100 | 100 |
| Non-refundable STRF Fee ³ | 75 | 75 |
| Estimated Lab Fee per Quarter ⁴ | --- | --- |
| Digital Resource Fee ⁵ | 800 | 800 |
| Annual Tuition ⁶ | 18,648 | 18,648 |
| Total Tuition & Fees ⁷ | \$25,246 | \$25,764 |
| Starting Kit (pre-tax) | --- | --- |

Degree Programs

| | Culinary Arts (A.S.) | Culinary Management (B.S.) | Digital Filmmaking & Video Production (B.S.) | Fashion Marketing & Management (B.S.) | Game Art & Design (B.S.) | Graphic Design (A.S.) | Graphic Design (B.S.) |
|---|-----------------------------|-----------------------------------|---|--|-------------------------------------|------------------------------|------------------------------|
| Tuition per Quarter ¹ | \$8,288 | \$8,288 | \$8,288 | \$8,288 | \$8,288 | \$8,288 | \$8,288 |
| Non-Refundable Application Fee ² | 50 | 50 | 50 | 50 | 50 | 50 | 50 |
| Administrative/ Enrollment Fee ² | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
| Non-refundable STRF Fee ³ | 125 | 245 | 250 | 240 | 240 | 120 | 240 |
| Lab Fee per Quarter ⁴ | 315 | 315 | 0 | 0 | 0 | 0 | 0 |
| Digital Resource Fee ⁵ | 1,100 | 2,450 | 2,800 | 2,800 | 2,800 | 1,400 | 2,800 |
| Annual Tuition ⁶ | 24,864 | 24,864 | 24,864 | 24,864 | 24,864 | 24,864 | 24,864 |
| Total Tuition & Fees ⁷ | \$49,710 | \$97,680 | \$96,140 | \$96,140 | \$96,140 | \$48,120 | \$96,140 |
| Starting Kit (pre-tax) | \$715.00 | \$715.00 | \$642.64 | \$518.96 | \$602.22 | \$602.22 | \$602.22 |

Degree Programs (continued)

| | Interior Design (B.S.) | Media Arts & Animation (B.S.) | Web Design & Interactive Media (A.S.) | Web Design & Interactive Media (B.S.) |
|---|-------------------------------|--|--|--|
| Tuition per Quarter ¹ | \$8,288 | \$8,288 | \$8,288 | \$8,288 |
| Non-Refundable Application Fee ² | 50 | 50 | 50 | 50 |
| Administrative/ Enrollment Fee ² | 100 | 100 | 100 | 100 |
| Non-refundable STRF Fee ³ | 240 | 240 | 120 | 240 |
| Lab Fee per Quarter ⁴ | 0 | 0 | 0 | 0 |
| Digital Resource Fee ⁵ | 2,800 | 2,800 | \$1,400 | 2,800 |
| Annual Tuition ⁶ | 24,864 | 24,864 | 24,864 | 24,864 |
| Total Tuition & Fees ⁷ | \$96,140 | \$96,150 | \$48,120 | \$96,140 |
| Starting Kit (pre-tax) | \$893.62 | \$602.22 | \$602.22 | \$602.22 |

1. Tuition per quarter based on 16 credits for Associate and Bachelor programs and 12 credits for Diploma programs.
2. Application and Administrative Fee* Fees are paid by new and transfer students only. The \$50 application fee is non-refundable
3. STRF Assessment based on \$2.50 per \$1,000 of tuition charged. Refer to the school catalog under heading "Student Tuition Recovery Fund"
4. Monthly supplies included with the \$315 per quarter lab fee. Culinary lab courses and specific Bachelor level courses are charged a lab fee of \$105 for a 3 credit course or \$210 for a 6 credit course. The Culinary lab fee will be treated as part of the tuition for refund purposes.
5. The digital resource fee includes the cost of the digital textbook as well as other digital resources which are integrated into the course and vary by program. The fee includes all applicable taxes. This estimated fee assumes all courses require a digital resource; however currently not all courses use digital resources. Courses that include digital resources will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does use digital resources, the student remains responsible for purchasing the required text and materials. The digital resource fee is \$50 per course.
6. Annual tuition costs are based on an academic year of three quarters and an average of 12 credits per quarter for Diploma programs and 16 credits for Associate and Bachelor programs.
7. Not including starting kit. Total tuition cost based on 90 credit units for Associate degree program and 180 credit units for Bachelor degree programs. Diploma programs based on 47/48/55 credit units/12 credits per quarter. A separate financial plan exists, which complies with the Truth in Lending Regulation Z, and is part of the Student's Enrollment Agreement.

Each school quarter is typically 11 weeks.

Estimated Monthly Supplies (Per Month):

Supplies \$100/month

Texts \$75/month

POLICIES & PROCEDURES

June, 2011 THE ART INSTITUTE OF CALIFORNIA – SUNNYVALE NON-DISCRIMINATION POLICY

The Art Institute of California – Sunnyvale does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, The Art Institute of California – Sunnyvale will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Human Resources Generalist, The Art Institute of California – Sunnyvale, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400.

June, 2011 THE ART INSTITUTE OF CALIFORNIA – SUNNYVALE NO HARASSMENT POLICY

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

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence 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.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Other 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 California – Sunnyvale 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, genetic marker 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 and Discrimination (the "Student Grievance Procedure"). Students who have been subjected to sexual violence should also review the **Policy Concerning Sexual Violence (and Programs and Procedures Regarding Sexual Assault**, available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, The Art Institute of California – Sunnyvale 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 subsequent harassment and school-related retaliation. If an investigation confirms the allegations, The Art Institute of California – Sunnyvale will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

June, 2011

THE ART INSTITUTE OF CALIFORNIA – SUNNYVALE POLICY CONCERNING SEXUAL VIOLENCE

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by The Art Institute of California – Sunnyvale. Complaints of sexual violence should be made to the Human Resources Generalist, The Art Institute of California – Sunnyvale, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400.

Upon learning of possible sexual violence involving a student, The Art Institute of California – Sunnyvale will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If The Art Institute of California – Sunnyvale determines that sexual violence may have occurred, The Art Institute of California – Sunnyvale will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

The Art Institute of California – Sunnyvale will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to the Human Resources Generalist, The Art Institute of California – Sunnyvale, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400.
2. Providing an escort to ensure the alleged victim can move safely between classes and activities.
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes.
4. Providing referral to counseling services or providers.
5. Providing academic support services, such as tutoring.
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

Disciplinary Actions and Sanctions

On-campus disciplinary procedures against students will be in accordance with The Art Institute of California – Sunnyvale’s published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute of California – Sunnyvale’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Students who have been subjected to sexual violence are encouraged to review the **No Harassment Policy**, the **Non-Discrimination Policy**, the **Student Grievance Procedure for Internal Complaints of Discrimination and Harassment** and the **Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office).

June, 2011

THE ART INSTITUTE OF CALIFORNIA – SUNNYVALE STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below. Sexual violence is considered to be a form of sexual harassment, and therefore is also considered a form of sex discrimination. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether The Art Institute of California – Sunnyvale Non-Discrimination Policy has been violated. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether discrimination or harassment has occurred.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Human Resources Generalist, The Art Institute of California – Sunnyvale, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400 or for academic matters with the Dean of Academic Affairs, The Art Institute of California – Sunnyvale, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400. 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.
2. The Human Resources Generalist or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have an opportunity to meet and discuss the allegations with the investigator and may offer any witnesses and other evidence 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. When evaluating complaints of sexual harassment, the Human Resources Generalist or the Dean of Academic Affairs will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the

accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Human Resources Generalist or the Dean of Academic Affairs may be appealed by either the complainant or the accused by petitioning the President's Office of The Art Institute of California – Sunnyvale. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Human Resources Generalist or the Dean of Academic Affairs. The President, or his/her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.

5. 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 or The Art Institute of California – Sunnyvale Academic Catalog.

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>.

Book Process – The following Book Process should be added to the catalog:

Book Process

Students in need of purchasing books for their classes will need to sign an authorization form either approving or not approving the use of excess Title IV funds, if applicable, to cover the cost of books and supplies. If the purchase of books and supplies should exceed the amount of the student's credit balance after all aid pays in, the remaining amount due will be posted to the student's account and the student will be responsible for making alternative payment arrangements.

Students who do not authorize and who have excess Title IV funding due to receiving funds from a Pell Grant will receive the lesser amount of either the amount of their Pell Grant excess or their full credit balance amount, for the term in question, within seven days of the start of the term. Students who do not authorize and who are receiving excess Title IV funds but do not have a Pell Grant will receive a stipend within the later of the term begin date or 14 days of the date of their credit balance on their ledger card.

Quarter Credit Hour – The following definition of a Quarter Credit Hour replaces all previous references to Quarter Credit Hour Definition or Quarter Credit Hour Requirements.

Quarter Credit Hour Definition

A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

SAP Policy – The SAP policy found on page 134 is replaced with the following:

Undergraduate Satisfactory Academic Progress (SAP) Policy
Effective SU11

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:

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

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

Transitional studies classes are not considered when evaluating Honors Designations.

Milestones and Evaluation Points for Satisfactory Academic Progress

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

| Certificate/Diploma | Evaluation Point | Milestones(CGPA and ICR) | Required Action |
|---------------------|---|--------------------------|---|
| | End of First Quarter | < 1.0 and/or 33.33% | Warning |
| | End of Second Quarter | < 1.5 and/or 50.00% | Warning (if 1 st time)/ Dismissal (if on Warning) |
| | End of Third Quarter And every quarter thereafter | < 2.0 and 66.67% | Warning (if 1 st 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 1 st time)/ Dismissal (if on Warning) |
| | End of Third Quarter | < 1.25 and 50% | Warning (if 1 st time)/ Dismissal (if on Warning) |
| | End of the Fourth and Fifth Quarter | < 1.50 and 50% | Warning (if 1 st time)/ Dismissal (if on Warning) |
| | End of Sixth Quarter* And every quarter thereafter | < 2.0 and 66.67% | Warning (if 1 st 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 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 grade points x 4 credit hours = 16 grade points earned

B = 3 grade points x 3 credit hours = 9 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 grade points + 9 grade points = 25 total grade points

25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.57, 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):

(EARNED CREDITS at the institution + TRANSFER CREDIT Accepted)

(ATTEMPTED CREDITS at the institution + 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):

(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS

(ATTEMPTED CREDITS in the New Program + Transfer Hours Accepted) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS

The 150% MTF is determined as follows:

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.