

FADA ELEC100 Fashion Design Studio Elective I
FADA ELEC200 Fashion Design Studio Elective II
FADA ELEC300 Fashion Design Studio Elective III
FADA ELEC400 Fashion Design Studio Elective IV

3 credits each

Prerequisite: Program Chair Permission

Electives give **Fashion Design** students the opportunity to study other disciplines of design and media offered from the current Art Institute of Colorado catalog. Students can choose from courses that are not already part of their current degree and for which they meet the prerequisite requirement. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

FB2300 Merchandising in Foodservice

3 credits

Prerequisite: None

This course will focus on the study of visual merchandising in varied foodservice settings. Students will apply merchandising theory, principles, and practices to solve industry case studies and emerging trends. Merchandising formats will consist of traditional, nontraditional and virtual.

FB2310 Beverage Purchasing, Inventory Control & Menu Authoring

3 credits *Prerequisite: None*

In this course, students acquire an understanding of the planning and control processes in the beverage industry. Principles covered include purchasing procedures for beverage operations, the culture between purveyor and client, tailoring buying decisions based on concept, pricing negotiations and payment terms. The basics of inventory management, including manual and automated loss prevention measures, will be given particular focus.

FB3310 Viticulture and Vinification I

3 credits (elective)

Prerequisite: CU2325

This course is an inclusive overview of France's classic wine regions including varietals, growing conditions, and cellar practices essential to production. Students also explore the interrelationship of socio-cultural and historical attributes and their effect on French viticulture. Particular attention is given to developing the students' sensory evaluation skills, wine selection, recipe testing, and food pairing.

FB3350 Fundamentals of Professional Service

3 credits

Prerequisite: None

This introductory course will provide the student with the basic skills required to serve guests within various types of hospitality environments. These skills will include technology, service styles, organization skills, handling and storage procedures for Food and Beverages and other supplies. Communication methods between the front and back of the house will also be addressed. Emphasis will be placed on classic service techniques and how they have evolved in the modern context.

FB4300 Coffee, Tea & Non-Alcoholic Beverages

3 credits (elective)

Prerequisite: CU2325

This is an introduction to the essentials of coffees, teas, and other non-alcoholic beverages with a focus on the origins, socio-cultural attributes, and methods of production. Attention is given to developing sensory evaluation and quality assessment skills related to the beverage varieties.

FB4330 New World & Emerging Wines

3 credits

Prerequisite: CU2325

This class provides comprehensive information pertaining to the New World's wine regions and the varietals, vineyard conditions, and cellar practices essential to their production. Economic, political and sociological conditions, as well as historical context are explored. Particular attention will be given to developing the student's sensory evaluation skills and their application to wine selection and food pairing.

FMMA101 Introduction to Retailing

3 credits

Prerequisite: None

Students will be introduced to all major retailing topics involving both large and small retailers, brick and mortar retailers, E-commerce, direct marketers and their combinations. Topics to be discussed will include consumer behavior, information systems, store locations, operations, human resource management, customer communications, computerization and integrating and controlling the retail strategy in the twenty-first century. Careers in retailing will also be discussed.

FMMA103 Survey of Manufacturing & Product Development

3 credits

Prerequisite: None

This course introduces students to manufacturing processes. Students develop a working knowledge of terms, methods, and an understanding of production operations. By the end of the course, students are able to apply these concepts to their own uses. Students study various production-time and quality-assurance methods. Participation facilitates students in generating decisions in production operations.

FMMA104 Sales Promotion

3 credits

Prerequisite: ADVA204

This course is a workshop in which students design and prepare a sales and promotion package. Students will thoroughly explore the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales. Students will explore various presentation methods including multi-media formats, and practice techniques for overcoming objections to achieve targeted results.

FMMA201 Merchandising Math

3 credits

Prerequisite: None

A survey of quantitative skills necessary for merchandise planning in the wholesale and retail business environment.

FMMA202 3D Visual Merchandising I

3 credits

Prerequisite: FND135

This course will provide you with an introduction to concepts relating to basic space planning. Through a combination of lectures, real world case study analysis, and hand-on exercises using virtual 3D space planning software, you will complete the course having a solid foundation of space planning fundamentals.

FMMA203 Event and Fashion Show Production

3 credits

Prerequisite: FND135

The student will be introduced to a range of skills, needed to produce a successful store event or fashion show. During this course, the student will gain insight into the role of creative and technical experts involved with the runway, backdrop, special effects and lighting, music, models and choreography, hair and make-up and video teams.

FMMA208 FINANCE PRINCIPLES

3 credits

Prerequisite: FADA308

This course introduces the nature and purpose of financial principles, presents the accounting cycle, and explains how to comprehend and analyze year end income statements.

FMMA211 Retail Buying

3 credits

Prerequisite: FMMA201

This course provides a foundation for the study of retail buying. Theories are analyzed through the study of merchandise classifications and the calculation of open-to-buys.

FMMA212 3D Visual Merchandising II

3 credits

Prerequisite: FMMA202

In this course you will study principles of store design with an emphasis on psychological motivation. Using 3D visual merchandising software you will practice store simulations, lighting scenarios, strategic product placement, and use of scenery and special effects to support merchandise.

FMMA218 Human Resource Management

3 credits

Prerequisite: FADA308

This course is designed to provide an overview and foundation for all facets of human resource management. Topics will include job design, labor relations, recruitment, selection and development of employees, compensation administration, employee appraisal, and government regulations involved with equal employment opportunity, affirmative action, accommodations, Fair Labor Standards Act, and workplace safety. The strategic aspect of human resource management will be explored in depth.

FMMA221 Merchandise Management

3 credits

Prerequisite: FMMA211

An advanced course in the study of stock control and managing open-to-buys which provides a practicum in buying, utilizing computer spreadsheets for data analysis.

FMMA301 Elements of Retail Logistics & Distribution

3 credits

Prerequisite: FMMA211

This course will explore the process of strategically managing the procurement, movement and storage of materials, parts and finished inventory (and the related information flows) through the organization and its marketing channels with the goal of balancing cost and service requirements in anticipation of demand.

FMMA302 Global Marketing

3 credits

Prerequisite: ADVA307

Students will gain an understanding of global marketing opportunities, problems and strategies that impact the international environment. In addition, students will become knowledgeable about international marketing concepts; cross-cultural sensitivities, political and legal influences, and economic considerations and how these concepts relate to decision making in an international environment.

FMMA303 Apparel Fit & Construction

3 credits

Prerequisite: None

This course is designed for fashion management students to evaluate the equation between quality and cost in garments as well as understanding body measurement points, fit and silhouette analysis. Students should be able to measure garments and identify components and textiles as well as analyze quality of trims, fabrics and construction in relationship to price point.

FMMA308 Fashion Business Law

3 credits

Prerequisite: FADA308

This course includes issues such as: intellectual property, licensing, counterfeiting, commercial operation/expansion (corporation, partnerships, sole proprietorship), selling and buying, employment law, marketing, advertising and promotion, retail leasing, and international aspects.

FMMA312 Fundamentals of Fashion Styling

3 credits

Prerequisite: FADA217

Through visual examples, assignments, and critiques this course introduces students to the field of fashion styling and its relationship to the fashion industry. Through completion of location and studio projects students develop basic requirements to produce contemporary fashion imagery. Students gain experience in how to source clothing and accessories necessary for styling, and they learn to create, to manipulate, and to rework concepts in order to communicate through images.

FMMA406 Internship

3 credits

Prerequisite: Program Chair Permission Through a field internship experiences, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will complete 100 internship hours during their field experience.

FMMA408 Entrepreneurship

3 credits

Prerequisite: ADVA348

Studies explore innovation and rapid change as they relate to the entrepreneur. Discussion includes issues regarding financial, behavioral, organizational, and marketing challenges facing emerging enterprises. Students create a business plan for the start-up of a new fashion-related company, product, or service. Special emphasis is placed on the disciplines of planning that are vital to entrepreneurial success.

FMMA409 Portfolio I

3 credits

Prerequisite: Program Chair Permission

This course is designed to prepare students for the transition to the professional world. This course can students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.

FMMA419 Portfolio & Professional Development

3 credits

Prerequisite: Program Chair Permission

This course will guide students through the process of compiling their work into a final portfolio. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.

FMMA ELEC100 Fashion Marketing & Management Program Elective 1

FMMA ELEC200 Fashion Marketing & Management Program Elective 2

FMMA ELEC300 Fashion Marketing & Management Program Elective 3

FMMA ELEC400 Fashion Marketing & Management Program Elective 4

FMMA ELEC500 Fashion Marketing & Management Program Elective 5

3 credits each

Prerequisite: Program Chair Permission

Electives give **Fashion Marketing & Management** students the opportunity to study other disciplines of design and media offered from the current Art Institute of Colorado catalog. Students can choose from courses that are not already part of their current degree and for which they meet the prerequisite requirement. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

FND105 Design Fundamentals

3 credits

Prerequisite: None

This introductory course will explore the principles of design, and introduce and develop the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication.

FND110 Observational Drawing

3 credits

Prerequisite: None

This course involves the observation and translation of three-dimensional form into two-dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition, line quality, through the use of tone light and shadow.

FND120 Perspective Drawing**3 credits***Prerequisite: FND110*

This course is a fundamental drawing course where the students will explore various art and media and learn to use a variety of drawing tools with an emphasis on perspective, where the students will draw three-dimensional objects in one-, two-, and three-point perspective.

FND135 Image Manipulation**3 credits***Prerequisite: None*

In this introduction to raster-based digital image manipulation, students become acquainted with the concepts, hardware, and software, related to digital image acquisition, image editing, manipulation, color management basics, masking, layering, retouching, scanning and output.

FND150 Digital Color Theory**3 credits***Prerequisite: None*

Introduction to the principles of color and an exploration of color theory as it relates to media.

FX2305 VFX Field Production**3 credits***Prerequisite: DFVA103*

This course is an introduction to the basic concepts and techniques in videography, as related to visual special effects. Students are exposed to basic theories and terminology in video production, and the handling of video equipment. They gain hands-on experience in single-camera video acquisition of images. Shot composition and camera movement are emphasized to obtain images of maximum quality. These images are translated into the digital environment for editing and compositing.

FX3318 Motion Tracking**3 credits***Prerequisite: RS3320*

This is an introduction to the various methods of matching the motion shot on a live-action video plate. Two- and three-dimensional tracking methods are introduced so that elements can be seamlessly blended within the frame.

FX3319 Paint, Rotoscoping & Morphing**3 credits***Prerequisite: RS3309*

Students explore various techniques to create and implement CGI into live action. Using various painting and compositing packages, the principles of rotoscoping, and digital painting are applied to rig removal and special effects.

FX3320 Motion Graphics Senior Project**3 credits***Prerequisite: FX3318*

In this portfolio-level production studio course, students plan, design, and produce a motion graphics campaign that incorporates all of their previous motion graphics skills and techniques. Emphasis is placed on generating engaging and unique motion graphic segments.

FX4315 Portfolio Preparation for Visual Effects & Motion Graphics**3 credits***Prerequisite: FX3318, RS3346*

Students create treatments, scripts, storyboards, and shooting schedules for the acquisition of source material for their final portfolio.

FX4319 Portfolio Development for Visual Effects & Motion Graphics**3 credits***Prerequisite: FX4315*

Students continue to refine their digital portfolio, applying time management, technical, and artistic skills to complete a final video.

FX4320 Production Studio I**3 credits***Prerequisite: RS3309, FX3318*

Two group projects are produced, as students build upon the fundamental skills of broadcast design and visual effects. By simulating a real-world production environment, emphasis is placed on both the competitive and collaborative aspects of broadcast design production, as well as various professional methods, procedures, techniques, skills, resources, and equipment.

FX4322 Advanced Compositing**3 credits***Prerequisite: DFVA353, FX3318*

Students apply advanced compositing techniques integrating CGI with live action plates, using node-based compositing.

FX4323 Portfolio Presentation for Visual Effects & Motion Graphics**3 credits***Prerequisite: FX4319*

Students assemble their portfolios and produce a professional presentation reel. Students apply time and resource management principles to the development and production of visual effects projects.

FX4324 Production Studio II**3 credits***Prerequisite: FX4320*

Students apply the disciplines used in animation and related industries, and work as a production team to develop visual effects projects.

GADA101 Introduction to Game Development**3 credits***Prerequisite: None*

This course introduces students to the game industries. Specifically, it will focus on entry-level employment opportunities and responsibilities, career paths, industry products, and their characteristics. Students explore the production pipeline and industry standard software associated with game development.

GADA102 Interactive Storytelling

3 credits

Prerequisite: GS1403

This course will focus on storytelling including multi-threaded stories with fully realized characters and well developed plots, while considering the audience and thematic elements. Narrative scripting techniques will be used to emphasize characterization and plot. Students will utilize decision trees to create interactive content that supports the storyline.

GADA202 Game Design & Game Play

3 credits

Prerequisite: GADA101

A well-designed game is an integration of artistic and technological components that must have a clearly defined goal, a set of game criteria, and rules for game play. Students learn the fundamentals of what makes a game enjoyable, playable, challenging, and marketable by creating a game document.

GADA203 Texture Mapping for Games

3 credits

Prerequisite: FND135

In this class students will be introduced to the process of creating and working with textures for the game genre. Advanced image manipulation techniques will be learned and applied here. Introduction to a shading network, as it applies in a 3-D software package, will be explored.

GADA205 Concept Design & Illustration

3 credits

Prerequisite: MAAA202

This course focuses on concept art for games. Students explore the concept design and development process to create several drawings from thumbnail sketches to fully rendered images.

GADA212 Level Design

3 credits

Prerequisite: GADA202

Building on concepts from previous courses, students analyze and extract level design needs. Students develop early stage block tests through finished level.

GADA213 Game Modeling

3 credits *Prerequisite: MAAA213*

In this course students will create 3D models for use in a real time environment, emphasizing game specific techniques using industry-standard 3D software.

GADA222 Advanced Level Design

3 credits

Prerequisite: GADA212

In this course students create advanced level designs using complex assets including: scripts, environments, characters, audio, artificial intelligence, flow, interaction, and game optimization techniques.

GADA223 Advanced Hard Surface & Organic Modeling

3 credits

Prerequisite: MAAA223

This course explores advanced modeling techniques used for building organic and hard surface objects and environments. Students will utilize industry standard techniques to produce 3D objects.

GADA233 Material & Lighting for Games

3 credits

Prerequisite: MAAA243

In this course students will apply a variety of engine based lighting and texturing techniques. Lighting for character and environments will be explored.

GADA243 Programming for Artists

3 credits

Prerequisite: MAAA232

This course introduces basic scripting to extend the capabilities of the artist working in media applications. Students will be introduced to data structures, constructs, classes, and high-level scripting languages. A functional application relating to their field of study will be produced, utilizing a scripting language.

GADA253 Environmental Modeling

3 credits

Prerequisite: MAAA243

In this course students will create 3D environments for game integration. Topics in this course will include principles of lighting, architectural elements and using industry standard techniques for asset creation.

GADA302 Mobile & Social Game Design

3 credits

Prerequisite: GADA243

Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices. Students will work in class with mobile devices to learn needs and restrictions of designing for mobile devices as well as test student-designed interfaces.

GADA303 Game Prototyping

3 credits

Prerequisite: GADA212

In this course students will perform individually or as members of a team to create functional game projects within an existing engine. Industry standard tools will be used for rapid prototyping of various electronic game genres.

GADA312 Game Animation

3 credits *Prerequisite: MAAA232*

Students explore game-specific animation and how it is applied in interactive environments. This course will also evaluate creative solutions to handle limitations unique to individual game engines.

GADA313 Advanced Game Prototyping

3 credits

Prerequisite: GADA303

In this course students will perform as members of a pre-determined team to create a game level within an existing engine. Students will continue to develop a project that began in the Game Prototyping class. This course will conclude with the delivery of a complete project. Students will present game and associated marketing materials.

GADA314 Team Production Planning

3 credits *Prerequisite: GADA222*

In this course students research a Game Art & Design topic and begin the pre-production process for their game projects. The emphasis is on quantitative and qualitative research, scheduling of the project using milestones, methods of presentation, and qualitative results. Students will further reference, generate concept art, grey box models and game document.

GADA323 Team Production I

3 credits

Prerequisite: GADA314

This course will build upon the Team Project Planning course. Students will assume a specific role on the production team and, acting in a professional capacity, ensure that the game project is completed by deadline. Teams of students will create and refine the game production document, level designs, basic 2D art and 3D models to be combined into a playable Game Demo in Production Team II.

GADA403 Team Production II

3 credits

Prerequisite: GADA323

This course will build upon the Team Production I course. Students will maintain their role on the production team and, acting in a professional capacity, ensure that the game project is completed. Teams of students will complete the game and all ancillary materials. Post-mortem will be presented upon conclusion of the course and students will create a personal archive of assets.

GADA406 Internship

3 credits

Prerequisite: Program Chair Permission

Through a field internship experiences, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will complete 100 internship hours during their field experience.

GADA409 Portfolio I for Game Art & Design

3 credits

Prerequisite: Program Chair Permission

This course is designed to prepare students for the transition to the professional world. Students will demonstrate their conceptual, design and technical skills as they assemble and refine their assets. Working individually with an instructor, each student will select representative work that reflects their unique style. Students will learn the basic tools for designing a website and placing their work on the Internet. Emphasis is also placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.

GADA419 Portfolio II**3 credits**

Prerequisite: Program Chair Permission

This course is designed to prepare students for the transition to the professional world. Working individually with an instructor, each student will continue to refine their selected assets to reflect their unique style. Students will also continue to enhance their web presence and professional resources.

GS1402 Critical Thinking**4 credits**

Prerequisite: None

Students identify and use critical thinking skills, processes and techniques that will assist them in their careers and personal lives. Students develop their ability to investigate and evaluate thinking from different viewpoints and synthesize their own positions based on the evidence available. Also, students practice techniques that enable them to maximize the results they create in any long-term learning experience, while identifying, analyzing and formulating solutions to problems as they arise.

GS1403 English Composition I**4 credits**

Prerequisite: None

Students plan, write and revise various types of essays. Students review the fundamentals of grammar and punctuation, and increase their knowledge of style, voice, and audience.

GS1405 Western Civilization to 1600**4 credits**

Prerequisite: GS1403

Students explore the major historical, economic, social, cultural and intellectual events, and the roles of key personalities who shaped Western civilization from the prehistoric era to 1600.

GS1410 Technical Writing**4 credits**

Prerequisite: None

Students plan, write and revise various types of informational writing for industry and business. Students review the fundamentals of grammar and punctuation, and develop skills that can be applied to technical articles, memos and product manuals.

GS2403 Quantitative Reasoning**4 credits**

Prerequisite: None

This course is designed to further students' cognitive ability in mathematics, as well as appreciation for mathematics. Quantitative reasoning through analysis of real-world phenomena and realistic contexts will be used for problem-solving and decision making. Topics include numeral systems, measurement, descriptive statistics, mathematical modeling, finance, and geometry.

GS2405 Sociology**4 credits**

Prerequisite: GS1403

Students explore the origin, history and structure of human society and its institutions. In addition, students observe and examine the dynamics of social behavior and discuss current issues.

GS2406 Speech**4 credits**

Prerequisite: None

Students become more effective speakers and listeners by preparing and presenting informative and persuasive speeches, and studying the dynamics of communication, including methods of delivery and nonverbal communication. Also, the course emphasizes research and information organization skills.

GS2410 Sociology: Special Topics**4 credits**

Prerequisite: None

This course provides students with the opportunity for an in-depth exploration of special topics of interest in sociology.

GS2420 Nutrition Science**4 credits**

Prerequisite: None

This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and sources of nutrients - including proteins, carbohydrates, fats, vitamins, minerals, and water are discussed.. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fads.

GS3404 Geometry**4 credits**

Prerequisite: GS2403

This course covers topics in classical and modern geometry with a focus on applications in topics including physics, and programs such as Audio Production, Design, Photography and Animation.

GS3407 English Composition II**4 credits**

Prerequisite: GS1403

Students incorporate critical evaluation, analysis and supporting materials to produce research papers using the APA format. Formal presentation skills are emphasized, also.

GS3408 Fundamentals of Statistics**4 credits**

Prerequisite: GS2403

This course is an introduction to the principles of descriptive statistics, probability and statistical inference involving estimation and tests of hypotheses. Students work with data summarization and presentation on problems related to their own interests or fields of study.

GS3411 Western Civilization Since 1600**4 credits**

Prerequisite: GS1405

Students explore the major historical, economic, social, cultural and intellectual events and the roles of key personalities who shaped Western civilization from 1600 to the present.

GS3420 Art History II: Art History of the Renaissance to 1800**4 credits***Prerequisite: None*

This course is a general art history survey focusing on the major aesthetic movements throughout the Western world from the Renaissance and the Baroque to early Romanticism. This course explores the aesthetic perceptions, the economic and political realities, and the arts of the Western world including Europe and the Americas. The integration of the arts with the social, economic, political, and philosophical currents of each will form the basis for discussion.

GS4313 Spanish I**3 credits***Prerequisite: None*

This course emphasizes basic Spanish pronunciation, grammar, vocabulary and conversational phrases. Students explore Spanish and Latin American cultural characteristics and are encouraged to speak Spanish both in the classroom and in settings outside of class.

GS4314 Spanish II**3 credits***Prerequisite: GS4313*

This course emphasizes basic Spanish and expands vocabulary through listening, reading, speaking and writing activities. Students continue to explore Spanish and Latin American cultural characteristics and are encouraged to speak Spanish both in the classroom and in settings outside of class.

GS4410 Environmental Science**4 credits***Prerequisite: GS1403*

This course is an introduction to the study of the physical environment and focuses on topics such as the nature of the environment, climatic factors, natural resources, solid and hazardous wastes, pollution, global environmental hazards and energy production. Students examine these topics in relation to population, land use, environmental ethics, and environmental management.

GS4412 Psychology**4 credits***Prerequisite: GS3407*

Students examine the basic concepts, principles and methods involved in the scientific study and understanding of human behavior. The focus of this course is on topics such as emotion, personality, intelligence, stress and coping, consciousness, sensation, perception, learning and memory. In addition, students explore physiological, social, developmental and abnormal psychological processes.

GS4418 History & Culture of Cuisine**4 credits***Prerequisite: None*

This course covers the major historical and geographical developments that affect cultural patterns, such as cooking habits, folkways, and the use of ingredients. Students will examine the power and impact of cultural symbols and how parents teach their children to honor their heritage.

GS4420 College Physics**4 credits**

Prerequisite: GS2403

This course is an algebra-based and laboratory-supported physics course. The basic principles and laws of classical mechanics and electromagnetism are presented in-depth with an emphasis on the use of the scientific method and the development of a thorough understanding of concepts and ideas necessary to explain everyday classical phenomena. Connections of physics to other disciplines are explored.

GS4425 General Education Capstone**4 credits**

Prerequisite: Completion of All General Education Courses, or Program Chair Permission

The General Education Capstone focuses on a single topic or group of topics that approach problem solving from multiple perspectives. Students research, propose and demonstrate the capability to organize and prepare an idea that results in a project. The coursework requires students to demonstrate higher order thinking and communication skills. In addition, the course emphasizes students' ability to develop, expand and refine analytical and reflective skills to support their personal philosophies and professional objectives.

GWDA101 Applications & Industry**3 credits**

Prerequisite: None

Web design and graphic design applications, tools, and industry practices. Includes file management practices, basics of markup language and styling. Introduction to illustration and image manipulation software relevant to the web design and graphic design industries.

GWDA102 Rapid Visualization**3 credits**

Prerequisite: FND110

This course introduces the philosophy behind illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. It also highlights the uses of illustration in the graphic design and advertising industries. Assignments will focus on black and white and color techniques, using contrast, values, composition and function.

GWDA103 Digital Illustration**3 credits**

Prerequisite: None

This course advances the students understanding of the computer as an artist tool. Building on previous courses in drawing, concept development and introductory computer aided design; students will be asked to generate a number of expressive solutions that address specific illustrative problems, both technical and creative. As part of this course, students will be given the opportunity to develop their digital illustration skills by exploring numerous tools and techniques to obtain desired results.

GWDA105 Concept Design**3 credits**

Prerequisite: GWDA111

This course will emphasize the conceptualization process of design and its function in solving given problems. The student will use creative problem solving and research techniques, specifically: problem identification, analysis, brainstorming and idea refinement.

GWDA111 Introduction to Layout Design

3 credits

Prerequisite: FND135

This class will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from thumbnails to comprehensives, layout, and the use of grid systems for multi-component layouts.

GWDA112 Typography – Traditional

3 credits

Prerequisite: None

This course is an introduction of lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms, are also studied. Students will work in a traditional context of hand-rendering type and also be introduced to contemporary typesetting technology.

GWDA122 Typography – Hierarchy

3 credits

Prerequisite: GWDA111 or GWDA112

This course is a continuation of the study of traditional typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills.

GWDA123 Programming Logic

3 credits

Prerequisite: GWDA133

Students acquire basic programming skills needed to design, develop, and produce practical applications with a specific scripting or programming language. The course addresses sound programming practices, structured logic, and object-oriented concepts, including methods, properties, events, and handlers.

GWDA132 Information Architecture

3 credits

Prerequisite: GWDA133

An introduction to the concepts and processes of planning interactive projects that solve business and user needs. Students research users, goals, competition, and content, and develop the navigation structure, process flow, layouts and labeling systems that best address these needs. They prepare and present a professional information architecture proposal.

GWDA133 Fundamentals of Web Design

3 credits

Prerequisite: None

An introduction to the terms, technologies, trends, and best practices of the interactive design industry. Students design, develop, and upload a simple web site using HTML and basic CSS. The importance of writing valid and semantic code is emphasized. Basic web site production stages and requirements such as naming conventions, file organization, project development life cycle, and image optimization are also covered.

GWDA201 Audio And Video**3 credits***Prerequisite: GWDA283*

Students will develop editing skills while communicating messages and telling stories through the introduction of various media and technology. Examining the latest advances in audio and video, computer graphics, special effects, editing, and the important role these new technologies play in digital video production will be employed.

GWDA202 Interface Design**3 credits***Prerequisite: GWDA111*

An exploration of the synthesis of visual and information design principles. This course will examine the conceptual and practical design of interfaces. Students discuss interface design heuristics and user interface patterns and explain their importance. The components of the interface design process such as sketches, mood boards, wireframes, visual comprehensives, and prototypes are executed.

GWDA203 Pre-Press & Print Production**3 credits***Prerequisite: GWDA111*

This course prepares students in the electronic preparation of simple designs. Image reproduction, color specification, file preparation procedures, and binding and finishing techniques will be explored. Discussion of various printing processes and paper selections are covered in this class.

GWDA204 Introduction to Writing for Interactive Media**3 credits***Prerequisite: None*

This course covers the process of copywriting for interactive media. Students explore the role of the writer as an individual or as a member of the creative team.

GWDA207 Design History**3 credits***Prerequisite: GWDA111*

This course examines the influences of societal trends, historical events, technological developments and the fine arts on contemporary graphic design, illustration, typographic design, architectural design, photography and fashion design trends in general. Through lectures, supplied visual examples, independent research and design assignments, the students study a variety of major design influences. The students also study how to research and utilize a wide variety of design styles.

GWDA209 Portfolio I**3 credits***Prerequisite: GWDA273*

Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.

GWDA212 Typography – Expressive & Experimental

3 credits

Prerequisite: GWDA122

Emphasis is placed on the expressive potential of typography. How the form of the written letter affects meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools.

GWDA213 Timeline Animation & Interaction

3 credits

Prerequisite: FND135

Use timeline animation in the development of interactive interfaces and experiences. Concept development and storyboarding will be explored. Designing and delivering low-bandwidth animations, presentations, and web sites will be explored, as well as, basic scripting capabilities. The course covers design, standards, procedures, and delivery. Emphasis is placed on industry standards, ensuring compatibility (browser/ platform), and developing a complete product from concept to delivery.

GWDA222 Intermediate Layout Design

3 credits

Prerequisite: GWDA111

This layout course enhances and reflects skills developed in fundamental design courses. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Portfolio-quality projects will be developed as part of this process.

GWDA232 Form & Space

3 credits

Prerequisite: FND105

Form and space involves the formal understanding and manipulation of the basic-organizing principals of the 3 dimensional worlds. Point, line, plane, mass, volume, density and form are discussed. Students learn to create and discuss 3-D situations using basic hand tools and readily available materials. Form and space also involves the relationship of perceptual issues to manipulate the 3-D situation.

GWDA242 Graphic Symbolism

3 credits

Prerequisite: GWDA133

This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images.

GWDA243 Object-Oriented Scripting

3 credits

Prerequisite: GWDA273

Students will be introduced to JavaScript utilizing the Document Object Model. Refining and enhance programming skills will be employed. The student gains experience developing advanced applications using specific computer languages.

GWDA252 Advanced Layout Design

3 credits

Prerequisite: GWDA222

This course will explore various means of indicating, placing and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type will be developed using page composition software.

GWDA253 Authoring for Interaction

3 credits

Prerequisite: GWDA283

Students combine experience design concepts with advanced programming solutions. Emphasis placed on learning object-oriented approaches to developing dynamic/reusable rich media modules combined with data applications.

GWDA262 Package Design

3 credits

Prerequisite: GWDA203

Exploration of the design process in package design and the challenges of adapting 2D designs to 3D forms, both simple and complex. Projects will explore materials, structure, aesthetics, production methods, marketing objectives and budgetary constraints.

GWDA263 Web Standards

3 credits

Prerequisite: GWDA243

An investigation into the importance of adhering to web standards and following accessibility guidelines. Students gain an understanding of how these best practices enable inclusive designs that address diverse user needs, contribute to improved Search Engine Optimization, and meet legal requirements such as Section 508. Students code and test sites for cross-browser compatibility, valid markup, and compliance with accessibility guidelines.

GWDA272 Corporate Id

3 credits

Prerequisite: GWDA222

Students will investigate the use of corporate design and identity for branding. Further exploration of corporate id as a branding tool in advertising, marketing and social media will be employed. Comprehensive corporate identity systems, as well as, additional business collateral and a Graphic Standards Manual will be developed.

GWDA273 Intermediate Web Design

3 credits

Prerequisite: GWDA133

Students expand their prior knowledge of HTML and CSS by learning additional methods for structuring and styling web page content. The ability to style multi-column layouts and various interface components is explored. Students participate in visual design critiques, evaluate the designs and code of existing websites, and use CSS to visually design the presentation of HTML content.

GWDA282 Collateral Design

3 credits

Prerequisite: GWDA252

The role that collateral design plays in the support of advertising campaigns is introduced and developed. Students explore various collateral design techniques, direct mail, business-to-business, business-to-consumer, non-profit, trade, and social media. The process of multiple-presentation techniques and media formats are emphasized.

GWDA283 Advanced Web Design

3 credits

Prerequisite: GWDA273

An exploration of advanced methods for styling websites and creating page layouts. This course will examine the practical application of styling web page content, understanding cross-browser compatibility, and creating designs that display effectively on various devices.

GWDA302 Information Design

3 credits

Prerequisite: GWDA222

In this course we will explore the role of visual communication design (graphic design) in communicating information in visual form. Emphasis is placed on competency in research, production, and presentation of advanced-level projects that encompass the use of information design in graphic visual communication.

GWDA303 Interactive Motion Graphics

3 credits

Prerequisite: GWDA273

Students expand on the narrative structure in a time-based environment. The advanced principles and practices of digital audio & media in an interactive design setting are explored. Preparing and using current digital audio and video programs, for delivery online is employed. Emphasis is placed on the implementation via scripting in an interactive authoring application.

GWDA305 Art Direction

3 credits

Prerequisite: None

This course will examine the role of the art director in producing multi-faceted design projects. Working in teams, students will coordinate their creative efforts, from concept to finished output. By encouraging a team approach, the course will further enhance students' leadership, communications and negotiation skills.

GWDA308 Business Of Graphic Design

3 credits

Prerequisite: None

This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, and is designed to prepare students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed.

GWDA313 Emerging Technologies**3 credits***Prerequisite: GWDA213*

An examination of concepts and methodologies used in emerging technology. Students will research technical requirements for implementing the emerging technology and also discuss the potential impact on technological, social, and cultural change. A prototype and/or interactive marketing campaign will be produced to demonstrate understanding of the emerging technology.

GWDA317 Interactive Communication Planning & Research**3 credits***Prerequisite: GWDA204*

This course covers real-world pre-production methods and research for interactive media. Emphasis is on content research, assessing client needs, pre-production assets, and planning of advanced interactive communication publications.

GWDA318 Interactive Industry & Business Operations**3 credits***Prerequisite: GWDA101*

This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, and is designed to prepare students as they transition into an interactive media and design profession.

GWDA 323 Design Team Pre-Production**3 credits***Prerequisite: GWDA209*

Real-world web pre-production through small teams is examined. Assessing client needs, pre-production assets, project management, and communication will be emphasized. Students will work in production groups to examine business problems and must determine the source problem, ascertain a working solution and implement a functional model complete with proposals, design, technical, and quality assurance documentation.

GWDA372 Content Management Systems**3 credits***Prerequisite: GWDA243*

Using an open source database program (MySQL), students practice the theory of database design by normalizing data, defining integrity relationships, and creating tables. Students also develop forms, reports, and search queries (MySQL) as they learn how to manage and manipulate data within a database.

GWDA382 Design For Mobile Devices**3 credits***Prerequisite: GWDA202*

Students will work in class with mobile devices to learn needs, restrictions of designing for mobile devices as well as test student-designed interfaces.

GWDA406 Internship**3 credits***Prerequisite: Program Chair Permission*

Through a field internship experiences, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will complete 100 internship hours during their field experience.

GWDA407 Interactive Communication Usability & Prototyping

3 credits

Prerequisite: GWDA317

Students design, prototype, and analyze effectiveness and usability of interactive projects.

GWDA409 Graphic Design Capstone

3 credits

Prerequisite: GWDA252

Students in this course present a comprehensive understanding of their academic experience. Proficiency will be demonstrated in both studio and general education courses through a written, oral, and visual presentation.

GWDA413 Design Team Production

3 credits

Prerequisite: GWDA323

A continuation of Design Team- Pre-Production. Real-world web production and delivery through small teams is further explored. Emphasis on assessing client needs, utilizing pre-production assets, production scripting, as well as, project management, and communication. The application and implementation of business, design and programming skills students have acquired will be demonstrated. Design solutions appropriate to a targeted market will be emphasized. Critical analysis, problem identification, and idea refinement/implementation will be the focus in producing a portfolio quality project.

GWDA419 Portfolio II

3 credits

Prerequisite: GWDA413

This course aims to prepare students to seek entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.

GWDA453 Interactive Communication Development & Delivery

3 credits

Prerequisite: GWDA407

Students individually develop, market, and present an advanced interactive digital publication.

GWDA ELEC100 Graphic & Web Design Elective I

GWDA ELEC200 Graphic & Web Design Elective II

GWDA ELEC300 Graphic & Web Design Elective III

GWDA ELEC400 Graphic & Web Design Elective IV

GWDA ELEC500 Graphic & Web Design Elective V

3 credits each

Prerequisite: Program Chair Permission

Electives give **Graphic & Web Design BA** students the opportunity to study other disciplines of design and media offered from the current Art Institute of Colorado catalog. Students can choose from courses that are not already part of their current degree and for which they meet the prerequisite requirement. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

HM2300 Introduction to the Hospitality Industry

3 credits

Prerequisite: None

This course represents an introduction to the organization and structure of hotel, restaurants, and clubs. Students will also be introduced to the importance of industry contacts, resume writing, time management, and will perform a hospitality occupational interview. The student will receive an overview pertaining to forces that shape the hospitality industry, tourism, destinations, and how they interact with the hospitality industry, related businesses that serve the traveler, how services affect the industry, managing and working in the international market, and what the future holds for the industry.

HM3320 Club Operations Management

3 credits

Prerequisite: None

This course is designed to give students the basic understanding of the organization and management of various types of private clubs including city, county, and other recreational and social clubs. It will provide students with the unique sensitivities required in managing and operating the increasingly lucrative club management market.

HM3360 Hospitality Law

3 credits

Prerequisite: CU1350

This course covers the legal rules that apply to the hospitality industry. It is designed to give the student an excellent overview of operations, particularly of law, combined with a historical perspective and present-day application. The course will also address pertinent key industry issues with a critical eye towards those laws that may hinder the industry's growth, as well as those laws that strengthen our rights as hospitality professionals.

HM4305 Sales & Public Relations

3 credits

Prerequisite: None

This course will focus on the sales function in varied hospitality settings. The relationship of sales to marketing will be explored, and the process of the actual personal sales call will be emphasized. The role of a successful public relations plan will also be examined, as well as the benefits of favorable public impression on a hospitality operation.

INTA101 Architectural Drafting

3 credits

Prerequisite: None

This course is an introduction to the basic drafting techniques, terminology, and symbols used on drawings, including use of drafting equipment, lettering, plan and elevation construction with an emphasis on proper line weight, quality, and scale.

INTA102 Introduction to Interior Design

3 credits

Prerequisite: None

Students are introduced to the responsibilities of today's interior design professional. Assignments require the application of the elements and principles of design for interior spaces to create aesthetic solutions. Basic lessons in ergonomics, space planning, and human factors introduce the skills used to make functional and purposeful design decisions.

INTA103 CAD I**3 credits***Prerequisite: INTA101*

This course is an introduction to the principles and operation of computer-aided drafting to produce floor plans, elevations and other components of construction drawings.

INTA105 Sketching & Ideation**3 credits***Prerequisite: FND120*

Students visually conceptualize design solutions through rapid sketching in this course.

INTA107 History of Architecture, Interiors, & Furniture I**3 credits***Prerequisite: None*

This course covers the evolution of architecture, interiors, furniture, and design from the ancient world to the mid 19th Century. The cultural, political, social, and/or economic conditions of the times are included

INTA111 Space Planning**3 credits***Prerequisite: None*

This course begins the design series by introducing the interior design process including programming, schematics, design development, space planning and alternate design solutions.

INTA112 Design Basics 3D**3 credits***Prerequisite: INTA101*

This course explores the basic elements and principles of three-dimensional design. Students will use traditional and/or digital tools to help them visualize their designs volumetrically and apply 3D design elements to the spatial envelope.

INTA122 Textiles**3 credits***Prerequisite: None*

This course explores the nature of man-made and natural materials used to produce textiles for use in interior design. Content includes discussion of fibers, yarn, fabrics, finishes, design methods, construction and proper application of these materials from technical, environmental, and aesthetic approaches.

INTA201 Materials & Specifications**3 credits***Prerequisite: INTA122*

This course explores materials and finishes utilized in interior applications through lecture, demonstrations, and/or field trips. Various methods of specification and estimation are covered. Students research and assess performance criteria including aesthetics, function, and environmental factors.

INTA202 Presentation Techniques**3 credits***Prerequisite: INTA103*

This course explores alternate methods of creating and producing interior design presentations. Combining a variety of software, reproduction methods and digital rendering techniques, students explore ways to manipulate images into a cohesive graphic presentation.

INTA203 CAD II**3 credits***Prerequisite: INTA103*

Students will enhance their CAD skills while increasing their speed and problem solving capabilities. Students will gain proficiency in computer-assisted drafting through progressively complex applications.

INTA207 History of Architecture, Interiors & Furniture II**3 credits***Prerequisite: None*

This course covers the development of architecture, interiors, furniture and design from the Industrial Revolution to the present. The cultural, political, social and/or economic conditions of the times are included. Assignments provide opportunities to recognize how the styles of the past continue to influence design today.

INTA211 Codes & Regulations**3 credits***Prerequisite: None*

This course studies the principles, policies and practices required by regulatory bodies and jurisdictions having authority over interior construction building, fire codes and ADA regulations as they apply to interior design projects.

INTA212 Residential Design I**3 credits***Prerequisite: INTA111*

This course explores the design of residential interiors as a problem solving process, with applications to a variety of residential interiors. Areas of study include concept development, human factors, programming and space planning, color, furniture and finish selection as well as concepts of universal design and sustainability.

INTA222 Human Factors**3 credits***Prerequisite: None*

This course covers the principles and considerations related to human factors, universal design, anthropometrics, ergonomics, and the psychological response of users to interior spaces.

INTA232 Lighting Design**3 credits***Prerequisite: INTA111*

This course covers a comprehensive study of the various natural and artificial lighting techniques as they apply to interior environments.

INTA242 Commercial Design I

3 credits

Prerequisite: INTA111

This course is the design and presentation of a commercial project with emphasis on the workplace environment.

INTA252 Interior Detailing

3 credits

Prerequisite: INTA203

In this course students study the materials and fabrication techniques involved in the design and construction of interior details.

INTA262 Construction Documents I

3 credits

Prerequisite: INTA203

This course introduces students to the contract document process for interior spaces.

INTA302 Residential Design II

3 credits

Prerequisite: INTA212

This course is the design and presentation of a complex residential project with an emphasis on historic precedent.

INTA303 BIM, Building Information Modeling,

3 credits

Prerequisite: INTA202

This course introduces students to 3D modeling software as a communication tool. Students produce design solutions volumetrically as part of the design process.

INTA306 Professional Practice

3 credits

Prerequisite: Program Chair Permission

This course presents the principles governing the business, legal, and contractual aspects of the interior design profession.

INTA312 Global Design

3 credits

Prerequisite: INTA111

This course covers the research and application of global design and the study of different cultures as they relate to design issues and concerns.

INTA313 Digital Modeling II

3 credits

Prerequisite: INTA303

This course compliments the skills gained in 3D modeling. Students apply camera and lighting techniques as it applies to interior environments.

INTA322 Building & Mechanical Systems

3 credits

Prerequisite: INTA211

This course is the study of the materials, principles and sustainable materials, principles and sustainable concepts utilized in basic construction, building, and mechanical systems for interiors.

INTA332 Environmental & Sustainable Design

3 credits

Prerequisite: INTA242

This course covers the principles and practices of sustainable and environmental design as applied to a design project.

INTA342 Commercial Design II

3 credits

Prerequisite: INTA242

This course is the design and presentation of a complex commercial project with emphasis on universal and barrier free design.

INTA352 Hospitality Design

3 credits

Prerequisite: INTA342

This course is the design and presentation of team-based hospitality project with emphasis on innovation and creativity.

INTA402 Senior Studio I

3 credits

Prerequisite: Program Chair Permission

Emphasis is on real-world needs that could be better met through more responsible interior design and architecture. Content includes problem identification, analysis of user needs, observation and information gathering. Ultimately a design program and schematic solution are prepared that will be further developed into a complete design solution in Senior Studio II for an interior environment that will better support the psychological and physiological health, safety and welfare of the public

INTA406 Internship

3 credits

Prerequisite: Program Chair Permission

Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. **100 internship hours.**

INTA412 Institutional Design

3 credits

Prerequisite: INTA342

This course is the design and presentation of an Institutional Project with emphasis on anthropometrics, human factors, and human behavior.

INTA409 Portfolio**3 credits***Prerequisite: Program Chair Permission*

This course aims to prepare students to seek entry level employment within the industry by assisting them with the development and presentation of an interior design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short and long-term professional related resources and standards, portfolio development and presentation strategies.

INTA422 Senior Studio II**3 credits***Prerequisite: INTA262*

In this culminating studio course, students continue the development of a viable solution for the project indicated initiated in Senior Studio I. Skills from the entire program are leveraged into a final portfolio project motivated by environmentally sound, cost-effective and responsible design practices.

INTA432 Construction Documents II**3 credits***Prerequisite: INTA262*

This course expands upon the concepts examined in Construction Documents I. Students produce an advanced set of design drawings to support their senior studio.

INTA ELEC100 Design Studio Elective 1 3**INTA ELEC200 Design Studio Elective 2 3****INTA ELEC300 Design Studio Elective 3 3****INTA ELEC400 Design Studio Elective 4 3****3 credits***Prerequisite: Program Chair Permission*

Electives give Interior Design students the opportunity to take advanced classes as well as study other disciplines of design and related courses offered in the current Art Institute of Colorado catalog. Students can choose from courses that are not already part of their current degree and for which they meet the prerequisite requirement. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met

MAAA101 Language of Animation & Film**3 credits***Prerequisite: None*

Students explore fundamentals of animation through a historical survey. This course will consider trends and genres of animated film in a variety of media.

MAAA102 Life Drawing & Gesture**3 credits***Prerequisite: FND110*

In this introductory course on drawing the human figure, students will continue developing their drawing skills. Course will focus on an interpretation of the human body, based on major masses organized by gestural line. Line of action, gesture, motion, measurement, and foreshortening will be covered in this course.

MAAA111 Animation Principles

3 credits

Prerequisite: MAAA102

Students will explore and implement the principles of animation through projects that emphasize analyzing real-world movement, adapting that movement for the animation medium, and creating the illusion of life.

MAAA112 Short Format Storytelling

3 credits

Prerequisite: None

This course introduces students to short format storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard.

MAAA122 Drawing & Anatomy

3 credits

Prerequisite: MAAA102

Students will continue to develop drawing skills and will focus on basic anatomical structures of human and animal forms.

MAAA202 Character & Object Design

3 credits

Prerequisite: MAAA102

This course focuses on designing and drawing characters or objects for animation using line to accurately delineate the form. Attention is given to appropriate proportion and form for an animated character or object. Characters and objects are created using various media.

MAAA203 Audio & Editing Techniques

3 credits

Prerequisite: MAAA112

In this course, students use the features and functions of video editing and audio systems while employing the language of film. Students also explore various media available for video input and output. Students will learn to capture sound, apply it for audio enhancement, and learn how to produce appropriate audio effects and transitions.

MAAA204 Acting & Movement for Animators

3 credits

Prerequisite: MAAA111

The introduction of acting as a tool of research through studies of animated movement. Characters' personality, expression, motivation, body language, and posture will be studied through classroom exercises in a variety of media.

MAAA212 2D Animation

3 credits

Prerequisite: MAAA111

Students will apply animation principles to produce a sequence. Emphasis will be placed on timing and performance. Use of various image acquisition techniques, pencil tests, inking, and other 2D animation skills will be explored.

MAAA213 3D Modeling

3 credits

Prerequisite: FND135

Through critical analysis, the student will apply basic design principles to the solution of visual problems using elements of 3D design. The student will conceptualize 3D coordinate systems, construct 3D models, and apply them to geometric construction.

MAAA222 Storyboarding & Animatics

3 credits

Prerequisite: MAAA203 or Program Chair Permission

This course focuses on applying industry-standard storyboarding techniques for animation. Topics to be covered include the various purposes, formats, terminology, and concepts used in the creation of storyboards and animatics with audio.

MAAA223 Hard Surface and Organic Modeling

3 credits

Prerequisite: MAAA213

This course covers modeling techniques used for building organic and hard surface objects and environments. Students will utilize industry standard techniques to produce 3D objects.

MAAA232 3D Animation

3 credits

Prerequisite: MAAA213

Students are introduced to basic 3D animation techniques. Topics to be covered include hierarchical linking, keyframing, function curves, animated modifiers, basic morphing, animated cameras, and an introduction to character animation.

MAAA233 Motion Graphics

3 credits

Prerequisite: FND135

This course is an introduction to timeline based compositing for both creative and technical processes.

MAAA242 Character Modeling

3 credits

Prerequisite: MAAA223

In this course students will use advanced modeling techniques to create 3D characters. Students will research and create character models based on anatomy using industry standard techniques.

MAAA243 Material & Lighting

3 credits

Prerequisite: MAAA223 or Program Chair Permission

In this class students will be introduced to materials, textures and lighting strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real world surfaces and textures.

MAAA252 Background Design & Layout**3 credits***Prerequisite: FND135*

This course focuses on the fundamentals of background layout with an emphasis on perspective, composition, design basics, staging, mood, texture and lighting. Students will utilize foreground, mid-ground, and background design elements.

MAAA302 3D Character Animation**3 credits***Prerequisite: MAAA242*

This is an advanced level 3D animation course building on techniques learned from previous modeling and animation courses. Students will learn how to apply real life action sequences to characters.

MAAA303 3D Character Rigging**3 credits***Prerequisite: MAAA223*

This course is an introduction to the fundamentals of character setup. The character rig will be tested by animation assignments. During the course each student will create, set up and test a character model.

MAAA309 Portfolio Pre-Production**3 credits***Prerequisite: Program Chair Permission*

This course is designed to prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.

MAAA312 Animation Studio**3 credits***Prerequisite: MAAA302*

Students will use advanced animation techniques to create, design, produce and edit a fully realized concept.

MAAA313 Advanced Lighting & Texture**3 credits***Prerequisite: MAAA243*

In this class students will continue their exploration of and expand on their knowledge of materials, textures, lighting and rendering strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real world surfaces and textures.

MAAA323 Emerging Technology for Animation**3 credits***Prerequisite: MAAA232*

This course examines delivery methods of animation for various platforms. Students explore the capabilities and limitations of delivery systems and distribution methods, Assets will be generated and delivered based on given technical requirements for mobile and other platforms.

MAAA333 Dynamics & Simulation

3 credits

Prerequisite: MAAA232

This course takes students through the process of making visual effects through the creation and control of dynamic simulations. Students will emulate properties of real world phenomena.

MAAA343 Pre-Production Team

3 credits

Prerequisite: Program Chair Permission

This course will expose students to the pre-production processes used in animation and related industries. The primary components of the course will be a thorough review of all pre-production activities and project management. Students will participate in production teams and will focus on planning of all aspects of an animation production.

MAAA353 Technical Visualization

3 credits

Prerequisite: MAAA223

In this course students will create detailed visualizations of engineered objects and spaces. Students also learn to illustrate physical effects of lighting, textures, and movement for animation and visualizations.

MAAA363 Advanced Illustration for Production

3 credits

Prerequisite: FND135

Students will refine their illustration techniques through an advanced study of illustration media while solving design problems related to a variety of print and online venues. Personal style will be emphasized while students create an illustration portfolio using appropriate rendering techniques as well as typography. Deadlines and professional presentation will be stressed throughout the course.

MAAA402 Special Topics

3 credits

Prerequisite: MAAA309

This course addresses emerging technologies and techniques in the field of Media Arts. The course will also provide an intense examination of issues relevant to the Media Arts industry in a specific geographic region or sector of the Media Arts industry (Animation, Rigging, 3D Modeling, etc.)

MAAA403 Production Team

3 credits

Prerequisite: MAAA343

In this course students will work in a studio environment and will focus on the production and post-production of an animated short

MAAA406 Internship

3 credits

Prerequisite: Program Chair Permission

Through a field internship experiences, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will complete 100 internship hours during their field experience. **100 internship hours.**

MAAA409 Portfolio Production

3 credits

Prerequisite: MAAA309

This course prepares students to seek entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas such as conceptual thinking, design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.

MAAA419 Portfolio Presentation

3 credits

Prerequisite: MAAA409

In this class students complete the portfolio process. Students assemble portfolios, web sites, resumes, marketing and self-promotion materials into a comprehensive presentation. Students participate in a thesis exhibition.

MD4324 Portfolio for Web Design & Interactive Media

3 credits

Prerequisite: MD4315 or Program Chair Permission

Students complete and organize their portfolio for presentation, focusing on works that reflect and enhance their individual strengths as a designer. This course enables students to define and pursue their career paths. The focus of this course is the completion of portfolios so that students can begin their career search. Students begin the course with work for the portfolio, determine the quality of the work, and improve it where necessary. Also, students create a professional resume.

PHOA101 Principles of Photography

3 credits

Prerequisite: None

Students will identify basic photographic tools and their intended purposes, including the proper use of aperture, shutter speed, ISO, focal length, and light metering. Students will analyze photographs and produce their own visually compelling images by employing professional photographic techniques and digital workflow.

PHOA102 Introduction to Photography Applications

3 credits

Prerequisite: None

Introduces the student to an overview of vector, raster and time-based software tools used in the digital media industry. It sets expectations for future classes regarding standards for files, their construction and delivery within the classroom and professional studio.

PHOA103 Digital Image Management

3 credits

Prerequisite: None

Introduces digital photographic workflow and asset management. Students become acquainted with the terms, concepts and processes of photographic editing. Areas of instruction include image acquisition, management, global and local adjustments and modes for output.

PHOA105 Photojournalism**3 credits***Prerequisite: None*

Addresses the photography as a narrative or illustrative medium used in support of the text content of publications. Students are shown examples of photojournalism and will be required to produce their own renditions.

PHOA112 Photographic Design**3 credits***Prerequisite: PHOA101*

Students demonstrate their ability to define and solve advanced design problems. Students will analyze the characteristics and purposes of various problems and then offer clear and creative solutions for each. The students are expected to communicate ideas using symbolism appropriately.

PHOA113 Lighting**3 credits***Prerequisite: PHOA101*

Students will be introduced to the basic concepts and principles of lighting for photography. Fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image.

PHOA115 History Of Photography I**3 credits***Prerequisite: GS1403*

The history of photography through the discussion of recognized photographers and their influences on society and provides a framework for critically considering photographs through describing, interpreting, evaluating and theorizing. Students are expected to write papers and review exhibitions.

PHOA122 View Camera Theory**3 credits***Prerequisite: PHOA113*

Students will learn the operational principles, concepts and theories related to the view camera. In this course, students will explore the technical and visual context for view camera related equipment, consider the potential within their own work and examine the history of images produced with the view camera or associated tools.

PHOA123 Color Management & Printing**3 credits***Prerequisite: FND135*

Students learn and apply the techniques of digital color management including building and applying color profiles. The course covers the calibration of devices to produce consistent, predictable color. Students will refine printing skills and theory to create a benchmark for quality digital output. Students will develop proficiencies in file preparation, resolution selection, print-profiling, paper selection and soft-proofing techniques.

PHOA202 Studio Photography**3 credits***Prerequisite: PHOA122, or Program Chair Permission*

Students will develop the ability to solve visual communication problems through assignments designed to challenge their skills in lighting, camera operation, and commercial applications. All aspects of studio photography are discussed from lenses to lighting and people to products. This course emphasizes in-camera image production and problem solving.

PHOA203 Photographic Post-Production

3 credits

Prerequisite: FND135

Students research, develop concepts, and execute digital montage methods to produce creative and surrealistic imagery not possible in the camera moment. Students will apply channels, masks, blending modes, vector tools, selections, filters and layers to photographs. In addition the course will cover post-production techniques, including retouching and compositing.

PHOA205 Advertising/Art Direction

3 credits

Prerequisite: PHOA223

Students will learn photographic techniques directed toward contemporary advertising. In this production-driven class students will explore various client scenarios to produce studio and on-location images.

PHOA208 Business Of Photography

3 credits

Prerequisite: None

An overview of current trends and an assessment of the skills and materials necessary for a student to comprehend small business operations and/or make themselves a productive member of a commercially viable team.

PHOA209 Portfolio I

3 credits

Prerequisite: Program Chair Permission

This course is designed to prepare students for the transition to the professional world. This course can prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects.

PHOA212 Editorial Photography

3 credits

Prerequisite: PHOA223

Editorial photography is an exploration of the non-fiction narrative delivered through a variety of media. The class is devoted to subject research and creative photography. Emphasis is placed on storytelling, the production process and contemporary media output methods.

PHOA213 Time-Based Media I

3 credits

Prerequisite: PHOA102

Introduces students to the technical components integral to time-based media and its relationship to photography. Students expand their knowledge of capturing, downloading, editing, and outputting digital audio and image files using time-based media software.

PHOA218 Marketing For Photographers

3 credits

Prerequisite: PHOA208

Explores professional development tools, including résumés, cover letters, networking, and interviewing. Students apply the techniques used to research and identify efficient ways of selling work through agents and examine how to create a successful self-promotion campaign. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals.

PHOA222 Web Design for Non-Majors**3 credits***Prerequisite: PHOA102*

Introduces some of the techniques, tools, software applications, and technologies associated with web development and interactive design for web. Students learn how to build a basic website using current HTML standards while incorporating an object-oriented programming language, various multimedia, or other interactive solutions.

PHOA223 Advanced Lighting**3 credits***Prerequisite: PHOA202*

Synthesizes previously introduced lighting skills for products and people in both the studio and on location. Emphasis is placed on the creative application of lighting technique and style.

PHOA232 Portraiture**3 credits***Prerequisite: PHOA202*

Students learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Emphasis is placed on creating the visual narrative through the effective use of portraiture techniques.

PHOA233 Advanced Photographic Post-Production**3 credits***Prerequisite: PHOA203*

Students continue to develop and refine concepts to create images using advanced digital montage methods. Through planning and research students will apply advanced compositing techniques in order to create a series of digital illustrations exemplary of contemporary creative photography.

PHOA302 Location Photography**3 credits***Prerequisite: PHOA223*

Explores the special needs of location photography. The tools and logistics of shooting on location are covered. Students develop photographic problem solving skills.

PHOA303 Time-Based Media II**3 credits***Prerequisite: PHOA213*

Focuses on conceptual development, visual communication and storytelling through the use of time-based media.

PHOA305 History Of Photography II**3 credits***Prerequisite: PHOA115*

Students examine emerging photographic styles and perspectives of a newer generation of photographers reacting to the cultural revolution of the 60's and 70's; the eruption in the 80's of Post-Modernism and Critical Theory; and the digital revolution of the 90's. Students will further examine contemporary issues focusing on the theoretical swing from Post-Modernism back to Modernist practices; and lastly a look at the popular trend of using alternative processes from the nineteenth century.

PHOA307 Photographic Essay**3 credits***Prerequisite: PHOA303*

Emphasis is placed on digital technologies and sound and video for inclusion into a multimedia package. Students will look at the importance of content and composition in their photography and multimedia projects and how it plays into the structure of a successful story.

PHOA308 Marketing For Photographers**3 credits***Prerequisite: PHOA208*

Explores professional development tools, including résumés, cover letters, networking, and interviewing. Students apply the techniques used to research and identify efficient ways of selling work through agents and examine how to create a successful self-promotion campaign. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals.

PHOA309 Portfolio II**3 credits***Prerequisite: PHOA209*

This course aims to prepare students to seek entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work.

PHOA312 Applied Portraiture**3 credits***Prerequisite: PHOA232*

Students will learn a variety of advanced portrait techniques including an examination of the professional production process. Marketing and business aspects are also discussed.

PHOA315 Creative Concepts**3 credits***Prerequisite: PHOA209*

Explores image concepts, content, symbolism, and narrative potential of photography. Emphasis will be placed upon experimenting with alternatives to the single “documentary style” traditional approach to photography. Students will be challenged to develop a wider understanding of possible photographic solutions to problems of communication and self-expression.

PHOA317 Photography Criticism**3 credits***Prerequisite: PHOA305*

Offers an in depth study into photographic criticism. To assist students in developing a vocabulary for critically analyzing photographs, they will look carefully at contemporary critical thought. Further study will examine how personal beliefs and cultural values are expressed and represented in photography.

PHOA332 Special Topics I

3 credits

Prerequisite: PHOA209

This course addresses emerging technologies and techniques in the field of Digital Photography. The course will also provide an intense examination of issues relevant to the Photography industry in a specific geographic region or sector of the Photography industry

PHOA406 Internship

3 credits

Prerequisite: Program Chair Permission

Through a field internship experiences, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will complete 100 internship hours during their field experience. **100 internship hours.**

PHOA408 Photography Marketing & Portfolio Package

3 credits

Prerequisite: PHOA409

Students will finalize a complete self-promotional and marketing package incorporating the knowledge acquired during the program. The developed materials will target a specific market in alignment with their career goals.

PHOA409 E-Portfolio

3 credits

Prerequisite: PHOA309

Students will learn the basic tools for placing their photographs on the Internet and for archiving their portfolio on CD. Students will acquire the skills needed to develop, design and produce basic web pages.

PHOA412 Special Topics II

3 credits

Prerequisite: PHOA309

This course addresses emerging technologies and advanced techniques in the field of Digital Photography. The course will also provide an intense examination of issues relevant to the Photography industry in a specific geographic region or sector of the Photography industry.

PHOA ELEC100 Digital Photography Elective I

PHOA ELEC200 Digital Photography Elective II

PHOA ELEC300 Digital Photography Elective III

PHOA ELEC400 Digital Photography Elective IV

PHOA ELEC500 Digital Photography Elective V

PHOA ELEC600 Digital Photography Elective VI

3 credits each

Prerequisite: Program Chair Permission

Electives give **Digital Photography BA** students the opportunity to study other disciplines of design and media offered from the current Art Institute of Colorado catalog. Students can choose from courses that are not already part of their current degree and for which they meet the prerequisite requirement. Students are encouraged to discuss their options with the Program Chair, to ensure all prerequisites for their elective choice have been met.

RS2315 Special Topics**3 credits**

Prerequisite: Program Chair Permission

Topics are addressed as they arise, based on important artistic or technological trends and developments in the animation and visual effects industry.

RS2317 Introduction To Revit**3 credits**

Prerequisite: INTA203

This course introduces students to the concepts of parametric building information modeling (BIM) and Revit Architecture. Using Revit, students will explore the advantages and uses of parametric modeling in the development and documentation of interior design concepts and ideas. Students will advance their ability to work with BIM and Revit by taking a project from preliminary design through the completion of a preliminary set of construction documents.

RS2322 Organizational Behavior**3 credits**

Prerequisite: None

This course is an examination of human relations theory and individual, group, and organizational performance in relation to the organizational structures of contemporary businesses and public agencies.

RS2324 Business Communications**3 credits**

Prerequisite: GS1403

This course focuses on written and oral communication skills used in a business environment. Written projects emphasize language, style and tone in developing letters, reports, memos, proposals, presentations, and e-mail communications. Students identify the requirements for different types of business communication and prepare oral presentations and written materials to communicate clearly and effectively to a variety of business and consumer audiences.

RS2366 Contracts, Negotiations and Copyrights**3 credits**

Prerequisite: None

This course explores the current laws concerning contracts and copyright. In addition, students are introduced to the negotiation of successful business agreements.

RS2368 Advanced Image Manipulation**3 credits**

Prerequisite: FND135

This class builds upon the Digital Image Manipulation course to integrate raster and vector graphics with concerns for varied formats, including Web and print graphics. Students create focused visual statements and gain an understanding of the differences in Web and print graphics.

RS2399 Motion Graphics II**3 credits**

Prerequisite: MAAA233

Students explore the disciplines used in completing a digital film or video project, using composition software. The course reinforces composition, concepts, techniques and vocabulary from previous courses, and introduces more sophisticated tools and techniques. Technical skills include advanced compositing techniques, typography, animation, and design.

RS3309 Motion Graphics III**3 credits**

Prerequisite: RS2399

This course covers more advanced compositing procedures that reinforce compositing concepts, techniques, and vocabulary covered in previous courses. The course focuses mainly on group projects. Each student has an important role in producing a group project involving animation, live-action video, editing, and compositing for a final portfolio project.

RS3346 Color Correction & Keying**3 credits**

Prerequisite: MAAA233

The disciplines used in creating and compositing video shot on a blue or green screen are covered in this course. More sophisticated methods are introduced for color correcting and adjusting video to produce seamless composites. The course reinforces compositing concepts, techniques, and vocabulary that students have learned in previous courses. Each student produces a final edited project, using these skills. Topics include various methods of keying, matte extraction, garbage-matting, track mattes, traveling mattes, RGB color space, and color correction.

RS4335 Dynamics & Simulation**3 credits**

Prerequisite: MAAA243

This course introduces dynamics and particle system, three-dimensional environments. Various particle and simulation generators, along with rigid and soft-body dynamics, are examined.

RS4345 Leadership And Teambuilding**3 credits**

Prerequisite: RS2322

This course focuses on the importance of leadership skills in managing and motivating teams. Effective group dynamics are emphasized through the application of problem solving, communication skills, and emotional intelligence in both individual and team situations. Leadership styles, decision-making, negotiating, and conflict resolution methods essential in today's business environment are also covered.

RS4385 Externship**3 credits**

Prerequisite: Program Chair Permission

Through a field internship experiences, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful business related to their field of study. The students will gain the experience they need to enter the field when they graduate. Students will complete 100 internship hours during their field experience.

EDUCATIONAL OPTIONS

Online Classes

The Art Institute of Colorado offers selected online courses through a consortium agreement with The Art Institute of Pittsburgh – Online Division. Online classes are 5½ weeks in duration. Students can work on their courses at any time within a 24-hour period and will be required to participate in the course on four out of seven days in the class week. Student participation in the course is required in addition to submitting formal assignments for the course. Log-ins are monitored.

An online course has the same course and exit competencies as the on-ground version of the same course. Online courses are designed to take advantage of technology, making the learning environment more efficient and maximizing relevance to the student's prior learning and experience. As in traditional on-site classes, students are expected to complete all work and submit assignments within the time periods given by the instructor as listed on the course syllabus. The Art Institute of Colorado reviews all course descriptions, course outcomes, and course syllabi for online courses to determine the educational integrity and equivalency of these courses to the related or equivalent courses that are offered on-ground at The Art Institute of Colorado.

The Art Institute of Colorado charges the same tuition for online courses as it charges for on-site courses.

Prerequisites for Participation in Online Courses

Students in any quarter of study at The Art Institute of Colorado are eligible to enroll in online classes. No more than 49% of the degree credits may be completed online. Portfolio preparation and portfolio courses as well as college preparatory courses cannot be taken online. Courses available online will be selected quarterly by Program Chairs and approved by the Vice President and Dean of Academic Affairs.

The assessment will also be reviewed by the Online Advocate.

Registration for Online Courses

Students can register for online courses during week seven of the quarter at The Art Institute of Colorado. Students not registered for online courses a week prior to the start of the quarter will not be able to add online courses to their schedule for the quarter. Students who are registered for online courses may use the schedule adjustment period to add or drop online courses through the sixth day of the quarter.

Online courses are offered in two consecutive 5½-week sessions. The first session begins on the first day of the quarter for on-ground courses and runs for 5½ weeks. The second sessions begin 5½ weeks from the start of the on-ground quarter. Students wishing to enroll in either or both online sessions must register during the registration period for that quarter and no later than one week prior to the start of the quarter. Registration is considered to be confirmed when a student has completed the required online academic orientation.

This online academic orientation for both sessions of the online courses will be offered prior to the start of the class. Any student not completing the orientation will be removed from the online course. This orientation is generally only required the first time a student enrolls online unless there are substantial changes to the online program. Continued enrollment in online courses is subject to prior success in online courses in which a student has enrolled. Students will also be required to log activity within the first week of class or they will be removed from the online course.

International Sponsored Student Policy on Online/Distance Education:

No more than one online/distance education class or three (3) credits per academic term may count toward satisfying the “full course of study” requirement (above) for I-20 sponsored international students. A student qualifying for a Reduced Course Load in his or her last semester may not attend only via distance education; he or she must have at least one (1) on-ground course.

Mid-Session Classes

Mid-session courses are offered for 5½ weeks, starting during week six of the academic quarter. These select offerings are designed for first-quarter students. Classes meet on two weekdays and Saturday. A mid-session orientation program is often held the day before class to acquaint new students with the school.

All policies and procedures in The Art Institute of Colorado catalog and student handbook apply to students enrolled in mid-session classes with the following exceptions:

- Students may make schedule adjustments within four days from the start of the mid-session class. Changes to a class schedule may change financial eligibility. Students are advised to contact the Student Financial Services Department before making any schedule adjustments.
- The return of Title IV funds is calculated using the mid-session start and end dates. Please refer to the Refund Policy for further details.

THE ART INSTITUTE OF COLORADO FACULTY AND STAFF

OFFICE OF THE PRESIDENT

Allison Gus, Administrative Assistant II

ACADEMIC AFFAIRS

Dr. Benjamin A. Valdez, Vice President and Dean of Academic Affairs

D.B.A., California Southern University

Ed.S., Liberty University

M.Ed., American InterContinental University

M.B.A., American InterContinental University

B.S., Western International University

Brady Haynes, Academic Advisor

B.A., Fort Lewis College

Martha Neth, Librarian

M.L.S., M.A. Indiana University

ACADEMIC PROGRAM CHAIRS /COORDINATORS

Dr. Bennett Yohe, General Education Program Chair

Ph.D., Colorado State University

Ed.S., University of Iowa

M.A., University of Iowa

B.A., University of Iowa

Susan Ciriello, Program Chair of Culinary Arts

M.B.A., Argosy University

B.S., Boston University

A.A.S., The Culinary Institute of America

Chris Chen Mahoney, Program Chair of Design

M.Des., Illinois Institute of Technology

B.S., Tong Ji University, Shanghai, China

Jay Peteranetz, Program Chair of Media Arts

MB.F.A. Savannah., Savana College of Art and Design

B.F.A. Savannah College of Art and Design

Mary Ann Thornam, Program Coordinator

Interior Design

M.A., Regis University

B.S., University of Nebraska at Lincoln

Registrar/Records

Lisa Barry, Lisa A. Barry, Registrar

University of Colorado at Denver

Metropolitan State University of Denver

Education Staff

Dr. Bennett Yohe, Director of Assessment

Dr. Dr. Julianne Attmann Chair of Faculty Development Committee

Michael Reed Michael Reed Brady Haynes and Martha Neth, Co-Chair of Retention Committee

FINANCIAL SERVICES

Theresa Bargas, Director of Financial Services

Suzanne Morfit, Student Accountant

Susan Santos, Associate Director

Kathleen Yruegas, Financial Aid Officer

Jeniece Montano, Financial Aid Officer

Alicia Lacrue, Financial Aid Officer

Kinsey Gilbreath, Financial Aid Officer

ADMISSIONS

Josh Jones, Senior Director of Admissions

Jenna Nord, Director of Admissions

Colleen Dunn, Assistant Director of Admissions

Gabriel Medina, Assistant Director of Admissions

John Kennedy, Assistant Director of Admissions

Leona Trujillo, Assistant Director of Admissions

Jasmine Roth, Enrollment Processor

Kim Wobermin, Reception Main Building

Joe Chavez, High School Representative

STUDENT SERVICES

Daniel Snyder Daniel Snyder, Director of Student Services

Lori Havard, Residence Life Coordinator/ Programming

Natalie Kersten, Senior Career Advisor

Stacy Said, Career Advisor

HUMAN RESOURCES

Shandra Adair, Human Resource Generalist II

SUPPLY STORE

Autumn Eggelton, Supply Store Key Holder

TECHNOLOGY

James Gomez, Senior Desktop Analyst

ACADEMIC DEPARTMENTS FACULTY

Audio Production

Daniel Buckley

M.S. University of Colorado-Denver

B.S University of Colorado-Denver

Culinary Arts, Culinary Management

Jeffrey Kennedy

M.A., Argosy University

B.A., The Art Institute of Colorado

A.O.S., Culinary Institute of America

Dr. Reza "Ray" Yazdani
Ph.D., Colorado State University
M.B.A., University of Victoria
B.A., University of Victoria

Fashion

Dr. Julianne Attmann
Ph.D., University of Minnesota
M.A., University of Minnesota
B.S., South Dakota State University

Foundations

Gregg Harvey
M.F. A., University of Colorado
B.F.A., Cleveland Institute of Art

General Education

Lori Amidei
M.P.S., University of Denver
B.S., Colorado State University

Don Power
M.A., University of Colorado at Boulder
B.A., University of Colorado at Boulder

Graphic & Web Design

Edward Popovitz
M.F.A., University of Dallas
M.A., University of Dallas
B.F.A., Ball State University

Michael Reed
M.S., Capella University
M.S., Capella University
B.A., The Art Institute of Colorado

Media Arts & Animation, Visual Effects & Motion Graphics, Game Art & Design

Edward Kramer
M.A., University of Texas
B.S., Duke University

Steve Pierce
M.F.A., Notre Dame University
B.S., West Virginia University
B.F.A., West Virginia University

Interior Design

Patrick Soran
M.Arch, University of Colorado
B. Env. Design, University of Colorado

Digital Photography

Todd Dobbs

M.F.A., University of Colorado

B.A., Ohio State University

*The Art Institute of Colorado also employs adjunct faculty from the above fields of study, on an as needed basis.

ADMISSIONS

Congratulations on your decision to pursue an education in the creative and applied arts. These programs are very specialized and it is important to seriously consider your program of study. Students must specify one program of study when applying to attend The Art Institute of Colorado. We hope that you will visit our campus, and learn about the accomplishments of our alumni and faculty. Our admissions staff will help guide you through the application and admissions process and answer your questions.

ADMISSION COMMITTEE LITERACY REVIEW ESSAY POLICY

A student must demonstrate literacy, defined as the ability to read and write at a level that allows him or her to be successful in a college level course, with reasonable remediation allowed, in order to be accepted into The Art Institutes. The admission essay will be assessed by a faculty/academic committee (ADCOM) and scored at one of two levels: Meets standard or Does not meet standard. No student may be admitted to an Art Institute without an essay that Meets Standard. An essay may only be rewritten one time for each start, and any appeal decision by the Dean or his or her designee is final. The evaluation of writing ability is useful in determining the applicant's compatibility with the program's course of study and in determining the applicant's ability to write and develop ideas according to the rules of Standard English.

I. Essay Requirements

- a. Applicants must write an essay of at least 250 words, answering the following prompts:

What are your career goals and how do you expect your education at The Art Institute of Colorado to help you attain them? In what ways will you participate and commit to your education in order to be successful?

- b. The documents/directions to be provided to the student are in Procedures for ADCOM Literacy Review Student Handout.
 - c. All prospective students must be assessed for college readiness in literacy except applicants who have attended another Art Institute and who have documentation of an accepted essay to that school in the student file.
 - d. If an applicant was accepted by another Art Institute and did not attend, or if the applicant attended and failed or withdrew from all classes, the student must apply through the normal admissions process.
 - e. All members of ADCOM and admissions staff will be trained on the essay and the rubric.
 - f. Scoring on the rubric is as follows:
 - i. Meets Standard: Student is considered literate and may be accepted as long as all other admission requirements are met.
 - ii. Does not meet standard: Student does not meet the literacy standard and may not be accepted even if all other admission requirements are met.
 - iii. Students will be notified of their essay results in writing by the admissions office.
- #### II. Appeals Process (Rewrite).
- a. The student may request to rewrite the essay only one time for each start and is advised to first meet with the appropriate academic official (Dean of the Campus or his or her designee) to discuss his or her score. That official may not be a member of the Admissions Committee (ADCOM.)
 - b. The applicant must submit the appeal (rewrite) essay to the Admissions representative (Enrollment Processor/Admissions Office Manager) for processing prior to the start date.

- c. The Essay rewrite must follow the same requirements and guidelines as indicated in section I.
- d. Any decision on the results of the rewrite is to be considered final.
- e. The applicant must meet ALL admissions requirements for full acceptance to the school.

ADMISSIONS REQUIREMENTS

A prospective student seeking admission to The Art Institute of Colorado must be a high school graduate or hold a General Educational Development (GED®) Certificate or HiSET test. Individuals with portfolios or previous education are evaluated during the admissions process for potential advanced placement. All applicants who have graduated with an associate's degree or higher (or its equivalent, if earned at an institution located outside of the United States) can provide official college transcripts to The Art Institute of Colorado, which will be evaluated to determine transcript equivalency to a U.S. high school degree. To begin the admissions process, please complete all the materials as outlined below. All applicants are evaluated by an Admissions Committee and may request additional information or require the applicant to meet with the Academic Director in the chosen program of study in order to make an accurate assessment.

The Art Institute of Colorado requires a minimum high school GPA of 2.0 for admission to the college. Prospective students whose high school GPA falls between 1.5 and 1.99 must demonstrate to the admissions committee that they are dedicated to improving their academic performance through a combination of the essay, transcripts, and placement tests.

Students whose high school GPA falls below 1.49 will not be considered for admission, with the exception of those individuals who have attended another college for a significant period of time, earned a minimum of 30 credits or with an approved appeal from the Admissions committee.

The following materials are required to complete your application:

- **A fully completed and signed application for admission.** An application can be found by contacting your Admissions Representative at The Art Institute of Colorado or you can complete our online application at the following link www.artinstitutes.edu/denver.
- **A fully completed and signed enrollment agreement, by completing our online agreement:** <http://content.artinstitutes.edu/assets/documents/denver/diploma-enrollment-agreement.pdf>
- **Official high school transcripts, GED, or HiSET test.** These should be sent directly to the Admissions Office from each issuing institution. If a student has obtained either an Associate's or Bachelor's degree from an accredited U.S. institution, an official transcript from the institution attended can substitute for the official high school, GED transcript, or HiSET test. Request your transcripts at the time of or prior to submitting your application. They will be held on file if they arrive before your application form. Students must have completed or anticipate completing high school, a General Equivalency Diploma (GED), or a HiSET test prior to their enrollment.
*GED® is a registered mark of American Council on Education.
- **Accuplacer Test.** The Art Institute of Colorado uses the Accuplacer Test for incoming students to evaluate their preparedness to undertake college-level coursework in English and/or mathematics or **official SAT or ACT** scores for students currently enrolled in high school. These should be sent directly to the Admissions office from the applicable testing agency.

Students who submit acceptable ACT or SAT scores, or have earned an associate's degree or higher from an accredited school, are waived from taking the Accuplacer Test.

ADMISSIONS REQUIREMENTS FOR AUDIO PRODUCTION

Overview:

The Art Institute of Colorado has an admission requirement that a student who is accepted into Audio Production must have earned a high-school grade-point-average of at least 2.5 in order to enter the program. However, for students who do not meet the 2.5 HSGPA requirement, an additional level of consideration is needed to address whether they may, in fact, be qualified for entry into the Audio program. Note that the following procedures apply only to those who do not meet the normal 2.5 HSGPA requirement.

Addition to Audio Production Requirement:

For Audio, math ability is the key component needed by an applicant, as well as a clear “fit” between the applicant’s goals and the school’s Audio outcomes. For that reason, the following steps can be taken when the applicant does not meet the HSGPA requirement:

1. An interview with the Academic Director or Coordinator of the Audio Production Program to ascertain the student’s goals in the program and estimate the student’s likelihood of success.
2. An assessment of the applicant’s math ability through:
 - a. A review of the student’s transcripts to see the quality of math courses taken, and the student’s performance; or
 - b. A review of placement test results in the math area; or
 - c. A review of standardized test math scores, e.g. SAT or ACT

Note that this will be a holistic process using the results of the interview and math assessment so that the Academic Director or Coordinator can make a final decision regarding the student’s suitability for the program.

ADMISSIONS REQUIREMENTS FOR GAME ART & DESIGN

Overview:

The Art Institute of Colorado has an admission requirement that a student who is accepted into Game Art & Design must have earned a high-school grade-point-average of at least 2.5 in order to enter the program. However, for students who do not meet the 2.5 HSGPA requirement, an additional level of consideration is needed to address whether they may, in fact, be qualified for entry into the Audio program. Note that the following procedures apply only to those who do not meet the normal 2.5 HSGPA requirement.

Addition to Game Art & Design Requirement:

For GAD, the strong feeling among the directors was that drawing ability was a key component needed by an applicant, along with ability in math. For that reason, the following steps can be taken when the applicant does not meet the HSGPA requirement:

1. Look more closely at the portfolio to ascertain drawing ability. The feeling among the directors is that, while the portfolio is a requirement, it is often not scrutinized carefully enough. A good portfolio could result in a decision to admit a student whose high-school academic performance was substandard.
2. An assessment of the applicant’s math ability through:
 - a. A review of the student’s transcripts to see the quality of math courses taken, and the student’s performance; or
 - b. A review of placement test results in the math area; or

- c. A review of standardized test math scores, e.g. SAT or ACT
3. As needed, an interview with the applicant by the Academic Director or his/her designee(s) to ascertain the applicant's ability to be successful.

Note that this will be a holistic process using the results of the interview and math assessment so that the Academic Director can make a final decision regarding the student's suitability for the program.

The Art Institute High School Graduation Validation Policy

An applicant must be a high school graduate, possess a recognized high school equivalency (GED - General Education Diploma or HiSET test) or have an associate's degree (of at least two full academic years) that fully transfers to a bachelor's or higher degree from a recognized accredited institution. Students can meet the High School graduation requirement by submitting an official academic transcript that shows at a minimum a completed two-year program that is acceptable for full credit toward a bachelor's degree at the school from which the two-year degree was earned.

Applicants to a graduate program may present a bachelor's degree as a form of proof of graduation from high school. Accreditation requirements must adhere to DCEH's list of acceptable accreditation.

A student who is home-schooled must be able to present a high school credential evidencing that he or she completed secondary education or complies with applicable State requirements for home-schooling in the State in which the student resided during home-schooling.

The military document DD214 is NOT an acceptable means of proving high school/GED completion/HiSET test. There are specific types of diplomas that are not acceptable at The Art Institute locations (See Definitions):

- Certificate of Performance
- Certificate of Completion
- Certificate of Attendance
- Certificate of Achievement
- Modified Diploma
- Fast Track Online Degree
- Special Education Diploma.

A stand alone "Certificate of Completion" does not suffice for admission to The Art Institutes.

Should you receive a transcript with one of these types of diplomas, you must:

1. Immediately notify the ADA and S/DOA regarding this issue. The ADA/S/DOA will notify the applicant.
2. The application paperwork may NOT be submitted to Admissions Committee for review. Either the applicant must receive a regular (Traditional) diploma or take the GED or HiSET with passing test scores. If this is not an option, **the application will need to be academically rejected after notification.**

Students who have conflicting documentation in their file regarding completion of a high school diploma must have this situation resolved before the conclusion of the student's first quarter (**No Later than COB Week 9 or prior to final exams**) with consultation of the Art Institute Chief Academic Officer or his/her designee as needed.

TOURS AND APPOINTMENTS

We encourage all prospective students to make an appointment with their Admissions Representative to visit our school to see our resources and facilities. These appointments are available Monday through Saturday. For more information and to schedule an appointment, call 303.837.0825 or 800.275.2420.

ACCEPTANCE NOTIFICATION

The Art Institute of Colorado will notify the applicant, in writing, of his or her acceptance. In the event the student is not accepted by The Art Institute of Colorado, all tuition fees and other charges, shall be refunded.

RE-ADMISSIONS

Any student who has left The Art Institute of Colorado for any time period must go through the formal re-entry process. A readmission student must follow the established procedures to insure a smooth transition back to college. The first person the student should contact for readmissions is the Assistant Director of Readmissions. The Assistant Director of Readmissions assists students wishing to return to The Art Institute of Colorado after a leave of absence, suspension or termination. Any student who has left the school for a period of time for any reason must go through a formal re-entry process and each student's academic status must be evaluated before they can be considered for re-entry.

Students with a repeated pattern of withdrawal or academic concern will need to appeal to the Dean of Academic Affairs in writing, indicating reason for their withdrawal and their reason for return, and determining a plan for success upon their return. Conditions upon re-entry may include, but are not limited to, meeting with Academic Director or Advisors on a weekly basis.

The student's previous academic standing, course of study, and length of time off are all reviewed and the appropriate adjustments are made during the re-entry process. Students who are academically terminated must appeal for re-entry in writing and may be required to appear before the Dean of Academic Affairs or academic appeal committee. If the appeal is granted, the re-entering student will be placed on academic probation during the quarter of return. The student must meet the minimum standards of the Satisfactory Academic Progress Policy to continue in the program. A student is allowed only one re-entry appeal after being academically terminated.

Please be advised that a student's return to class cannot be finalized until s/he has completed all the steps listed below:

- A meeting with the Academic Director/Coordinator may be in order depending on several variables; and
- The student must be financially qualified and tuition and housing fees (if appropriate) must be paid. A student who is not financially qualified by the ninth week of the quarter preceding his or her return, will be considered on a first-come, first-served basis only, contingent upon space limitations and at the discretion of the Dean of Academic Affairs.

Since readmitted students have experienced an interruption in their education, any financial aid assistance must be reapplied for or reinstated for the returning quarter. Students who have questions regarding their financial aid status for readmission should contact Student Financial Services for an appointment with a Student Financial Aid Officer. Students who wish to request an academic or registration status change as noted above should contact the Registrar's Office for procedural details.

Digital Bookshelf and Digital Textbooks

The school is enhancing the learning experience by converting traditional textbooks to electronic media. A majority of courses will have a Digital Textbook associated with the course. Courses that include a Digital Textbook will be noted in the registration material. Students enrolling in a course that includes a Digital Textbook will incur an additional Digital Textbook charge, in addition to the course tuition. Students that opt out of using digital textbooks for that course will not incur the additional Digital Textbook charge. Students that do not opt out will not need to purchase textbooks for courses using a Digital Textbook. Students that do opt out will be responsible for purchasing the required textbook. The Digital Textbook Charge allows student access to the Electronic Library and HTML versions of the textbook(s), and in some cases, other electronic media, which is integrated into the course.

If a student was charged for a Digital Textbook in a previous course and the student is required to use the same Digital Textbook for another course, the student will not incur the Digital Textbook charge again since students have access to the Digital Textbook for up to ten years. On average the price of the Digital Textbook charge is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges, immediate access to the materials, and interactive features that accompany the Digital Bookshelf.

Provision for Books and Supplies

Students who are Title IV eligible and are expected to receive excess Title IV funding will receive a stipend for the lesser amount of either their presumed excess Title IV funding or their book and supply budget to provide students the ability to purchase books (for courses that do not use Digital Textbooks) and supplies by the seventh (7th) day of the course start date within the payment period.

As described below, by the seventh (7th) day of each course start date within the payment period, The Art Institute will provide a method for students to obtain their books and supplies required for their courses.

- For newly enrolled students, a starting kit provided by The Art Institute consisting of basic equipment and materials needed for beginning each program and charged to the student account.
- For courses using a Digital Textbook and/or digital resources, a Digital Textbook provided by The Art Institute to be automatically redeemed with The Art Institute's contracted third-party vendor and charged to the student account.

Title IV funding, if the student is eligible, will be used to pay for these charges. Any books and supplies charged in excess of Title IV and other financial aid funding on the student account are the responsibility of the student. A detailed listing of charges is disclosed on The Art Institute's Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of The Art Institute's method, the student account will not be charged and the student is responsible for purchasing the required books and supplies for her/his courses. For courses using a Digital Textbook, the charge will be reversed on the student account after the Add/Drop Period.

Starting kit and Digital Textbook (for courses using Digital Textbooks) charge information is disclosed on The Art Institute's Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of The Art Institute's method, s/he will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, the student is not due to receive one, s/he is responsible for purchasing the required books and supplies for her or his courses.

The student may request a modification at any time for a subsequent payment period, regarding her or his choice to use The Art Institute's method to obtain books and supplies, but not retroactively, by contacting the Student Financial Services Department.

INTERNATIONAL STUDENT ADMISSIONS POLICY

All international students must meet the same admissions standards as all other students when seeking to enroll in The Art Institute of Colorado. Please refer to Admissions Requirements. Those international students applying to SEVP-certified schools and requiring the school's sponsorship for international student visa status (Form I-20) must meet the additional requirements listed below. The Art Institute of Colorado requires nonimmigrant students present in Visa Waiver, B-1, and B-2 status to change visa to F-1 or other qualifying status prior to enrolling in programs of study (other than a vocational or recreational courses). Students in F-2 or M-2 status may enroll on a part-time basis where available. Please note that some programs may not be eligible for international students requiring Form I-20 sponsorship. Please ask to speak to an The Art Institute of Colorado International Admissions Representative for more detail.

Important International Student Disclosure – International students attending Art Institute locations under F-1 visas (Form I-20) are required to maintain a “full course of study” during each academic term of their programs of study. For undergraduate (non-degree, Diploma, Associates, and Bachelors-level programs) students, this is defined as a minimum of 12 credits per academic term. Graduate programs will vary by program of study. Not more than 1 online course or 3 online credits per academic term may be counted toward meeting the “full course of study” requirement. Please note that not all Art Institute locations offer online courses. Speak with an Admissions Representative for more information. Program and course offerings are subject to change and international students may be required to take additional courses to meet the full course of study requirement. International students should work closely with the International Student Advisor to ensure all requirements of their visa statuses are met.

This School is Authorized Under Federal Law to Enroll Nonimmigrant Alien Students.

ADMISSIONS REQUIREMENTS FOR STUDENTS REQUIRING FORM I-20 SPONSORSHIP

International students requiring The Art Institute of Colorado Form I-20 must submit the following items in addition to the standard documents required for admission:

- Original or official copies of all educational transcripts and diplomas (secondary and post-secondary if applicable)
- English language translation(s) of education transcripts and diplomas, if applicable
- If used to meet admissions requirements above, official credential evaluation of post-secondary, non-U.S. transcripts and diplomas required for admission. NOTE: evaluations must be prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member organization

- Proof of English Language Proficiency (see English Language Proficiency Policy)
- Proof of financial responsibility to cover costs of tuition and fees and living expenses (and dependent costs if applicable) for at least one academic year (official bank statements, Sponsor’s Statement of Support, if required)
- Photocopy of student’s “bio-info” page of passport to provide proof of birth date and citizenship
- For all nonimmigrant applicants residing in the United States, provide a copy of passport visa page and Entry Record or Form I-94 card
- For all non-immigrant applicants currently in F, M, or J status, provide a copy of all Forms I-20 or Forms DS-2019
- Transfer Clearance Form for students currently in F, M, or J status at another institution

ENGLISH LANGUAGE PROFICIENCY POLICY

As the lectures, seminars, materials, and discourse which comprise programs of study at The Art Institute of Colorado are presented in English, The Art Institute of Colorado requires that all students possess and demonstrate a minimum level of English language proficiency required to substantially benefit from the programs offered.

A student is deemed proficient in the English language if he or she:

- Holds a U.S. high school diploma or U.S. General Equivalency Diploma (GED) or HiSET test or international high school diploma, e.g., U.S. military base, business/diplomat expat community, etc., in which instruction is delivered primarily in English
- Holds the equivalent (evidenced by credential evaluation) of a U.S. high school diploma from overseas institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) a minimum of two (2) academic terms at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) English 101 and 102 at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Presents acceptable English Language Proficiency test scores meeting the minimum required levels set forth below.

Minimum Acceptable Proof of English Language Proficiency Standard			
ELP TEST	DIPLOMA	AS/BS	GRAD.
TOEFL PAPER	480	500	550
TOEFL i-BT	54-55	61	79-80
IELTS	Level 5.5	Level 6.0	Level 6.5
American College Testing (ACT) English	17	19	21
EF International Language Schools	C1	C1	C2
ELS Language Schools	Level 108	Level 109	Level 112
iTEP	4.0	4.5	5.0
Pearson	42	44	53
Michigan English Language Assessment Battery (MELAB or “Michigan Test”)	73	80	85

Scholastic Aptitude Test (SAT)-English Section**	420	526	572
Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Section	453*	526	572
TOEIC (Academic Test)	600	650	700

*The scale for the Prueba Aptitud Academica has changed and now closely reflects the SAT.

**As of April 2005, the SAT verbal test is replaced with the SAT critical reading test.

Undergraduate (diploma, associate and bachelor level) applicants may also satisfy the minimum standard of English language proficiency by submitting official documentation of one of the following:

- Successful completion of a minimum of two semesters or quarters of post-secondary course work at a regionally accredited college or university or a college or university accredited by an approved national accrediting body in which English is the language of instruction. Successful completion is defined as passing all courses for which the student was registered during the two semesters;
- U.S. High School Diploma, GED, or HiSET test administered in English;
- Equivalent of a U.S. High School Diploma from a country in which English is the official language (equivalency must be verified by a recognized evaluator of international credits);
- Satisfactory completion of English 101 or 102 at an English speaking college or university within the U.S., achieving a grade of "C" or higher.

Please contact an International Student Admissions Representative for questions about acceptable alternative measures of English Language Proficiency.

ADMISSIONS EVENTS

Every year The Art Institute of Colorado Admissions Department hosts numerous events that allow prospective students and their families, high school teachers, counselors, and other interested groups to get information about the college and meet Art Institute of Colorado faculty and staff. These events and activities are designed to provide the information you are looking for in order to make an informed decision about what The Art Institute of Colorado has to offer.

Open Houses

The Art Institute of Colorado holds Open Houses several times a year at which students and their families can visit the campus, meet with academic directors and faculty, and get first-hand information about our facilities, student housing, and curriculum. A typical Open House will also feature presentations about financial planning, the admissions process, and our Student Services Department. General Open Houses usually occur on Saturdays, but Open Houses are sometimes offered on weekday evenings for our evening programs.

College Fairs

The Art Institute of Colorado attends some of the major college fairs. At these events, numerous colleges will come together at a convention-style event, allowing prospective students to visit a wide variety of educational institutions.

High School Presentations

Our High School Representatives travel to high schools, counseling centers, and community colleges, giving presentations about potential career opportunities and the programs at The Art Institute of Colorado. The presentations last about an hour and give students a chance to see

The Art Institute of Colorado student portfolio work and informational videos. If you would like to schedule a presentation, please call The Art Institute of Colorado.

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, practica, studio work, and other academic work leading to the award of credit hours.

TUITION AND FEES

Tuition and fees are effective June 18, 2017.

Program of Study	Credit Hours	Program Length (Qtrs)	Instructional Weeks	Tuition per Credit Hour	Lab Fee ¹	Digital Textbook ²	Starting Kit Fee ³	Approx. Tuition & Fees / Program ⁴
Associate of Arts (AAS)								
Baking & Pastry	90	6	66	\$487	\$2,125	\$1,400	\$645	\$48,000
Culinary Arts	90	6	66	\$487	\$2,125	\$1,400	\$645	\$48,000
Digital Filmmaking & Video Production	90	6	66	\$487	\$0	\$1,400	\$0	\$45,230
Digital Photography	90	6	66	\$487	\$0	\$1,400	\$0	\$45,230
Graphic & Web Design	90	6	66	\$487	\$0	\$1,400	\$229	\$45,459
Bachelor of Arts (BA)								
Audio Production	180	12	132	\$487	\$0	\$2,800	\$879	\$91,339
Culinary Management	180	12	132	\$487	\$2,750	\$2,800	\$645	\$93,855
Design & Technical Graphics	180	12	132	\$487	\$0	\$2,800	\$229	\$90,689
Design Management	180	12	132	\$487	\$0	\$2,800	\$229	\$90,689
Digital Filmmaking & Video Production	180	12	132	\$487	\$0	\$2,800	\$0	\$90,460
Digital Photography	180	12	132	\$487	\$0	\$2,800	\$0	\$90,460
Fashion Design	180	12	132	\$487	\$0	\$2,800	\$229	\$90,689
Fashion Marketing & Management	180	12	132	\$487	\$0	\$2,800	\$0	\$90,460
Food & Beverage Management	180	12	132	\$487	\$2,175	\$2,800	\$645	\$93,280
Game Art & Design	180	12	132	\$487	\$0	\$2,800	\$229	\$90,689
Graphic & Web Design	180	12	132	\$487	\$0	\$2,800	\$229	\$90,689
Interior Design	180	12	132	\$487	\$0	\$2,800	\$229	\$90,689
Media Arts & Animation	180	12	132	\$487	\$0	\$2,800	\$229	\$90,689
Visual Effects & Motion Graphics	180	12	132	\$487	\$0	\$2,800	\$229	\$90,689
Diploma (D)								
Baking & Pastry	55	5	55	\$487	\$1,750	\$600	\$645	\$29,780
Culinary Arts	55	5	55	\$487	\$1,625	\$600	\$645	\$29,655
Web Design & Development*	48	4	44	\$487	\$0	\$800	\$0	\$24,176
Web Design & Interactive Communications	48	4	44	\$487	\$0	\$600	\$0	\$23,976

The table above is calculated at full load, which is an average of 15 credit hours per quarter. The calculation would be based on 12 credit hours per quarter if a student were to take the minimum allowable credits required to still be considered a full time student.

Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, fulltime or at full load. Changing programs, beginning programs at the midterm start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program

and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

¹Labs fees above represent the total for the program and are charged per course or quarter. Lab fees are treated as tuition for refund purposes.

²Not all courses include a Digital Textbook. Courses that include a Digital Textbook will be noted in the registration material and the Digital Textbook will be charged in addition to tuition unless the student chooses to opt out. Students who do not opt out will not need to purchase textbooks for courses using a Digital Textbook. The purchase of the Digital Textbook is not refundable. Students who do opt out will be responsible for purchasing the required textbook. If a course does not use a Digital Textbook, the student is responsible for purchasing the required textbook. The Digital Textbook charge is \$50 per course for most courses; however, some courses may have more than one Digital Textbook and carry a Digital Textbook charge of \$75 per course.

³The starting kit is optional and consists of basic equipment and materials needed for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at the school or at most supply stores. Kit prices do not include applicable sales tax and are subject to change.

⁴Approximate total cost is based on the current tuition credit hour rate. Total cost will increase with each per credit hour tuition increase.

Beginning May 2, 2018, The Art Institutes Schools and The Art Institute of Colorado will begin charging a \$7 fee for all transcript requests.

FINANCING A COLLEGE EDUCATION

FINANCIAL PLANNING

Students should visit Financial Services to receive information about financial aid or discuss concerns. Financial Services assists qualified students with securing financial assistance such as educational loans. A Financial Aid Officer (FAO) is assigned to each student and available to answer questions about or make changes to financial aid plans. We understand that financing an education may seem overwhelming, but it doesn't have to be. There are a wide variety of financing options available to those who qualify. Financial Aid is more than just loans. It may also include scholarships, grants, and part-time employment.

To be eligible to receive federal or state financial aid, among other criteria, you must:

- Be a U.S. citizen or eligible noncitizen
- Have a valid social security number
- Be registered with Selective Service, if required
- Be enrolled in a degree program
- Not be in default on any federal funds or owe a refund on a federal grant
- Demonstrate satisfactory academic progress

Apply for financial aid by following these steps:

- Complete and return the school admissions application.
- Complete your Free Application for Federal Student Aid (FAFSA) or renewal FAFSA on the Web at fafsa.ed.gov or call at 1.800.433.3243 to receive a printed copy. FAFSA is a standard form used to determine the student's eligibility for financial aid programs, including Federal loans, Federal Work-Study, state-sponsored grants and loans, and possibly private scholarship, grants, and loans.
- List The Art Institute of Colorado as a recipient school on the FAFSA (section 8 on the Web). Our school code is *013961*.
- If you file on the Web, make sure you receive a confirmation number and save the number for your records.
- Keep a printout of the FAFSA data from the website or make a photocopy of the paper version for your records.
- For questions when applying for FAFSA, call 1.800.433.3243.
- Once you apply for federal financial aid, a Financial Aid Officer (FAO) is assigned to you. The SFSA will review the forms and determine your eligibility for financial aid. The FAO will work with you and your family to devise a Student Financial Plan. This individual payment plan is created to make your educational expense payments affordable.
- Students must re-apply for financial aid eligibility each year. Application deadlines are announced each year during the fall quarter. Student Financial Services Department is always available for students and their families. Your FAO will help you apply and reapply for financial aid. The amounts and types of aid for which you are eligible may change from year to year.

No FAFSA is required for international students.

FINANCIAL SERVICES

The Financial Services staff works with students and their families to develop a personal financial plan so that students can pursue their educational and career goals. They guide families through the process of assessing educational costs, applying for financial aid programs, completing financial aid paperwork (including the FAFSA), and developing a payment plan. All students are eligible to apply for financial assistance under these federal and state programs:

- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loan (if you are classified as a dependent student, your parent(s) may apply for this loan)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- School-sponsored scholarships
- State Grant Programs
- VA educational programs

Depending on the program and for those who qualify, awards under these programs are based on your financial need as determined by the results of the FAFSA and the availability of funds. For detailed and complete information on all financial aid awards, processes, requirements, and deadlines, please refer to the school's current Financial Aid Guide, the Student Consumer Information on the school's website, or contact Student Financial Services directly.

STUDENT RESPONSIBILITIES WHEN RECEIVING FINANCIAL ASSISTANCE

If you receive all or part of your financial assistance in the form of loans, it is very important that you remember that in accepting loan support, you undertake certain obligations. Chief among them is to do your very best to ensure success in your academic program. It is also important that you pay back the money you have borrowed. Defaulting on student loans is serious and carries severe consequences.

Your responsibilities include:

- You must confirm and sign your financial plan before you begin classes at The Art Institute of Colorado.
- If you receive any type of federal assistance, you must meet all compliance and verification requirements. This may include providing additional documentation.
- If you receive federal student loans, you must complete entrance counseling online where the rights and responsibilities of these programs are explained.
- You must inform the Financial Services office of any changes that may impact your student financial plan, including program changes, failed classes, or adjustments to expected credit hours.
- Your student financial plan covers the entire length of your educational program. Nonetheless, you must resubmit financial information, applications, and supporting documentation annually or as needed.
- To continue to receive financial assistance, you must maintain satisfactory academic progress. Please refer to the Undergraduate Satisfactory Academic Progress Policy. In the case of inadequate academic performance, you will be required to submit a written

appeal with documentation for reinstatement of financial aid, in addition to the procedure for academic reinstatement.

- If you have received student loans, you must complete exit counseling online to receive information on repayment, deferment, penalties of default, etc. This is scheduled when you graduate, take a leave or withdraw from college.
- If you withdraw from The Art Institute of Colorado prior to completing the requirements for graduation, you may owe a balance to The Art Institute of Colorado. Please refer to the Refund Policy for more information.

It is your responsibility to keep track of your yearly and aggregate loan and Pell grant information. However, if you have any concerns about your current status, don't hesitate to ask for help. Our staff is always available to assist you.

For more information on financial assistance, contact the Student Financial Services Office.

FINANCIAL AID POLICIES

In accordance with federal regulations, The Art Institute of Colorado enforces a Satisfactory Academic Progress (SAP) policy, which applies to all students receiving financial aid. To receive financial aid funding, including scholarships offered by The Art Institute of Colorado, students must have a 2.5 GPA, and successful completion of 67% of credits attempted. The maximum total credits attempted cannot be more than 150% of a specific degree or diploma's published length. For the full SAP Policy, please see policy description under "Academic Affairs" of this catalog.

Vocational Rehabilitation Programs

Every state has programs to help people with physical and mental disabilities. Some states offer retraining programs for people who have been out of the job market for a length of time, for example. Eligibility criteria and amounts vary according to federal, state and private agency regulations. Students must apply directly to and be approved for benefits through the appropriate federal, state, or private agency. For more information, contact your local vocational rehabilitation office, unemployment office, or your state department of human resources.

Veterans Education Act

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. If you are a veteran or the dependent of a veteran, contact the local Veterans Affairs office in your region, visit www.gibill.va.gov.

U.S. Departments of Veterans Affairs and Defense Education Benefits

The school has been approved by the Colorado Office of Veterans Education and Training for the training of veterans and eligible veterans' dependents. Where applicable, students utilizing the Department of Veterans Affairs education benefits may receive assistance from the School Certifying Official in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (refer to the Academic Affairs section of the catalog for more information). Students receiving veterans' benefits must report all prior education and training. The school will evaluate prior credit and accept that which is appropriate. Students with questions should contact the Colorado Office of Veterans Education and Training, 9101 East Lowry Boulevard, Denver, CO 80230-6011, Phone: 303-595-1622, Fax: 303-595-1621, www.cccs.edu/veterans-education-training/.

For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following website:

<http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

As a Department of Defense Memorandum of Understanding education institution participant and signatory, the school is approved for Tuition Assistance. Eligibility for Tuition Assistance varies by military branch. Military spouses may also be eligible to use Department of Defense educational benefits under the Military Spouse Career Advancement Scholarship (MyCAA) program. Service members or military spouses wishing to use Department of Defense education benefits must obtain approval from their respective military branch or the Department of Defense prior to starting the course.

While benefit and eligibility information is provided by the school, the ultimate approval of a student's ability to use a particular benefit is determined by the respective government agency offering the benefit. Eligible service members, veterans and dependents may contact the Student Financial Services department at the school to learn more about these programs and participation. For additional information, visit www.artinstitutes.edu/admissions/details/military-benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [http://www.benefits.va.gov/GIBILL/Trademark Terms of Use.asp](http://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp).

REFUND POLICY

Examples of the calculations for these policies are available in the Student Accounting Office

Refund Policy

As allowed under Federal, state, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes. Students dropping all courses in a term are considered withdrawn for refund purposes. All students will be subject to the institutional refund policy. In addition, students who receive Federal student aid are also subject to the Return of Title IV Funds Policy.

Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled On-Ground

For purposes of this Initial Period of Enrollment Policy, a first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended, please see the Refund Policy Prior to Class Start section of the enrollment agreement and catalog.

The school provides all new applicants seeking a first-time enrollment in any on-ground undergraduate program of study, including hybrid programs, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to the start of the term or within seven (7) calendar days following the first day of the student's first scheduled class, whichever is later (referred to as the "Initial Period").

The chart below illustrates the days in the Initial Period for a non-regular student:

Class Days	Initial Period Days	Number of Calendar Days in Initial Period
April 28 th = 1 st Scheduled Class		1
April 29 th	1 st Day of Initial Period	2
April 30 th	2	3
May 1 st	3	4
May 2 nd	4	5
May 3 rd	5	6
May 4 th	6	7
May 5 th	7 th = Last Day of Initial Period	8
May 6 th	Initial period over – student is eligible to be reviewed for full admission	9

A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student's first day of the term or first scheduled class, whichever is later, will be considered a cancellation. The school will refund any monies paid on the student's behalf and will remove any charges from the student's account. All refunds will be made within thirty (30) calendar days of the date of the cancellation.

During a first-time student's Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the seventh (7th) calendar day following the student's first scheduled class or does not meet the requirements for admission to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the ninth (9th) respective calendar day (the day after the first calendar day plus seven (7) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student's program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student's first term or first scheduled class day, whichever is later, including the withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

In order to qualify for aid, students must be a regular student and meet all federal, state, or other types of aid eligibility requirements.

Cancellation Refund Policy Student Examples for On-Ground Students:

Example 1:

- 1 Student's first scheduled class is January 5th.
- 2 Student ceases to attend and his or her last date of attendance is January 9th (the 4th day).

- 3 Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.
- 4 Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

- 1 Student's first scheduled class is January 5th.
- 2 Student remains enrolled and attends class through January 14 (the 9th day), then ceases enrollment and attendance.
- 3 Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day ten (10) of the class.
- 4 Student would be eligible for Title IV, veteran's benefits, state aid, and other aid programs, if all other conditions are met for admission and aid eligibility, since he or she became a regular student after January 11th (the 7th day).
- 5 Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Starting kits purchased from The Art Institute will only be subject to the refund provisions, found above, if returned to the school in condition for resale within twenty-one (21) calendar days from the first scheduled class.

Refund Policy Prior to Class Start

Applicants may cancel their enrollment by notifying the school prior to the beginning of classes.

- 1) The school will notify the student, in writing, of his or her acceptance or rejection. In the event that an applicant is rejected by the school, all tuition, fees, and other charges will be reversed and any payments made will be refunded.
- 2) The applicant may cancel the contract and receive a full refund of all monies paid if cancellation is requested by the applicant prior to the beginning of classes or within five (5) business days after submitting an application, whichever is later, and making an initial payment.
- 3) If the student has not visited the school prior to enrollment, all tuition and fee monies paid by an applicant will be refunded if requested within five (5) business days after his/her first tour of the school and inspection of equipment or if requested within five (5) business days of his/her attendance at the regularly scheduled orientation program for his/her starting quarter, whichever is sooner.
- 4) Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within thirty (30) calendar days after the school has determined that the student is not intending to begin his or her program.

Refund Policy after Class Start

In the event of withdrawal by the student or termination by the school during any quarter of study:

- 1) Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
- 2) The student may officially withdraw from school by notifying the Office of the Registrar in person or in writing. The termination date will be the student's last date of attendance. If the student stops attending without notifying the Office of the Registrar, the school shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within thirty (30) calendar days of the notification date, unless the student is withdrawing at the end of the quarter.

- 3) Refunds for a student notifying the school prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within thirty (30) calendar days of the last day of that quarter.
- 4) For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) calendar days of the first scheduled day of class in the quarter in which the student was expected to return.
- 5) The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
- 6) A student who must withdraw due to documentable mitigating circumstances, such as extreme illness or personal emergency, that make it impractical for the student to complete the quarter, may file an appeal requesting an adjustment to his/her account balance for the term in which the student withdrew. A written appeal must be submitted to the Dean of Academic Affairs or the Appeals Committee for review. The written appeal must be supported with appropriate documentation of the mitigating circumstance(s). If the student's appeal is approved, the student may be eligible to receive a financial credit, to be determined by the school, to the student account balance at the time of return.
- 7) A separate lease agreement and refund policy exists for students who leave housing accommodations arranged by the school. The school reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is owed.
- 8) Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for adjustment to tuition and fee charges only.
- 9) Session II academic terms are approximately five and one-half (5 ½) weeks in duration. The calculation of refunds is based upon the last day of attendance within the term. Any portion of a week's attendance is considered a full week of attendance for refund purposes. Information in the catalog or student handbook will apply except for the following changes specific to Session II classes. For students only scheduled to attend Session II, the add/drop period is four (4) days from the start of Session II classes. If you add or drop one or more classes, your financial aid eligibility may change. Please see your Financial Aid Officer before you add or drop a class.
- 10) In the event the school cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, the school will refund all monies paid by the student for the course or program within thirty (30) calendar days, except that this provision shall not apply in the event the school ceases operation.
- 11) If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student's last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student's last date of attendance within the academic term will be reversed for the Institutional Refund Policy, or State Refund Policy, where applicable. The reversal of applicable charges will be completed after the Return of Title IV Policy. For the Return of Title IV, the evaluation period and term charges include the entire period in which the student registered.

12) If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student's last date of attendance in the academic term using the academic term charges, aid disbursed during the academic term, and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

Adjustment of Charges for Quarter or Mid-Quarter Start or Single Course

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

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

Online Course Withdrawal

Refund Policy for Online Course Withdrawal: Students who withdraw from a Session I or Session II online course after the add/drop period are treated the same way as if they withdrew from an on-ground class. Session II classes begin the day after Session I classes and run five and one-half (5 ½) weeks. The ending date of the second session may not coincide with the ending date of the on-ground classes.

Official and Unofficial Withdrawal

To officially withdraw, the student will need to notify the Office of the Registrar in person or in writing. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records. The refund policies shall apply in the event that a student withdraws, is suspended, or is terminated from school.

The Art Institutes are dedicated to serving and assisting our students. A student who encounters issues that require him/her to discontinue attendance in his/her course(s) within or following a quarter, but intends to continue taking courses in a subsequent quarter, may request to reenter and register for the appropriate term. The student must complete a Withdrawal Form obtained by contacting his/her Academic Counselor or the Office of the Registrar. Students who provide a return start date may be scheduled into new or retake courses. Students may also request a re-entry appointment with Financial Aid during the official withdrawal process. The date of determination would be the date the student provides notice. All students will be subject to the necessary refund policies as outlined.

A student who withdraws from a program before the end of week nine (9) of an eleven (11) week term (before the end of week four (4) of a five and one-half (5 ½) week term) will be assigned a "W" code for each course within that quarter. Every course for which a student receives an "F", a "UF", or a "W" grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade will be computed in the grade point average. Tuition is charged for repeated courses.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Academic Director or Chair and the Dean of Academic Affairs. Withdrawals and failed courses can affect the student's Incremental Completion Rate and ability to succeed.

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

1. The student notifies the school of withdrawal or of the date of withdrawal.
2. The school terminates the student's enrollment in accordance with institutional policies.
3. The student exceeds the number of absences allowed in accordance with institutional policies, and must be withdrawn from school. The date of withdrawal shall be deemed the last date of recorded attendance.
4. All refunds and return of funds will be made within thirty (30) calendar days of the date of determination.

Kits, Components of the Kits, Books, or Supplies Return Policy

Students who leave school during the first four weeks of the first quarter of attendance may return the starting kit and/or individual components of the starting kit within twenty (20) calendar days of the student's last day of class attendance. A refund or a credit will be given if the item returned is in good condition and is resalable. Unused equipment purchased from the Supply Store may also be returned directly to the Supply Store provided the item is in good condition, is resalable, and is accompanied by a receipt.

All refunds and return of funds will be made within thirty (30) calendar days of the date the student notifies the school of the withdrawal.

Return of Federal Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term or session if the student is only attending a session. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (100) percent of the Federal student financial assistance. The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance.

To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five (5) or more days, it will reduce the term length. If the scheduled break is before the student's last date of attendance, it will also reduce the calendar days completed. If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS

Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered to the student.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds. If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note.

If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

If students are only scheduled to attend Session I or Session II, the Return of Title IV calculation as described in the Enrollment Agreement will be applied to the applicable session attended using the session start and end dates.

Financial Aid Refund Distribution Policy

All students receiving financial aid who withdraw from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal PLUS
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other federal, state, private, or institutional aid programs, if required by the program
8. Students

SCHOLARSHIPS

SCHOLARSHIPS FOR PROSPECTIVE STUDENTS

The Art Institute of Colorado offers various merit and competition scholarships. Students interested in applying for a scholarship program should contact the Admissions Department at The Art Institute of Colorado for more details and deadlines at 1.800.275.2420.

THE ART INSTITUTE OF COLORADO REGIONAL HIGH SCHOOL DISTRICT SCHOLARSHIPS

The Art Institute of Colorado annually awards scholarships to winners of regional school district art shows. Participating school district shows may include but are not limited to the Colorado Scholastic Arts Competition, Denver Public Schools' Art Award Show, Jefferson County Art Awards. The work will be judged by The Art Institute of Colorado faculty and staff.

THE ART INSTITUTE OF COLORADO/THE ART INSTITUTES HIGH SCHOOL SENIOR SCHOLARSHIP COMPETITION

The Art Institute of Colorado offers scholarships to creative and talented high school students who are interested in pursuing an education in the creative arts. Scholarships are available each year to qualified high school seniors who enroll for the summer or fall quarters of the year in which they graduate. The student must be a high school senior from a U.S. high school or equivalent foreign institution. The student must have submitted an application to The Art Institute of Colorado for the degree program in which he or she is applying for the scholarship. All general admissions requirements must be fulfilled. Deadlines vary every year.

THE ART GRANT

The Art Grant can earn new and current students a grant award toward your tuition on average of up to 20% for Bachelor's degree programs and up to 15% for Associate degree programs. For every 12 credits earned, as you maintain continuous enrollment and satisfy other eligibility criteria, you can earn an Art Grant to be applied to tuition.

EARLY ACCEPTANCE GRANT

The Early Acceptance Grant is designed to provide a \$1,000 tuition award to incoming Art Institutes students with unmet financial need. To qualify, you must be accepted into The Art Institutes, complete all steps in the financial aid process, and accept this grant no later than Tuesday, May 1, 2018.

ACADEMIC ACHIEVEMENT SCHOLARSHIP

Deadline: Students need to begin classes by August 16, 2018

The Academic Achievement Scholarship allows qualifying new students to earn up to a 20% tuition scholarship, up to \$17,532, by maintaining an honors level Grade Point Average (GPA) and completing community service related projects in their field of study while attending as a full-time student.

ENTRY REQUIREMENTS & CRITERIA

Student must be registered for full time as defined in the catalog.

ACT and SAT scores recommended but not required.

Must have a cumulative GPA of 3.5 to 4.0 from high school or prior college; transcripts must be provided for verification.

Must maintain a cumulative GPA of 3.5 to 4.0 while attending.

Three letters of recommendation; combination of high school guidance counselor and teachers or three teachers or community leaders.

Must show portfolio of work

- 1st and 2nd year recipients must complete two community service projects in their field of study and submit the projects to be reviewed by a committee.
- 3rd year recipients must complete one community service project in their field of student and submit the project to be reviewed by a committee.

Must remain continuously enrolled, with no breaks in enrollment.

Must maintain Satisfactory Academic Progress (SAP), as defined in the catalog.

Must be enrolled in a Certificate, Diploma, Associate degree, or Bachelor degree academic program at one of The Art Institute locations.

Must have the Memorandum of Understanding completed, signed, dated, and on file with the institution in order for the Scholarship to be disbursed.

Employees or eligible immediate family members participating in the DCEH Tuition Voucher Program are not eligible to participate in the Scholarship program.

Maintain a GPA of 3.8 to 4.0 on a cumulative basis each quarter to receive up to a 20% tuition scholarship value, up to \$17,532. *

Maintain a GPA of 3.5 to 3.79 on a cumulative basis each quarter to receive up to a 15% tuition scholarship value, up to \$13,149.*

*The Scholarship amount is based on the initial award. In the event the student earns a higher or lower cumulative GPA in a subsequent quarter, if applicable, the student must maintain the cumulative GPA identified from the initial award in order to continue receiving the Scholarship. Your actual total grant award may vary by program, degree, amount of credits to be completed in a program after the effective date of Academic Achievement Scholarship availability, violations of school policies, or breaks in enrollment. Your total tuition charges may be impacted by course drops, course withdrawals, or failing grades. Check with the school for exceptions and details.

COLORADO ASSOCIATION OF CAREER COLLEGE AND SCHOOLS SCHOLARSHIP

Two scholarships valued at \$1,000 each are awarded annually: one to a high school senior; one to a post-high school graduate or GED recipient. Contact CACCS Scholarship Foundation at P.O. Box 46125, Denver, CO 80201 or at:

www.coloradoprivateschoolassociation.com/scholarship for entry requirements, application, and deadline.

SKILLSUSA CHAMPIONSHIP

Open to high school students and post-secondary who are members of SkillsUSA and participate in competitions in the categories of Advertising Design, Culinary, and Photography (6 nationwide scholarships available in each category), as well as 3-D Visualization & Animation, Web Design, and Television Production (12 nationwide scholarships available in each category). Scholarships are awarded on first-come, first-served basis.

1st place: \$10,000-\$20,000 tuition scholarship*

*amount varies depending on the program in which the student enrolls

2nd place: \$5,000 tuition scholarship

3rd place: \$2,500 tuition scholarship

NATIONAL ART HONOR SOCIETY

Three nationwide scholarships are available and are awarded to high school seniors graduating in 2017 who are members of the National Art Honor Society.

1st place: \$20,000 tuition scholarship

2nd place: \$10,000 tuition scholarship

3rd place: \$5,000 tuition scholarship

THE ART INSTITUTES SCHOLARSHIP COMPETITION

Partial tuition scholarship to high school seniors and international students graduating in 2018 who demonstrate outstanding ability and commitment to succeed in a creative career. The number of scholarships offered varies and every Art Institutes school may not participate. Please contact your school of interest for detailed scholarship information.

DECA

Open to high school seniors graduating in 2017 who are DECA members. There are varying numbers of DECA scholarships available nationwide and in various categories.

DECA scholarship: up to \$1,000

DECA state scholarship: up to \$1,500

DECA international scholarship: up to \$5,000

Future Business Leaders Of America National Scholarship Program

Three \$10,000 nationwide tuition scholarships will be awarded to high school seniors graduating in 2017 who are FBLA members; students with a first-year GPA of 3.0 may earn an additional \$5,000 tuition scholarship.

THE SCHOLASTIC ART & WRITING AWARDS

Four nationwide \$10,000 scholarships will be awarded to eligible high school seniors graduating in 2017 who are Scholastic National Award recipients; awarded on a first-come, first-served basis

FCCLA COMPETITION (Family, Career and Community Leaders of America)

Open to high school seniors graduating in 2017 who are members of FCCLA and participate in competitions in the categories of Culinary (3 nationwide scholarships available), Interior Design (2 nationwide scholarships available), Fashion Design and Fashion Construction (1 nationwide scholarship available in each category), and Hospitality (3 nationwide scholarships available). Tuition scholarships are renewable for up to 4 years.

1st place: \$3,000 tuition scholarship (\$12,000 maximum)

2nd place: \$2,000 tuition scholarship (\$8,000 maximum)

3rd place: \$1,000 tuition scholarship (\$4,000 maximum)

Careers Through Culinary Arts Program (CCAP) Tuition Scholarship

High school seniors graduating in 2018 who are enrolled in a C-CAP culinary program may compete for one \$50,000 tuition scholarship to be used for either a two or four-year Culinary Arts (AS) or Culinary Management (BS) degree program at The Art Institute of Phoenix. Tuition scholarships are not redeemable for cash. The tuition scholarship covers academic tuition only and may not be applied against fees, housing, living expenses, or program supplies and may not be transferred between affiliate schools.

For more information on how to apply for C-CAP, speak to the C-CAP Director at your high school, visit www.ccapinc.org, or call 212-974-7111.

Terms of the scholarship are as follows:

- The chosen winner agrees to sign a Memorandum of Understanding accepting their award by July 1, 2018
- The winner must submit their Application and Enrollment Agreement for the July 2018 Summer Quarter
- The winner must begin their program of study in the July 2018 Summer Quarter
- Students must maintain satisfactory academic progress by completing an 18-month Associate Degree program in 21 months or a 36-month Bachelor Degree program in 39 months.
- Students must maintain a GPA of 2.5 or higher to retain the scholarship. The scholarship will be suspended in quarters where the cumulative grade point average falls below 2.5
- The scholarship covers tuition only, valued at \$50,000. The scholarship will be awarded in the form of a tuition credit and will be prorated over the length of the program. It may not be applied against fees, living expenses, housing, supplies or other non-tuition related expenses.

PROSTART

High school seniors graduating in 2017 who complete the ProStart program with a C average or above and obtain a certificate of achievement may receive Advance Placement credits to any U.S. school of The International Culinary Schools at The Art Institutes.

NATIONAL PROSTART INVITATIONAL

High school seniors graduating in 2017 who are enrolled in a ProStart program are eligible for the National ProStart Invitational Culinary Competition Scholarship (15 available nationwide) and Management Competition Scholarship (15 available nationwide). Competition winners may receive partial tuition scholarships.

1st place: \$10,000 non-renewable tuition scholarship

2nd place: \$7,500 non-renewable tuition scholarship

3rd place: \$5,000 non-renewable tuition scholarship

PROSTART STATE

State level ProStart Scholarships are awarded to high school seniors graduating in 2017 who are first-place winners in ProStart Culinary Arts and Culinary Management competitions in 41 states and the District of Columbia. The number of scholarships awarded varies by state. First-place award is a \$3,000 scholarship, renewable for up to 4 years for a maximum of \$12,000.

OTHER SCHOLARSHIPS

A variety of scholarships may be offered every year to students competing in local, district, regional or state competitions sponsored through school districts, community organizations or other related groups.

SCHOLARSHIPS FOR ENROLLED STUDENTS

Our Financial Aid Department offers a wide range of scholarships to enrolled students based on academic achievement and/or financial need. A list of scholarships and links to websites are available on the school's website under the Financial Aid section:

<https://www.artinstitutes.edu/financial-aid> or by visiting our student portal at:

www.myaicampus.com. All scholarship amounts may vary per quarter. Please speak to the Financial Aid Department for more information.

THE EDUCATION FOUNDATION SCHOLARSHIP

The Education Foundation was established in 2000 to offer scholarship support to students interested in continuing their education in the creative arts. Students must be a minimum of two quarters from official graduation and demonstrate acceptable academic performance/potential and financial need. Applications must include a personal statement, completed application form, and supporting documents. The scholarship is offered one time per year and the amount awarded can vary. Further information can be obtained through the Student Financial Services Department. The Art Institute of Colorado offers approximately \$10,000 each academic year to recognize and support enrolled students who need financial assistance and demonstrate passion and excellence in the creative/culinary arts.

TRANSFER OF CREDIT GRANT

Recognizing that some students have been displaced due to school closures, the transfer grant is being offered to ease the burden of transferring to another institution and offset the cost of credits ineligible for transfer due to different curriculum requirements or campus transfer criteria.

Any student meets all admission requirements, and who earned at least 12 credits between the dates of 8/1/2015 and 8/31/2016 at another accredited institution that has ceased enrolling students, is eligible to receive an institutional grant. The grant amount is up to \$7,500 for bachelor degree programs, up to \$3,500 for associate degree programs, and up to \$2,000 for certificate/diploma programs with no grant exceeding the amount of unmet financial need*. Students must be enrolled, confirmed and actively attending by February 24, 2017 to be eligible for this grant. The institutional grant will be disbursed per term, to enrolled students who meet the eligibility requirements.

Eligible students earn the grant by being enrolled at least half-time and meeting the minimum Satisfactory Academic Progress standards. The grant will be disbursed within 10 calendar days of each term start date. Students can receive only one institutional transfer grant. Any credit balance resulting from the grant will not be refundable and is not redeemable for cash.

Students transferring pursuant to an articulation agreement or from another DCEH school are not eligible for this grant.

In the event that the student's enrollment is terminated either by the student or the institution, including but not limited to withdrawal, cancel, academic termination, financial termination, or expulsion; or in the event that the student fails to fulfill the terms of the grant, only the portion of the grant awarded for terms completed and partial terms attempted up to the date of determination will be honored. Any portion of the grant scheduled to be award after the date of determination becomes null and void.

* Unmet Financial need is determined by the Program Balance of Cost with school sponsored housing after all applicable and eligible financial aid and other educational benefits have been applied, minus a student's EFC (Expected Family Contribution). Program Balance of Cost is determined by taking a full program's tuition charges and fees minus all applicable and eligible financial aid and educational benefits, including the Art Grant.

John Jellico Scholarship

The John Jellico Scholarship is named after the founder of The Art Institute of Colorado and is awarded each quarter to one or more enrolled students studying in the culinary, design or technology disciplines. The scholarship carries the total value of tuition in the quarter the scholarship is granted, not to exceed 16 credit hours. For details, please contact Student Accounting.

Military and Veteran Institutional Scholarship Opportunities

The Art Institutes are proud to offer institutional scholarship opportunities to qualifying military and veteran students. Eligibility is based upon current or former military affiliation or relationship to a current military service member. Documentation will be required to prove eligibility. School personnel will be able to advise you regarding available scholarships, eligibility requirements and required documentation.

Military Personnel

The Art Institutes are pleased to offer a military tuition scholarship of 10% to eligible Active Duty, Active and Drilling members of the Reserve and National Guard and service member spouses as well as dependent children who are receiving military or veteran education benefits.

In addition to the 10% tuition scholarship, the online location's military tuition scholarship will also offset the cost of the online lab fee for eligible Active Duty, Active and Drilling members of the Reserve and National Guard and service member spouses.

Veterans

For all programs at the online location, The Art Institutes offer eligible veterans as well as their dependents (spouses and children) who are receiving veteran education benefits the military tuition scholarship of 10%.

ACADEMIC AFFAIRS

Vice President and Dean of Academic Affairs, Academic Program Chairs/Coordinators, Academic Advisors, faculty members, the librarian, and the Registrar are dedicated to the excellence of the educational process. The faculty members not only have appropriate academic credentials, but equally importantly, they have professional experience and backgrounds in the career-related areas they teach. They have been selected because they enjoy communicating and working with students.

Students come to The Art Institute of Colorado to prepare to seek entry-level employment in the career fields of their choice. The focus of the educational process is devoted to the development of employable skills and professional attitudes, to prepare graduates for their demanding career fields. It is very important for students to use every resource at their disposal and obtain the maximum benefit from every course taken. Students should consult with the instructors, the appropriate school Deans, Academic Program Chairs/Coordinators, and Academic Advisors when in need of additional support.

THE ACADEMIC AFFAIRS EDUCATION TEAM

The Academic Affairs team integrates and coordinates the instruction and services necessary for quality education.

The Vice President/Dean of Academic Affairs has the ultimate responsibility for all curricula, the faculty, and the education policies and procedures. The Academic Program Chairs have direct management responsibility for particular programs of study. The instructors are the specialists in their particular areas of instruction and are responsible for developing the skills of their students in the classroom.

As a team, the Vice President & Dean of Academic Affairs, Academic Program Chairs, Academic Advisors, and instructors are responsible for the following education-related services:

- An industry-related curriculum that is periodically reviewed and updated to assure it is current with employers/industry needs;
- Portfolio and academic standards to assure excellence in the education processes;
- Continued development of Library and program resource materials;
- Selection of appropriate training equipment, materials, and supplies;
- Continuing academic and attendance counseling; and
- Maintenance of student records.

ACADEMIC ADVISING

Students have the responsibility to attend their classes, participate in special curricular activities, and follow their course syllabi. Students are also responsible for meeting all course and degree requirements.

Academic Program Chairs, First Quarter Academic Advisor, and faculty are educational resources at The Art Institute of Colorado. They assist the student in developing an educational plan, selecting classes, and guiding them toward career goals and successful completion of portfolio work.

Students who experience academic difficulty, as well as those who receive midterm warnings from their instructors, are strongly encouraged to immediately consult with their instructor(s) and contact their Academic Advisor or Academic Program Chair to develop an action plan for resolving their academic needs and concerns.

Academic Department Chairs/Coordinators

- Susan Ciriello, Academic Program Chair of Culinary, 303.824.4954
- Chris Chen Mahoney, Academic Program Chair of Design, 303.824.4975
- Jay Peteranetz, Program Chair, *Media Arts & Animation, Game Art & Design, Audio Production Digital Filmmaking & Video Production, and Visual Effects & Motion Graphics*, 303.824.4781
- Mary Ann Thornam, Program Coordinator, *Interior Design*, 303.824.3846
- Dr. Bennett Yohe, General Education Program Chair, 303.824.4776

Academic Advisor

- Brady Haynes, Academic Advisor, New Students, 303.824.4735

ACADEMIC FREEDOM OF EXPRESSION

The Art Institute of Colorado guarantees academic freedom to their students in the classroom within the parameters of their mission and academic policies and procedures as approved by the applicable licensing and accrediting agencies. Students are afforded freedom in the classroom to express their points of view and conclusions supported by relevant evidence. It is expected that students behave in a manner consistent with their status of members of a community of artists and scholars.

INTERNATIONAL STUDENTS

All students who attend The Art Institute of Colorado in valid nonimmigrant student status are required to comply with all United States Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) regulations.

Immigration information is available through a variety of formats and resources. If you are unsure about a policy (i.e., wish to change your course of study, travel outside of the United States, or accept employment), always check with the International Student Advisor (ISA), who is the key contact for all international students, housed in the Student Services Department.

The ISA serves as the Designated School Official on behalf of The U.S. Department of Homeland Security. They also provide assistance and guidance with policies and procedures regarding non-immigrant student issues. The ISA is also available to answer questions regarding housing, medical insurance and school resources. International students will also find opportunities to take part in social activities with other students and share part of their country's culture, as well as take part in American culture and life. The Art Institute of Colorado is authorized under federal law to admit nonimmigrant alien students. All international students are required to sign and submit an International Student Responsibilities Form to confirm their understanding and acceptance of federal regulations that govern their attendance. This form must be signed upon matriculation and periodically re-signed throughout the duration of a course of study, if federal regulations change.

The Art Institutes Grading Policy

Repeating Courses.

1. Students who must retake a **passed course** may only do so in accordance with the following DCEH Retaking Coursework Policy guidelines.
 - Retake coursework: If otherwise eligible, students may retake coursework for one of the following reasons:
 - Failed the course: Students who have failed the course and earned no credit hours.
 - Withdrawn course: Students who withdraw from a course will receive either a Withdrawal without penalty (W), Withdrawal with penalty (WF), or Unearned F (UF), Failing grade (F). Please refer to the grading section of the Satisfactory Academic Progress policy for information when a W, WF, UF, F grade will be granted.
 - Stale course: By State or Accreditation requirements a student must pass a course within a specific window of time. *For example*, the course must be passed within the last 5 years and the course was taken 7 years ago so it must be repeated.
 - Meet Progress or Professional Requirements: Students who have successfully completed the course and earned credit hours but are required to improve their grade point average (G.P.A.). For standard term-based programs, DCEH's policy, as required by Department of Education regulation, will allow financial aid to cover a single repetition of a previously successfully passed course if the course is required as part of an academic plan to appeal a Satisfactory Academic Progress (SAP) termination or to help students who need a specific grade or G.P.A. to practice upon graduation or progress in the program, per the academic catalog or course requirements published and provided to students. For example, the student passed the course but the grade received is not sufficient for progression. The student receives a C but, in order to graduate, a B or better is required.

Retaking Coursework Policy

Note: Requirements below refer to enrollment for Title IV eligibility purposes. NSLDS Enrollment Reporting/Clearinghouse enrollment status is based on all enrolled courses regardless if it is funded by Title IV aid and/or VA benefits. VA recipients will need to follow the VA requirements. VA will only cover repeated courses if the student failed or does not meet the minimum grade requirement as established by the institution.

Standard Term-based Programs

Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, some DCEH's Educational Systems have

limitations on how many times students can retake failed courses before they are dismissed from the institution. Please refer to the school's SAP Policy.

For standard term-based programs, DCEH's policy will allow financial aid to cover a single repetition of a previously successfully passed course subject to certain conditions. Students who earned credit(s) may receive Title IV funds and count the course in enrollment status for one retake of any previously passed course only if they meet one of the following conditions:

Specific State or Accreditation regulations require a student to retake a course which was previously successfully passed, as defined under Stale Course.

Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination, as defined under Progress or Professional Requirements. For students who need a specific grade or G.P.A. to practice upon graduation or progress in a program, as defined under Progress or Professional Requirements.

The student must have completed the course for it to be considered a repetition under this policy. Because only one repetition of a previously passed course may be included in the a student's enrollment status for purposes of Title IV aid, if the student failed the repeated course, the student is not eligible for an additional retake because the student is considered to have completed the course.

Non-term Based Programs

Student's coursework is divided into payment periods based the credit hours and weeks of instructional time in the program or the academic year, whichever is less. A student must successfully complete the credit hours and instructional weeks in a payment period, or withdrawal, in order to advance to the next payment period and academic year. Students who fail or withdrawal from a course will not earn credits for the payment period and academic year. Students who successfully completed a course (earned credits) and wish to repeat the course to earn a better grade or G.P.A., the course attempted and earned credits will not be included in the payment period and academic year credits requirement. Students may only use FSA funds to cover such repeated courses to the extent excess funds are available in the academic year.

ACADEMIC HONESTY/DISHONESTY POLICY

Academic honesty is at the very foundation of teaching and learning. Because trust is important, the sanctions for presenting the work of others as your own are severe. Students are ultimately responsible for maintaining academic honesty. Sometimes students are uncertain about what constitutes appropriate citation of work by others. If you are unsure how to document work written or presented by others, it is your responsibility to ask for help. Resources are available in the Academic Service Center located in room 401 in the Library (4th floor).

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

Academic Dishonesty

The maintenance of academic integrity and quality education is the responsibility of each student within this school. Cheating or plagiarism in connection with an academic program is an offense for which a student may be given a disciplinary sanction. Academic dishonesty is an especially serious offense and diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes:

Cheating: Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Comments include:

- Faculty members are encouraged to state in advance their policies and procedures concerning examinations and other academic exercises, as well as the use before examinations of shared study aids, examination files, and other related materials and forms of assistance.
- Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversations with others, personal electronic devices, etc.) is prohibited unless specifically authorized by the instructor.
- Students must not allow others to conduct research or prepare any work for them without advanced authorization from the instructor. The comment includes, but is not limited to, the services of commercial term paper companies.
- Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.

Fabrication: Intentional fabrication or invention of any information or citation in any academic exercise. Comments include:

- “Invented” information may not be used in any ‘lab’ or academic exercise without notice to and authorization from the instructor. It would be improper, for example, to covertly ‘design’ a project that had previously been designed without proper acknowledgement of the original source of invention.
- Students who attempt to alter and re-submit returned academic work with intent to defraud the faculty member will be in violation of this policy. For example, a student may not change an answer on a returned exam and then claim that they deserve credit.

Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. For example, one who knowingly allowed another to copy from his or her paper during an examination would be in violation of this policy.

Plagiarism: Intentionally or knowingly representing the words, ideas or work of another as one’s own in any exercise. Examples include:

- **Direct quotations:** Every direct quotation must be identified by quotation marks, by appropriate indentation or by other means of identification, and must be properly cited in a footnote. Proper footnote style for any academic department is outlined by the APA Style Sheet.
- **Paraphrase:** Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. To acknowledge a paraphrase properly, one might state, “to paraphrase Smarte’s comment...” and conclude with a footnote identifying the exact reference. A footnote acknowledging only a directly quoted statement does NOT suffice to notify the reader of any preceding or succeeding paraphrased material.
- **Borrowed Facts or Information:** Information obtained in one’s reading or research, which is not common knowledge among students in the course, must be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific facts, general knowledge, etc.

Materials which contribute to one’s general understanding of the subject may be acknowledged in bibliography and need not be immediately footnoted. One footnote is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their

special information from one source. When direct quotations are used, however, quotation marks must be inserted and prompt acknowledgment is required.

ASSESSMENT AND TESTING

Students may obtain advanced standing by demonstrating their knowledge of General Education subject matter. The Art Institute of Colorado will award credit for satisfactory scores on CLEP examinations. Please check with your admissions representative for a list of approved CLEP examinations, minimum scores required, and amount of credit awarded. The CLEP code number for The Art Institute of Colorado is #8299.

INTELLECTUAL PROPERTY POLICY

I. Purpose or Scope

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational university, however, and whether the use of copyrighted material without permission falls with "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law. A violation of The Art Institute of Colorado's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from The Art Institute of Colorado.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and

fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

The Art Institute of Colorado's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using The Art Institute of Colorado information technology system. The Art Institute of Colorado's policies prohibit use of The Art Institute of Colorado's computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission.

As a creative community of teachers, artists and scholars, The Art Institute of Colorado is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of The Art Institute of Colorado itself, which supports this creative and scholarly work.

This document expresses The Art Institute of Colorado's policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of The Art Institute of Colorado – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with The Art Institute of Colorado, and this Policy governs in all circumstances, unless The Art Institute of Colorado has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between The Art Institute of Colorado and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit "fair use" as defined by U.S. laws.

II. Definitions (if applicable)

The following terms are used throughout the Policy and are defined as follows:

- A. *Copyright* - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).
- B. *Commissioned Work* - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.
- C. *Independent Academic Effort or Creative Activity* - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or

- technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.
- D. *Institutional Employee* - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.
 - E. *Intellectual Property* - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.
 - F. *Patent* - A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.
 - G. *Sponsored Work* - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.
 - H. *Student* - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as "special status students": e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.
 - I. *Substantial Institutional Resources* - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not "commonly provided", is considered a use of "Substantial Institutional Resources." This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use

of these latter resources may constitute the use of “Substantial Institutional Resources.” Resources not considered “commonly provided” include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.

- J. *Trademark and Service Mark* - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party’s goods or services from those of others.
- K. *Work* - The term “Work” as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.
- L. *Work Made for Hire* - A “Work Made for Hire” is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.

Consistent with the Copyright Act of 1976, as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

Examples of works made for hire include software programs created within the scope of an employee’s duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

III. Policy Provisions

A. Faculty, Staff and Student Works

1. General Rule.

Subject to the exceptions noted in this Policy, as a general rule, The Art Institute of Colorado does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and Students.

2. Exceptions to the General Rule.

Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:

- (a) The Intellectual Property is developed as a Sponsored Work.
- (b) The Intellectual Property is developed as a Commissioned Work.
- (c) The Intellectual Property is developed using Substantial Institutional Resources.

- (d) The Intellectual Property is developed by the creator within the scope of his or her employment with The Art Institute of Colorado and constitutes a Work Made for Hire.
- (e) The Intellectual Property is developed by a creator who is assigned, directed or funded by The Art Institute of Colorado to create the Intellectual Property.
- (f) The Intellectual Property is developed under a grant, program or agreement which provides The Art Institute of Colorado with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2(a) through (f) above, the Intellectual Property shall be owned by The Art Institute of Colorado (or by The Art Institute of Colorado and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by The Art Institute of Colorado under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by The Art Institute of Colorado's President, and to execute any document deemed necessary by The Art Institute of Colorado to perfect legal rights in The Art Institute of Colorado and enable The Art Institute of Colorado to file applications for registration when desired.

3. Ownership Rights in Specific Types of Works.

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

(a) Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by The Art Institute of Colorado. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to The Art Institute of Colorado.

(b) Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by The Art Institute of Colorado as Works Made for Hire or otherwise.

(c) If any Intellectual Property to be owned by The Art Institute of Colorado under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, the parties respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.

(d) Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of The Art Institute of Colorado will develop a

written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to The Art Institute of Colorado.

(e) Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.

(f) Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her own, or developed in the context of a course, is owned by the Student and The Art Institute of Colorado will not use the Student's Work without the Student's permission to do so.

(g) Students working on a project governed by an existing written agreement to which The Art Institute of Colorado is a party are bound by all terms of that agreement.

(h) Students hired to carry out specific tasks that contribute to Intellectual Property of The Art Institute of Colorado retain no rights of ownership in whole or in part to that Intellectual Property or to the Student's contribution to that work.

(i) Students who wish to work collaboratively with Institutional Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to The Art Institute of Colorado outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.

(j) The rights of The Art Institute of Colorado to a perpetual, worldwide license (exclusive or non-exclusive, as The Art Institute of Colorado deems necessary), to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non- Institution sponsor.

B. *Independent Contractor Works.*

As a general rule, The Art Institute of Colorado will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or The Art Institute of Colorado has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If The Art Institute of Colorado does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor in the course of performance of the contract, in accordance with the parties' agreement.

IV. Institution's Usage Rights

To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, The Art Institute of Colorado shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now

known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of The Art Institute of Colorado. Where practicable, The Art Institute of Colorado will use best efforts to cite the creator of the Work if The Art Institute of Colorado exercises such usage rights.

V. Institution's Marks

Intellectual Property comprised of or associated with The Art Institute of Colorado's Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the "Marks") belongs exclusively to The Art Institute of Colorado and/or its affiliates. This Policy is designed to protect the reputation of The Art Institute of Colorado and its affiliates, and to prevent the illegal or unapproved use of The Art Institute of Colorado's Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of The Art Institute of Colorado. However, faculty, staff, and Students may identify their status or professional affiliation with The Art Institute of Colorado as appropriate, but any use of The Art Institute of Colorado's Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, The Art Institute of Colorado. No products or services may be marked, offered, sold, promoted or distributed with or under The Art Institute of Colorado's Marks without The Art Institute of Colorado's prior written permission and compliance with the licensing policies of The Art Institute of Colorado. All requests for use of Institution Marks must be submitted in writing to an officer designated by the President. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise The Art Institute of Colorado's Marks.

VI. Substantial Use of Institution Resources

Although "Substantial Institutional Resources" is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of The Art Institute of Colorado, modes of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of "substantial use" from time to time and implement any changes or clarification to the definitions which The Art Institute of Colorado deems necessary in order to establish an appropriate standard.

VII. Review Scheme

Questions concerning this Intellectual Property Policy should be addressed to the Dean of Academic Affairs.

VIII. Reservation of Rights

The Art Institute of Colorado reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. The Art Institute of Colorado agrees, however, that it will endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

IX. Effective Date

This Policy supersedes any preexisting Intellectual Property policy of The Art Institute of Colorado and will remain in effect until modified or revoked by The Art Institute of Colorado. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with The Art Institute of Colorado changes or terminates.

X. Governing Law

This Policy shall be governed by and interpreted under applicable federal laws pertaining to intellectual property and applicable state law, without regard to choice of law provisions.

ATTENDANCE POLICY

COURSE ATTENDANCE (GROUND)

The Art Institutes maintain an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, or examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in class. Although some absences are unavoidable because of illness or emergency, due to the nature of the program, there are no excused absences.

Students will not be penalized for pregnancy or related conditions, including recovery from childbirth. Students who are absent due to pregnancy or related conditions may receive an exception to the attendance policy and/or be permitted to make up missed work for as long as the student's absence is medically necessary. To avoid being administratively withdrawn, students must contact their academic advisor or registrar about the need for a pregnancy-related exception. As with other students seeking exceptions for medical-related reasons, students seeking a pregnancy-related exception to the attendance policy must provide a doctor's note indicating that the absences were medically necessary. Failure to provide evidence of medical necessity for any absence may result in the student being administratively withdrawn from school, and the student may not be allowed to make up any missed assignments. *Please note that a pregnancy exception to the attendance policy is only applicable to the current course and cannot be carried over into any subsequent courses.*

A student who is absent for *three cumulative weeks (three classes for those that meet once a week or six classes for those that meet twice a week)_in an 11-week term* * will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid quarter ground term**) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. **A student is allowed only one appeal per class.** In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the registrar office.

Appeal Process – Withdrawn from Course (Ground)

Students who are administratively withdrawn from a single course for violating the attendance policy may submit a one-time appeal per course per term to the Dean of Academic Affairs for reinstatement into their course(s) in the active term. Students who appeal must do so in writing prior to the next class meeting for each course being requested for reinstatement. The instructor must determine that the student still has the potential of successfully completing the course(s) to earn a successful appeal. A copy of this appeal must be put into the student's file.

CONSECUTIVE DAYS ABSENCE GRADING POLICY (GROUND)

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid quarter ground term), will be withdrawn from the Institute and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid quarter ground term) students will be withdrawn from the Institute and will receive WF's (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

APPEAL PROCESS – CONSECUTIVE DAYS ABSENT (GROUND)

Students who are administratively withdrawn from school for violating the consecutive days absence attendance policy may submit an appeal to the Dean of Academic Affairs for reinstatement into their course(s) in the active term based on mitigating circumstances. Students, who appeal, must do so in writing **and must include documentation of mitigating circumstances.**

Mitigating circumstances may include one of the following reasons:

1. Death of an immediate family member
2. Student illness requiring hospitalization (this includes mental health issues)
3. Illness of an immediate family member where the student is the primary caretaker
4. Illness of an immediate family member where the family member is the primary financial support
5. Abusive relationships
6. Divorce proceedings
7. Previously undocumented disability
8. Natural disaster
9. Family emergency
10. Financial hardship such as foreclosure or eviction
11. Documentation from a Professional Counselor
12. A doctor documented illness of the student for a significant period of time
13. Military deployment
14. Military Permanent Change of Station (PCS)
15. Special Circumstances

New students at on-ground campuses who attend the first week of a course and fail to attend the second week of classes will be cancelled for the term start.

Continuing students at on-ground campuses who do not attend any of their classes through close of business Wednesday of the second week of classes may be withdrawn from the Institute. They must contact the campus registrar to indicate their intent to return. Additionally, the cumulative week policy (above) will still apply to any classes not attended in week 1 and beyond.

Students who receive Veteran Affairs (VA) educational benefits must understand VA benefits, including tuition and fees, the monthly housing allowance, book stipend, and Yellow Ribbon benefits are based in whole or in part on the number of credit hours certified. The school is required to monitor and report enrollment status to the VA. Accordingly, any violation of the school attendance policy will result in the adjustment or termination of VA benefits. Adjustments in enrollment will likely affect payment of VA benefits, and reductions in enrollment may result in a debt to the VA for any education benefits already received. The school will report enrollment as follows:

- VA Students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- VA students who are administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- VA students who complete the term with all non-punitive “F” and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

*Reports will be available in SIS for this information; please see Course Attendance Process.

**Students in Mid quarter ground courses that meet for 5.5 weeks who miss two cumulative weeks will be withdrawn from the course and will receive a Withdrawal (W) grade before week 4 or Withdrawal/Fail (W/F) grade after week 4.

**There may be additional conditions placed on veterans for pursuing their education. VA students should see their VA Student Certification Officer (VASCO).

ATTENDANCE VERIFICATION

Students may verify their attendance at any time during the term by speaking with their instructor. In addition, they may go to the campus academic advisors. Students who need information regarding their attendance will need to request it in person. Any discrepancies should be discussed with the individual instructors.

QUALIFYING MILITARY SERVICE, DISASTERS, NATIONAL EMERGENCIES

To assist individuals who are performing qualifying military service and individuals who are affected by disaster, war or other military operation or national emergency, an attendance exception may be granted. A student is declared as military deployed upon receipt of official activation orders documentation by the school. Similarly, appropriate documentation for students residing in an area declared as a disaster area must be submitted to the school. The school's registrar office will record the student's actual last date of attendance and then provide an attendance exception. If the documentation shows that the student knew she/he was going to be deployed prior to the term or course start date and still decided to start, the school will not provide this military attendance exception. For these reasons, it is required that the school personnel request deployment paperwork/orders to verify deployment status or to document evidence of a disaster area declaration prior to applying the attendance exception. The school must record the student's actual last date of attendance regardless of the exception granted.

ONLINE ATTENDANCE POLICY AND SUBSTANTIVE PARTICIPATION CRITERIA (PLUS & AIPOD)

Students taking online classes (including students taking PLUS courses) must submit at least one academically-related posting in the learning management system each full attendance week. For online classes beginning on a Monday, the full attendance week is defined as beginning on Monday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Sunday. For online classes beginning on Thursday, the full attendance week is defined as beginning on Thursday at 12:00 a.m. MST to 11:59 p.m. MST the following Wednesday.

1. For attendance purposes, an academically-related posting can include, but may not be limited to, posting a drop box submission, posting to a threaded discussion forum, and taking a test/quiz. If a third-party system such as MyLabs is required, usage of that system may also count for student attendance if also recorded within an approved learning management system. For attendance purposes, simply logging into an online class does not count toward attendance. It does not include orientation, reading the courses or programs syllabus or activity prior to the start date of the course.
2. Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:
 - a. Student submission of an academic assignment
 - b. Student submission of an exam
 - c. Documented student participation in an interactive tutorial or computer assisted instruction.
 - d. A posting by the student showing the students participation in an online study group that is assigned by the institution.
 - e. Posting by the student in a discussion forum showing the students participation in an online discussion about academic matters, and
 - f. An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a faculty member about the subject studied in the course.

Online students are required to meet the first week's attendance in order to be confirmed as an active student. Failure to do this could negatively impact a student's financial aid.

During the last half week of a 5.5 week class, students taking online classes must submit at least one academically-related posting in the classroom on at least one day. For online classes that end on a Wednesday, the half week is defined as beginning on Monday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Wednesday. For online classes that end on a Saturday, the half week is defined as beginning on Thursday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Saturday.

Students who fail to meet the attendance requirements for a week will be given an absence for that attendance week. AiPOD students who fail to meet the attendance requirements for two consecutive attendance weeks (cumulative for PLUS students) during a course will be administratively withdrawn from the course. If the student is administratively withdrawn from all current courses, the student will be withdrawn from the institution.

If the student is administratively withdrawn due to attendance on or before the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a W grade for the course. If the student is administratively withdrawn due to attendance after the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a grade of WF for

the course. The last date of attendance will be the last day where the student met the attendance requirements.

In the specific case where a student has a current course grade of F but did not complete the final assignment of the course and failed the course, the final course grade of F will be considered an unearned F as it pertains to Title IV financial aid purposes.

CLASS SCHEDULE

Classes are in session six days a week, Monday through Saturday. Students' schedules are created to meet their total weekly hour requirement through a combination of morning, afternoon, and evening classes. The weekly hour requirement is scheduled to be completed in accordance with the class schedule issued by the Registrar. Individual times and days of attendance vary by department and quarter level. The average length of instruction is 20 hours per week for a student taking a full load (16 credits). Students in the AAS/BA culinary programs can average 16-23 hours per week, depending on lab classes.

The Art Institute of Colorado reserves the right to modify the school calendar, curriculum, and class schedules as it deems necessary to ensure that students' educational goals are met. When size and curriculum permit, classes may be combined to contribute to the level of interaction among students. Therefore, certain class schedules may vary. From time to time, instructional activities may occur at an off-campus location appropriate for the particular activity.

GRADUATION COMPLETION RATES AND REQUIREMENTS FOR GRADUATION

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

To be qualified to graduate, a student must:

- Receive a passing grade or credit for all required course work;
- Earn the minimum required credits for the program;
- Achieve a minimum CGPA of 2.0;
- Meet portfolio or other requirements, if applicable, and as outlined in the student handbook;
- Submit a graduate application;
- It is the practice of The Art Institute of Colorado to round to the nearest tenth percent, GPA and CGPA calculations for the purpose of determining academic progress. Also required for graduation are 180 quarter credits for Bachelor of Arts; 90 quarter credits for the Associate of Applied Science degree. There are 48 quarter credits required in each diploma program, ; Culinary Arts and Baking & Pastry diploma programs which require 55 quarter credits. No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average.
- Satisfy all financial obligations to The Art Institute of Colorado.

The Art Institute of Colorado awards Bachelor of Arts degrees in Audio Production, Culinary Management, Design & Technical Graphics, Design Management, Digital Filmmaking & Video Production, Digital Photography, Fashion Design, Fashion Marketing & Management, Food & Beverage Management, Game Art & Design, Graphic & Web Design, Graphic Design*, Interior Design, Media Arts & Animation, and Visual Effects & Motion Graphics, and Web Design & Interactive Media*.

The Art Institute of Colorado awards Associate of Applied Science degrees in Baking & Pastry, Culinary Arts, Digital Filmmaking & Video Production, Digital Photography, and Web Design & Interactive Media.*

Diplomas are awarded in Culinary Arts, Baking & Pastry, Web Design & Development*, and Web Design & Interactive Communications.

*These programs are no longer enrolling students. The information is included for the benefit of currently enrolled students only.

CULINARY STANDARDS

To participate in any program in The International Culinary School at The Art Institute of Colorado, each student, with or without reasonable accommodations, must be able to safely and effectively:

- Attend and participate in both day and night shift (including first and fourth shifts) classes
- Communicate in person with co-workers, students and guests and process written and verbal instructions
- Attend and participate in laboratory and production classes of up to 6 hours in length
- Regularly lift and transport food and other culinary product, equipment, small wares and utensils weighing up to 40 pounds
- Regularly lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables where guests are seated
- Pour and serve liquids and beverages, including hot liquids up to temperatures of 180-185 degrees Fahrenheit (82.2 – 85 degrees Celsius)
- Use knives and other commercial cooking utensils
- Perform repetitive motion skills required in the kitchen and the food industry, such as whisking, dicing, or piping
- Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetables, and fruit products
- Handle and bake/cook using different flours – including all grains – as well as chocolate, fruits, and nuts
- Operate commercial cooking and food service equipment
- Stand or maneuver in professional or commercial kitchens, dining rooms and related facilities for up to 2 hours
- Sit on a kitchen stool or at a classroom desk for up to 50 minutes
- Visually assess, and evaluate the taste, appearance, texture and aroma of food and beverage products
- Use commercial cleaning and sanitizing equipment and materials
- Produce food products within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical

The foregoing technical standards are essential to the programs of instruction in The International Culinary School at The Art Institute of Colorado and also reflect industry requirements and standards.

LATE START POLICY

The Art Institute of Colorado does not allow new students to start late. A late start is defined as someone who would enter on or after the first day of the scheduled start, including the drop/add or schedule adjustment period.

In order to start at the next scheduled start, a student must be:

1. Completed and submitted an application by 5 p.m. one week before the start day (Monday – Main Start, Friday – Mid-Session Start)
2. Accepted, as defined in the ADCOM policy, planned at a 4 or 5 financial status, registered, by the Wednesday preceding the start date. (Main Start) and Monday for a mid-session start.
3. Must meet attendance and confirmation policies for the first week of class.

All placement tests must also be completed if the student is to be entered into a class that requires it; for instance, English or online. If a student is transferring credits in lieu of a placement test, transcripts (either official or unofficial) must be in the admission packet in order to place a student into the appropriate classes.

Orientation

Every incoming undergraduate student, both new and re-entering, who has not earned 24 prior credits at the post-secondary level must complete the institution's web-based orientation, consisting of 23 modules, before beginning classes. Students also are strongly encouraged to attend the campus on-ground orientation program, designed to introduce them to their learning community, campus facilities, resources, and personnel provided to support them throughout their educational journey.

Students need only complete the new orientation requirements one time, regardless of whether they defer start dates or withdraw and return. Students transferring from one campus to another, without a break in enrollment, are not required to complete orientation. Students not continuously enrolled, prior to transferring, will be treated as new students and must complete the new orientation requirements, unless they have 24 earned credits or have already completed orientation requirements at their prior campus.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with *C* or better grades indicates academic progress. Receiving *D* or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Aid Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the Dean of Academic Affairs or Registrar's Office.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Dean of Academic Affairs or Campus Registrar within four (4) business days of determination. Administrative actions will

be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic/Financial Aid Dismissal, a student may appeal the Academic/Financial Aid Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend or receive Title IV aid at the Institute.

The Satisfactory Academic Progress Policy contains the following information:

- Criteria for Honors Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
- Academic/Financial Aid Warning
- Procedure for Appealing Academic/Financial Aid Dismissal
- Procedure to Apply for Re-Entry after Academic/Financial Aid Dismissal
- Academic/Financial Aid Probation and an Academic Plan
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student's Satisfactory Academic Progress (SAP) and are considered to be punitive grades. Failing courses, being suspended or terminated from courses, or withdrawing from courses could result in the loss of financial aid and/or veterans education benefits and academic dismissal. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program without attempting more than 150% of the credits in the program. Refer to the Metrics of SAP section below for additional information regarding the calculation of CGPA, ICR and MTF.

While the terms Academic/Financial Aid Warning, Academic/Financial Aid Dismissal, and Academic/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

Criteria for Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarter basis and upon graduation.

Quarter Honors Designations (at the completion of a quarter)

Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

Quarter GPA	Honors Designation
4.0	President's Honor List
3.7-3.99	Dean's Honor List
3.5-3.69	Honor Roll

Honors Designation at Graduation

Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates. *Transitional studies courses are not considered when evaluating honors designations.*

Milestones and Evaluation Points for Satisfactory Academic Progress

Compliance with Standards of Academic Progress is reviewed every quarter for all Certificate and Diploma programs.

Certificate and Diploma Programs:

1. At the end of the first quarter, students must attain a minimum CGPA of 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).
2. At the end of the second quarter, students must attain a minimum CGPA of 1.50 and an ICR of 50.00%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal**. Students who are only participating in Transitional studies courses are considered to be maintaining SAP.
3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal**.
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 **Academic/Financial Aid Dismissal**. Dismissal for violating the maximum timeframe (MTF) can happen at any time.
5. *Reentries*: To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**
6. Students should note that if they are on Academic/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 their exact requirements.
7. Transitional Studies courses are based on the result of the academic assessment tool. 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. Additionally, the courses do not count in determining the maximum time frame allowable to earn the certificate or diploma or in the incremental completion rate as attempted credits and, if successful, earned credits.

8. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the termination.
9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.
10. The grades, grade point average, 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 review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation, or on academic/Financial Aid Dismissal.
11. Compliance with SAP is reviewed every quarter for Certificate and Diploma 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%	Academic/Financial Aid Warning
End of Second Quarter	< 1.5 and/or 50.00%	Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
End of Third Quarter and every quarter thereafter	< 2.0 and/or 66.67%	Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Warning)
At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic / Financial Aid Dismissal with no right to appeal the dismissal.

Unless otherwise noted, **Academic/Financial Aid Dismissals** can be appealed. Please see the Appeal Process below.

Degree Programs:

Degree programs are evaluated after a student has attempted three quarters and sixth quarters including portions of a quarter) during the first six quarters. After the sixth quarter, the student is evaluated at the end of each quarter. While grades, GPAs, and Incremental Completion Rates are made available at the end of a student’s quarter, they are informational only except at evaluation points. Please note students may be alerted of their progress at any time and may be required to take specific action.

1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

2. At the end of the second academic year, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Dismissal.
3. Starting the quarter after the sixth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Failure to meet these standards will result in Academic/Financial Aid Warning unless the student was on Financial Aid Warning the previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal.
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 Academic/Financial Aid Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time.
5. *Placement into Transitional Studies* courses are based on the result of the academic assessment tool. 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. Additionally, the transitional study course(s) do not count in determining the maximum time frame allowable to earn the degree and do not count in the incremental completion rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same Transitional Study upon a third attempt.
6. **Transitional** Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the dismissal.
7. The grades, grade point average, 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 review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation or on **Academic/Financial Aid Dismissal**.
8. For Degree programs, compliance with SAP is reviewed every academic year during a student's first two years and then quarterly thereafter. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.
9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.
10. **Reentries:** To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the Winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they **will** need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Degree Programs Evaluation Point Milestones

(CGPA/ICR) and requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**

DEGREE PROGRAMS		
Evaluation Point	Both Milestones (CGPA and ICR) Must be Met	Required Action
End of First Academic Year	< 1.00 and/or 33.33%	Academic/Financial Aid Dismissal
End of Second Academic Year	< 2.00 and/or 66.67%	Academic/Financial Aid Dismissal
End of Seventh Quarter and Thereafter	< 2.0 and/or 66.67%	Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic / Financial Aid Dismissal with no right to appeal the dismissal.

Unless otherwise noted, Academic/Financial Aid Dismissals may be appealed. Please see the Appeal Process below.

A student enrolled in Transitional Studies courses must be able to pass the same Transitional Studies course after three attempts or that student will be placed on Academic/Financial Aid Dismissal.

If the review of a student’s Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next mandatory check point, the student will result in Academic/Financial Aid Dismissal from the Institution.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirements at the next applicable measuring point.

Procedure for Appealing Academic/Financial Aid Dismissal

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Dean of Academic Affairs for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.

The Dean of Academic Affairs or an Appeals Committee will review the student’s appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Dean of Academic Affairs or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final. 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 the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

Students should understand that by having a mitigating circumstance it does not automatically mean the appeal will be approved. The Appeal Committee will review that the student sufficiently providing documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

A student who is successful in his or her appeal is able to apply for re-entry and if otherwise eligible, receive financial aid for one quarter; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. A student on Academic/Financial Aid Probation may receive financial aid (if otherwise eligible) for one quarter. If the appeal is denied, aid cannot be paid and the student is dismissed.

Students who have an appeal denied can reapply however the passage of time by itself does not impact the Appeal Committee's decision.

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating Circumstance in regards to severity, timing and duration of the mitigating circumstance, and for determining whether the student's situation has changed that would allow the student to demonstrate satisfactory academic progress at the end of the Academic/Financial Aid Probation or the end of the period of the Academic Plan. Any consideration of the conditions outside of the list provided should be discussed with the Art Institute Vice President of Academic Affairs. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from a 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 the 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 documentation that the student's circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

If a student's appeal is successful, the student will be placed on Academic/Financial Aid Probation for one quarter (or two if eligible) following re-admittance. The student will be eligible for financial aid during the Academic/Financial Aid Probation period. Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must develop, document and maintain as part of the appeals process a concrete Academic Plan for how a student will complete his remaining coursework and meet the minimum requirements of Satisfactory Academic Progress by end of either the Academic/Financial Aid Probation period or by the end of the quarter included in the Academic Plan. The Academic Plan must detail specific time frames and student success measures and cannot be greater than one

(1) quarter for certificate or diploma programs but for degree programs may be up to two (2) quarters if necessary for the student to meet the minimum requirements of Satisfactory Academic Progress. The Academic Plan must be reviewed with the student so that designated Academic Plan is being met and the student will remain on track to achieve the success measures within the approved timeframe. For students in degree programs that may have an Academic Plan for more than one quarter, the student must meet the academic targets of the Academic Plan at the end the first quarter when the student is on Academic/Financial Aid Probation and by the end of the Academic Plan, the student must meet the minimum requirements of Satisfactory Academic Progress. If the student meets the academic goals and requirements under the Academic Plan for the first quarter while on Academic/Financial Aid Probation, he or she may complete the second quarter under the Academic Plan and be eligible to receive financial aid. Failure to meet the established goals included in the Academic Plan will result in Academic/Financial Aid Dismissal

Registrars will ensure that Academic Advisors or Academic Department Directors have notified students in writing that they are in Academic Warning/Financial Aid Warning, Academic Probation/Financial Aid Probation, or Academic/Financial Aid Dismissal with a student signed Satisfactory Academic Progress Prediction Calculation Form.

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last quarter of attendance. Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted. The appeal procedure described in the preceding section applies.

Upon the Appeals Committee decision, the student is notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final.

Any student who is on Academic/Financial Aid Dismissal can no longer attend school nor get Title IV at the Institution.

Academic/Financial Aid Dismissal Appeals not Allowed

A student who attempts but does not pass the same Transitional Studies course three times is **Dismissed** and there is not a right to appeal the dismissal.

Additional Appeal Procedures:

While an appeal can be made for Maximum Time Frame, the Institution and the Art Institute Vice President of Academic Affairs must review the appeal.

If a student who has successfully appealed an Academic/Financial Aid Dismissal is later again dismissed, the student can file one additional appeal as long as the appeal is based on different mitigating circumstances from any previous appeal, the new mitigating circumstance occurred after the previous successful appeal, the student is showing significant Satisfactory Academic Progress and mathematically the student can meet the next SAP evaluation points requirements.

In addition to the Institution's Review of the Appeal, it must also be reviewed by the Art Institute Vice President of Academic Affairs.

Explanations of Related Issues

Calculation of CGPA

A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Institute uses a 4.0 scale in assigning grade points. Note: that if there is a change of programs, only courses applicable to the new program will be considered in the CGPA.

Transitional Studies Courses

Many Art Institutes require academic assessments. Depending on assessment scores, students may be required to take Transitional Studies courses. 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. Additionally, they do not count in determining the maximum timeframe and the incremental completion rate.

While Transitional Studies course(s) are not included in the CGPA, each individual Transitional Studies course may be attempted no more than three times. Failure to pass the courses within the attempts permitted will result in dismissal from the Institution and there is no right to appeal the dismissal.

Repeated Courses and Grades

As courses are retaken, only the highest grade will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the incremental completion rate (ICR). Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate as credit hours attempted but not earned. The grade *Incomplete (I)* is calculated as if it is an *F* for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade.

Remediation of Academic Deficiencies

It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent quarter to improve academic performance.

Transfer Credits from another Postsecondary Institution

Credits from transfer courses are calculated in the maximum allowable credits and incremental completion rate requirements as credits attempted and credits earned. Grades for credits transferred from any other postsecondary institution will be recorded as *Transfer Credit (TR)* and will not be calculated in the student's CGPA

Change of Program

Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate's program to a bachelor's program in the same major is not considered a change of major. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating

circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in the Institution then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Incremental Completion Rate as credits attempted and credits earned.

Transfers from another Art Institute

A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another affiliated Art Institute must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer. An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

Please note that course credits and applicability of those credits at each Art Institute for a program can vary from location to location. Please carefully discuss any possible transfer with the Art Institute you wish to attend.

Grading System

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total point basis):

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. This does not affect CGPA. They do impact ICR and MTF.
I = Incomplete	Affects ICR/MTF/CGPA(Computes as an F) This grade is assigned only when some portion of a course has not been completed for good and sufficient reason. Courses in which "IPA" grades are assigned must be completed no later than the end of the next regular term in which the student is enrolled or the grade will be recorded as "F" on the permanent record in the term in which the grade is granted to replace the IPA. IPA does not affect CGPA/ICR/MTF.
IPA = Incomplete Pass	
IP = In Progress	This identifier is used when a student is actively registered and attending a course. This does not affect the CGPA/ICR/MTF.
S = Suspension	Affects ICR/MTF/CGPA(Computes as an F)
NC = No Credit	This grade is reserved for zero-credit courses only. Non-credit courses are not computed in the CGPA/ ICR/ MTF.
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 or PR= Proficiency Credit by Exam or Portfolio	This does not affect CGPA. They do impact ICR and MTF.
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. Students who met the course requirements by completing the final assignment in the course. Final assignment includes a final exam, final project, final paper, portfolio presentation, or capstone project. If a student completed all assignments including the final assignment of the course, but did not pass the course, the F grade will be considered earned. The course's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.
F= Earned F	Students who failed the course AND did not complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.
UF = Unearned F	

W = Withdrawal

When a student withdraws from the total program of study by the end of the ninth week of the quarter or from individual classes after drop/add but before the end of the ninth week of the quarter. The “W” is not used in the calculation of the GPA or CGPA but is considered attempted credits but not earned credits.

WF = Withdrawal Fail

When a student withdraws from individual classes or a total academic program of study after the ninth week of classes. The “WF” is calculated as an “F” in the GPA and CGPA. The “WF” also counts as attempted credits and not earned credits.

WV = Waiver

Commonly used when waiving a Transitional 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’, “UF”, ‘W’, or ‘WF’. Course credits with grades of ‘F’, ‘UF’, ‘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. Only if it is part of an Academic Plan may students retake courses 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. The highest grade earned will be used in the CGPA calculations.

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.

Appealing a Final Course Grade:

A student who is concerned with a final grade in a course should initially speak with the course instructor in order to understand how the grade was derived based on the course grading criteria. If, after meeting with the instructor, the student is not satisfied with the explanation of the final grade and does not feel that the grade is justified or appropriate, the student should meet with the Program Chair or Program Coordinator to discuss the situation. If a resolution is not met at this level, the student may file an official grade appeal by submitting an Appeal Grade Change form, which includes a written account explaining their perspective as to why the grade is not appropriate based on the course grading criteria and the steps taken to remedy the situation. In addition, the student should include his or her name, phone number, and ID number. This written account should be provided to the Dean of Academic Affairs before the end of Week One of the quarter immediately following the finalized grade being appealed.

The Dean of Academic Affairs will convene a committee of qualified academic staff or faculty to review the appeal and reach a final decision. The student may be required to meet with the committee and to provide requested assignments and/or projects from the course. All decisions made by the appeal committee are final and will be communicated to the student within one business day and prior to the end of the schedule adjustment period.

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. Transitional study courses do not count in this calculation. 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.

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, 3.571 which is rounded to 3.57. Rounding occurs after the 4 digit of a CGPA is calculated and if the fourth digit is 5 or over, it is rounded up. If the fourth digit is 4 or lower it is rounded down.

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.

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

$\frac{\text{(EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)}}{\text{(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)}}$
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The 150% MTF: Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.

The 150% MTF is determined as follows:

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

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 completed 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 as a campus that does not share the same leading six-digit OPE-ID number), 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 affiliated 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

Unless a second change is specifically approved for the specific student by the Dean, 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 SAP CGPA (SGPA). 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 (Transitional 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 CREDITS Accepted) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS

The 150% MTF Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining.

The 150% MTF is determined as follows:

TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.

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 be applied to the student's new program CGPA calculation.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds

Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, it may require a higher cumulative grade point average and/or a higher incremental completion rate. Examples of these education benefits are State Grants, Veterans' Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Service Office for details.

STUDENT STATUS

Based on credit hours, status is defined as follows:

- Academic full-load: enrolled in 16 or more credit hours in an academic quarter;
- Federal Financial Aid full-time status: enrolled in 12 or more credit hours in an academic quarter;
- Three-quarter time: enrolled in 9-11 credit hours in an academic quarter;
- Half-time: enrolled in 6-8 credit hours in an academic quarter;
- Less than half time: enrolled in 1-5 credit hours in an academic quarter.

CANCELLATION OF CLASSES

Prior to opening the registration period, the Art Institute of Colorado makes every effort to provide sufficient course sections for students. The campus makes available the course schedule to students along with registration instructions and deadlines. Course offerings, instructors, days, times and class locations are not guaranteed and are subject to change at the discretion of the campus. If the campus determines that a course offering will be cancelled due to lack of enrollment or other reason, they will remove all students from the course and notify students of the change of schedule via email. Students are allowed to add or remove a course until the end of the add/drop period.

TRANSFER OF CREDIT POLICY

The sections below describe the various conditions under which credits might be transferred into or out of The Art Institutes. Please contact the office of The Dean of Academic Affairs for all matters related to Transfer Credit and Program Change.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. For this reason this institution does not imply, promise, or guarantee that credits earned will be accepted by another college or university. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. Students considering transferring to another college or university are responsible for determining whether that school will accept this institution's credits. Students are encouraged to initiate discussions with the potential transfer school as early as possible.

TRANSFERRING FROM ONE ART INSTITUTE TO ANOTHER ART INSTITUTE

Students wishing to transfer from one Art Institutes school 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 affiliated Art Institute school until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress. (See the Student Academic Progress Policy-Transfer from another Art Institute). An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

TRANSFER OF CREDIT BETWEEN ART INSTITUTES SCHOOLS

Associate's Degree Graduates to Bachelor's Degree Programs: Every reasonable effort will be made to ensure that all credits earned by associate's degree graduates of an Art Institutes school will transfer to the corresponding bachelor's degree program within the system. However, differing state and accrediting regulations may require additional courses at the associate's degree level. If the associate's degree completed by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the associate's degree level.

Such graduates of the related associate degree program will attain upper division status in the bachelor's degree.

Associate's degree credits earned by graduates of an Art Institutes school for which there is no corresponding bachelor's degree program will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted (30 percent for Virginia schools). Under some

conditions, all general education courses in the associate degree may be brought forward into the Bachelors degree program; because this may vary by state, the student attempting to transfer credits is advised to consult with the receiving institution on the policies regarding general education coursework. All conditions in the following associate's degree credits to associate's/bachelor's degree program procedure apply.

Diploma Graduates to Associate's/Bachelor's Programs: Every reasonable effort will be made to ensure that all credits earned by diploma program graduates of an Art Institutes school will transfer to the corresponding Associate/Bachelor's degree program within the system. If the diploma program completed by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to require retaking the course(s) at the Associate's degree level.

Such graduates of the related diploma program will attain lower division status in the Associate's degree program.

Diploma program credits earned by graduates of an Art Institutes school for which there is no corresponding Associate/Bachelor's degree program will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted. All the following conditions in the following diploma program credits to associate's/bachelor's degree program procedure apply.

Allowable Total Transfer of Credit

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the new location. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, or from proficiency examinations, or from alternative sources of credit. Due to regulatory considerations, at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above. See the campus registrar for the minimum percentages for your campus.

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institutes School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at The Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

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

Diploma program credits, with a grade of "C" or better from an Art Institutes school, earned by students not awarded a diploma, will be considered for transfer to the same program at the associate's degree or bachelor's degree level. Differing state and accrediting regulations may require additional courses at the associate's degree level.

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

Associate's degree credits, with a grade of "C" or better from an Art Institutes school, earned by students not awarded an associate's degree, will be considered for transfer to the same program at the associate's degree or bachelor's degree level. Differing state and accrediting regulations may require additional courses at the associate's degree level.

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

Course Descriptions

The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalog will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent and above) taken at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer. If the student has passed only the transitional classes at an Ai school but not earned the respective college-level credit, then the receiving institution should re-test the student for placement purposes.

Grades of Transfer Credits

Only courses with an earned grade of "C" (2.0 on a 4.0 scale) or higher will be considered for transfer credit. Transfers between schools from within the same OPEID code (Office of Postsecondary Education Identifier), will transfer all comparable courses (including all attempts) to the new school.

Course Prerequisites and Sequence of Courses

Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

Internal Proficiency Testing for Credit

Requests for testing out of specific courses approved by the Institute must be made through the Program Chair/Coordinator prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

Portfolio Review for Credit

Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

Total Allowable Transfer of Credit

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

LIMITATION TO ONLINE EDUCATION QUOTIENT: Based on government and accreditation standards related to consortium agreements, students are limited in the total number of credits that can be earned in an online delivery mode. Students are required to complete more than 50% of their program credits in residence at the Art Institute School into which they have enrolled and from which they hope to graduate. Once the threshold of program credits has been exceeded, the student must be transferred to The Art Institute of Pittsburgh – Online Division for the completion of the program. Transfer between Art Institute campuses does not guarantee that all credits earned will transfer to the same program at the receiving campus, including The Art Institute of Pittsburgh – Online Division.

TRANSFER OF CREDIT FROM OUTSIDE COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTES SCHOOL

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

Course Descriptions

The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalog will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

Level of Transfer Credits

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

Grades of Transfer Credits

Only courses with an earned grade of "C" (2.0 on a 4.0 scale) or higher will be considered for transfer credit.

Course Prerequisites and Sequence of Courses

Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

Proficiency Credit from External Sources

Official documents related to CLEP or AP scores or similar means to demonstrate proficiency for credit must be received by an Art Institutes school prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

- *Advanced Placement.* Some foundation courses can be obtained through College Board's AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and

evaluated prior to the end of the schedule adjustment period (add/drop) of the student's first quarter of attendance.

- *College Level Examination Program (CLEP).* Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to University courses prior to the end of the scheduled adjustment period (add/drop) of the student's first quarter of attendance.
- *Articulation Agreement Credit.* Successfully complete programs included in articulation agreements that have been established between the University and their high schools.
- *Military Experience Credits.* Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on the Joint Service Transcript, the Community College of the Air Force Transcript or as recommended by the American Council on Education (ACE).
- *Internal Proficiency Testing for Credit.* Requests for testing out of specific courses approved by the Institute must be made through the Program Chair/Coordinator prior to the class start.
- *Experiential Learning.* Students may request advanced standing for experiential learning. Students will present relevant work or life experiences for review by the Dean of Academic Affairs or designee. The Dean of Academic Affairs or designee will have the necessary forms for the student to complete. Documentation such as portfolios, writing samples, publications, verification of employment, and references represents a sampling of what may be requested by the Program Chair/Coordinator from the student in order for the advanced standing review to be completed.
- *Portfolio Review for Credit.* Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

Class Proficiency Test

Requests for testing out of specific classes approved by the Institute must be made through the department Director prior to the class start.

No more than 25 percent credits will be considered for any type of proficiency credit.

University Transcripts with Credit/No Credit Course Grades

Accredited colleges and universities where courses are offered for credit/no credit and no allowable grade is earned in major courses according to existing regulations will be converted to a grade by the registrar's office. Credit grades will be converted to a "C" and no credit grades will be converted to an "F".

Total Allowable Transfer of Credit

Students must earn a minimum of 25 percent (30 percent at Virginia schools) of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent (70 percent at Virginia schools) of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

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

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

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

Approval Needed

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

Full-time Status

The student must be enrolled full-time at an Art Institutes school at all times during the concurrent enrollment at another college or university.

One Course Limit

Only one course per quarter in concurrent enrollment is permitted.

Grading

The concurrent enrollment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at The Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

Completion Deadline

Credit will be awarded for the course when official documentation is provided by the secondary institution that the course was successfully completed, as defined above. Official Transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrollment course.

Total Allowable Transfer of Credit

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

Transcripts

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

Transfer Credit Upon Re-Entry to the Institution: Requests for transfer of credit from accredited institutions of higher education for a course taken while a student was not in attendance at an Art Institutes school, but after a student's initial matriculation at the school, may

be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

Grading

The concurrent enrollment course must be passed with a grade of “C” (2.0 on a 4.0 scale) or higher. The student’s record at The Art Institute will reflect a “TR” grade. The grade will not be factored into the GPA or the CGPA.

CHANGE OF PROGRAM WITHIN AN ART INSTITUTES SCHOOL

A student petitioning to change from one program to another within The Art Institute must obtain approval from the Program Chair/Coordinator of the department from which the student is changing. The student’s coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation. Only one change of program is allowed per student.

Course Substitution Policy

Students are expected to complete the program requirements outlined in The Art Institutes Catalog in effect at the time they enroll. However, programs are subject to change at the discretion of The Art Institutes. In these situations or due to other mitigating circumstances (e.g., change in program of study), courses previously completed at the Art Institutes or other accredited higher education institution will be reviewed by the campus academic staff to determine its acceptance or substitution. Students who wish to appeal a course substitution should submit a Course Substitution Form to the Program Director for consideration at their Campus; online students should submit the Form to their Academic Counselor. The Academic Counselor will forward the form to the Program Director for consideration. The Program Director will then forward the request and recommendation to the Campus Dean for approval. Substitutions for General Education courses will be reviewed by the appropriate General Education Program Director. To be considered for a substitution, the course must be successfully completed at The Art Institute, and satisfy the program student learning outcomes as listed in the Academic Catalog. Students should submit all requests within the timeline indicated in the Transfer of Credit section of the catalog.

Course substitutions not recommended by the Program Director, may be appealed to the Dean or designee. The decision of the Campus Dean is final.

MINIMUM ACADEMIC ACHIEVEMENT STANDARDS FOR STUDENT RECEIVING DEPARTMENT OF DEFENSE TUITION ASSISTANCE

In addition to The Art Institute of Colorado’s Standards of Satisfactory Academic Progress Policy, in order for a Service member student to continue to receive Tuition Assistance (TA) military education benefits for TA-funded courses, the following minimum academic standards must be achieved.

The Department of Defense requires reimbursement from the Service member if a successful course completion is not obtained. For the purpose of reimbursement, a successful course completion is defined as a grade of “C” or higher for undergraduate courses, a “B” or higher for graduate courses and a “Pass” for “Pass/Fail” grades. Reimbursement will also be required from the Service member if he or she fails to make up a grade of “I” for incomplete within the time

limits stipulated by the educational institution or 6 months after the completion of the class, whichever comes first.

Students using TA must maintain a cumulative grade point average (GPA) of 2.0 or higher after completing 15 semester hours/23 quarter hours, or equivalent, in undergraduate studies, or a GPA of 3.0 or higher after completing 6 semester hours/9 quarter hours, or equivalent, in graduate studies, on a 4.0 grading scale. If the GPA for TA funded courses falls below these minimum GPA limits, TA will not be authorized and Service members will use alternative funding (such as financial aid or personal funds) to enroll in courses to raise the cumulative GPA to 2.0 for undergraduate studies or 3.0 for graduate studies.

The Secretary of the Military Department will establish recoupment processes with the Service member directly for unsuccessful completion of courses.

STUDENT SERVICES AND RESOURCES

GENERAL INFORMATION

The mission of the Student Services Department is to supplement The Art Institute's educational processes and to support its stated purpose by providing assistance and services to the student body in the areas of advocacy, disability, student development, counseling, international advising, housing, student employment and Career Services. The department actively encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, social interaction, and professional development. To fulfill its mission, the Student Services Department has established the following objectives:

1. Provide college-sponsored housing that is convenient and suitable to the students' needs and conducive to their educational goals.
2. Provide student support services.
3. Provide resources and assist international students with their transition into this country.
4. Provide Student Engagement and networking activities to complement your academic experience
5. Serve as the advising point of contact for military and veteran students.

Career Services

As you near the completion of your program of study, you will have the opportunity to meet individually with a career services advisor to review career goals, job-search strategies, interview techniques, and résumé development.

The Student Services Department coordinates the quarterly Portfolio Show and career focused activities. These events bring together prospective employers and soon-to-be graduates. Graduate employment information is available on the College website.

Alumni Services

The Student Services Department offers a variety of online services and resources to Art Institute graduates. The self-directed alumni website (www.alumni.artinstitutes.edu) is available to graduates and to students in their last quarter.

The website exists to support the creative endeavors of our graduates and to provide a forum for networking with fellow classmates. Art Institutes graduates can connect from anywhere around the world. Alumni can share their challenges and victories, access services to elevate their career, showcase artwork, and demonstrate their impact in their personal and professional communities. Information about career services, campus events, Art Institute news is also available.

The website is exclusive to Art Institute graduates and there are no costs, fees or dues to access these services. The Art Institutes values our talented alumni community and we strive to build and maintain the alumni relationship through e-communications, virtual events, and campus activities. Alumni are invited to share their personal and professional updates with The Art Institutes community!

For more information, visit www.alumni.artinstitutes.edu or email AIAlumniSupport@aii.edu

SUPPORT SERVICES

Health Services And Insurance

The Art Institute of Colorado does not maintain a health services office. All students are urged to carry a primary private insurance policy that covers comprehensive health care.

Students can enroll on-line in a student medical insurance program sponsored by National Collegiate Underwriters and Administrators, Inc. (NCUA). Log on to your Student Portal for the link to our insurance information. The Art institute makes no representation as to the quality or adequacy of medical care or insurance coverage provided to any student during his or her enrollment at The Art Institute.

Counseling Services (Talk One2One)

For many students, attending The Art Institute of Colorado marks the first time they are independent of their families or need support as they return to school as adult learners. All students have many questions and need assistance in transition to college life.

Counseling Services provide stop gap counseling and referral to community resources for students in need of emotional support or guidance. These community resources can assist with issues common to college students such as bill paying, study habits, roommate disputes, relationships, depression, anxiety and any other relevant issues. The Art Institute of Colorado provides students with the following benefits through Talk One2One:

- Unlimited telephonic counseling: 1.888.617.3362
- Short-term, face-to-face counseling for all students available 24/7 by calling 1.888.617.3362
- Help with financial issues
- Relationship issues
- Targeted and qualified resource searches and referrals for many supportive services

Disability Services

The Art Institutes provide accommodations to qualified students with disabilities. The Office of Disability Support Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institutes.

Students who seek reasonable accommodations should notify the Office of Disability Support Services at 1-855-855-0567 or via email at _TheCenterDSS@dcedh.org of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with The Office of Disability Support Services to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Office of Student Conduct and Resolution at studentresolution@dcedh.org. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

ART INSTITUTE OF COLORADO POLICIES & PROCEDURES

Students are on a continuing quarter-to-quarter enrollment basis and agree to comply with all published Art Institute of Colorado policies and procedures. The Art Institute of Colorado reserves the right to add to or delete policies and procedures as deemed necessary.

THE ART INSTITUTE OF COLORADO POLICIES TO COMPLY WITH THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

The Art Institute of Colorado's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. The Art Institute of Colorado's policies prohibit use of The Art Institute of Colorado's computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission).

STUDENT HANDBOOK

The Student Handbook contains policies, regulations, and procedures governing attendance, conduct, disciplinary, and grievance procedures. The Student Handbook is available online at <https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Handbooks/student-handbook-denver.pdf>

Student Conduct Policy

Section I – Guiding Principles

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute’s mission.

Section II - Scope

This Student Conduct Policy applies to all students and student organizations at the College.

Section III - Reach

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

Section IV - Responsibilities of Dual Membership

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

Section V - Disciplinary Offenses

The offenses listed below are given as examples only. The College may sanction other conduct not specifically included on this list.

Scholastic Dishonesty

- Plagiarism

- Cheating on assignments or examinations
- Engaging in unauthorized collaboration on academic work
- Taking, acquiring or using test materials without faculty permission
- Submitting false or incomplete records of academic achievement
- Altering, forging or misusing a college academic record
- Fabricating or falsifying data, research procedures, or data analysis
- Deceiving the College and/or its officials

Misuse or abuse of school assigned email address and log-in information Sharing your username or password for any school assigned system with any student or non-student individual

- Logging-in to a school assigned system with the intention to display classroom environment to other student or non-student individuals
- Allowing an individual access to post information in the on line environment on your behalf or with the intention of impersonation.
 - Note: on ground students cannot share or give access to other students or non-student individuals to access the student portal (unless designated for training purposes at the direction of a campus official)

Illegal or Unauthorized Possession or Use of Weapons

- Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on college property, Campus Sponsored Housing or at college sponsored functions, except where possession is required by law.

Sexual Assault or Nonconsensual Contact

- Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

Threatening, Violent or Aggressive Conduct

- Assault, battery, or any other form of physical abuse of a student or college employee.
- Fighting or physical altercation.

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

Theft, Property Damage and Vandalism

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

Disruptive or Disorderly Conduct

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

Disruptive Classroom Conduct, such as:

- Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
- Written or verbal acts or uses of technology, which have the effect of disrupting the online classroom learning environment.
- Use of cell phones and pagers during scheduled classroom times.

Disorderly Conduct, such as:

- Disorderly, lewd, indecent, or obscene conduct.
- This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;
- Breach of peace on college property or at any college-sponsored or supervised program; or

- Any in-school, online classroom, or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol

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

Verbal Assault, Defamation and Harassment, Verbal Abuse of a Student or College Employee.

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

Hazing

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

Falsification

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

Abuse of the College's Disciplinary System, including but not limited to:

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

Unauthorized Use or Misuse of College Facilities

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

Violation of Federal or State Laws

- Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Director of Student Services within 5 days of the conviction.

Insubordination

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

Violations of College Rules

- Violations by guest of a student on college property. Students are responsible for the actions of their guests.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.
- Smoking in classrooms or other college buildings or areas unless designated as a smoking area.
- Any violation of the student housing license agreement, rules and regulations and/or the College- sponsored housing student handbook.
- Any violation of the institution's policies on the responsible use of technology including but not limited to:
 - The theft or abuse of computer, email, Internet or Intranet resources
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of law
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school's computing system
 - Failure to satisfy school financial obligations.

The above list is illustrative only, and the College may sanction other conduct not specifically included on this list.

Section VI - Sanctions

The College may impose sanctions for violations of the Student Conduct Policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The College reserves the right to immediately impose the most severe sanction if circumstances merit.

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

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. **Removal from Sponsored housing:** The student will be immediately dismissed from Campus Sponsored Housing. The student will be required to vacate the premises according to the terms of the sanction.
5. **Suspension:** Separation of the student from the campus for a pre-determined period of time. The student may be able to return to campus once specified conditions for readmission are met. The student may not attend classes, visit campus-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. **Expulsion:** The student will be expelled from the College immediately. The student will not be permitted to continue his or her studies at the College and may not return to the College or to Campus Sponsored Housing or activities at any time or for any reason.
7. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

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

Section VII – Disciplinary Procedures

Complaint

Any member of the College community may file a complaint against any student for misconduct or for otherwise being in violation of the College policies.

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