



# **The Art Institute of Seattle®**

2017 - 2018 Catalog

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2323 Elliott Avenue  
Seattle, WA 98121

[www.artinstitutes.edu/seattle](http://www.artinstitutes.edu/seattle)  
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The Art Institute of Seattle reserves the right to change the information contained in this catalog, including, but not limited to, program offerings, curriculum, admission requirements, tuition and fees, graduation requirements, and other policies, at any time. Notice is not required for a new policy to take effect; however, The Art Institute of Seattle will make reasonable attempts to notify students of any changes through Web site or email postings, mail distribution, or other methods deemed appropriate by the administration.

### **State Licensure**

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504-3105

Web: [wtb.wa.gov](http://wtb.wa.gov)

Phone: 360-709-4600

E-Mail Address: [pvsa@wtb.wa.gov](mailto:pvsa@wtb.wa.gov)

The Art Institute of Seattle is authorized by the Washington Student Achievement Council and meets the requirements and minimum standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes the Art Institute of Seattle to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it and endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

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See [aiprogams.info](http://aiprogams.info) for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info.

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## **ABOUT THE ART INSTITUTE OF SEATTLE**

### **MESSAGE FROM THE PRESIDENT**

You're imaginative, artistic, and you want a career that will utilize your creativity and offer a real future. If this sounds like you, you've come to the right place.

At The Art Institute of Seattle ("The Art Institute"), you will find seasoned faculty and experienced staff who strive to embrace your imagination, support your goals, and prepare you for life after college. You'll also find like-minded students—who, like you, are artists excited to fuel their creative ambitions with education.

At The Art Institute of Seattle, programs are designed to provide graduates with the hands-on experience and practical knowledge needed to seek entry-level positions in the creative and applied arts. You'll also have the opportunity to benefit from the relationships we've developed with professionals in the creative industry who provide us with insight into the latest trends and help us to prepare our students for their futures.

From our faculty, to our staff, to our students, we are a tight-knit community devoted to one common goal—career-focused education. Let us provide you with the tools to get you started in your professional career in the art and design fields.

We hope you'll join us at The Art Institute of Seattle. Begin designing your future in the creative industry today.

Carol Menck  
President, The Art Institute of Seattle

### **MISSION STATEMENT AND GOALS**

The mission of The Art Institute of Seattle is to provide career-driven, professional education programs. Degree programs prepare students to begin careers in design, media, fashion, and culinary fields by focusing on the demands of professional practice. They incorporate curriculum in both core technical disciplines and liberal arts. The college is dedicated to holistic student development and providing a positive and supportive learning community. The college fosters a campus culture of involvement and service with its constituencies including its faculty, staff, students, and alumni, as well as the local arts, business and academic communities.

#### **Core Theme #1:**

##### **Career-driven Professional Education**

The Art Institute of Seattle prepares students for entry-level positions in design, media and culinary disciplines by focusing on the demands of professional practice. Professional education fosters technical abilities, critical thinking, professional behavior, collaborative engagement, and prepares graduates to be lifelong learners who can adapt to a changing professional landscape. The academic goal of professional training is to prepare students to become dynamic, engaged, and conscientious designers, media creators and culinarians who conceive and execute functional and creative solutions in diverse areas of their industry.

## **Core Theme #2:**

### **Liberal Arts Education**

An education in the liberal arts is fundamental for success in the design, media and culinary industries. They provide a foundation of critical thinking and reasoning skills needed to generate, evaluate, and communicate ideas as both professionals and citizens. The academic aim of the liberal arts department is to foster in students the intellectual capacities needed to reflect rationally and analytically upon their academic and worldly experiences and to engender in students the skills needed for success in their fields and lifelong learning. The mission of the liberal arts department is accomplished through quality instruction in communications, quantitative and symbolic reasoning, the humanities, social sciences and natural sciences, and by evidence of student learning in response to quality instruction.

## **Core Theme #3:**

### **Holistic Student Development**

To foster the holistic development of each student, the college provides personal service and creates a positive learning community through a focus on student well-being and nurturing a supportive environment in which students learn to work together and prepare themselves for creative endeavors. This is accomplished by providing a broad range of extra-curricular programming, student leadership opportunities and a plethora of student support services.

## **Core Theme #4:**

### **Responsiveness to Constituencies**

In order to ensure relevancy in its community, The Art Institute of Seattle listens and attends to the concerns of its stakeholders, including the design, media and culinary industries; academia; students; faculty and staff; the local arts and professional communities; the Belltown and greater-Seattle communities; and the accreditation community.

## **HISTORY**

Founded in 1946 as the Burnley School for Professional Art, The Art Institute of Seattle has a proud history as a part of the Seattle community and a contributor to the creative industries in the Northwest.

As Seattle grew, so did the Burnley School. The city saw everything from a World's Fair to emerging new technologies that have changed the face of modern living. All the while, the Burnley School turned out a generation of graduates ready to enter the workforce in a rapidly changing world.

In 1982, the Burnley School joined The Art Institutes system of schools and became The Art Institute of Seattle. The Art Institute of Seattle moved to its present location on Seattle's waterfront in 1985 and grew from about 100 students to a current enrollment of approximately 1,100 students.

On October 17, 2017, The Art Institute of Seattle was acquired by Dream Center Education Holdings (DCEH), a subsidiary of the Dream Center Foundation, a California 501(c)3 non-profit Foundation.

## **ACCREDITATION AND AFFILIATIONS**

### **Institutional Accreditation**

The Art Institute of Seattle is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities  
8060 165th Avenue N.E., Suite 100  
Redmond, WA 98052  
(425) 558-4224  
[www.nwccu.org](http://www.nwccu.org)

### **Programmatic Accreditation**

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

The Art Institute of Seattle Academic Associate of Arts in Culinary Arts degree program, the Academic Associate of Arts in Baking & Pastry degree program, and the Diploma in Art of Cooking are accredited by the Accrediting Commission of the American Culinary Federation (ACF). ACF can be reached at 10 San Bartola Drive, St. Augustine, FL 32086.

### **International Student Statement**

This school is authorized under Federal law to enroll nonimmigrant alien students.

## **STATEMENT OF OWNERSHIP**

The Art Institute of Seattle is owned by The Art Institute of Seattle, LLC, which through an intermediary company is a subsidiary of Dream Center Education Holdings, LLC. Dream Center Education Holdings, LLC is located at 1400 Penn Avenue, Pittsburgh, Pennsylvania 15222.

## **BOARD OF MANAGERS**

### **Dream Center Education Holdings, LLC Board of Managers**

Brent Richardson – Co-Chairman and Chief Executive Officer

Randall K. Barton, Esq. – Co-Chairman and Chief Development Officer

Rev. Matthew Barnett – Co-Founder of the Los Angeles Dream Center, founder of the Dream Network

Timothy P. Slottow – Retired President of the University of Phoenix and former CFO of the University of Michigan.

Dr. Rufus Glasper, CPA – President and CEO of the League for Innovation in the Community College and Chancellor Emeritus of Maricopa Community College.

Jack DeBartolo – Prominent architect in the Southwest and Senior Architect for The Pain Centers.



## PROGRAM OFFERINGS

Art of Cooking (D)  
Audio Production (BS)  
Baking & Pastry (AAA)  
Culinary Arts (AAA)  
Culinary Arts Management (BS)  
Digital Filmmaking & Video Production (BFA)  
Digital Photography (AAA)  
Digital Photography (BFA)  
Fashion Design (AAA)  
Fashion Design (BFA)  
Fashion Marketing & Management (BS)  
Game Art & Design (BFA)  
Game Programming (BS)  
Graphic & Web Design (BFA) – Graphic Design Concentration  
Graphic & Web Design (BFA) – Web Design Concentration  
Graphic Design (AAA)  
Industrial Design (BS)  
Industrial Design Technology (AAA)  
Instructional Technology & Design (BFA)  
Interior Design (BFA)  
Media Arts & Animation (BFA)  
Professional Writing For Creative Arts (BFA)  
Software Development For Creative Technologies (BS)  
Visual Effects & Motion Graphics (BS)  
Web Design & Interactive Media (AAA)

For all programs, 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, full-time or at full load. Changing programs, beginning programs at the mid-term 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.

## **LIBERAL ARTS COURSES**

The mission of the liberal arts courses at The Art Institute of Seattle is to provide students with the opportunity to acquire competencies, through learning-centered curriculum, in the major areas of knowledge that support the overall mission of The Art Institute of Seattle. The goal of the liberal arts courses is to contribute to the student's personal and career development by fostering an attitude of intellectual inquiry and an appreciation of lifelong learning.

### **WHY LIBERAL ARTS ?**

As an integral part of students' collegiate education, the liberal arts curriculum is designed to build a solid foundation for the fundamental skills and knowledge needed to seek entry-level employment in the marketplace by exposing students to the broad domains of communication skills, quantitative/symbolic reasoning skills (mathematics), humanities, the natural sciences, and the social sciences.

Qualified faculty are available to help students to develop independent learning skills in written and oral communication, reasoning, logical thinking, literacy and problem solving. This broader scope of knowledge allows students to better understand their art and industry, and enables them to expand their technical expertise within social, cultural, historical, and political contexts.

Liberal arts courses are required for students to attain their degrees because these courses are designed to expand their human potential, enhance their understanding of the world, and broaden their professional possibilities in their programs of study.

Additional liberal arts electives may be offered online. Please see [aisacademics.com](http://aisacademics.com) for more information.

**NOTE: For degree programs, COM1010, HUM1010, MAT1010, and MAT1500 (if selected to fulfill an elective requirement) must be completed within a student's first three quarters of study.**

## Liberal Arts Electives

Category	Title (Credit Value)
Communications	COM1020 Analytical Writing (4)
	COM2010 Creative Writing (4)
	COM2500 Argumentation & Debate (4)
	COM3010 Topics in Communications (4)
Humanities	HUM1020 Art Appreciation (4)
	HUM1030 Music Appreciation (4)
	HUM1060 Art History: Paleolithic to 300 A.D. (4)
	HUM1100 Literature (4)
	HUM1200 Themes In World Civilization (4)
	HUM1500 Introduction to Philosophy (4)
	HUM1700 French I (4)
	HUM1710 Spanish I (4)
	HUM2060 Art History: 300 to 1600 (4)
	HUM2620 World Mythology (4)
	HUM2860 Art History 1600 to 1945 (4)
	HUM2900 Contemporary Art and Design (4)
	HUM3010 Topics in Humanities (4)
Social Sciences	SS1200 Economics (4)
	SS1300 Introduction to Political Science (4)
	SS2020 Cultural Theory (4)
	SS2100 United States History (4)
	SS2300 Psychology (4)
	SS2400 Sociology (4)
	SS2650 Ethics (4)
	SS3000 Organizational Psychology (4)
	SS3010 Topics in Social Sciences (4)
	SS3030 Psychology of Play (4)
Mathematics	MAT1250 Business Math (4)
	MAT1270 Principles of Accounting (4)
	MAT1300 Algebra & Trigonometry (4)
	MAT1400 Introduction to Logic (4)
	MAT1500 Applied Math (4)
	MAT1600 Geometry for the Arts (4)
	MAT1700 Statistics (4)
	MAT2010 Calculus (4)
Natural Sciences	SCI1010 Biology (4)
	SCI1050 Chemistry (4)
	SCI1100 Nutritional Science (4)
	SCI2010 Anatomy (4)
	SCI2050 Environmental Science (4)
	SCI2200 Physics of Sound (4)
	SCI2300 Mechanics of Motion (4)
	SCI2400 Astronomy (4)
	SCI3010 Topics in Natural Science (4)

## **Art of Cooking Diploma**

Course length: 42 Credits

Average program length: 4 Quarters or 44 Weeks

Students in the Art of Cooking diploma program at The Art Institute of Seattle may learn cooking skills, baking and pastry, and American regional cuisine, with emphasis on plating, presentation, and production. The program also offers courses on sanitation and safety, garde manger, management, supervision and career development, purchasing and product identification, food and beverage operations management, and menu management. Students in the Art of Cooking program may also learn cooking skills in weight and measures, knife skills, equipment and tools identification, plating and presentation, cost control, and ingredient mixing methods. Graduates of the Art of Cooking diploma program will be prepared to seek entry-level employment in the foodservice industry, such as prep cook, short-order cook, and line cook.

### **Program Objectives**

Upon completion of this program, graduates will:

- Demonstrate the knife skills, use of mis en place, appropriate use and care of equipment, selection of appropriate cooking techniques, and other recipe preparation skills (measuring and product identification) to successfully follow directions orally and from recipes.
- Plan, prepare, produce, and professionally present dishes while consistently maintaining a safe and sanitary work environment as defined by Hazard Analysis Critical Control Point (HACCP) standards.
- Demonstrate the ethical and professional values of the culinary profession (including demonstrating the ability to conform to professional standards of conduct related to timeliness, appearance, behavior in a kitchen, especially in relating to diverse populations among co-workers and customers) through preparation of a resume and cover letter and participation in team-oriented tasks.

Please visit [ge.artinstitutes.edu/programoffering/77](http://ge.artinstitutes.edu/programoffering/77) for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Art of Cooking diploma program.

## Art of Cooking

### Diploma

Required courses (all courses are 3 credits unless otherwise noted).

<b>Code</b>	<b>Title</b>
BP100	Introduction to Baking & Pastry Techniques (6 credits)
CL110	Concepts and Theories
CL112	Fundamentals of Classical Techniques (6 credits)
CL141	American Regional Cuisine (6 credits)
CL201	Sustainable Purchasing & Controlling Costs
CL215	Garde Manger (6 credits)
CL221	Asian Cuisine
CL223	Latin Cuisine
CL225	World Cuisine
CL228	Management, Supervision, and Career Development
<b>Total</b>	<b>42 credits</b>

## **Audio Production**

### **Bachelor of Science**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

The Bachelor of Science in Audio Production degree program at The Art Institute of Seattle is designed to teach students theoretical concepts as well as technical skills. Individuals who want to seek a Bachelor of Science degree in Audio Production are interested in the field of audio engineering and production. Instructors in the Audio Production program show students how to record, edit, mix, and master audio. Students pursuing a Bachelor of Science degree in Audio Production have the opportunity to do so in a hands-on environment, using industry-related equipment and technology. Course topics in the Audio Production program include music theory, electronics, and recording techniques. In the Audio Production program, students can learn that audio is involved in many mediums — video, Web, film, music. Instructors in the Audio Production program bring their real-world industry experience into the classroom. Through study of theoretical concepts, industry practices, and hands-on production techniques, students work to develop the technical skills and aesthetic sensibilities needed to seek entry-level positions such as automated dialogue replacement (ADR) recordist or editor, boom operator, dialogue editor, Foley recordist or editor, music editor, remote broadcast engineer, sound designer, sound-effects editor, or theater sound designer for plays and musicals.

### **Program Objectives**

Upon completion of this program, graduates will:

- Conceptualize, plan, execute, and deliver quality music recordings and post-production projects, demonstrating industry standards and using industry-related tools.
- Present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.
- Efficiently troubleshoot and solve problems typically encountered by audio professionals.
- Apply peer and professional critique as well as self-evaluation to continuously improve the quality of their work.
- Apply the business and economic principles and practices of the audio industry while maintaining legal and ethical standards.

# Audio Production

## Bachelor of Science

Required courses (all courses are 3 credits unless otherwise noted)

Course Number	Course Title		
AUDA101	Fundamentals of Audio		
AUDA102	Music Theory for Audio Professionals		
AUDA103	Audio Technology		
AUDA111	Survey of the Audio Industry		
AUDA112	Music Theory for Audio Professionals II		
AUDA113	Digital Audio I- Introduction to the Interface		
AUDA123	Video Production for Audio		
AUDA133	Audio Recording I		
AUDA143	Electronics I		
AUDA202	Synthesis & Sound Design I		
AUDA203	Production Sound		
AUDA205	Listening & Analysis		
AUDA213	Audio Technology II		
AUDA215	Acoustics		
AUDA223	MIDI Systems		
AUDA233	Post-Production Sound		
AUDA243	Digital Audio II- Digital Audio Systems		
AUDA253	Audio Recording II		
AUDA263	Live Sound Reinforcement I		
AUDA273	Electronics II		
AUDA283	Audio Distribution Technologies		
AUDA302	Synthesis & Sound Design II		
AUDA303	Advanced Post-Production Sound		
AUDA308	Business Fundamentals		
AUDA309	Portfolio I		
AUDA312	Special Topics		
AUDA313	Digital Audio III- Mixing		
AUDA322	Senior Project I		
AUDA323	Advanced Recording Techniques I		
AUDA333	Sound for Interactive Media		
AUDA343	Advanced Recording Techniques		
			II
AUDA353	Live Sound Reinforcement II		
AUDA403	Senior Project II		
AUDA406	Internship		
AUDA408	Business and Culture of Audio		
AUDA409	Portfolio II		
AUDA418	Media Business Practices		
			Elective 1
			Elective 2
			Elective 3
			Elective 4
			Elective 5
			<b>*Liberal Arts</b>
COM1010	English Composition (4 credits)		
COM1090	Speech Communications (4 credits)		
GE3500	General Education Capstone (2 credits)		
HUM1010	The Art of Professionalism (4 credits)		
MAT1010	College Geometry (4 credits)		
	Communications Elective (4 credits)		
	Humanities Elective (4 credits)		
	(2) Social Sciences Electives (8 credits)		
	(2) Mathematics Electives (8 credits)		
	(2) Natural Sciences Electives (8 credits)		
	Liberal Arts Elective (4 credits)		
<b>Total</b>			<b>180 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

## **Baking & Pastry**

### **Associate of Applied Arts**

***Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.***

Course length: 90 Credits

Average program length: 6 Quarters or 66 Weeks

In the Associate of Applied Arts in Baking & Pastry degree program, our students have the opportunity to gain hands-on baking skills. Emphasis is placed on fundamental pastry and breadbaking techniques, in addition to all-purpose baking, desserts, cake decoration, and pastry arts. Students have the opportunity to create from scratch a variety of baked delicacies such as breads, cookies, pies, tarts, cakes and other desserts. To complement their culinary techniques, students can learn critical thinking and business essentials, and receive a solid foundation designed to enhance their knowledge and skills in the kitchen. Graduates are prepared to seek entry-level employment in positions such as a line cook and pantry cook (garde manger).

### **Program Objectives**

Upon completion of this program, graduates will:

- Demonstrate the ability to professionally prepare standardized recipes using a variety of cooking techniques as well as the appropriate equipment and cooking skills
- Describe and perform tasks related to common business practices within the culinary industry, including inventory, menu planning, cost control, and food purchasing
- Describe the principles of food and beverage management, as well as the functions essential to the operation of the dining room in a restaurant through developing an appropriate business for a specific market
- Define and articulate the professional values of the culinary profession, including the standards for presenting themselves to employers in a professional manner, personal commitments to respect co-workers, employers, and equipment, well-defined career goals, and the value of lifelong professional development



## Baking & Pastry

### Associate of Applied Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title
BP100	Introduction to Baking & Pastry Techniques (6 credits)
BP130	European Cakes & Tortes
BP131	Artisan Breads (6 credits)
BP205	Advanced Patisserie & Display Cakes (6 credits)
BP301	Chocolates, Confections, and Centerpieces (6 credits)
CL110	Concepts and Theories
CL112	Fundamentals of Classical Techniques (6 credits)
CL141	American Regional Cuisine (6 credits)
CL201	Sustainable Purchasing & Controlling Costs
CL211	Management by Menu
CL223	Latin Cuisine
CL228	Management, Supervision, and Career Development
CL255	Food & Beverage Operations Management
CL257	Restaurant Cooking Operations - À la Carte (6 credits)
CL351	Capstone
<b>*Liberal Arts</b>	
COM1010	English Composition (4 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Humanities Elective (4 credits)
	Social Sciences Elective (4 credits)
	Natural Sciences Elective (4 credits)
<b>Total</b>	<b>90 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

## **Culinary Arts**

### **Associate of Applied Arts**

***Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.***

Course length: 90 Credits

Average program length: 6 Quarters or 66 Weeks

Our Associate of Applied Arts in Culinary Arts degree program is designed to first teach the student the basics, including knife and hand skills, and then delve into specialty areas like baking and pastry, garde manger, international and American cuisines, and à la carte. Graduates from this program will be prepared to seek entry-level positions including prep cook, line cook, and first cook.

#### **Program Objectives**

Upon completion of this program, graduates will:

- Demonstrate the ability to professionally prepare standardized recipes using a variety of cooking techniques as well as the appropriate equipment and cooking skills.
- Describe and perform tasks related to common business practices within the culinary industry including inventory, menu planning, cost control, and food purchasing.
- Describe the principles of food and beverage management as well as the functions essential to the operation of the dining room in a restaurant through developing an appropriate business for a specific market.
- Define and articulate the professional values of the culinary profession including the standards for presenting themselves to employers in a professional manner, personal commitments to respect co-workers, employers, and equipment, well-defined career goals, and the value of lifelong professional development.

## Culinary Arts

### Associate of Applied Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title
BP100	Introduction to Baking & Pastry Techniques (6 credits)
CL110	Concepts and Theories
CL112	Fundamentals of Classical Techniques (6 credits)
CL141	American Regional Cuisine (6 credits)
CL201	Sustainable Purchasing & Controlling Costs
CL211	Management by Menu
CL215	Garde Manger (6 credits)
CL221	Asian Cuisine
CL223	Latin Cuisine
CL224	Classical European Cuisine
CL225	World Cuisine
CL228	Management, Supervision, and Career Development
CL255	Food & Beverage Operations Management
CL257	Restaurant Cooking Operations - À La Carte (6 credits)
CL312	Art Culinaire (6 credits)
CL351	Capstone

#### \*Liberal Arts

COM1010	English Composition (4 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Humanities Elective (4 credits)
	Social Sciences Elective (4 credits)
	Natural Sciences Elective (4 credits)
<b>Total</b>	<b>90 credits</b>

\*Please see the Liberal Arts electives chart located prior to the program pages.

## **Culinary Arts Management**

### **Bachelor of Science**

***Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.***

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

The Bachelor of Science in Culinary Arts Management degree program at The Art Institute of Seattle is designed for students who are passionate about their careers, who appreciate food, want a well-rounded education, and understand the rigors and the rewards of this ever-growing industry. Graduates leave The Art Institute of Seattle with a comprehensive portfolio of their work and are prepared to seek entry-level positions with restaurants, hotels, food service institutions, catering and other culinary- or hospitality-related business in positions such as assistant banquet manager, catering manager, inventory control specialist, kitchen manager, management trainee, sous chef, and quality assurance manager.

#### **Program Objectives**

Upon completion of this program, graduates will:

- Identify and list challenges to effective organizational management.
- Describe and articulate wine culture and perform food and wine pairing.
- Develop a business plan that is agile and appropriate for the business and the market, which includes appropriate integration of the key financial statements and how the financial statements interrelate.
- Define and articulate the professional values of the culinary profession including the standards for presenting themselves to employers in a professional manner, personal commitments to respect co-workers, employers, and equipment, well-defined career goals, and the value of lifelong professional development.
- Demonstrate professional leadership skills, including the ability to define professional ethics, supervision skills, and a plan for professional growth within the culinary field.

## Culinary Arts Management

### Bachelor of Science

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title
BP100	Introduction to Baking & Pastry Techniques (6 credits)
CL110	Concepts and Theories
CL112	Fundamentals of Classical Techniques (6 credits)
CL141	American Regional Cuisine (6 credits)
CL201	Sustainable Purchasing & Controlling Costs
CL211	Management by Menu
CL215	Garde Manger (6 credits)
CL221	Asian Cuisine
CL223	Latin Cuisine
CL224	Classical European Cuisine
CL225	World Cuisine
CL228	Management, Supervision, and Career Development
CL255	Food & Beverage Operations Management
CL257	Restaurant Cooking Operations - À La Carte (6 credits)
CL275	Catering & Event Management
CL312	Art Culinaire (6 credits)
CL315	Human Resource Management
CL320	Etiquette for Today's Professional
CL325	Foodservice Technology & Information
CL330	Leadership & Organizational Development
CL351	Capstone
CL360	Facilities Management and Design
CL375	Foodservice Financial Management
CL380	Legal Issues & Ethics for Culinaricians
CL385	Quality Service Management & Training
CL410	Hospitality Marketing
CL420	Exploring Wines & the Culinary Arts
CL440	Senior Project
CL450	Management Externship
CL460	Innovation & Entrepreneurship
CL470	Global Management & Operations
CL480	Senior Culinary Practicum (6 credits)
	Elective 1
	Elective 2 (6 credits)

**\*Liberal Arts**

COM1010	English Composition (4 credits)
COM1090	Speech Communications (4 credits)
GE3500	General Education Capstone (2 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
SCI1100	Nutritional Science (4 credits)
	Communications Elective (4 credits)
	Humanities Elective (4 credits)
	(2) Social Sciences Elective (8 credits)
	(2) Mathematics Electives (8 credits)
	Natural Sciences Elective (4 credits)
	Liberal Arts Elective (4 credits)
<b>Total</b>	<b>180 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

# Digital Filmmaking & Video Production

## Bachelor of Fine Arts

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

The Bachelor of Fine Arts in Digital Filmmaking & Video Production degree program at The Art Institute of Seattle is taught by faculty with industry experience. The program is designed to teach students a range of skills necessary for digital film production. The Bachelor of Fine Arts in Digital Filmmaking & Video Production attracts individuals who can combine creative, technical, and managerial skills with their passion for visual storytelling. Students have the opportunity to learn in the traditional filmmaking and broadcast areas such as scriptwriting, producing, directing, camera operation, editing, and motion graphics. While in the program, students can learn hands on, using industry-related technology and equipment. Students spend one year working on their capstone portfolio piece, their calling card for the industry. Graduates of the program are prepared to seek entry-level positions such as assistant producer, assistant director, camera operator, editor, and editor.

### Program Objectives

Upon completion of this program, graduates will:

- Conceptualize, plan, execute, and deliver a production utilizing digital filmmaking and video techniques, and demonstrating technical proficiency that meets industry standards.
- Apply peer and professional critiques in the articulation and justification of aesthetic decisions in their own projects and in the evaluation of other media work.
- Present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.
- Apply business and economic principles and practices in the media industry while maintaining legal and ethical standards.
- Apply effective media-related research, writing, and verbal communication skills to their work.





## **Digital Photography**

### **Associate of Applied Arts**

Course length: 90 Credits

Average program length: 6 Quarters or 66 Weeks

With an Associate of Applied Arts degree in Digital Photography, graduates possess the skills and knowledge to seek entry-level employment in commercial, wedding, and editorial photography. Individuals who want to seek a degree in Digital Photography should be creative and imaginative with an eye for color and an attention to detail. As they work toward their degree in Digital Photography, students will have the opportunity to learn in a hands-on environment, using industry-related equipment and technology. To earn a degree in Digital Photography, students complete courses covering topics such as design, lighting, and image manipulation. Before graduating, students compile work they created into a portfolio to show potential employers. Graduates are prepared to seek entry-level positions such as a photographer's assistant and digital retoucher.

### **Program Objectives**

Upon completion of this program, graduates will:

- Produce a basic portfolio of original work demonstrating industry standards.
- Use problem-solving processes to produce visually compelling imagery reflective of their personal styles and visions.
- Demonstrate the ability to conceptualize, plan and implement marketing strategies and a business model reflective of entry-level standards, while demonstrating personal motivation and ethical practices.

## Digital Photography

### Associate of Applied Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title
FND135	Image Manipulation
FND150	Digital Color Theory
PHOA101	Principles of Photography
PHOA102	Introduction to Photography Applications
PHOA103	Digital Image Management
PHOA105	Photojournalism
PHOA112	Photographic Design
PHOA113	Lighting
PHOA115	History of Photography I
PHOA122	View Camera Theory
PHOA123	Color Management & Printing
PHOA202	Studio Photography
PHOA203	Photographic Post-Production
PHOA208	Business of Photography
PHOA209	Portfolio I
PHOA213	Time-Based Media I
PHOA218	Marketing for Photographers
PHOA222	Web Design for Non-Majors
PHOA223	Advanced Lighting
PHOA232	Portraiture
PHOA233	Advanced Photographic Post-Production
PHOA305	History of Photography II
<b>*Liberal Arts</b>	
COM1010	English Composition (4 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Humanities Elective (4 credits)
	Social Sciences Elective (4 credits)
	Natural Sciences Elective (4 credits)
<b>Total</b>	<b>90 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

# Digital Photography

## Bachelor of Fine Arts

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

Students who seek a Bachelor of Fine Arts degree in Digital Photography have the opportunity to learn both technical and creative skills. The program is designed to provide students with an opportunity to communicate their creativity through compelling visual images. As they work toward their degree, students have the opportunity to learn the best ways to capture a moment in time through a single image or a series of images. Students will have the opportunity to learn in a hands-on environment, using industry-related equipment and technology. On their way to earning a degree, students will have the opportunity to learn about shooting on location and in the studio. The program is designed to teach students about color and design, equipment use, lighting, composition, and digital darkroom techniques. Students will also have the opportunity to learn about the business side of the photographic industry. Before they complete the program, students assemble a portfolio to showcase their work to potential employers. Graduates can seek entry-level positions in a variety of disciplines, including commercial, product, and fashion digital photography.

### Program Objectives

Upon completion of this program, graduates will:

- Produce a portfolio of original work for current media and multiple platforms, demonstrating industry standards, personal interest and career specialization.
- Articulate how they place themselves and their work within a historical and cultural context.
- Use problem-solving processes to produce visually compelling imagery reflective of their personal styles and visions.
- Demonstrate the ability to conceptualize, plan and implement marketing strategies and a business mode reflective of industry standards, while demonstrating personal motivation and ethical practices.

## Digital Photography

### Bachelor of Fine Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title		
FND110	Observational Drawing		
FND135	Image Manipulation		
FND150	Digital Color Theory		
PHOA101	Principles of Photography		
PHOA102	Introduction to Photography Applications		
PHOA103	Digital Image Management		
PHOA105	Photojournalism		
PHOA112	Photographic Design		
PHOA113	Lighting		
PHOA115	History of Photography I		
PHOA122	View Camera Theory		
PHOA123	Color Management & Printing		
PHOA202	Studio Photography		
PHOA203	Photographic Post-Production		
PHOA205	Advertising/Art Direction		
PHOA208	Business of Photography		
PHOA209	Portfolio I		
PHOA212	Editorial Photography		
PHOA213	Time-Based Media I		
PHOA222	Web Design for Non-Majors		
PHOA223	Advanced Lighting		
PHOA232	Portraiture		
		PHOA233	Advanced Photographic Post Production
		PHOA302	Location Photography
		PHOA303	Time-Based Media II
		PHOA305	History of Photography II
		PHOA307	Photographic Essay
		PHOA308	Marketing for Photographers
		PHOA309	Portfolio II
		PHOA312	Applied Portraiture
		PHOA315	Creative Concepts
		PHOA317	Photography Criticism
		PHOA332	Special Topics I
		PHOA406	Internship
		OR	
			Elective 1
		PHOA408	Photography Marketing & Portfolio Package
		PHOA409	E-Portfolio
		PHOA412	Special Topics II
			Elective 2
			Elective 3
			Elective 4
			Elective 5
			Elective 6
<b>*Liberal Arts</b>			
COM1010	English Composition (4 credits)		
COM1090	Speech Communications (4 credits)		
GE3500	General Education Capstone (2 credits)		
HUM1010	The Art of Professionalism (4 credits)		
MAT1010	College Geometry (4 credits)		
	Communications Elective (4 credits)		
	(2) Humanities Electives (8 credits)		
	(2) Social Sciences Electives (8 credits)		
	Mathematics Elective (4 credits)		
	(2) Natural Sciences Electives (8 credits)		
	Liberal Arts Elective (4 credits)		
<b>Total</b>		<b>180 credits</b>	

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

## **Fashion Design**

### **Associate of Applied Arts**

Course length: 90 Credits

Average program length: 12 Quarters or 132 Weeks

The Art Institute of Seattle offers an Associate of Applied Arts in Fashion Design degree program that is designed to introduce students to the basic skills of construction in sewing, flat pattern drafting, and draping. Our Associate of Applied Arts in Fashion Design degree program is designed to allow students to examine their own work and the work of their peers. Students will have the opportunity to learn to think critically about design. Students can move on to the development of collections, with opportunities to present their work in fashion shows and competitions. Business practices, agency procedures, marketing, and client relations are studied to support the creative side of design and can provide students with a realistic view of the world of business. The Fashion Design program can prepare graduates with the creative skills required to seek entry-level positions such as assistant designers, colorists, assistant technical designers and illustrators.

#### **Program Objectives**

Upon completion of this program, graduates will:

- Demonstrate skills in construction, draping, fitting, and patternmaking as well as knowledge of textile basics.
- Apply common industry software used for patternmaking, grading, marker making, design software, and common office software.
- Explain connections between world events and trends in the apparel industry, as well as apply the implications of current events to business trends as they affect apparel design.
- Develop and present a concept line through which they will demonstrate their knowledge of historical fashion design, its impact on current trends, knowledge of textiles, as well as their illustration and technical drawing abilities.

## Fashion Design

### Associate of Applied Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title
FADA101	Elements of Garment Construction
FADA102	Fashion Illustration
FADA103	Textile Fundamentals
FADA111	Survey of the Fashion Industry
FADA113	Fundamentals of Patternmaking
FADA121	Fundamentals of Construction
FADA131	Intermediate Construction
FADA201	Advanced Construction
FADA202	Technical Drawing
FADA203	Intermediate Patternmaking
FADA208	Trends & Forecasting
FADA209	Portfolio
FADA213	Advanced Patternmaking
FADA217	Modern History of Fashion
FADA222	Collections
FADA223	Computer Patternmaking
FADA233	Draping
FND105	Design Fundamentals
FND110	Observational Drawing
FND135	Image Manipulation
FND150	Digital Color Theory
GWDA103	Digital Illustration
<b>*Liberal Arts</b>	
COM1010	English Composition (4 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Humanities Elective (4 credits)
	Social Sciences Elective (4 credits)
	Natural Sciences Elective (4 credits)
<b>Total</b>	<b>90 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

## **Fashion Design**

### **Bachelor of Fine Arts**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

The Bachelor of Fine Arts in Fashion Design degree program at The Art Institute of Seattle is designed to take a well-rounded approach to the fashion industry. It offers a curriculum that is designed to allow students to develop the knowledge and skills necessary to create products that can be produced and marketed in today's global environment. Beginning with an understanding of fashion history and design principles, students will have the opportunity to learn to push their creativity while developing skills in pattern drafting, sewing, artistic and computerized illustration, and textile and technical product design. In addition to understanding the product development cycle, students can also learn how to market themselves and their ideas through courses, internships and field trips which expose them to industry professionals and their business practices. The Fashion Design program prepares graduates to seek entry-level positions such as assistant designers, colorists, trend forecasters, and illustrators. Technical entry-level employment options might include manufacturing production assistant, computer marking and grading technician, patternmaker, and technical designer.

#### **Program Objectives**

Upon completion of this program, graduates will:

- Demonstrate advanced skills in construction, draping, fitting, and patternmaking as well as in specialty textile design, costume design, and product and concept development.
- Use industry software to create, grade, and mark patterns; use business software to develop specification sheets; and develop advanced knowledge of technical sketching and computer design.
- Explain connections between world events and design, color, and forecasting trends in the apparel industry.
- Apply market research and trend forecasting to the development of product lines in markets such as children's wear, menswear, costume, formal wear, active and outerwear.
- Demonstrate a knowledge of apparel production processes from concept development to the finished product.
- Use industry terminology to analyze and meet client needs including trend forecasting, textile evaluation and usage for specific markets' needs.

## Fashion Design

### Bachelor of Fine Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title		
		FADA312	Sourcing & Technical Design
FADA101	Elements of Garment Construction	FADA313	Computer Production Systems
FADA102	Fashion Illustration	FADA322	Senior Collection Concept
FADA103	Textile Fundamentals	FADA332	Surface Design
FADA108	Textile Applications	FADA402	Digital Textile Design
FADA111	Survey of the Fashion Industry	FADA403	Senior Collection Technical
FADA113	Fundamentals of Patternmaking	FADA406	Internship
FADA121	Fundamentals of Construction	OR	
FADA131	Intermediate Construction		Elective 1
FADA201	Advanced Construction	FADA409	Portfolio I
FADA202	Technical Drawing	FADA413	Senior Collection Production
FADA203	Intermediate Patternmaking	FADA419	Portfolio II
FADA207	Early History of Fashion	FMMA103	Survey of Manufacturing & Product Development
FADA208	Trends & Forecasting		
FADA212	Advanced Fashion Illustration	FND105	Design Fundamentals
FADA213	Advanced Patternmaking	FND110	Observational Drawing
FADA217	Modern History of Fashion	FND135	Image Manipulation
FADA223	Computer Patternmaking	FND150	Digital Color Theory
FADA233	Draping	GWDA103	Digital Illustration
FADA243	Specialized Sewing Techniques		Elective 2
FADA302	Fit Analysis		Elective 3
FADA303	Advanced Computer Patternmaking		Elective 4
FADA308	Fundamentals of Business		Elective 5

#### \*Liberal Arts

COM1010	English Composition (4 credits)
COM1090	Speech Communications (4 credits)
GE3500	General Education Capstone (2 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Communications Elective (4 credits)
	(2) Humanities Electives (8 credits)
	(2) Social Sciences Electives (8 credits)
	Mathematics Elective (4 credits)
	(2) Natural Sciences Electives (8 credits)
	Liberal Arts Electives (4 credits)
<b>Total</b>	<b>180 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**



# **Fashion Marketing & Management**

## **Bachelor of Science**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

Our Bachelor of Science in Fashion Marketing & Management degree program is designed to take a well-rounded approach to fashion, offering a curriculum that is designed to allow students to develop the necessary knowledge and skills in business, marketing, fashion, and design to be competitive in today's fashion market. The fashion industry's need for employees educated in computer technology, business, and sales marketing is at the core of this program. Students are offered the opportunity to enhance their skills in product development, consumer behavior, appropriate technology and software, graphic communications, and trends and concepts in fashion. Graduates are prepared to seek entry-level positions such as a buyer, stylist, merchandiser, special events coordinator, visual merchandiser, as well as positions in management and sales promotion.

### **Program Objectives**

Upon completion of this program, graduates will:

- Demonstrate proficiency with common business computer programs including inventory management, presentation, spreadsheet, and Web software.
- Use industry terminology to analyze and meet client needs including trend forecasting, textile evaluation and usage for specific markets.
- Plan and analyze key marketing and management processes including event planning, product development, target market identification, market research strategies, and supply chain distribution.
- Demonstrate knowledge of visual merchandising as a communication tool to market the merchandise to the consumer.
- Demonstrate professional presentation skills to include appropriate interpersonal communication skills, articulation of knowledge of fashion marketing and management, and mastery of industry standards, professional practices and ethics.

# Fashion Marketing & Management

## Bachelor of Science

Required courses (all courses are 3 credits unless otherwise noted)

Code	Title		
ADVA201	Fundamentals of Marketing	FMMA308	Fashion Business Law
ADVA204	Consumer Behavior & Persuasive Sales Techniques	FMMA312	Fundamentals of Fashion Styling
ADVA307	Brand Strategy	FMMA406	Internship
ADVA328	Public Relations	OR	
ADVA348	Leadership & Organizational Behavior		Elective 1
ADVA407	E-Commerce Strategies & Analytics	FMMA408	Entrepreneurship
FADA103	Textiles Fundamentals	FMMA409	Portfolio
FADA111	Survey of the Fashion Industry	FMMA419	Portfolio & Professional Development
FADA207	Early History of Fashion	FND105	Design Fundamentals
FADA208	Trends & Forecasting	FND135	Image Manipulation
FADA217	Modern History of Fashion	FND150	Digital Color Theory
FADA308	Fundamentals of Business	GWDA103	Digital Illustration
FADA312	Sourcing & Technical Design		Elective 2
FMMA101	Introduction to Retailing		Elective 3
FMMA103	Survey of Manufacturing & Product Development		Elective 4
FMMA104	Sales Promotion		Elective 5
FMMA201	Merchandising Math		Elective 6
FMMA202	3D Visual Merchandising I	<b>*Liberal Arts</b>	
FMMA203	Event and Fashion Show Production	COM1010	English Composition (4 credits)
FMMA208	Finance Principles	COM1090	Speech Communications (4 credits)
FMMA211	Retail Buying	GE3500	General Education Capstone (2 credits)
FMMA212	3D Visual Merchandising II	HUM1010	The Art of Professionalism (4 credits)
FMMA218	Human Resource Management	MAT1010	College Geometry (4 credits)
FMMA221	Merchandise Management		Communications Elective (4 credits)
FMMA301	Elements of Retail Logistics & Distribution		Humanities Elective (4 credits)
FMMA302	Global Marketing		(2) Social Sciences Electives (8 credits)
FMMA303	Apparel Fit & Construction Evaluation		(2) Mathematics Electives (8 credits)
			(2) Natural Sciences Electives (8 credits)
			Liberal Arts Elective (4 credits)
		<b>Total</b>	<b>180 credits</b>

\*Please see the Liberal Arts electives chart located prior to the program pages.

## **Game Art & Design**

### **Bachelor of Fine Arts**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

In the Bachelor of Fine Arts in Game Art & Design degree program at The Art Institute of Seattle, students can take their creativity and imaginations to a new level. The Game Art & Design program is designed for students who want to learn the art and design skills necessary to seek entry-level employment within the gaming field. Game Art & Design students have the opportunity to learn hands on, using industry-related software and technology. Students in Game Art & Design have the opportunity to learn to combine their artistic and digital skills with their passion for gaming. The Game Art & Design program first presents basics like drawing, color theory, and 2D design. Game Art & Design students then can progress to modeling and animation. Finally, the most advanced coursework in the program is covered including scriptwriting, storyboarding, character animation, and production. Before they graduate, students develop a portfolio of their work from the program to show potential employers. Graduates of this program can seek entry-level jobs like character animator, modeler, game tester, and game designer.

### **Program Objectives**

Upon completion of this program, graduates will:

- Develop concepts and storyboards for game ideas.
- Create 3D high/low poly models of props, vehicles, buildings and landscapes.
- Create UV maps and textures for all game assets.
- Rig and animate a variety of two- and multi-legged creatures.
- Light environments and burn textures with light for optimal game use.
- Develop a game using existing game engines.
- Learn professional practices while working in a team: communication, development of pipeline, problem solving, and product delivery.

## Game Art & Design

### Bachelor of Fine Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title		
		MAAA202	Character & Object Design
FND105	Design Fundamentals	MAAA213	3D Modeling
FND110	Observational Drawing	MAAA223	Hard Surface & Organic Modeling
FND120	Perspective Drawing	MAAA232	3D Animation
FND135	Image Manipulation	MAAA242	Character Modeling
FND150	Digital Color Theory	MAAA243	Material & Lighting
GADA101	Introduction to Game Development	MAAA303	3D Character Rigging
GADA102	Interactive Story Telling		Elective 1
GADA202	Game Design & Game Play		Elective 2
GADA203	Texture Mapping for Games		Elective 3
GADA205	Concept Design & Illustration		Elective 4
GADA212	Level Design		Elective 5
GADA213	Game Modeling		Elective 6
GADA222	Advanced Level Design		Elective 7
GADA223	Advanced Hard Surface & Organic Modeling	OR	
		GADA406	Internship
GADA233	Material & Lighting for Games		
GADA243	Programming for Artists		
		<b>*Liberal Arts</b>	
GADA253	Environmental Modeling	COM1010	English Composition (4 credits)
GADA302	Mobile & Social Game Design	COM1090	Speech Communications (4 credits)
GADA303	Game Prototyping	GE3500	General Education Capstone (2 credits)
GADA312	Game Animation	HUM1010	The Art of Professionalism (4 credits)
GADA313	Advanced Game Prototyping	MAT1010	College Geometry (4 credits)
GADA314	Team Production Planning		Communications Elective (4 credits)
GADA323	Team Production I		(2) Humanities Electives (8 credits)
GADA403	Team Production II		(2) Social Sciences Electives (8 credits)
GADA409	Portfolio I		Mathematics Elective (4 credits)
GADA419	Portfolio II		(2) Natural Sciences Electives (8 credits)
MAAA102	Life Drawing & Gesture		Liberal Arts Elective (4 credits)
MAAA111	Animation Principles	<b>Total</b>	<b>180 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

# Game Programming

## Bachelor of Science

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

To develop and design an animated 3D game, it takes the work of both an artist and a technical programmer. The artist creates characters, backgrounds, and other graphics to make the game visually appealing and exciting while the technical programmer creates programs/scripts to enable the various movements and interactions of characters and objects. For both sides to work effectively as a team, it is critical to have a third party whom the industry professionals call a “technical artist”. The technical artist must have the artistic talent and abilities, and more importantly, the technical artist must also be well versed in the technical aspects of the game, thus capable of comprehending the intent of the artistic creator and the technical needs and challenges in achieving the intended results of the game designers. With that understanding, the technical artist can customize the programming tools in a computer software application to best meet the needs of an individual game. The Bachelor of Science in Game Programming degree program is designed to provide training to students to become such technical artists, for many industry employers made it very clear that training game artists to become programmers would not be supported by industry.

A hands-on program that combines traditional animation skills with technical skills, the Game Programming degree program focuses on student ability to extend and modify programs/scripts for 3D graphics animation. Essentially, this program combines artistic training with technical training deeply embedded in the concepts of animation. Students will be introduced to the principles of programming, which gives them the opportunity to seek entrance into the world of shading development, motion capture management, and pipeline streamlining. They will have the opportunity to learn programming tools such as Perl, C++, C-shell, Mel scripting, MaxScript, DirectX & OpenGL. Students in this program will have the opportunity to become familiar with different operating systems while focusing on Unix type platforms.

### Program Objectives

Upon completion of this program, graduates will:

- Demonstrate written and oral communication skills needed to present their work professionally, interactive communication skills essential to work as a team member, the skills to produce game design documents, and the ability to market themselves effectively.
- Demonstrate essential skills to solve technical and conceptual problems. They can evaluate games critically and analyze computer code for correctness.
- Demonstrate the ability to use technical programming concepts, and digital art methods in the production of gaming projects; an understanding of concepts and terminology in object-oriented programming; an ability to choose appropriate data structures and algorithms.
- Demonstrate knowledge of industry-specific quantitative methods required for gaming projects. They can apply algorithmic reasoning and computational theory to game design.
- Demonstrate the ability to analyze games based on game theory, strategy, and historical context. They are familiar with the physics of motion, light, and sound, applying the laws of physics to game design. They can apply the mathematical representations of position, motion, interaction, and shape to the representation of motion, curves and surfaces.

- Demonstrate knowledge of the game production pipeline. They demonstrate knowledge of planning, scope, soft skills, deadlines and economics necessary to produce a market-ready interactive game from concept to final product.

# Game Programming

## Bachelor of Science

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title		
		VGPA107	Discrete Mathematics
FND135	Image Manipulation	VGPA111	Introduction to Programming Logic
GADA101	Introduction to Game Development	VGPA117	Geometry for Computer Graphics
GADA202	Game Design & Game Play	VGPA203	Design Patterns & Data Structures
GADA212	Level Design	VGPA205	Software Development for Games
GADA222	Advanced Level Design	VGPA207	Continuous Mathematics for Applications
GADA302	Mobile & Social Game Design	VGPA213	3D Scripting
GADA303	Game Prototyping	VGPA215	Artificial Intelligence in Game Development
GADA313	Advanced Game Prototyping	VGPA223	Physics of Motion, Light & Sound
GADA314	Team Production Planning	VGPA302	Networked Multiplayer Game Development
GADA323	Team Production I	VGPA303	Programming for Computer Graphics
GADA343	Motion Capture	VGPA305	Advanced Software Development
GADA403	Team Production II	VGPA313	Programming for Shading
GADA409	Portfolio I	VGPA406	Internship
GADA419	Portfolio II	OR	
MAAA213	3D Modeling		Elective 1
MAAA223	Hard Surface & Organic Modeling		Elective 2
MAAA232	3D Animation		Elective 3
MAAA242	Character Modeling		Elective 4
MAAA243	Material & Lighting		Elective 5
MAAA303	3D Character Rigging		
SDVA103	C++ Programming I		
SDVA203	C++ Programming II		
SDVA213	C++ Programming III		
<b>*Liberal Arts</b>			
COM1010	English Composition (4 credits)		
COM1090	Speech Communications (4 credits)		
GE3500	General Education Capstone (2 credits)		
HUM1010	The Art of Professionalism (4 credits)		
MAT1010	College Geometry (4 credits)		
MAT1300	Algebra & Trigonometry (4 credits)		
	Communications Elective (4 credits)		
	Humanities Elective (4 credits)		
	(2) Social Sciences Electives (8 credits)		
	Mathematics Elective (4 credits)		
	(2) Natural Sciences Electives (8 credits)		
	Liberal Arts Elective (4 credits)		
<b>Total</b>	<b>180 credits</b>		

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

## **Graphic & Web Design**

### **Bachelor of Fine Arts**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

Our Bachelor of Fine Arts in Graphic & Web Design degree program is designed for individuals interested in fonts, colors, and designs on posters, publications, packages, labels, motion graphics, and other mediums. The Graphic & Web Design program is designed to teach students to express themselves creatively while visually communicating a message. The Graphic & Web Design program is designed to emphasize critical thinking and creative problem solving with hands-on learning. Students in the Graphic & Web Design program have the opportunity to use industry-related technology and software. Course topics in the Graphic & Web Design program include typography, illustration, publication layout and design, web and package design. Graduates are prepared to seek entry-level jobs like graphic designer, computer artist, and production artist.

### **Program Objectives**

Upon completion of this program, graduates will:

- Demonstrate competencies in industry-specific computer software programs within the context of producing concrete projects. This includes technical aspects of prepress, output, and quality reproduction, as well as web design.
- Incorporate formal concepts of layout and design. This includes spatial relationships; communication legibility and effectiveness; interrelationships among imagery and text; balance; typography; and color theory.
- Understand and apply basic research methods in graphic design, including research, design, data analysis, and interpretation, and demonstrate professional presentation and articulation of knowledge of graphic design.
- Demonstrate and integrate knowledge of the major concepts, theoretical perspectives, empirical findings, and historical trends in graphic media.
- Demonstrate experience in working within a team environment to execute on the creative strategy for projects by creating viable design schemes.
- Apply advanced skills and critical thinking in the principles of form and function to produce design and business solutions appropriate to a particular client or target audience.
- Apply their personal vision and skills toward particular interests in relation to the graphic design field, whether in print, motion design, web design, typography, environmental design or other forms of message making.



## Graphic & Web Design

### Bachelor of Fine Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title
FND105	Design Fundamentals
FND110	Observational Drawing
FND135	Image Manipulation
FND150	Digital Color Theory
GWDA101	Applications & Industry
GWDA103	Digital Illustration
GWDA105	Concept Design
GWDA111	Introduction to Layout Design
GWDA112	Typography- Traditional
GWDA122	Typography- Hierarchy
GWDA133	Fundamentals of Web Design
GWDA202	Interface Design
GWDA209	Portfolio I
GWDA222	Intermediate Layout Design
GWDA243	Object-Oriented Scripting
GWDA272	Corporate Identity
GWDA273	Intermediate Web Design
GWDA303	Interactive Motion Graphics
GWDA323	Design Team Pre-Production
GWDA382	Design for Mobile Devices
GWDA406	Internship/Elective
GWDA413	Design Team Production
GWDA419	Portfolio II
<b>Subtotal</b>	<b>69 credits</b>

Students choose either the Graphic Design Concentration or Web Design Concentration to complete their core coursework.

## Graphic Design Concentration

Graphic Design Concentration Credits – 57 credits

Code	Title
GWDA102	Rapid Visualization
GWDA203	Pre-Press & Production
GWDA207	Design History
GWDA212	Typography- Expressive and Experimental
GWDA232	Form & Space
GWDA242	Graphic Symbolism
GWDA252	Advanced Layout Design
GWDA262	Package Design
GWDA282	Collateral Design
GWDA302	Information Design
GWDA305	Art Direction
GWDA308	Business of Graphic Design
GWDA409	Graphic Design Capstone
PHOA101	Principles of Photography
	Elective 1
	Elective 2
	Elective 3
	Elective 4
	Elective 5
<b>*Liberal Arts</b>	
COM1010	English Composition (4 credits)
COM1090	Speech Communications (4 credits)
GE3500	General Education Capstone (2 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Communications Elective (4 credits)
	(2) Humanities Electives (8 credits)
	(2) Social Sciences Electives (8 credits)
	Mathematics Elective (4 credits)
	(2) Natural Sciences Electives (8 credits)
	Liberal Arts Elective (4 credits)
<b>Total</b>	<b>180 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

## Web Design Concentration

Web Design Concentration Credits – 57 credits

Code	Title
ADVA407	E-Commerce Strategies & Analytics
GWDA123	Programming Logic
GWDA132	Information Architecture
GWDA201	Audio & Video
GWDA204	Introduction to Writing for Interactive Media
GWDA213	Timeline Animation & Interaction
GWDA253	Authoring for Interaction
GWDA263	Web Standards
GWDA283	Advanced Web Design
GWDA313	Emerging Technologies
GWDA317	Interactive Communication: Planning & Research
GWDA318	Interactive Industry & Business Operations
GWDA372	Content Management Systems
GWDA407	Interactive Communication: Usability & Prototyping
GWDA453	Interactive Communication: Development & Delivery
	Elective 1
	Elective 2
	Elective 3
	Elective 4
	Elective 5
<b>*Liberal Arts</b>	
COM1010	English Composition (4 credits)
COM1090	Speech Communications (4 credits)
GE3500	General Education Capstone (2 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Communications Elective (4 credits)
	(2) Humanities Electives (8 credits)
	(2) Social Sciences Electives (8 credits)
	Mathematics Elective (4 credits)
	(2) Natural Sciences Electives (8 credits)
	Liberal Arts Elective (4 credits)
<b>Total</b>	<b>180 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

## **Graphic Design**

### **Associate of Applied Arts**

Course length: 90 Credits

Average program length: 6 Quarters or 66 Weeks

As students seek an Associate of Applied Arts in Graphic Design degree, they have the opportunity to learn about design, typography, and color theory. Students will have the opportunity to develop skills in drawing, design, composition, color, and type. Students pursuing an Associate of Applied Arts degree in Graphic Design have the opportunity to learn in a hands-on environment, using industry-related technology and software that is designed to prepare them to seek entry-level employment in the industry upon graduation. They take courses on topics like layout, typography, and advertising. With an Associate of Applied Arts degree in Graphic Design, graduates are prepared to seek entry-level jobs like assistant designer, graphic designer, and web layout artist.

### **Program Objectives**

Upon completion of this program, graduates will:

- Demonstrate competencies in industry-specific computer software programs within the context of producing concrete projects. This includes technical aspects of prepress, output, and quality reproduction, as well as web design.
- Incorporate aesthetics and formal concepts of layout and design. This includes spatial relationships; communication legibility and effectiveness; interrelationships among imagery and text; balance; typography; and color theory.
- Be able to verbally articulate the vision behind their creative work and explain and promote their solutions.
- Demonstrate professional presentation and articulate knowledge of graphic design.

## Graphic Design

### Associate of Applied Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title
FND105	Design Fundamentals
FND110	Observational Drawing
FND135	Image Manipulation
FND150	Digital Color Theory
GWDA101	Applications & Industry
GWDA102	Rapid Visualization
GWDA103	Digital Illustration
GWDA105	Concept Design
GWDA111	Introduction to Layout Design
GWDA112	Typography- Traditional
GWDA122	Typography- Hierarchy
GWDA133	Fundamentals of Web Design
GWDA202	Interface Design
GWDA203	Pre-Press & Production
GWDA209	Portfolio I
GWDA212	Typography- Expressive and Experimental
GWDA222	Intermediate Layout Design
GWDA252	Advanced Layout Design
GWDA272	Corporate Identity
GWDA273	Intermediate Web Design
GWDA308	Business of Graphic Design
PHOA101	Principles of Photography

#### \*Liberal Arts

COM1010	English Composition (4 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Humanities Elective (4 credits)
	Social Sciences Elective (4 credits)
	Natural Sciences Elective (4 credits)
<b>Total</b>	<b>90 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

# **Industrial Design**

## **Bachelor of Science**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

Our Bachelor of Science in Industrial Design degree program emphasizes the creative process. Industrial Design students have the opportunity to learn to design products to fit consumer needs. The Industrial Design program is for creative individuals who can envision design solutions with considerations for function and appearance. The Industrial Design program is designed to teach students to bring their ideas to fruition. Industrial Design students have the opportunity to learn in a hands-on environment, using industry-related technology and equipment. Course topics in the Industrial Design program includes model making, product design, and human factors. With a Bachelor of Science degree in Industrial Design, graduates can seek entry-level jobs like consultant designer, furniture designer, and toy designer.

### **Program Objectives**

Upon completion of this program, graduates will:

- Design products that accommodate the capabilities and the needs of the intended user population.
- Implement the design principles that can be practically applied to current industry standards.
- Demonstrate how products work and how they are manufactured.
- Select and use industrial design tools, materials, and techniques.
- Exhibit professionalism through their understanding of intellectual property law, social responsibility, marketing strategies, project management, and the team dynamic.



# **Industrial Design Technology**

## **Associate of Applied Arts**

Course length: 90 Credits

Average program length: 6 Quarters or 66 Weeks

With an Associate of Applied Arts degree in Industrial Design Technology, students have the opportunity to learn to balance aesthetics and engineering. Those interested in industrial design want to learn how products work and are made. The Associate of Applied Arts in Industrial Design Technology degree program at The Art Institute of Seattle is designed to provide students the opportunity to learn in a hands-on environment, using industry-related software and technology. Our Industrial Design Technology program covers drawing, designing, and building. As part of their education, students build prototypes and full-scale environments and take courses on drafting, modeling, and product design. Graduates of this program are prepared to seek entry-level jobs like model maker and product fabricator.

### **Program Objectives**

Upon completion of this program, graduates will:

- Design products that accommodate the capabilities and the needs of the intended user population.
- Implement the design principles that can be practically applied to current industry standards.
- Demonstrate how products work and how they are manufactured.
- Select and use industrial design tools, materials, and techniques.
- Exhibit professionalism in a basic understanding of how the industrial design field operates.



## Industrial Design Technology

### Associate of Applied Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title
FND105	Design Fundamentals
FND110	Observational Drawing
FND120	Perspective Drawing
IND102	Survey of Industrial Design
IND111	Fabrication Techniques
IND119	Rapid Visualization
IND122	Mechanical Drafting
IND126	Introduction to Model Making
IND135	Materials and Manufacturing
IND175	CAD I (Introduction to Rhino)
IND235	Computer Graphics for Industrial Design
IND240	Product Design
IND258	Structures and Mechanisms
IND260	Advanced Model Making
IND270	Intermediate Product Design
IND275	CAD 3 (Introduction to Solid Works)
IND285	CAD 4 (Rapid Prototyping)
IND315	Advanced Product Design
IND335	Digital Sketching
IND412	Portfolio I
INT109	Concept Sketching
INTA222	Human Factors

#### \*Liberal Arts

COM1010	English Composition (4 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Humanities Elective (4 credits)
	Social Sciences Elective (4 credits)
	Natural Sciences Elective (4 credits)
<b>Total</b>	<b>90 credits</b>

\*Please see the Liberal Arts electives chart located prior to the program pages.

# **Instructional Technology & Design**

## **Bachelor of Fine Arts (BFA)**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

The Bachelor of Fine Arts degree in Instructional Technology & Design program is a twelve-quarter, 180-credit, program designed to educate students in the creation of digital learning environments, merging digital design and curriculum development. Students have the opportunity to design effective and innovative learning solutions and environments intended to facilitate optimum learning opportunities for a range of audiences and purposes.

The Instructional Technology & Design degree program emphasizes hands-on learning and utilizes industry-related technology and software. Topics covered in the Technology & Design degree program include learning theories, instructional strategies, curriculum development, learning management systems, typography, interface design, user experience design and web development.

The Instructional Technology & Design program is designed to prepare graduates to seek entry-level employment in the creative development of learning and training resources. Initially, students have the opportunity to develop an understanding of the elements of learning theory and its practical application, instructional design, curriculum development, learning management system design and emerging technology. Students are trained in creative problem solving and have the opportunity to learn to offer solutions that are effective in the instructional design field applicable on various mediums. Throughout the program students can gain an understanding of the analysis, design, development, implementation, and evaluation of training and instructional materials.

With an Instructional Technology & Design degree, graduates are prepared to pursue entry-level jobs such Instructional Technologist and Instructional Designer.

### **Program Mission**

The mission of the Instructional Technology & Design degree program is to provide a focus on the design and creation of effective learning delivery systems while developing skills in curriculum development and web development. The Instructional Technology & Design program is designed to prepare graduates to meet the challenges of the continually changing marketplace and profession.

### **Program Objectives**

The Bachelor of Fine Arts degree in Instructional Technology & Design program is designed to give students the opportunity to:

- Learn to utilize existing and emerging learning technologies to create technology-based learning environments
- Gain an understanding of User Experience Design (UXD) and how it applies to online educational formats
- Possess an advanced understanding of elements of learning theory and its practical application
- Know how to develop and implement instructional strategies intended to meet the educational needs of specific audiences
- Learn advanced competencies for the integration of various multimedia components and materials into online instructional frameworks
- Learn essential skills in the development of course and program curricula

## **Instructional Technology & Design**

### **Bachelor of Fine Arts (BFA)**

Required courses (all courses are 3 credits unless otherwise noted).

<b><u>Code</u></b>	<b><u>Title</u></b>
DFVA208	Media Business Practices
FND105	Design Fundamentals
FND135	Image Manipulation
FND150	Digital Color Theory
GADA302	Mobile & Social Game Design
GWDA101	Applications & Industry
GWDA111	Introduction to Layout Design
GWDA112	Typography - Traditional
GWDA122	Typography - Hierarchy
GWDA132	Information Architecture
GWDA133	Fundamentals of Web Design
GWDA202	Interface Design
GWDA204	Introduction to Writing for Interactive Media
GWDA243	Object Oriented Scripting
GWDA273	Intermediate Web Design
GWDA303	Interactive Motion Graphics
GWDA353	Server-Side Scripting
INSA103	Instructional Technology Integration
INSA105	Psychology of Learning
INSA115	Learning Theories & Strategies
INSA125	Foundations of Instructional Design
INSA202	Curriculum Design
INSA205	Developing Instructional Materials I
INSA207	Evaluation, Assessment & Analysis of Learning
INSA212	Advanced Instructional Design
INSA215	Developing Instructional Materials II
INSA217	Interaction Management
INSA302	User Experience Design
INSA303	Digital Media Production
INSA305	Foundations of Game-Based Learning
INSA307	Introduction to Research Methods
INSA313	Learning Management Systems
INSA317	Instructional Technology & Design Project Management
INSA327	Instructional Technology & Design Capstone I
INSA402	Instructional Technology & Design Capstone II
INSA412	Special Topics in Instructional Technology & Design
INSA409	Portfolio
	Elective I
	Elective II
	Elective III
	Elective IV
	Elective V

**\*Liberal Arts**

COM1010	English Composition (4 credits)
COM1090	Speech Communications (4 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
GE3500	General Education Capstone (2 credits)
	Communications Elective (4 credits)
	(2) Humanities Electives (8 credits)
	(2) Social Sciences Electives (8 credits)
	Mathematics Elective (4 credits)
	(2) Natural Sciences Electives (8 credits)
	General Education Elective - Any Discipline (4 credits)

**Total**

**180 credits**

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

## **Interior Design**

### **Bachelor of Fine Arts**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

Our Bachelor of Fine Arts in Interior Design degree program is designed to teach students to take human elements into consideration when designing a space for living. The Interior Design program is designed to attract creative individuals who want to improve quality of life through their designs. The Interior Design program emphasizes the design process with students developing concepts into functional designs. Interior Design students have the opportunity to learn in a hands-on environment with industry-related equipment and technology. The Interior Design program is designed to teach traditional and computerized design skills. Course topics in the Interior Design program include space planning, textiles, and lighting. Interior Design students develop a portfolio to showcase their work to potential employers. Graduates of the Interior Design program are prepared to seek entry-level jobs like interior designer, space planner, and draftsman.

#### **Program Objectives**

Upon completion of this program, graduates will:

- Analyze and apply design elements and principles; demonstrate theories of composition; utilize accurate craftsmanship; and identify and relate historical knowledge of art, design, architecture and furniture.
- Apply the design process to research, analyze and synthesize client needs and program parameters; use methodology and current concepts in interior design, i.e. sustainability, barrier-free and universal design; differentiate needs of special populations; coordinate and apply appropriate, aesthetic functional furnishings and materials; and produce lighting design for interior applications.
- Communicate visually, orally, and in writing using a variety of media; articulate design ideas in systematic fashion; and accurately employ CAD and other graphics-application and word-processing software to produce, present, and document design ideas.
- Assess building and interior systems, materials, and environmental factors; produce properly formatted, cross-referenced working drawings; research, interpret, and comply with codes, regulations, and standards as they apply to health, safety, and welfare; and utilize system to estimate costs and quantities, and record construction specifications, and the physical characteristics of materials and furnishings.
- Apply processes and procedures for project management and contract administration of interior design; work cooperatively in a team and adhere to time frames; adhere to professional ethics and standards; and evaluate personal and professional skills and interests for job searching and interviewing.

## Interior Design

### Bachelor of Fine Arts

Required courses (all courses are 3 credits unless otherwise noted)

<b>Code</b>	<b>Title</b>	INTA242	Commercial Design I
FND105	Design Fundamentals	INTA252	Interior Detailing
FND110	Observational Drawing	INTA262	Construction Documents I
FND120	Perspective Drawing	INTA302	Residential Design II
FND150	Digital Color Theory	INTA303	Digital Modeling I
INTA101	Architectural Drafting	INTA306	Professional Practice
INTA102	Introduction to Interior Design	INTA312	Global Design
INTA103	CAD I	INTA313	Digital Modeling II
INTA105	Sketching & Ideation	INTA322	Building & Mechanical Systems
INTA107	History of Architecture, Interiors & Furniture I	INTA332	Environmental & Sustainable Design
INTA111	Space Planning	INTA342	Commercial Design II
INTA112	Design Basics 3D	INTA352	Hospitality Design
INTA122	Textiles	INTA402	Senior Studio I
INTA201	Materials & Specifications	INTA406	Internship
INTA202	Presentation Techniques	INTA409	Portfolio
INTA203	CAD II	INTA412	Institutional Design
INTA207	History of Architecture, Interiors & Furniture II	INTA422	Senior Studio II
INTA211	Codes & Regulations	INTA432	Construction Documents II
INTA212	Residential Design I		Elective 1
INTA222	Human Factors		Elective 2
INTA232	Lighting Design		Elective 3
			Elective 4

#### \*Liberal Arts

COM1010	English Composition (4 credits)
COM1090	Speech Communications (4 credits)
GE3500	General Education Capstone (2 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Communications Elective (4 credits)
	(2) Humanities Electives (8 credits)
	(2) Social Sciences Electives (8 credits)
	Mathematics Elective (4 credits)
	(2) Natural Sciences Electives (8 credits)
	Liberal Arts Elective (4 credits)
<b>Total</b>	<b>180 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

## **Media Arts & Animation**

### **Bachelor of Fine Arts**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

Media arts and animation is used in various industries including architecture, television, advertising, education, and forensics. The Art Institute of Seattle offers a Bachelor of Fine Arts degree in Media Arts & Animation. Skills needed in the media arts and animation industry, and presented in this program, include design, illustration, compositing, and 3D computer modeling. Students have the opportunity to learn other aspects of media arts and animation like story development, background design, scenic layout, and special effects. Students can learn about media arts and animation in a hands-on environment, using industry-related technology and software. They also assemble a portfolio demonstrating their knowledge of media arts and animation to show potential employers. Armed with their knowledge of media arts and animation, graduates of this program are prepared to seek entry-level jobs like animator, 3D modeler, and computer artist.

### **Program Objectives**

Upon completion of this program, graduates will:

- Develop concept and storyboards for 2D and 3D animations.
- Create 3D high/low poly models of props, vehicles, buildings and landscapes.
- Rig and animate all sorts of two- and multi-legged creatures.
- Light environments and scenes for presentational moods and drama.
- Learn professional practices while working in a team: communication, development of the pipeline, problem solving, and product delivery.
- Work in teams to produce professional-level animations.

## Media Arts & Animation

### Bachelor of Fine Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title		
		MAAA233	Motion Graphics
		MAAA242	Character Modeling
AN408	Kinetic Anatomy	MAAA243	Material & Lighting
DFVA353	Compositing for Digital Film	MAAA252	Background Design & Layout
FND105	Design Fundamentals	MAAA302	3D Character Animation
FND110	Observational Drawing	MAAA303	3D Character Rigging
FND120	Perspective Drawing	MAAA309	Portfolio Pre-Production
FND135	Image Manipulation	MAAA312	Animation Studio
FND150	Digital Color Theory	MAAA313	Advanced Lighting & Texturing
GAD302	Figure Sculpture	MAAA323	Emerging Technology for Animation
MAAA101	Language of Animation & Film	MAAA333	Dynamics & Simulation
MAAA102	Life Drawing & Gesture	MAAA343	Pre-Production Team
MAAA111	Animation Principles	MAAA353	Technical Visualization
MAAA112	Short Format Storytelling	MAAA363	Advanced Illustration for Production
MAAA122	Drawing & Anatomy	MAAA403	Production Team
MAAA202	Character & Object Design	MAAA406	Internship
MAAA203	Audio & Editing Techniques	OR	
MAAA204	Acting & Movement for Animators	MAAA402	Special Topics
MAAA212	2D Animation	MAAA409	Portfolio Production
MAAA213	3D Modeling	MAAA419	Portfolio Presentation
MAAA222	Storyboarding & Animatics		Elective 1
MAAA223	Hard Surface & Organic Modeling		Elective 2
MAAA232	3D Animation		Elective 3

#### \*Liberal Arts

COM1010	English Composition (4 credits)
COM1090	Speech Communications (4 credits)
GE3500	General Education Capstone (2 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Communications Elective (4 credits)
	(2) Humanities Electives (8 credits)
	(2) Social Sciences Electives (8 credits)
	Mathematics Elective (4 credits)
	(2) Natural Sciences Electives (8 credits)
	Liberal Arts Elective (4 credits)
<b>Total</b>	<b>180 credits</b>

\*Please see the Liberal Arts electives chart located prior to the program pages.



## **Professional Writing For Creative Arts**

### **Bachelor of Fine Arts (BFA)**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

The Bachelor of Fine Arts degree in Professional Writing for Creative Arts program is a twelve-quarter, 180-credit, program designed to cultivate in students the necessary skills and competencies for; writing engaging and captivating content and narratives, ably identifying target audiences and the specific message requirements needed to reach these audiences, and writing and creating messages in a way that captures the audience.

The Professional Writing for Creative Arts degree program emphasizes the development of content for advertisements, books, magazines, websites, performing arts scripts, and other publications. Topics covered in the Professional Writing for Creative Arts degree program include business writing, technical writing, marketing and corporate communications, quantitative and qualitative research methods, copyediting, scriptwriting and social media management.

The Professional Writing for Creative Arts program is designed to prepare graduates for entry-level employment in writing creativity. Initially, students have the opportunity to develop advanced competencies in English composition and learn the fundamentals of narrative and storytelling structure and technique. The program is designed to train students in the application of writing in various industries to meet specific needs and purposes of those industries. Students will have the opportunity to focus on writing, editing, and critiquing content for specific purposes, and learn to write creatively in different styles and techniques to achieve different results, emotions, audience relations, etc.

With a Professional Writing for Creative Arts degree, graduates are prepared to pursue entry-level jobs such as Advertising Copy Writer, Advertising Writer, Communications Specialist, Copy Writer, Freelance Copy Writer, Narrative Writer, Technical Communicator, Technical Writer, and Web Content Writer.

#### **Program Mission**

The mission of the Professional Writing for Creative Arts degree program is to provide a focus on the development, strategy, marketing and curation of content and to enable students to successfully write narrative or informative content for multiple media platforms and purposes.. The Professional Writing for Creative Arts program is designed to prepare graduates to meet the challenges of the continually changing marketplace and profession.

#### **Program Objectives**

The Bachelor of Fine Arts degree in Professional Writing for Creative Arts program is designed to give students the opportunity to:

- Gain advanced competencies in English composition
- Learn the fundamentals of narrative and storytelling structure and technique
- Understand the application of writing in various industries to meet specific needs and purposes
- Learn research techniques required to obtain information relevant to their topic
- Write, edit, and critique content for specific purposes
- Learn to write creatively in different styles and techniques to achieve different results, emotions, audience relations, etc.
- Successfully write narrative or informative content for multiple media platforms and purposes

## Professional Writing For Creative Arts Bachelor of Fine Arts (BFA)

Required courses (all courses are 3 credits unless otherwise noted).

<u>Code</u>	<u>Title</u>
ADVA201	Fundamentals of Marketing
ADVA214	Advertising Copywriting
ADVA215	Advertising Storyboarding & Scriptwriting
ADVA328	Public Relations
DFVA201	Fundamentals of Scriptwriting
DFVA214	Scriptwriting
GWDA101	Applications & Industry
GWDA132	Information Architecture
GWDA133	Fundamentals of Web Design
GWDA204	Introduction to Writing for Interactive Media
INSA307	Introduction to Research Methods
PRWA101	Principles of Rhetoric
PRWA102	Journalism (4 credits)
PRWA103	Foundations of Professional Writing
PRWA104	Marketing Communications
PRWA107	Myth & Symbol (4 credits)
PRWA111	Introduction to Literary Studies (4 credits)
PRWA121	Creative Writing (4 credits)
PRWA202	The Language of Business
PRWA203	Introduction to Copyediting
PRWA212	Story Writing (4 credits)
PRWA213	Content Management for Web Media
PRWA222	Lifestyle Writing
PRWA302	The Editorial Process
PRWA303	The Publication Process
PRWA304	Communication in the Global Marketplace
PRWA305	Senior Thesis: Concept & Development
PRWA307	Ethics in Professional Writing
PRWA312	Creative Nonfiction Writing (4 credits)
PRWA322	Grant & Proposal Writing
PRWA402	Writing for Health, Science & Technology
PRWA403	Senior Thesis: Content Creation
PRWA408	The Writers Marketplace
PRWA409	Portfolio
PRWA413	Senior Thesis: Revision & Defense
	Elective I
	Elective II
	Elective III
	Elective IV
	Elective V

**\*Liberal Arts**

COM1010	English Composition (4 credits)
COM1090	Speech Communications (4 credits)
GE3500	General Education Capstone (2 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Communications Elective (4 credits)
	(2) Humanities Electives (8 credits)
	(2) Social Sciences Electives (8 credits)
	Mathematics Elective (4 credits)
	(2) Natural Sciences Electives (8 credits)
	General Education Elective - Any Discipline (4 credits)

**Total**

**180 credits**

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

# Software Development For Creative Technologies

## Bachelor of Science (BS)

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

The Bachelor of Science degree in Software Development for Creative Technologies program is a twelve-quarter, 180-credit, program designed to educate students in skills necessary to create, modify, and test programming codes and scripts utilized in the functional operation of computer systems and applications as well as the implementation of these codes in the design and development of various software solutions. Specific emphasis will be applied to programming and development skills for creative media, technologies, and software.

The Software Development for Creative Technologies degree program emphasizes hands-on learning and utilizes industry-related technology and software. Topics covered in the Software Development for Creative Technologies degree program include software design, user interface design, mobile device programming, computer networking, artificial intelligence, design patterns and data structures, e-commerce and operating and file systems.

The Software Development for Creative Technologies program is designed to prepare graduates to seek entry-level employment in the creative development of unique software and programming solutions. Initially, students have the opportunity to develop an understanding of numerous programming languages and their uses. Students can learn to apply programming and development abilities to various multimedia projects and learn about the uses of various software solutions for different creative industry goals. Throughout the Software Development for Creative Technologies program students can gain an understanding of the of the scope of the software development process, including planning, design and development, programming and testing, and maintenance and develop strong knowledge of math and physics skills required to program code and algorithms for multimedia and digital design programming.

With a Software Development for Creative Technologies degree, graduates are prepared to pursue entry-level jobs such as an Applications Developer, Computer Programmer, Java Developer, Programmer, Software Developer, Web Programmer, and Web Developer.

### Program Mission

The mission of the Software Development for Creative Technologies degree program is to provide a focus on the development of unique software and programming solutions utilizing creative thinking skills. The Software Development for Creative Technologies program is designed to prepare graduates to meet the challenges of the continually changing marketplace and profession.

### Program Objectives

The Bachelor of Science degree in Software Development for Creative Technologies program is designed to give students the opportunity to:

- Learn the use of one or more common programming languages (C++, C#, Java, etc.)
- Gain an understanding of numerous additional programming languages (Python, PHP, SQL, etc.) and their uses
- Learn to apply programming and development abilities to various multimedia projects
- Understand the software development process, including planning, design and development, programming and testing, and maintenance
- Learn about the uses of various software solutions for different creative industry goals and to understand how to implement them appropriately
- Develop knowledge of math and physics skills required to program code and algorithms required for multimedia and digital design programming
- Learn to utilize creative thinking skills in development of unique software and programming solutions

## Software Development For Creative Technologies Bachelor of Science (BS)

Required courses\_(all courses are 3 credits unless otherwise noted).

<b>Code</b>	<b>Title</b>
GWDA123	Programming Logic
GWDA133	Fundamentals of Web Design
GWDA243	Object Oriented Scripting
GWDA273	Intermediate Web Design
GWDA283	Advanced Web Design
MAAA213	3D Modeling
MAAA232	3D Animation
SDVA101	Survey of Software Development
SDVA102	Design for Programmers
SDVA103	C++ Programming I
SDVA202	Software Design & User Interface I
SDVA203	C++ Programming II
SDVA212	Software Design & User Interface II
SDVA213	C++ Programming III
SDVA223	Databases I
SDVA233	Databases II
SDVA243	Secondary Languages I
SDVA303	Team Management & Software Lifecycle
SDVA306	Team Production I
SDVA313	Mobile Device Programming I
SDVA316	Team Production II
SDVA323	Computer Networking I
SDVA333	Secondary Languages II
SDVA343	Mobile Device Programming II
SDVA353	Computer Networking II
SDVA363	E-Commerce
SDVA373	Software Instrumentation & Analysis
SDVA383	Alternative Languages I
SDVA393	Operating Systems & File Systems Programming
SDVA403	Game Engine Scripting
SDVA409	Portfolio I
SDVA413	Alternative Languages II
SDVA419	Portfolio II
SDVA423	Artificial Intelligence
VGPA107	Discrete Mathematics
VGPA117	Geometry for Computer Graphics
VGPA203	Design Patterns & Data Structures
VGPA207	Continuous Mathematics for Applications
	Elective I
	Elective II
	Elective III
	Elective IV

**\*Liberal Arts**

COM1010	English Composition (4 credits)
COM1090	Speech Communications (4 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
MAT1300	Algebra and Trigonometry (4 credits)
GE3500	General Education Capstone (2 credits)
	Communications Elective (4 credits)
	Humanities Elective (4 credits)
	(2) Social Sciences Electives (8 credits)
	Mathematics Electives (4 credits)
	(2) Natural Sciences Electives (8 credits)
	General Education Elective - Any Discipline (4 credits)

**Total**

**180 credits**

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

## **Visual Effects & Motion Graphics**

### **Bachelor of Science**

Course length: 180 Credits

Average program length: 12 Quarters or 132 Weeks

The Bachelor of Science in Visual Effects & Motion Graphics degree program is designed to emphasize motion graphics and visual effects compositing by providing skills drawn from the fields of photography, graphic design, compositing, video, film, audio and animation. With a curriculum that emphasizes actual job skills needed in the field, graduates of this program will be prepared to seek entry-level positions in feature film, corporate communication, television, video production, e-business, and other media outlets.

### **Program Objectives**

Upon successful completion of the program, graduates will:

- Apply visual effects and motion graphics skills to meet the needs of corporate communication, television, motion picture, video production, e-business, and other media outlets.
- Draw from the fields of photography, graphic design, compositing, video, film, audio and animation to create visual effects and motion graphics.
- Edit and assemble visual effects and/or motion graphics for television, movies or the Web.
- Create opening titles for feature films and television shows.
- Create station or network identification logos and bumpers.
- Design graphics that use type, color and brand elements.

## Visual Effects & Motion Graphics

### Bachelor of Science

Required courses (all courses are 3 credits unless otherwise noted).

<b>Code</b>	<b>Title</b>	MAAA309	Portfolio Pre-Production
AN445	Preproduction for Animation II	MAAA313	Advanced Lighting & Texturing
AN449	Animation for Production II	MAAA343	Pre-Production Team
DFVA133	Lighting for Digital Film	MAAA403	Production Team
DFVA208	Media Business Practices	MAAA406	Internship
DFVP100	Fundamentals of Video Production	MAAA409	Portfolio Production
DFVP102	Fundamentals of Editing	MAAA419	Portfolio Presentation
DFVP201	Motion Graphics I	VFX101	Introduction to VFX
DFVP203	Digital Cinematography	VFX225	3D Visual Effects I
DFVP215	Motion Graphics II	VFX250	Matte Painting
DFVP324	Advanced Cinematography	VFX310	Pre-Visualization
FND105	Design Fundamentals	VFX325	Compositing
FND106	Analysis of Form	VFX330	Intermediate VFX II
FND110	Observational Drawing	VFX335	3D Visual Effects II
FND135	Image Manipulation	VFX340	Lighting for Visual Effects & Motion Graphics
FND150	Digital Color Theory	VFX345	Intermediate Compositing
GWDA103	Digital Illustration	VFX390	3D Visual Effects III
GWDA112	Typography- Traditional	VFX410	Advanced Broadcast Graphics
MAAA213	3D Modeling	VFX425	Advanced Compositing
MAAA223	Hard Surface & Organic Modeling		Elective 1
MAAA232	3D Animation		Elective 2
MAAA243	Material & Lighting		

#### \*Liberal Arts

COM1010	English Composition (4 credits)
COM1090	Speech Communications (4 credits)
GE3500	General Education Capstone (2 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Communications Elective (4 credits)
	Humanities Elective (4 credits)
	(2) Social Sciences Electives (8 credits)
	(2) Mathematics Electives (8 credits)
	(2) Natural Sciences Electives (8 credits)
	Liberal Arts Elective (4 credits)
<b>Total</b>	<b>180 credits</b>

\*Please see the Liberal Arts electives chart located prior to the program pages.



## **Web Design & Interactive Media**

### **Associate of Applied Arts**

Course length: 90 Credits

Average program length: 6 Quarters or 66 Weeks

Web design courses are at the core of the Associate of Applied Arts in Web Design & Interactive Media degree program at The Art Institute of Seattle. Websites are necessities for most businesses today and Web design courses are designed to teach students how to meet that demand. In the Web Design & Interactive Media program, students have the opportunity to learn to combine design and technology to create a site that is dynamic, appealing, interactive, and user friendly. This is a constantly evolving industry and the Web design courses utilize industry-related technology and software. Courses are taught by faculty members, some with industry experience. Courses in the program are designed to focus on layout, typography, navigation, scripting, streaming video, interactive graphics, and more. In addition to Web design courses, students take business and marketing courses. Before they graduate, students compile a portfolio showcasing the work they did to show potential employers. Upon successfully completing this program, graduates are prepared to seek entry-level jobs as a web designer, production artist, and content manager.

### **Program Objectives**

Upon completion of this program, graduates will:

- Demonstrate and integrate knowledge of the major concepts, theoretical perspectives, empirical findings, and historical trends in interactive media.
- Understand and apply basic research methods in interactive media, including research, design, data analysis, and interpretation.
- Understand and apply the language and concepts of the field of interactive design, through effective communication and design.
- Demonstrate the ability to acquire and disseminate digital information and use computers and other technology for a variety of purposes.
- Demonstrate a foundation in color theory, design, digital image manipulation, usability, information architecture, video, animation, web programming and interface design for the purposes of branding and business optimization.

## Web Design & Interactive Media

### Associate of Applied Arts

Required courses (all courses are 3 credits unless otherwise noted).

Code	Title
FND103	Concepts in Computer Graphics
FND105	Design Fundamentals
FND110	Observational Drawing
FND135	Image Manipulation
FND150	Digital Color Theory
GWDA101	Applications & Industry
GWDA103	Digital Illustration
GWDA109	Concepts in Motion Graphics
GWDA111	Introduction to Layout Design
GWDA112	Typography- Traditional
GWDA132	Information Architecture
GWDA133	Fundamentals of Web Design
GWDA201	Audio & Video
GWDA202	Interface Design
GWDA206	Portfolio Prep
GWDA209	Portfolio I
GWDA213	Timeline Animation & Interaction
GWDA243	Object- Oriented Scripting
GWDA273	Intermediate Web Design
GWDA283	Advanced Web Design
GWDA303	Interactive Motion Graphics
GWDA382	Design for Mobile Devices
<b>*Liberal Arts</b>	
COM1010	English Composition (4 credits)
HUM1010	The Art of Professionalism (4 credits)
MAT1010	College Geometry (4 credits)
	Humanities Elective (4 credits)
	Social Sciences Elective (4 credits)
	Natural Sciences Elective (4 credits)
<b>Total</b>	<b>90 credits</b>

**\*Please see the Liberal Arts electives chart located prior to the program pages.**

# COURSE DESCRIPTIONS

Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student's responsibility to participate in the activities that will lead to successfully meeting the learning outcomes.

## COURSE PREFIX LETTER CODE AND NUMBERING SYSTEM

### Course Prefix Letter Codes:

ADT = Audio Design Technology  
ADVA = Advertising  
AN = Animation  
AUDA = Audio  
BP = Baking & Pastry  
CC = Common Curriculum  
CL = Culinary Arts  
COM = Communications  
DFVA = Digital Filmmaking & Video Production  
DFVP = Digital Filmmaking & Video Production  
FADA = Fashion Design  
FD = Fashion Design  
FM = Fashion Marketing  
FND = Foundations  
GAD = Game Art & Design  
GADA = Game Art & Design  
GD = Graphic Design  
GWDA = Graphic & Web Design  
HUM = Humanities  
IND = Industrial Design  
INT = Interior Design  
INTA = Interior Design  
MAT = Quantitative & Symbolic Reasoning  
MAAA = Media Arts & Animation  
PHO = Photography  
PHOA = Digital Photography  
SCI = Natural Sciences  
SS = Social Sciences  
VFX = Visual Effects & Motion Graphics  
VGPA = Game Programming

### Course Numbering

Courses with 100-or 200-level course numbers are considered lower level and are typically taken in the first two years of academic study. Courses with 300-or 400-level course numbers are considered upper level and typically taken in the third and fourth academic years of study.

### **ADVA201 Fundamentals of Marketing**

**3 Credits**

**Prerequisite: None**

The fundamental concepts and principles of marketing. The overview of marketing provided here will help students place their knowledge in a framework and understand how each component contributes to the strength and utility of a marketing plan. Students will also learn how to identify the ways in which world events and cultural assumptions influence marketing.

### **ADVA204 Consumer Behavior & Persuasive Sales Techniques**

**3 Credits**

**Prerequisite: ADVA201**

Examine the cultural, social, psychological and individual variables involved in consumer behavior. Review marketing practices that influence buyer decisions. Focus on the essential skills and persuasive techniques to affect a sales cycle.

### **ADVA205 History of Advertising**

**3 Credits**

**Prerequisite: None**

Examines the origins and evolution of advertising and how it has changed over time; its history, potential, limitations and impact on current culture and emerging trends.

### **ADVA214 Advertising Copywriting**

**3 Credits**

**Prerequisite: COM1010**

Developing effective advertising strategies and copy executions that underlie and enable creative marketing and advertising campaigns and cultivate clear, logical, and creative copywriting skills. The unique characteristics of digital media and the creation of copy for digital media will be explored.

### **ADVA215 Advertising Storyboarding & Scriptwriting**

**3 Credits**

**Prerequisite: ADVA214**

Basic storyboard layouts and techniques are examined and practiced. Students write scripts that convey messages in a clear, effective style that communicates to specific audiences. Emphasis is placed on developing concepts and researching, planning and writing scripts for broadcast commercials, public service announcements and interactive media communications.

### **ADVA307 Brand Strategy**

**3 Credits**

**Prerequisite: FADA308**

The role of branding and brand identity. Examines brand value, framework and positioning and their importance to building strong, enduring brands.

### **ADVA328 Public Relations**

**3 Credits**

**Prerequisite: None**

Examines the role of public relations; showing the principles, methods and means of influencing public opinion.

### **ADVA348 Leadership & Organizational Behavior**

**3 Credits**

**Prerequisite: FADA308**

Examine human relations theory and individual, group and organizational performance in relation to the structure of a business. Explore the dynamics of successfully leading a diverse workforce through organizational change.

### **ADVA407 E-Commerce Strategies & Analytics**

**3 Credits**

**Prerequisite:** FADA308 or GWDA308 or GWDA318

Explore various metrics and analytics tools for tracking the social and consumer behaviors of online visitors. Students will apply these tools by selecting appropriate key performance indicators (KPIs) for a campaign, identifying and responding to trends in real time, and generating and evaluating reports to determine campaign success. Students will formulate appropriate recommendations and data-driven decisions to optimize online activities.

### **AN408 Kinetic Anatomy**

**3 Credits**

**Prerequisite:** MAAA102

The student will conduct an in-depth study of the mechanics of animal and human movement. Skeletal and muscle structures and their relationships will be examined closely. This class is drawing intensive, and knowledge is applied to advanced three-dimensional rigging, modeling and 2D animation production.

### **AUDA101 Fundamentals of Audio**

**3 Credits**

**Prerequisite:** None

Addresses the principles of recording sound and covers sound characteristics, basic acoustics, and techniques for field recording. The role of sound in media production is explained.

### **AUDA102 Music Theory for Audio Professionals**

**3 Credits**

**Prerequisite:** None

This course is an introduction to the rudiments of music theory. Students learn to identify notes and common scales as well as the notation of notes, scales and simple rhythms. The concept and structure of the lead sheet will be introduced. An ear-training component will develop the students' skill in identifying and transcribing simple chords, melodies, and rhythms.

### **AUDA103 Audio Technology**

**3 Credits**

**Prerequisite:** None

This course examines the principles of audio signals and the equipment used to record, process, and distribute audio content. Students will begin to develop an understanding of signal flow of audio systems using block diagrams. A survey of audio transmission, manipulation, and delivery systems including cables, connectors, basic stereo mixers, microphones, amplifiers, and loudspeakers will be presented.

### **AUDA111 Survey of the Audio Industry**

**3 Credits**

**Prerequisite:** None

This course explores the audio industry and its constituent sectors. There will be special emphasis on strategies for networking and utilizing industry organization.

### **AUDA112 Music Theory for Audio Professionals II**

**3 Credits**

**Prerequisite:** AUDA102

This course continues with the development of the rudiments of music theory and expands into an introduction to harmony, voice leading, modes and compound time signatures. Students will learn to create simple lead sheets. An ear-training component will extend the work from Music Theory I to include more complex chords and intervals.

### **AUDA113 Digital Audio I - Introduction to the Interfac**

**3 Credits**

**Prerequisite: None**

This course introduces the theories, practices, and tools used in digital audio production and techniques of non-linear digital audio editing focusing on the fundamental theories and concepts behind various types of digital audio tools. Students develop knowledge and skills needed to operate non-linear audio workstations.

### **AUDA123 Video Production for Audio**

**3 Credits**

**Prerequisite: None**

This course introduces students to the technical terms, equipment and techniques of video production.

### **AUDA133 Audio Recording I**

**3 Credits**

**Prerequisite: AUDA103**

This course covers theoretical foundations presented in Audio Technology I are reinforced in this course through practical, hands-on applications. Students learn the operational techniques of basic audio systems with an emphasis on mixdown of prerecorded multitrack sessions.

### **AUDA143 Electronics I**

**3 Credits**

**Prerequisite: AUDA103**

Students are introduced to the fundamental concepts of electronics as they relate to audio production. Topics include Ohm's Law, AC and DC circuits, basic troubleshooting for audio equipment, AC line voltage and filtered DC voltage, etc.

### **AUDA202 Synthesis & Sound Design I**

**3 Credits**

**Prerequisite: AUDA223**

In this course students develop advanced skills using synthesizers and samplers. Students study the elements of sound and how they apply to simple and complex waveforms, envelopes, LFOs, filters, and keyboard architecture. Theory and practice with sampling and subtractive synthesis using software and hardware sound sources

### **AUDA203 Production Sound**

**3 Credits**

**Prerequisite: AUDA123**

This course is an introduction to the science and art of production sound. Students learn how to use microphones, field mixers and digital sound equipment to record dialogue and sound effects in a variety of settings. The fundamentals of sound editing and mixing are introduced.

### **AUDA205 Listening & Analysis**

**3 Credits**

**Prerequisite: AUDA113**

This course covers ear-training and critical listening from the perspective of the audio engineer and contemporary production techniques. The student will learn to aurally analyze and identify typical contemporary popular song forms and the production techniques used to create them.

### **AUDA213 Audio Technology II**

**3 Credits**

**Prerequisite: AUDA103**

Students continue to study the principles of audio signals and the equipment used to record, process, and distribute audio content in this course. Sound in acoustical form is discussed in relation to studio acoustics. Students expand their understanding of signal flow of advanced audio systems by creating and reading complex block diagrams.

### **AUDA215 Acoustics**

**3 Credits**

**Prerequisite: AUDA213**

This course examines the physical behavior of sound indoors and outdoors. Topics include human hearing and the principles of psychoacoustics, sound propagation, transmission, reflection, diffraction, diffusion, noise reduction, basic studio and room acoustics, and sound isolation.

### **AUDA223 MIDI Systems**

**3 Credits**

**Prerequisite: AUDA113**

Students develop a working theoretical and skills-based knowledge of the multi-timbral synthesizer and the sequencing environment within the context of the contemporary MIDI production studio.

### **AUDA233 Post-Production Sound**

**3 Credits**

**Prerequisite: AUDA203**

This course focuses on the artistic and technical problems of preparing sound in relation to picture. Students will learn the terminology and techniques of editing, mixing, and sound design

### **AUDA243 Digital Audio II - Digital Audio Systems**

**3 Credits**

**Prerequisite: AUDA113**

Students learn the concepts and production techniques used with Pro Tools integrated into a digital audio workstation. Topics include computer based digital audio workstations, sound design, field recording, digital audio transfer protocols, software-based effects plug-ins, and online automation.

### **AUDA253 Audio Recording II**

**3 Credits**

**Prerequisite: AUDA133**

Students expand and develop the skills learned in Fundamentals of Audio Production through multi-track recording projects. The course focuses on recording techniques used in music production. Emphasis is placed on signal flow for basic tracks, mixdown, and overdubs. Other topics include close and distant microphone techniques, recording session management, analog tape recorders, studio documentation, signal processing, and moving fader automation systems

### **AUDA263 Live Sound Reinforcement I**

**3 Credits**

**Prerequisite: AUDA133**

Students learn to set up and operate various audio equipments for a typical live sound reinforcement. Topics include reading block diagrams of audio systems, wiring speakers, connecting powers, testing and adjusting microphones, troubleshooting sound systems, and fine-tune reinforcement effects

### **AUDA273 Electronics II**

**3 Credits**

**Prerequisite:** AUDA143

Students explore the concepts, building, and application of transformers and filters and learn to read, interpret, and utilize data from more advanced schematic circuit diagrams. Emphasis is placed upon applying these electronic devices to the operation and troubleshooting of audio equipment.

### **AUDA283 Audio Distribution Technologies**

**3 Credits**

**Prerequisite:** None

This course addresses the end part of media production—delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationships between delivery systems and distribution methods and evaluate the relative efficiency, cost and effectiveness of each.

### **AUDA302 Synthesis & Sound Design II**

**3 Credits**

**Prerequisite:** AUDA202

In this course, students explore and implement available synthesis methods that enhance the narrative in various media. Analytical listening sessions will expose students to synthesis methods in various contexts.

### **AUDA303 Advanced Post-Production Sound**

**3 Credits**

**Prerequisite:** AUDA233

This course focuses on practical experience in advanced sound design and audio production for video. The course includes applied techniques used in Automated Dialog Replacement (ADR), and the creation of realistic, synchronized sound effects (Foley), and multi-track recording, editing, and mixing in the post-production storytelling process.

### **AUDA308 Business Fundamentals**

**3 Credits**

**Prerequisite:** None

In this course, students are introduced to the fundamentals of business. Topics of learning include forms of business ownership, starting a business, developing a business plan, business management principles and strategies, and marketing and promotion strategies for a business.

### **AUDA309 Portfolio I**

**3 Credits**

**Prerequisite:** Academic Chair Approval

This course is designed to prepare students for the transition to the professional world. This course is designed to prepare students for the industry by helping them compile a portfolio. Students will demonstrate their sound design, sound organization, presentation, 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.

### **AUDA312 Special Topics**

**3 Credits**

**Prerequisite:** AUDA323

This course addresses emerging technologies and techniques in the field of Audio Production. The course will also provide an intense examination of issues relevant to the Audio industry in a specific geographic region or sector of the Audio industry (Broadcast, Live Sound Reinforcement, Recording Techniques, etc.).



### **AUDA313 Digital Audio III - Mixing**

**3 Credits**

**Prerequisite: AUDA243**

This course covers digital audio theory and interacts with analog consoles, digital recorders, external DSP, software signal routing, interfacing equipment, and synchronizing digital audio streams. Topics include analog-to-digital/digital-to-analog conversion, dithering, error correction and concealment, digital storage media, encoding methods involving data compression, digital audio interface standards, DAW interchange standards and synchronization methods.

### **AUDA322 Senior Project I**

**3 Credits**

**Prerequisite: Academic Chair Approval**

This course initiates a two-quarter long comprehensive project which will be integral to students' final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, multi-track digital audio work. Committee and/or faculty will approve the project content and type of the audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

### **AUDA323 Advanced Recording Techniques I**

**3 Credits**

**Prerequisite: AUDA253**

This course covers the techniques and technology typical to professional music recording and mixing using advanced large format consoles. Topics include: studio procedures and professionalism, SSL Console operation, advanced signal flow, signal processing, analytical and critical listening skills, close, distant and stereo mic techniques for a variety of musical instruments, and basic mixdown strategies.

### **AUDA333 Sound for Interactive Media**

**3 Credits**

**Prerequisite: AUDA233**

Students learn the techniques of recording, mixing, and mastering for various interactive media such as CD-ROM, DVD, and the internet. The unique challenges of memory allocation and optimization are examined with a focus on quality differences between different formats. In addition, students examine coding and compression techniques.

### **AUDA343 Advanced Recording Techniques II**

**3 Credits**

**Prerequisite: AUDA323**

This course provides the student a greater understanding of SSL consoles and VCA automation systems. Students use SMPTE Time Code for synchronization to a variety of multitrack formats, use digital audio sampling for sound replacement, and integrate software and MIDI sequencers into the analog studio mixing environment. Critical listening skills and critical analysis of master tapes are emphasized. Students participate in in-class recording sessions and engineer recording projects during and out of class hours, which may be included in their portfolio.

### **AUDA353 Live Sound Reinforcement II**

**3 Credits**

**Prerequisite: AUDA263**

This course presents students more sophisticated and complex situations for live sound reinforcement. Through studio settings or real world events, students learn to operate large format analogue and digital mixing consoles and solve signal manipulation problems with transformers. Students also learn professional protocols in live sound reinforcement settings.

### **AUDA403 Senior Project II**

**3 Credits**

**Prerequisite: AUDA322**

This course continues the two-quarter long comprehensive project begun in Senior Project I. Students will employ cumulative skills to produce a significant, sophisticated, multi-track digital audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

### **AUDA406 Internship**

**3 Credits**

**Prerequisite: Academic Chair Approval**

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 seek entry-level positions in the field when they graduate. 132 internship hours.

### **AUDA408 Business and Culture of Audio**

**3 Credits**

**Prerequisite: Academic Chair Approval**

In this course students look at the industry from a non-technical perspective and examine the business side of the production facility as well as its role in a changing market and the impact that emerging technologies have on them. Issues of personality and attitude as they relate to working in the culture of an audio environment will also be covered as this class serves as a prerequisite to the Internship process.

### **AUDA409 Portfolio II**

**3 Credits**

**Prerequisite: Academic Chair Approval**

This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of an audio production portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, sound design, sound organization, presentation, 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.

### **AUDA418 Media Business Practices**

**3 Credits**

**Prerequisite: None**

This course covers basic business theory and practices for the media professional, as well as key legal requirements for artistic industries are addressed in this course.

### **BP100 Introduction to Baking & Pastry Techniques**

**6 Credits**

**Prerequisite: None**

This course is a combination of theory, lecture, demonstration, and hands-on production to provide an introduction to baking and pastry techniques for use in a commercial kitchen. Special focus is placed on the study of ingredient functions, product identification, weights and measures as applied to baking and pastry techniques. Instruction is provided on the preparation of yeast-raised dough mixing methods, roll-in dough, pie dough, basic cake mixing methods, fillings, icings, pastry cream, and finishing techniques. Students must pass a practical exam.

### **BP130 European Cakes & Tortes**

**3 Credits**

**Prerequisite: BP100**

Students are introduced to the fundamental concepts, skills and techniques of European cakes, tortes and wedding cakes. Significance is placed on the study of ingredient functions, product identification, and weights and measures. Lectures and demonstrations teach mixing methods, filling, and techniques on finishing the cakes and tortes with various ingredients such as marzipan, ganache, and glazes.

### **BP131 Artisan Breads**

**6 Credits**

**Prerequisite: BP100**

This course provides the information, tools and instruction to gain proficiency in the preparation of a variety of artisan breads. Emphasis will be placed upon learning to mix, ferment, shape, bake and store hand-crafted breads. Students will focus on traditional fermentation, as well as the science of the ingredients. Students learn assembly speed and increase their proficiency in meeting production deadlines with quality products.

### **BP205 Advanced Patisserie & Display Cakes**

**6 Credits**

**Prerequisite: BP130**

This course explores the techniques of plated desserts and the theory behind building edible art for À La Carte service, competition, or banquet functions. Methods and procedures for producing high-quality specialty decorated cakes, as well as the design, assembly, and decorating of wedding cakes, will be introduced.

### **BP301 Chocolates, Confections, and Centerpieces**

**6 Credits**

**Prerequisite: BP130**

Students are introduced to the fundamental concepts, skills and techniques of chocolates and confections. Students are introduced to the basic techniques used in forming simple centerpieces. Lectures and demonstrations teach chocolate tempering, candy production, and the rules that apply when creating centerpieces.

### **CC121 Principles of Accounting**

**3 Credits**

**Prerequisite: None**

This course introduces the nature and purpose of accounting, presents the accounting cycle, and explains how to prepare accounting statements.

### **CC250 ePortfolio**

**3 Credits**

**Prerequisite: Successful completion of 27 credits in program**

Students will integrate design skills with basic world-wide-web production skills in order to create a professional portfolio website. Emphasis is balanced between the design and technical elements of web page design and production.

### **CC280 Student Studio**

**3 Credits**

**Prerequisite: Academic Chair Approval**

This course gives the honor student practical experience with client communications and the bookkeeping process of billing. Students create work for non-profit organizations, instilling in them a sense of community and giving while producing portfolio pieces.

### **CC300 Independent Study**

**3 Credits**

**Prerequisite: Academic Chair Approval**

Students participate in a work-related learning experience in which they can develop hands-on work experience in their field. The internship is a temporary assignment that lasts approximately three months. Students observe and participate in the operation of a successful business related to their field of study, and gain an understanding of an outside working organization.

### **CC301 Internship II**

**3 Credits**

**Prerequisite: Academic Chair Approval**

Students participate in a more in depth work-related learning experience in which they can develop further work experience in their field. Students continue to observe and participate in the operation of a successful business related to their field of study, and gain a more in-depth understanding of an outside working organization.

### **CC310 Independent Study**

**3 Credits**

**Prerequisite: Academic Chair Approval**

Students who wish to design and complete individual study projects geared to their particular interests, aptitudes and needs may register for this course. Plans must be approved by an appropriate faculty member and department director, who supervise and grade the project outcomes (completed within one quarter). This study provides the student with an opportunity to participate in the creation of academic learning experiences tailored to individual needs, interests, aptitudes and desired outcomes.

### **CC315 Business Law and Intellectual Property**

**3 Credits**

**Prerequisite: None**

This course covers the multiple facets of media business law. Topics include an overview of the legal system, contracts, personal property, intellectual property, copyright and additional legal and ethical business issues.

### **CL110 Concepts and Theories**

**3 Credits**

**Prerequisite: None**

The fundamental concepts, theories, and techniques involved in basic cookery are covered in the course. Through discussions and lectures, the how's and why's of culinary procedures, techniques, concepts and applications are introduced. Students must pass the **Serv-Safe-Sanitation** component of this class before taking lab classes.

### **CL112 Fundamentals of Classical Techniques**

**6 Credits**

**Prerequisite: CL110 or Co-requisite**

**Co-requisite: CL110 or Prerequisite**

This course will cover the fundamentals of basic cooking. Students practice all commonly used cooking methods and techniques. The course includes study and practice in producing various proteins, vegetables, starches and grains, and solid methodologies in cooking stocks, soups, and sauces. Students will be familiarized with the various equipment used every day in the industry. Emphasis will be on the safe operation, maintenance and cleaning of machines, appliances and sharp tools. Students will learn knife skills, including selection, sharpening procedures, basic and advanced vegetable cuts and basic butchering skills.

### **CL141 American Regional Cuisine**

**6 Credits**

**Prerequisite: CL112**

Students will learn the history and styles of cooking in the American regions. Emphasis will be on the seasonality of food indigenous to each region. Students will observe and exercise sound cooking principals and practice solid cooking methodologies.

### **CL201 Sustainable Purchasing & Controlling Costs**

**3 Credits**

**Prerequisite: None**

This course introduces the student to the methodologies and tools used to control costs and purchase supplies. This course helps the student value the purchasing, planning, and control processes in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an introduction to the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, and food, beverage, and labor cost controls.

### **CL211 Management by Menu**

**3 Credits**

**Prerequisite: None**

This course prepares future foodservice managers by giving a clear picture of the important role menu planning plays within operations. Good menu development is crucial to the success of any foodservice operation, i.e., a planning tool, a merchandising method for reaching patrons. The students will cover topics ranging from menu development, pricing, and evaluation to facilities design and layout.

### **CL215 Garde Manger**

**6 Credits**

**Prerequisite: CL112**

This course will develop the skills needed to prepare a variety of charcuterie and hors d'oeuvres. Proper techniques for fabrication of meat, fish, and poultry, including smoking, curing, and brining, will be covered. Items of the cold kitchen will be introduced. Students will prepare marinades, dressings, salads, and sandwiches. They will learn current display for presentation, á la carte plating and padded service, and execute a buffet setup.

### **CL221 Asian Cuisine**

**3 Credits**

**Prerequisite: CL141**

Students will prepare, taste, serve and evaluate regional dishes of Asia. Emphasis will be placed on ingredients, flavor profiles, preparations and techniques. Students will learn how to work with culinary tools and utensils that are appropriate for this type of cuisine. Cultural implications in the preparation of foods and the selection of menus will be included.

### **CL223 Latin Cuisine**

**3 Credits**

**Prerequisite: CL112**

Students will study the cooking methods and pantry of ingredients from the vast world of Latin America. Cuisines studied will include Mexico, Central America, South America, and the Caribbean. The course will cover Pre-Columbian, colonial and modern approaches to Latin cooking methods. An in-depth study of chilies and their role in cuisine will be included.

### **CL224 Classical European Cuisine**

**3 Credits**

**Prerequisite: CL141**

This is an in-depth study of the foundation of classic cookery as we know it today. Classical techniques in the preparation of foods and the selection of the historical menu for the cuisines of the British Isles, Italy, France, Germany, Austria, Switzerland, Norway, Sweden, Finland and Russia.

### **CL225 World Cuisine**

**3 Credits**

**Prerequisite:** CL141

Students will develop their skills by using ingredients to develop dishes and presentations specific to the various cuisines of the world. Cultural implications in the preparation of foods and the selection of menus will be emphasized. Focus will be on the cuisine of Spain, Middle East, Turkey, Greece, Africa, and India.

### **CL228 Management, Supervision and Career Development**

**3 Credits**

**Prerequisite:** None

This course focuses on managing people from the hospitality supervisor's viewpoint. The emphasis is on techniques for increasing productivity, controlling labor costs, time management, and managing change. It also stresses effective communication and explains the responsibilities of a supervisor in the foodservice operation. Students develop techniques and strategies for marketing themselves in their chosen fields. Students will assess their more marketable skills, develop a network of contacts, generate interviews, write cover letters and resumes, develop a professional appearance, and prepare for their employment interview and follow-up.

### **CL255 Food & Beverage Operations Management**

**3 Credits**

**Prerequisite:** None

*Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.*

This course addresses front-of-the-house operations and is designed to provide students with an introduction, from a managerial perspective, to providing exceptional service to increasingly sophisticated and demanding guests. Students will survey the world's leading wines classified by type, as well as other distilled beverages, and study the management and training of personnel to be responsible, professional alcohol servers. Topics covered include product knowledge, the income statement, job descriptions, as well as sales forecasting and cost control.

### **CL257 Restaurant Cooking Operations-À la Carte**

**6 Credits**

**Prerequisite:** Academic Chair Approval

This course introduces students to the À la Carte kitchen with emphasis on both the à la minute method of food preparation and dining room service standards. In addition, by the end of this course, students must submit proof that they have satisfied an institute requirement of a minimum of 90 hours of field experience in food production outside of The Art Institute of Seattle. During this course, emphasis will be placed on industry terminology, correct application of culinary skills, plate presentation, organization, and timing in producing items off both fixed-price and à la carte menus. The principles of dining room service are practiced and emphasized. The philosophy of food is further explored and examined in light of today's understanding of food, nutrition and presentation. Students will be required to submit documentation that they have completed at least 90 hours of either prior or concurrent field experience in the foodservice industry. Students are responsible to secure this experience on their own, and may seek assistance in finding suitable opportunities from The Institute. The goal of this field experience is to demonstrate professionalism, competence in performing the job, and the establishment of positive work relations. Appropriate documentation proving that the student has completed the minimum requirement of 90 hours of on-the-job work experience must be submitted by the final week of this course.

### **CL275 Catering & Event Management**

**3 Credits**

**Prerequisite:** None

This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding catering's role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project driven which requires significant creative and independent work.



### **CL312 Art Culinaire**

**6 Credits**

**Prerequisite: Academic Chair Approval**

In this course, students will discuss new trends in regional and national cooking and will practice and implement menus. Plate presentation, mise en place, organization and utilization of fundamental techniques of cooking will be reinforced at all times.

### **CL315 Human Resource Management**

**3 Credits**

**Prerequisite: None**

This course introduces the principles and practices of human resources management relevant to hospitality organizations, with emphasis on the entry-level manager's role. Topics covered will include employment laws, workforce management, compensation and benefits administration, labor unions, employee safety, diversity and ethics.

### **CL320 Etiquette for Today's Professional**

**3 Credits**

**Prerequisite: None**

This course is designed to teach students appropriate etiquette as necessary to succeed in the hospitality industry. The ability to confidently respond to most social and business situations will be addressed beginning with the introduction of oneself as well as introducing others. Table settings, written communications/stationery, gifts and cards, dating (who pays the bill, etc.), the consideration of time and setting priorities, aspects of business etiquette, business dress, and the history of good manners will be discussed, reflecting on early citations of accepted codes of conduct and moving forward to the increasing informality we experience today.

### **CL325 Foodservice Technology & Information**

**3 Credits**

**Prerequisite: None**

This course is designed to introduce students to the many diverse facets of information systems and technology (IS&T) in the foodservice industry. Current systems and issues of major importance in the field of IS&T will be considered as they relate to the foodservice industry. Emphasis will be placed on the managerial and business aspects of IS&T rather than the technical perspectives. Core topics will include key foodservice systems (e.g., accounting and property management systems, point-of-sale, sales, catering, etc.), guest service and customer relationship management (CRM), IS&T strategy, and knowledge management.

### **CL330 Leadership & Organizational Development**

**3 Credits**

**Prerequisite: None**

Students examine leadership, organizational management and culture, and focus on the role of the managers as facilitators of change within the organizations. The course emphasizes the concepts of motivation, interpersonal relationships, group dynamics, leadership, and organization culture. Examination of leadership styles, development of strategic plans, and critical problem solving in the hospitality industry are covered in the course.

### **CL351 Capstone**

**3 Credits**

**Prerequisite: Academic Chair Approval**

Through competencies developed with previous related studies course work, students will develop a business plan for a minimum one hundred-seat restaurant. This course must be taken in the last quarter of study. The project will include market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardized recipes and costing for all standardized recipes, and menu and facilities design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan.

### **CL360 Facilities Management and Design**

**3 Credits**

**Prerequisite:** CL211 or CL255

This course provides students with information related to hospitality facility design and maintenance. Food service layout and design is related to operating issues, new building construction and renovations. Students will examine planning and design of facilities including equipment, space and functional relationships, cost and operating efficiencies, with emphasis on maintenance programs, safety regulations, building code requirements and energy conservation.

### **CL365 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.

### **CL375 Foodservice Financial Management**

**3 Credits**

**Prerequisite:** None

In this course, the students develop a working knowledge of the current theories, issues and challenges involved with financial management. Students are introduced to the tools and skills that financial managers use in effective decision making. Topics include budgeting, cash management, cost concepts and behavior, investment analysis, borrowing funds, and financial forecasting.

### **CL380 Legal Issues & Ethics for Culinarians**

**3 Credits**

**Prerequisite:** None

The course is designed to give the student an overview of legal issues arising in the foodservice environment. The students will examine laws pertinent to the hospitality/foodservice industry and will investigate the relationship of these laws to the administration of a service organization. This course also identifies common ethical dilemmas encountered by culinarians; introduces the student to the foundations, purpose, and content of ethical codes and approaches to ethical decision making.

### **CL385 Quality Service Management & Training**

**3 Credits**

**Prerequisite:** None

This class will examine the role of service in the foodservice industry and explore how to give quality customer service. Service systems and training programs in quality operations will be examined through the use of case studies and hypothetical scenarios. The course will cover employee training and development from both a strategic and operational perspective. The class will culminate by examining Charlie Trotter's service standards in what is often the best-rated restaurant in the United States.

### **CL395 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, country, 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.



### **CL400 Introduction to Hospitality**

**3 Credits**

**Prerequisite: None**

This course provides students with an overview of the hospitality industry, which includes various operational segments, historical perspectives on tourism and hospitality, and a comprehensive look at each department within the foodservice and lodging industry. 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 investigate the major trends in the hospitality and tourism industry while assisting the students with locating the tools to analyze and interpret those trends.

### **CL405 Fundamentals of Professional Service**

**3 Credits**

**Prerequisite: None**

*Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.*

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.

### **CL410 Hospitality Marketing**

**3 Credits**

**Prerequisite: None**

This course is an introduction to service marketing as applied to the hospitality industry. This course will cover the application of basic marketing concepts and research methods and the design and delivery of marketing components for a hospitality business. Topics include but are not limited to unique attributes of service marketing, consumer orientation, consumer behavior, market segmentation principles, target marketing, product planning, promotion planning, market research, and competitor analysis.

### **CL415 Hospitality Law**

**3 Credits**

**Prerequisite: None**

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.

### **CL420 Exploring Wines & the Culinary Arts**

**3 Credits**

**Prerequisite: Academic Chair Approval**

*Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.*

This course is designed to introduce students to the many diverse facets of information systems and technology (IS&T) in the foodservice industry. Current systems and issues of major importance in the field of IS&T will be considered as they relate 58 Course Descriptions to the foodservice industry. Emphasis will be placed on the managerial and business aspects of IS&T rather than the technical perspectives. Core topics will include key foodservice systems (e.g., accounting and property management systems, point-of-sale, sales, catering, etc.), guest service and customer relationship management (CRM), IS&T strategy, and knowledge management.

### **CL425 Merchandising in Food Service**

**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.

### **CL435 New World Wines and Emerging Regions**

**3 Credits**

**Prerequisite: CL420**

*Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.*

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.

### **CL440 Senior Project**

**3 Credits**

**Prerequisite: CL351**

This course is a continuation of the Associate level Capstone. While the Associate-level Capstone focuses on the operational aspects of the business plan, the Baccalaureate Capstone focuses on the managerial aspects of the business plan. Through the competencies developed with previous related studies course work, students will continue the development of a business plan for a minimum one hundred-seat restaurant. The project will include Market Analysis and Marketing Strategy, Operating Budget, Sales Projections, Opening Inventories, Capital Equipment, Balance Sheet, Income Statement, and Cost Analysis, Standardized Recipes and Costing for all standardized recipes, Menu, and Facilities Design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. Business related competencies are reviewed as necessary for completion of the project.

### **CL445 Sales and 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 successful public relations plans will also be examined, as well as the benefits of favorable public impression on a hospitality operation.

### **CL450 Management Externship**

**3 Credits**

**Prerequisite: Academic Chair Approval**

Students observe and participate in the supervisory operation of a successful foodservice business. Students apply their professional skills to gain experience in order to enter and become successful in the foodservice business. Emphasis is placed on developing hospitality management skills. 132 externship hours.

### **CL460 Innovation & Entrepreneurship**

**3 Credits**

**Prerequisite: None**

This course provides an introductory overview of the knowledge and skills needed for entrepreneurship. The course offers students a chance to gain new knowledge and skills in identifying and pursuing entrepreneurial opportunities that can be applied to a student's own interests. Topics include how entrepreneurs find, screen, and evaluate ideas and new business opportunities.

### **CL470 Global Management & Operations**

**3 Credits**

**Prerequisite: None**

This course provides students with an introduction to the dimensions and nature of the international hospitality industry. It is designed to review the principles of management and to apply management theory to the global marketplace. Students examine the social, cultural, political and economic environments within which international hospitality operators compete for survival and growth. Topics emphasized include cultural dimensions of management, international management strategy, international marketing and international human resource management.

### **CL480 Senior Culinary Practicum**

**6 Credits**

**Prerequisite: Academic Chair Approval**

This course is intended to be a practical capstone for the culinary management curriculum. It will draw on the majority of disciplines presented earlier in the program. In this class students will plan, organize, and execute functions that will be booked and/or sold to the public. Students, in effect, will experience the necessary functions of opening their own restaurant. 110 practicum hours.

### **COM1010 English Composition**

**4 Credits**

**Prerequisite: None**

In this course, students will explore techniques for developing and improving written communication skills, including grammar. Emphasis is placed on researching and documenting, on organizing processes such as brainstorming, and prioritizing, and on composing and editing several types of written materials.

### **COM1020 Analytical Writing**

**4 Credits**

**Prerequisite: COM1010**

This course explores the development of analytical and evaluative writing in regard to the art, elements and techniques of literature and other genres. The emphasis is on the critical evaluation and analysis of various forms of literary and artistic expression such as fiction, poetry, drama, music, film and visual art. The objective is to discover the communicative personal and public understandings of particular works through writing.

### **COM1090 Speech Communications**

**4 Credits**

**Prerequisite: None**

This course emphasizes the essentials of basic public speaking and professional demeanor in a variety of situational contexts. Time is spent on verbal and non-verbal communication, appropriate appearance and the use of visual aids.

### **COM2010 Creative Writing**

**4 Credits**

**Prerequisite: COM1010**

This course is an introduction to creative writing of fiction, drama, and poetry. The objective is to provide an understanding of dramatic structure and poetic forms through practical experimentation, in-class discussion and the technical examination of models. Students will develop skills in creative writing through reading, writing, and sharing written materials within a workshop environment

### **COM2500 Argumentation & Debate**

**4 Credits**

**Prerequisite: COM1010**

This course is to enable students to develop and improve their abilities to present themselves and argue for their perspective in a variety of contexts. The student will learn how to evaluate the nature of an audience and structure material appropriately, so that ideas and talent are conveyed in the most influential manner possible.

### **COM3010 Topics in Communications**

**4 Credits**

**Prerequisite:** COM1010

This course delves further into specific subjects in the area of the communications that are not necessarily addressed in the curricula. These topics may include areas in script writing, short story, poetry, argumentation, and the media.

### **DFVA101 Survey of Digital Filmmaking & Video Production**

**3 Credits**

**Prerequisite:** None

A survey of the digital filmmaking and video production field within the larger framework traditional mass media and emerging communication technologies.

### **DFVA102 Introduction to Filmmaking Applications & Design**

**3 Credits**

**Prerequisite:** None

Introduction to professional software applications used for the creation and design of digital filmmaking and video production.

### **DFVA103 Fundamentals of Video Production**

**3 Credits**

**Prerequisite:** DFVA111

Students begin the implementation of fundamental terminology, concepts, equipment and techniques of video production.

### **DFVA105 Conceptual Storytelling**

**3 Credits**

**Prerequisite:** DFVA101

Introduces students to storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard.

### **DFVA107 Fundamentals of Producing & Directing**

**3 Credits**

**Prerequisite:** DFVA103

Focuses on the production processes from the perspectives of a producer and director.

### **DFVA111 Principles of Cinematography**

**3 Credits**

**Prerequisite:** None

Introduction of the history and principles of visual design for motion pictures through the use of a camera.

### **DFVA113 Fundamentals of Editing**

**3 Credits**

**Prerequisite:** DFVA111

Introduces the student to the editing of visuals and sound using non linear editing software.

### **DFVA123 Intermediate Video Production**

**3 Credits**

**Prerequisite:** DFVA103

Covers the principles of visual design for motion pictures, develop the student's ability to evaluate the visual potential of locations, and determine the proper technical tools and use of motion picture elements to achieve the story's intended look.

### **DFVA133 Lighting for Digital Film**

**3 Credits**

**Prerequisite:** None

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

### **DFVA201 Fundamentals of Scriptwriting**

**3 Credits**

**Prerequisite:** DFVA105

Students explore the writing and creative elements needed to create scripts. They will also acquire knowledge of all elements from research to proposal to treatment to script.

### **DFVA202 Digital Cinematography**

**3 Credits**

**Prerequisite:** DFVA123

Explores various cameras, lighting techniques and styles used in digital filmmaking and video production. Discussions will cover advanced concepts and principles of camera operation, camera movement, use of lenses, composition and lighting techniques.

### **DFVA203 Intermediate Editing**

**3 Credits**

**Prerequisite:** DFVA113

Students will learn to utilize creative problem-solving skills through editing using approach, pace, tone, and rhythm of sequences.

### **DFVA204 Acting & Directing**

**3 Credits**

**Prerequisite:** DFVA107

Develops students' understanding of the role and responsibilities of a director and their role in helping actors bring characters to life.

### **DFVA205 History of Film & Media**

**3 Credits**

**Prerequisite:** None

Focuses on the history of film and media, with the goal of delivering a clear outline and analysis of its key developments and innovations.

### **DFVA208 Media Business Practices**

**3 Credits**

**Prerequisite:** None

Addresses basic business theory and practices for the media professional, as well as key legal requirements for artistic industries.

### **DFVA212 Broadcast Graphics I**

**3 Credits**

**Prerequisite:** DFVA113

Students study the nature and attributes of motion and broadcast graphics and learn to generate, select, and manipulate still and motion graphics for broadcast and other media delivery.

### **DFVA213 Studio Production**

**3 Credits**

**Prerequisite:** DFVA202

Focuses on broadcast studio operation, live production, studio management, lighting, crew, and sound. Students will also explore the theoretical basis of the electronics behind the equipment needed for studio production.

### **DFVA214 Scriptwriting**

**3 Credits**

**Prerequisite:** DFVA201

A presentation of the professional scriptwriting process, from pitching, through treatment and the development process to final draft.

### **DFVA222 Broadcast Graphics II**

**3 Credits**

**Prerequisite:** DFVA212

Reinforces compositing concepts, techniques and vocabulary acquired in Broadcast Graphics I and introduces more sophisticated tools and techniques.

### **DFVA223 Intermediate Audio**

**3 Credits**

**Prerequisite:** AUDA101

Explores the various methods and techniques for digital sound composition and design. Students will focus on using digital sound systems and manipulating sound elements for intended effects in media content.

### **DFVA233 Electronic Field Production**

**3 Credits**

**Prerequisite:** DFVA213

Students will learn video field production in two styles: Electronic News Gathering and Electronic Field Production.

### **DFVA303 Multi-Camera Production**

**3 Credits**

**Prerequisite:** DFVA213

Students work together as a team to produce in-studio and/or remote multi-camera productions of live performances.

### **DFVA306 Internship**

**3 Credits**

**Prerequisite:** Academic Chair Approval

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 seek entry-level positions in the field when they graduate. 132 internship hours

### **DFVA307 Media Theory & Criticism**

**3 Credits**

**Prerequisite:** DFVA205

Introduce students to the major theories used to analyze various media, including film, television and audio.

### **DFVA308 Media Delivery Systems and Distribution**

**3 Credits**

**Prerequisite:** DFVA353

Addresses the end part of digital filmmaking and video production—delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationship between delivery systems and distribution methods and evaluate the relative efficiency, cost, and effectiveness of each.

### **DFVA309 Portfolio I**

**3 Credits**

**Prerequisite:** Academic Chair Approval

This course is designed to prepare students for the transition to the professional world. 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.

### **DFVA313 Sound Design**

**3 Credits**

**Prerequisite:** DFVA223

Explores the various methods and techniques for digital sound composition and design in film and video.

### **DFVA316 Media Production Workshop**

**3 Credits**

**Prerequisite: DFVA323**

Working in production teams, students in this workshop class will deal with real clients, typically representatives of non-profit organizations. Guided by a faculty, students interview the client to determine expectations and work in a team to design and produce the media content for an intended delivery system.

### **DFVA323 Short Media Production**

**3 Credits**

**Prerequisite: DFVA233**

Discusses short form as a genre of media production and its features in subject matter and style. Students learn to produce short-form news, information, or dramatic content for multiple delivery platforms.

### **DFVA332 Senior Project Preparation**

**3 Credits**

**Prerequisite: Academic Chair Approval**

Initiates a multi-quarter, comprehensive project which will be integral to students' final portfolios. With department approval, students will employ their cumulative skills to pre-produce a digital film in a chosen genre.

### **DFVA333 Senior Project Production**

**3 Credits**

**Prerequisite: DFVA332**

This course continues the three-quarter long comprehensive project begun in Senior Project Preparation. Students will employ cumulative skills to produce a significant, sophisticated, digital film in a chosen genre. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

### **DFVA343 Advanced Editing**

**3 Credits**

**Prerequisite: DFVA203**

Using advanced editing methods, this course focuses on processing audio and video elements in media content and organizing such content for total effect and final delivery.

### **DFVA353 Compositing for Digital Film**

**3 Credits**

**Prerequisite: Academic Chair Approval**

Students in this course learn the concepts, techniques, and vocabulary of compositing. Students apply rotoscoping, match moving, keying, layering to finalize their multiple-source projects.

### **DFVA403 Senior Project Post Production**

**3 Credits**

**Prerequisite: DFVA333**

This course concludes the three-quarter long comprehensive project begun in Senior Project Preparation and created in Senior Project Production. Students will employ cumulative skills to post-produce a significant, sophisticated digital film in a chosen genre.

### **DFVA409 Portfolio II**

**3 Credits**

**Prerequisite: DFVA309**

This course aims to prepare students for 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. 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.



### **DFVP100 Fundamentals of Video Production**

**3 Credits**

**Prerequisite: None**

Students study the technical terms and processes of video production as well as learn to operate basic video production equipment using standard industry techniques.

### **DFVP102 Fundamentals of Editing**

**3 Credits**

**Prerequisite: None**

This course introduces the student to the editing of visuals and sound. Topics include the techniques of capturing, dubbing, assembling, inserting visuals from source to record, and basic aesthetic considerations.

### **DFVP201 Motion Graphics I**

**3 Credits**

**Prerequisite: FND135 or DVFP121**

In this course, students study the nature and attributes of motion and broadcast graphics and learn to generate, select, and manipulate still and motion graphics for broadcast and other media delivery. Students not only produce graphics but also apply them to media content design.

### **DFVP203 Digital Cinematography**

**3 Credits**

**Prerequisite: DFVA133 or DFVP103**

This course explores the various camera and lighting techniques used in digital filmmaking and video production. Discussions will cover the general concepts and principles of camera moves and lighting techniques. Focus will be placed on applying lighting techniques to create the desired visual effects.

### **DFVP215 Motion Graphics II**

**3 Credits**

**Prerequisite: DFVP201**

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

### **DFVP324 Advanced Cinematography**

**3 Credits**

**Prerequisite: DFVP203**

Moving beyond three-point lighting and variations of the five general lighting patterns, this course introduces additional lighting principles and techniques to achieve desired effects and mood. The roles of the director of photography, gaffer, and best boy are stressed.

### **FADA101 Elements of Garment Construction**

**3 Credits**

**Prerequisite: None**

This course introduces the student to the basic concepts of garment construction. The student will have an overview of the industrial equipment, the processes of measuring, cutting, sewing, and sequence of assembly.

### **FADA102 Fashion Illustration**

**3 Credits**

**Prerequisite: FND110**

This course covers rendering the fashion figure, garments, details, and textiles using various media.



### **FADA103 Textile Fundamentals**

**3 Credits**

**Prerequisite: None**

Students study textiles exploring natural and manufactured fibers, structure, production, uses, and characteristics.

### **FADA108 Textile Applications**

**3 Credits**

**Prerequisite: FADA103**

This course is an Introduction to the regulations and laws that apply to the apparel industry. They will research and source textile manufacturers and mills relevant to product development. Students will develop a further understanding of the end uses and applications of textiles.

### **FADA111 Survey of the Fashion Design Industry**

**3 Credits**

**Prerequisite: None**

This course is an overview of the fashion industry, examining how garments are designed, created, produced and marketed.

### **FADA113 Fundamentals of Patternmaking**

**3 Credits**

**Prerequisite: FADA121**

This course is an introduction to the principles of patternmaking through drafting basic block and pattern manipulation. Working from the flat pattern students will apply these techniques to the creation of a garment design.

### **FADA121 Fundamentals of Construction**

**3 Credits**

**Prerequisite: FADA101**

Students continue their introduction to apparel industry sewing standards and techniques. Through the completion of samples and the construction of basic garments, students apply fundamental garment construction skills utilizing industrial equipment.

### **FADA131 Intermediate Construction**

**3 Credits**

**Prerequisite: FADA121**

In this course students study the application of intermediate and industrial construction techniques to further refine construction skills.

### **FADA201 Advanced Construction**

**3 Credits**

**Prerequisite: FADA131**

In this course students study advanced construction techniques applied to structured garments.

### **FADA202 Technical Drawing**

**3 Credits**

**Prerequisite: FADA103**

Development of presentation boards and technical illustrations manually and by computer aided design technology.

### **FADA203 Intermediate Patternmaking**

**3 Credits**

**Prerequisite: FADA113**

Flat pattern techniques in accordance with garment trade practices. Emphasis will be on the manipulation of patterns for more complex designs.

### **FADA207 Early History of Fashion**

**3 Credits**

**Prerequisite: None**

Students study evolution of garments and accessories from the ancient Egyptians through the French Revolution.

### **FADA208 Trends & Forecasting**

**3 Credits**

**Prerequisite: FADA217**

The course focuses on the study of trends, trend forecasting, demographics and social issues that affect fashion.

### **FADA209 Portfolio**

**3 credits**

**Prerequisite: Academic Chair Approval**

This course prepares students for the transition to the professional world. This course will prepare graduates to seek entry-level employment in 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.

### **FADA212 Advanced Fashion Illustration**

**3 Credits**

**Prerequisite: FADA102**

Student utilize advanced techniques in rendering the fashion figure, garments, details, and textiles using various media with a focus on application of color and texture. Students will begin to develop a personal illustrative style.

### **FADA213 Advanced Patternmaking**

**3 Credits**

**Prerequisite: FADA203**

Students study advanced patternmaking and construction techniques including stretch fabric blocks for garment creation.

### **FADA217 Modern History of Fashion**

**3 Credits**

**Prerequisite: None**

Students study evolution of garments and accessories from the French Revolution to the present.

### **FADA222 Collections**

**3 Credits**

**Prerequisite: Academic Chair Approval**

In this course, students implement design concepts to product completion. Specific target markets, industry standards, and manufacturing sources are analyzed by means of development of a collection. Students will plan a professional presentation of their collections.

### **FADA223 Computer Patternmaking**

**3 Credits**

**Prerequisite: FADA203**

In this course students will utilize industry standard software to further their patternmaking skills.

### **FADA233 Draping**

**3 Credits**

**Prerequisite: FADA203**

The course is an introduction to the principles and techniques of draping. Proportion, line, grain and fit are analyzed.

### **FADA243 Specialized Sewing Techniques**

**3 Credits**

**Prerequisite: FADA201**

This course explores tailoring, advanced sewing, and finishing techniques. Students learn appropriate fabric selection, proper cutting and marking, and inner construction methods.

### **FADA302 Fit Analysis**

**3 Credits**

**Prerequisite: FADA233**

This course provides the foundation for defining fit by applying techniques for accurately fitting garments on a body. Students will demonstrate understanding by translating changes back to a flat pattern.

### **FADA303 Advanced Computer Patternmaking**

**3 Credits**

**Prerequisite: FADA223**

This course will focus on the advanced use of Computer Aided Design in patternmaking. Students will utilize industry software and hardware to engineer patterns from original designs in a laboratory setting. Work will be initiated for presentation in the final portfolio of student work.

### **FADA308 Fundamentals of Business**

**3 Credits**

**Prerequisite: None**

This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing 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.

### **FADA312 Sourcing & Technical Design**

**3 Credits**

**Prerequisite: GWDA103**

Through a variety of in-depth research and analysis, students create computer generated production package consisting of costing analysis, size specification, construction standards, sourcing materials and production methods, detailed front and back flats.

### **FADA313 Computer Production Systems**

**3 Credits**

**Prerequisite: FADA303**

This course covers industrial application of patternmaking through the creation of production ready patterns including grading and marker making.

### **FADA322 Senior Collection Concept**

**3 Credits**

**Prerequisite: Academic Chair Approval**

Students develop a final collection beginning with market research, development of concepts, illustrations, and the sourcing of materials.

### **FADA332 Surface Design**

**3 Credits**

**Prerequisite: FADA108**

Students utilize manual surface design applications of colors, prints, and motifs on a variety of fabrications.

### **FADA402 Digital Textile Design**

**3 Credits**

**Prerequisite: FADA303**

Using pixel and vector based software students explore applied and structural techniques for textile print design and fabric development exploring applied and structural techniques using pixel and vector based software.

### **FADA403 Senior Collection Technical**

**3 Credits**

**Prerequisite: FADA322**

Students continue developing final collection through completion of technical drawings, specifications, patternmaking and fit.

### **FADA406 Internship**

**3 Credits**

**Prerequisite: Academic Chair Approval**

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 seek entry-level positions in the field when they graduate. 132 internship hours

### **FADA409 Portfolio I**

**3 Credits**

**Prerequisite: Academic Chair Approval**

This course is designed to prepare students for the transition to the professional world. 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.

### **FADA413 Senior Collection Production**

**3 Credits**

**Prerequisite: FADA403**

Students complete the final development phase of their senior collection including specification package. Emphasis placed on finished construction and presentation of original line.

### **FADA419 Portfolio II**

**3 Credits**

**Prerequisite: Academic Chair Approval**

This course focuses on the completion of the portfolio. Students' final portfolios should focus on their individual strengths. This work should reflect their uniqueness and their ability to meet demanding industry standards and prepare them for entry into the professional world.

### **FD112 Technical & Product Sketching**

**3 Credits**

**Prerequisite: None**

This is a fundamental drawing course in which students will learn to use a variety of drawing tools with an emphasis on technical fashion and product illustration.

### **FD125 Design for Apparel**

**3 Credits**

**Prerequisite: None**

This course is a study of design as it is related to elements of apparel including color, line, shape, silhouette, texture and pattern. Students will examine the creative process used by clothing designers, engineers, and colorists in today's apparel manufacturing environment.

### **FD127 Survey of Fashion Industry**

**3 Credits**

**Prerequisite: None**

This course provides students with an overview of the fashion industry, examining apparel markets, where designs come from, and how garments are designed, created, produced, marketed, and sold at retail.

### **FD155 Early History of Fashion**

**3 Credits**

**Prerequisite: None**

Students will trace the evolution of garments and accessories from the ancient Egyptians through the French Revolution.

**FD234 Computer Apparel Design****3 Credits****Prerequisite: FD112**

Students acquire the computer skills for developing and producing surface designs and garment draping simulations.

**FD251 Textiles & Fabrics for Fashion****3 Credits****Prerequisite: None**

The study of textiles explores natural and manufactured fibers, structure, production, uses, and characteristics.

**FD260 Design Trends & Forecasting****3 Credits****Prerequisite: FD127**

Fashion forecasting creates a competitive advantage for companies. Students study the theories of fashion change; how to research, organize, analyze, and integrate information to sort hype from directional signals; and to apply their trend knowledge into a forecast presentation.

**FD263 Introduction to Product Development****3 Credits****Prerequisite: None**

Students will analyze the manufacturing systems in the apparel industry, including product development, branding, licensing, quality management, pricing, production planning and management.

**FD366 Special Topics in Fashion****3 Credits****Prerequisite: Academic Chair Approval**

Students will conduct in-depth research and practice advanced techniques in specialized areas of focus as applied to the professional fashion industry.

**FM120 Retail Math****3 Credits****Prerequisite: MAT1010**

This course provides an understanding of the various financial tools used by retailers to evaluate performance. Students calculate, analyze, and interpret financial concepts associated with accounting from a merchandising perspective.

**FM181 Business Fundamentals****3 Credits****Prerequisite: None**

Students examine structural and dynamic aspects of business, including planning procedures, documentation, business ethics, and macroeconomics.

**FM183 Merchandise Presentation****3 Credits****Prerequisite: None**

Exciting field trips combined with in-class assignments will teach students the basics of in-store merchandise presentation. Learning the ropes and language will give students the advantage they need in today's fast-paced retail environment. Floor and wall presentations and development of planograms are covered.

### **FM184 Marketing**

**3 Credits**

**Prerequisite: None**

Students will examine the social and economic forces of the marketplace and the research and analysis techniques used to make marketing decisions. The course stresses the key role creative marketing specialists are expected to play in all decisions affecting the planning and promoting of products, services and ideas.

### **FM201 Advertising**

**3 Credits**

**Prerequisite: FM184**

Students will develop their skills in advertising with practical application of the strategic tools necessary to build successful and persuasive advertising communications between the client and target audience. Topics include the strategy and analysis of an advertising campaign; building the creative platform; demographic, psychographic and geographic market segmentation; designing a creative brief; writing advertising copy; and the utilization of pitching techniques designed to lead the client to an acceptance of agency recommendations.

### **FM219 Store Operations**

**3 Credits**

**Prerequisite: None**

This course is a study of the non-merchandising functions of a store that must take place to ensure its proper and profitable functioning.

### **FM223 Digital Marketing Strategies**

**3 Credits**

**Prerequisite: FM184 or ADT230**

Students learn to conduct online demographic analysis for customer needs, develop marketing strategies to effectively market products, and analyze internet business models.

### **FM238 Merchandise Buying Techniques**

**3 Credits**

**Prerequisite: FM120**

The study of knowing what, when and how to buy. Covered are merchandise practices, coordination of buyer's activities and pricing.

### **FM239 Marketing Research Portfolio**

**3 Credits**

**Prerequisite: FM184**

This is the first in a series of three courses that create the Portfolio Business Plan required for graduation. Students will study the social and economic forces of the marketplace and the research and analysis techniques used to make marketing decisions and create a complete marketing plan.

### **FM241 Business Financial Portfolio**

**3 Credits**

**Prerequisite: FM239 and MAT125**

Students will learn advanced applications of computer usage in sales planning, inventory control, order processing and general business within the merchandising industry. This is the second in a series of three courses that create the Portfolio Business Plan required for graduation.

### **FM243 Inventory & Stock Control**

**3 Credits**

**Prerequisite: FM238**

Students participate in a simulated six-month buy plan using current information and trending for the store of their choice. Course content includes category planning, justifying and fulfilling customer needs, preparing budget and placing orders. Students will work through all areas of the buy as "a real life" buyer would.

### **FM245 Business Portfolio I**

**3 Credits**

**Prerequisite: FM241**

This is the last in a series of three courses that create the Portfolio Business Plan required for the AAA degree in Fashion Marketing. The research conducted in Marketing Research Portfolio and financial plans created in Business Financial Portfolio are integrated with management and operations plans created in this class to become the Portfolio Business Plan.

### **FM310 Event Production**

**3 Credits**

**Prerequisite: FMMA203**

Students 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 teams.

### **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 & 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 Evaluation**

**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: Academic Chair Approval**

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 seek entry-level positions in the field when they graduate. 132 internship hours

### **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**

**3 Credits**

**Prerequisite: Academic Chair Approval**

This course is designed to prepare students for the transition to the professional world. This course is designed to prepare graduates to seek entry-level employment in 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: Academic Chair Approval**

This course will guide students through the process of compiling their work into a final interactive portfolio. It will also stress the importance of professional development and help students complete their initial job search requirements including personal branding.

### **FND103 Concepts in Computer Graphics**

**3 Credits**

**Prerequisite: None**

This course introduces the student to the wide range of applications for computers in industries ranging from computer animation to video production, and includes extensive hands-on training in the use of mainstream computer graphics programs.

### **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.

### **FND106 Analysis of Form**

**3 Credits**

**Prerequisite: FND110**

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 and line quality through the use of tone, light, and shadow.

### **FND110 Observational Drawing**

**3 Credits**

**Prerequisite: None**

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.

### **FND131 Three-Dimensional Design**

**3 Credits**

**Prerequisite: None**

The focus of this course is on the exploration of form and space transforming basic design principles and elements into three dimensional solutions. Students develop concept sketches, then create three dimensional form studies using a variety of materials

### **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.

### **GAD302 Figure Sculpture**

**3 Credits**

**Prerequisite: MAAA122**

This is a foundation course in sculpting the human form with a focus on understanding anatomical structure. Students develop life studies in clay and study human anatomy, with an emphasis on character development.

### **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 Story Telling**

**3 Credits**

**Prerequisite: COM1010**

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**

This course focuses on creating a game design document. Emphasis is on research, brainstorming techniques, critical thinking, drafting and the revision of design documentation.

### **GADA203 Texture Mapping for Games**

**3 Credits**

**Prerequisite: FND135**

In this class students will be introduced to the process of creating and working with all applicable textures for game models. Advanced texture creation techniques will be taught and applied. Introduction to a shading network in a 3D Software package and game engine 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 characters 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 a game engine. Students will be introduced to data structures, constructs, methods, classes, and high level scripting languages as it relates to game development. Functional video game components 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 or VGPA213 or INSA305**

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 team to create a game level within an existing engine. Students will continue to develop a project that began in the Game Prototyping class. The 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 gather reference, generate concept art, grey box models and game document.

### **GADA320 Level Design**

**3 Credits**

**Prerequisite: GADA253**

This course covers advanced features and techniques in the creation of environment art for games. Students will implement modular geometry and textures to create interior and exterior spaces in a game engine.

### **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.

### **GADA343 Motion Capture**

**3 Credits**

**Prerequisite: MAAA303**

This course covers the acquisition, refinement and application of performance capture in 3D space. Students will learn different uses, approaches to motion capture as well as its limitations.

### **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: Academic Chair Approval**

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 seek entry-level positions in the field when they graduate. 132 internship hours

### **GADA409 Portfolio I**

**3 Credits**

**Prerequisite: Academic Chair Approval**

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: GADA409**

This course continues 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.

### **GD320 Graphic Package Design**

**3 Credits**

**Prerequisite:** IND335

Students will receive a broad overview that covers essential package design basics, including materials and production methods, structures and surfaces, product positioning and environmental concerns.

### **GE3500 General Education Capstone**

**2 Credits**

**Prerequisite:** Program Chair Approval

This course bridges the general education and major programs. Students apply knowledge and skills developed in general education courses to the investigation of topics relevant to their majors. Students engage in research, writing, discussions, and presentations.

### **GE4000 General Education Capstone**

**3 Credits**

**Prerequisite:** 1 course in each liberal arts category completed

This course bridges the general education and major programs. Students apply knowledge and skills developed in general education courses to the investigation of topics relevant to their majors. Students engage in research, writing, discussions, and presentations.

### **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.

### **GWDA109 Concepts in Motion Graphics**

**3 Credits**

**Prerequisite: None**

This course is an introduction to the concepts, mechanics and historical context of time-based media. Students will develop sensitivity to composition, structure and narrative/non-narrative progression that motivate works in various media.

### **GWDA111 Introduction to Layout Design**

**3 Credits**

**Prerequisite: GWDA112 or FND105**

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 will also be introduced to contemporary typesetting technology.

### **GWDA122 Typography–Hierarchy**

**3 Credits**

**Prerequisite: 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 & 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 & Production**

**3 Credits**

**Prerequisite: GWDA111**

This course is designed to prepare 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.

### **GWDA206 Portfolio Prep**

**3 Credits**

**Prerequisite: Academic Chair Approval**

This course emphasizes evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

### **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**

This course is designed to prepare students for the transition to the professional world. 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.



### **GWDA212 Typography– Expressive and 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 advanced 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 Identity**

**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, preparing 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.

### **GWDA312 Publication Design**

**3 Credits**

**Prerequisite:** GWDA252

Publication design is a mainstay in the study of graphic design. This class will focus on creating a publication, hierarchy, grid, page sequence and spreads. The publication will be typographically oriented with a combination of images, color and texture.

### **GWDA313 Emerging Technology**

**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.

### **GWDA315 Contemporary Typography**

**3 Credits**

**Prerequisite:** GWDA122

The use of typographic techniques inspired by contemporary type designers will also be explored. Students will define multiple typographic styles found in history. Development of type centered visual communications will be implemented to create marketable pieces.

### **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, preparing students as they transition into an interactive media and design profession.

### **GWDA323 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.

### **GWDA342 Editorial Illustration**

**3 Credits**

**Prerequisite: GWDA105**

In this course, students translate narrative content into visual conceptual imagery through illustrative solutions. These illustrations are then incorporated into page layouts, and other publication design formats. Students research visual solutions and explore appropriate media, imagery, and style—to interpret the author's point-of-view.

### **GWDA352 History of Typography**

**3 Credits**

**Prerequisite: GWDA122**

Students will explore the history of typographic styles from the historical through the present day. The study of type, type faces and the evolution of printed letters from hand type to metal type to digital type will be discussed. The difference between typographers and printers of type will be investigated.

### **GWDA353 Server-Side Scripting**

**3 Credits**

**Prerequisite: GWDA273**

Through this course students learn advanced programming skills. Students will gain experience developing web applications using specific computer languages. Application in fundamentals of Interactive Web development will be explored. Students will be introduced to concepts related to data-driven dynamic web site creation based on Server Side processing. Emphasis is placed on forms and content management.

### **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 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, restrictions of designing for mobile devices as well as test student-designed interfaces.

### **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.

### **GWDA406 Internship**

**3 Credits**

**Prerequisite: Academic Chair Approval**

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 seek entry-level positions in the field when they graduate. 132 internship hours

### **GWDA407 Interactive Communication: Usability & Prototyping**

**3 Credits**

**Prerequisite: GWDA317**

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

### **GWDA408 Senior Thesis**

**3 Credits**

**Prerequisite: Academic Chair Approval**

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 document and oral presentation.

### **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 Production Team**

**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 for 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.

### **GWDA432 Digital Typography**

**3 Credits**

**Prerequisite: None**

Beginning with an introduction to the history of letterforms and the function of typography, this course examines the construction and application of digital typographic text and headline display. Emphasis is placed on advanced concepts of typography as an essential element of design.

### **GWDA453 Interactive Communication: Development & Delivery**

**3 Credits**

**Prerequisite: GWDA407**

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

### **GWDA457 Sustainable Design**

**3 Credits**

**Prerequisite: GWDA209**

This course will address the fundamental issues of sustainable design and introduce a broad range of frameworks and concepts for tackling the fundamental changes that are required in how a company approaches design and manufacturing. Drawing from a wide range of sources and case studies, we will discuss the key issues framing sustainable design, how it can be initiated in an organization, and how it impacts on choices of product planning, production partners, brand and marketing.

### **HUM1010 The Art of Professionalism**

**4 Credits**

**Prerequisite: None**

Using an inquiry-based approach, students will examine the question, “what does it mean to be a professional?” In addressing this issue, students will focus on conscientious professionalism through awareness of themselves, their fields, and the places of both in the wider world. By exploring what it means to think, look, speak, write, and work as a professional, students identify avenues for academic and career success.

### **HUM1020 Art Appreciation**

**4 Credits**

**Prerequisite: COM1010**

Introduces the central principles in art, architecture, and design. Examine the creative process, historical and cultural background, and various stylistic influences that go into making different forms of art. Builds visual analysis skills through the development of specific art vocabulary. Enriches understanding of the interconnectedness of the arts in their social, cultural, and academic contexts.

### **HUM1030 Music Appreciation**

**4 Credits**

**Prerequisite: COM1010**

Introduces representative music masterpieces through perceptive listening. Emphasis on the elements of music, various musical forms and periods, and great composers and performers.

### **HUM1060 Art History: Paleolithic to 300 A.D.**

**4 Credits**

**Prerequisite: COM1010**

This course is a general historical survey focusing on the aesthetic movements of major civilizations from approximately 25,000 B.C.E. to 330 C.E. Using an interdisciplinary format, the course explores the aesthetic perceptions and the arts of the Paleolithic, Egyptian, Near Eastern, Greek, Roman, ancient Eastern, and ancient African cultures. The integration of art with the socioeconomic, political and philosophical currents of each era is examined as well.

### **HUM1100 Literature**

**4 Credits**

**Prerequisite: COM1010**

This course explores reading and enjoying literature through study and analysis of various forms of literary expression, such as fiction, poetry and drama. The objective is to understand these readings as a source of knowledge and reflection about the human experience and as a source of pleasure in the written word.

### **HUM1200 Themes in World Civilization**

**4 Credits**

**Prerequisite: COM1010**

This course explores the cultural, intellectual and political traditions that have framed historical developments from the 18th to the 21st centuries. Recognition, investigation and analysis of differing cultural perspectives and approaches to the human dilemma are emphasized.

### **HUM1500 Introduction to Philosophy**

**4 Credits**

**Prerequisite: COM1010**

This course is an introductory study of some of the major problems of philosophy including the nature of philosophy, problems of knowledge (questions concerning the origin, nature and limits of knowledge), and the problem of a worldview (metaphysical questions concerning materialism, idealism and naturalism). Through class lectures, discussions and readings, students will become familiar with some of the answers that have been given to a variety of philosophical questions.

### **HUM1700 French I**

**4 Credits**

**Prerequisite: None**

This course is an introduction to spoken and written French language with an emphasis on contemporary language, travel and cultural life in France, Canada and other French-speaking countries.

### **HUM1710 Spanish I**

**4 Credits**

**Prerequisite: None**

This course is an introduction to conversational and written Spanish language. Emphasis is on familiarity with frequently used contemporary vocabulary and cultural understanding of the Spanish-speaking countries.

### **HUM2060 Art History: 300 to 1600**

**4 Credits**

**Prerequisite: COM1010**

A general art history survey, this course focuses on major artistic movements throughout the world from the Byzantine Empire through the Renaissance to the Baroque period, from approximately 300 to 1600 C.E. Using an interdisciplinary format, the course explores the aesthetic perceptions and the arts of the eastern and western worlds, including Byzantine, Islamic, Asian, medieval, Renaissance (Italian and Northern), and ancient American. The integration of art with the socioeconomic, political, and philosophical currents of each era is examined as well.



### **HUM2620 World Mythology**

**4 Credits**

**Prerequisite: COM1010**

This course will introduce students to mythology from around the world and the ways in which various stories reflect the human experience. Students will examine myths from a variety of cultures including Greek, Roman, Norse, Hebrew, Egyptian, Native American, Chinese, Japanese, Muslim, Mayan, and others. The focus will be to compare these various myths and discuss their impact on the Western tradition and culture.

### **HUM2860 Art History 1600 to 1945**

**4 Credits**

**Prerequisite: COM1010**

This course is a general art history survey focusing on major artistic movements throughout the world from approximately 1600 to 1945 C.E., including the Baroque, Neoclassical and Romantic eras, as well as early Modernism. Using an interdisciplinary format, the course explores the aesthetic perceptions and the arts of both the eastern and western worlds. The integration of art with the socioeconomic, political and philosophical currents of each era is examined as well.

### **HUM2900 Contemporary Art and Design**

**4 Credits**

**Prerequisite: COM1010**

In this course students will concentrate on contemporary art and design issues. They will analyze and evaluate the postmodern movement in art, architecture, graphic design, film and culture. They will also explore the social, political and cultural environments of existing artistic expressions as they relate to current events.

### **HUM3010 Topics in Humanities**

**4 Credits**

**Prerequisite: COM1010 and 1 HUM lower level course**

This course delves further into specific subjects in the area of humanities that are not necessarily addressed in the curricula. These topics may include areas in history, literature, philosophy, religion, foreign language and/or fine arts.

### **IND102 Survey of Industrial Design**

**3 Credits**

**Prerequisite: None**

This course introduces students to the industrial design field. Industrial design is explored using lecture, site visits and studio projects to enhance student understanding of the contributions that industrial design makes to society.

### **IND111 Fabrication Techniques**

**3 Credits**

**Prerequisite: None**

Students learn the proper use of tools and equipment in a shop environment. The course emphasizes the safe use of hand and power tools and other equipment, and explores best practices techniques for their use.

### **IND119 Rapid Visualization**

**3 Credits**

**Prerequisite: INT109**

This course promotes the skill of drawing quickly by emphasizing visual note taking, generating visual ideas, working from nonvisual sources, and establishing a method for accurate freehand and perspective drawing.



### **IND122 Mechanical Drafting**

**3 Credits**

**Prerequisite: None**

This course is an introduction to the conventions of engineering drawing covering lettering, use of tools, title block and layout, geometric construction, isometric and orthographic projections, tolerances and standards. Students complete a drawing package of parts, details, assembly and illustration for a final project.

### **IND126 Introduction to Model Making**

**3 Credits**

**Prerequisite: IND111 and IND122**

Fundamental skills with paper, foamboard, styrene, clays and other materials are developed along with techniques regarding adhesives, tools, supplies and knowledge of layout, measurement, scale conversion and material constraints. Model finishing is also introduced.

### **IND135 Materials and Manufacturing**

**3 Credits**

**Prerequisite: IND102**

This course exposes students to how products are produced. Students tour various manufacturing facilities, workrooms and shops to develop an understanding of the complexities of manufacturing processes as well as how different materials are handled. Students study advantages and disadvantages of processes, and record information in a personal journal for future reference.

### **IND175 CAD I (Introduction to Rhino)**

**3 Credits**

**Prerequisite: IND122**

This course introduces students to computer aided design in 2D and 3D using vector based surface modeling software that permits the user to develop 3-D objects from 2D views. Students acquire basic operational skills using CAD commands and techniques in creating and editing virtual objects.

### **IND203 Environmental Design**

**3 Credits**

**Prerequisite: INT109**

Environmental displays are designed and built in scale form. Natural and man-made objects are represented using current technology. Projects revolve around entertainment, theme park and outdoor human needs.

### **IND219 Industrial Rendering**

**3 Credits**

**Prerequisite: INT109**

Students use various techniques in creating linear and color images. Media used includes markers, pastel, colored pencil, watercolor, acrylics and gouache.

### **IND225 CAD 2 (Adv Rhino)**

**3 Credits**

**Prerequisite: IND175**

Students further explore Rhino software to generate more sophisticated 3D shapes and enhance their design capabilities using this software.

### **IND235 Computer Graphics for Industrial Design**

**3 Credits**

**Prerequisite: INT109**

This course explores a variety of computer-based drawing and rendering techniques. Additionally, the course covers basic presentation methods using vector-based and page layout software.

### **IND236 History of Industrial Design and Invention**

**3 Credits**

**Prerequisite: None**

This course will examine the influences of social trends, historical events, technological developments, and the fine arts on contemporary industrial design. Through lectures, visual examples, independent research and design assessments, the student will gain insight into a variety of major industrial design influences. The student will learn how to research and utilize a wide variety of design styles.

### **IND240 Product Design**

**3 Credits**

**Prerequisite: IND126 or FND120**

Students work as a product development team that includes engineering, legal and marketing considerations. A project is taken from historical, competitor, and trend analysis through concept and form studies into a viable solution with formal presentation. Students explore the complete product design cycle including a finished model and rendering.

### **IND242 Graphics**

**3 Credits**

**Prerequisite: FND103**

Students study graphic design principles and typography for use in 3-D applications including packaging, signage, display exhibits and product design.

### **IND258 Structures and Mechanisms**

**3 Credits**

**Prerequisite: IND126**

Students will study the strengths and properties of materials, basic structures and single mechanical devices incorporating theory and application.

### **IND260 Advanced Model Making**

**3 Credits**

**Prerequisite: IND126**

Students explore and execute complex and technically sophisticated methods of constructing models and prototypes.

### **IND265 Toy Design**

**3 Credits**

**Prerequisite: IND240**

The special needs of children are considered in the creation of educational or psychomotor skill-based toys. Students do a custom one-of-a-kind piece and a design for mass manufacturing.

### **IND270 Intermediate Product Design**

**3 Credits**

**Prerequisite: IND240**

This course continues the product design process. Students conceptualize and design several small products and explore the manufacturing processes required to produce these products.

### **IND273 Lighting Fixture Design**

**3 Credits**

**Prerequisite: INT109**

This course provides a study of lighting fixture design. Students determine a client's light fixturing need, consider energy code compliance, and develop a design for a custom light fixturing installation. This may be freestanding or attached to a space, and the end result should be a working prototype model of portfolio quality.

### **IND275 CAD 3 (Introduction to Solid Works)**

**3 Credits**

**Prerequisite:** IND122

Students are introduced to parametric solid modeling software. Solid Works is a product engineering- oriented software solution that students learn to use in order to develop designs and use its capabilities to easily modify them.

### **IND283 Clay Model Making**

**3 Credits**

**Prerequisite:** IND126

This course focuses on designing and making clay models for transportation units. Industry materials and techniques are utilized to establish working skills and competencies.

### **IND285 CAD 4 (Rapid Prototyping)**

**3 Credits**

**Prerequisite:** IND175 and IND275

This course further develops students' skills in working with 3D modeling software. Manufacturing details are incorporated into the models considering requirements such as parting lines, draft angles, and preparation for rapid prototyping. Rapid prototype models are produced.

### **INT175 CAD 4 (Rapid Prototyping)**

**3 Credits**

**Prerequisite:** IND175 and IND275

This course further develops students' skills in working with 3D modeling software. Manufacturing details are incorporated into the models considering requirements such as parting lines, draft angles, and preparation for rapid prototyping. Rapid prototype models are produced.

### **IND301 Product Psychology**

**3 Credits**

**Prerequisite:** IND133

This course introduces students to the visual and functional characteristics that define a product. Students will also explore the designer's ability to create designs that are appropriate to a variety of markets.

### **IND315 Advanced Product Design**

**3 Credits**

**Prerequisite:** IND270

This course is an advanced study of product design and processes. Students learn product development and teamwork processes and focus on developing and completing a model or prototype.

### **IND335 Digital Sketching**

**3 Credits**

**Prerequisite:** FND103 or Program Chair Approval

In this course sketching techniques for Industrial Design are transferred to the digital world. Students will focus on sketching and drawing from 2D content while incorporating traditional design rendering skills with digital tablets.

### **IND357 Exhibit and Trade Show Design**

**3 Credits**

**Prerequisite:** IND260

Design and detailing for commercial exhibits are studied. Structural systems are developed with portable components, complete working drawings and models.

### **IND362 Light Metal Design**

**3 Credits**

**Prerequisite:** INT109 or FADA202

Design and fabrication of ornaments for the home, office or body is introduced through skill-building projects. Use and application of both precious and non-precious metals are explored in conjunction with plastic, resin, stone and wood. Metalsmithing techniques taught include piercing, riveting, soldering, roll-printing and hydraulic forming.

### **IND367 Transportation Design**

**3 Credits**

**Prerequisite:** IND335

Students are exposed to the unique problems involved in land, sea and air transportation. Emphasis is placed on ergonomics, function and appearance.

### **IND369 Sustainable Materials**

**3 Credits**

**Prerequisite:** IND135

Students will examine the consideration and process of selecting, specifying and designing with materials that minimize adverse effects on the earth, including the use of alternatives to non-renewable and recycled products.

### **IND372 Custom Furniture Design**

**3 Credits**

**Prerequisite:** INT109

This studio course is a survey of the materials and fabrication techniques used in the design and construction of furniture and casework design. The course also focuses on the integration of model building techniques and the communication of three-dimensional designs. Students develop and present a custom furniture piece of their choice.

### **IND375 Design for Manufacturing**

**3 Credits**

**Prerequisite:** IND135

Production and advanced manufacturing and processes are explored in detail, focusing on tolerances, capabilities and limitations of manufacturing processes and materials. Students study the effects of these variables on product costs and viability.

### **IND400 Graduate Project Research**

**3 Credits**

**Prerequisite:** Academic Chair Approval

Industrial Design students select a topic from the field of industrial design to use as a foundation for their senior portfolio project. This course is used to develop research, program and schedule the project. Students learn to conduct, understand and present qualitative research.

### **IND401 Graduate Project Concept Development**

**3 Credits**

**Prerequisite:** IND400

Industrial Design students create and develop the design concept for their senior portfolio project. Students use the research from Graduate Project Research to explore design process and select a final concept as the basis for their project. Students begin final design development of the project.

### **IND404 Internship**

**3 Credits**

**Prerequisite:** Academic Chair Approval

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning. 132 internship hours

### **IND411 Career Development**

**3 Credits**

**Prerequisite: Academic Chair Approval**

These courses prepare students for the business environment and the transition into an applied arts profession. They emphasize the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including resume and cover letter writing, networking and interviewing skills. Freelance business operating practices such as negotiation of contracts, pricing and estimation of services, ethical guidelines, and pertinent tax laws will be addressed.

### **IND412 Portfolio I**

**3 Credits**

**Prerequisite: Academic Chair Approval**

This course emphasizes evaluation and coordination of projects by students and the instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near-and long-term professional employment goals, as well as related strategies and resources.

### **IND440 Graduate Project Presentation and Defense**

**3 Credits**

**Prerequisite: IND401**

Industrial Design students complete their senior portfolio project and present it to a panel of experts for review and critique.

### **IND493 Portfolio II**

**3 Credits**

**Prerequisite: IND412**

Students work with their portfolio instructor to select and prepare major projects for final portfolio presentation and their professional portfolio. Project work focuses on bringing out individual qualities, strengths and skills of the student. Emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources. Final resume and marketing materials will be completed, and exhibited on Portfolio Day. Students will be required to have an electronic version of their portfolio available for viewing on a website.

### **INSA103 Instructional Technology Integration**

**3 Credits**

**Prerequisite: GWDA101**

This course explores the application of technology in education and training and covers strategies for effective integration of technology into curriculum to meet the needs of the audience or learner. Students focus on the study of learning theories and how they relate to the role of technology in learning. Students learn to integrate software, hardware, and a variety of technologies in instruction.

### **INSA105 Psychology of Learning**

**3 Credits**

**Prerequisite: None**

In this course students are introduced to the psychological principles of human learning: memory, conceptual processes, motivation, and individual differences. Current psychological and educational models supporting learning goals, retention, and mastery are discussed.

### **INSA115 Learning Theories & Strategies**

**3 Credits**

**Prerequisite: INSA105**

In this course students explore the main principles, concepts, research findings, and practical applications of key learning theories. Topics include historical perspectives and contemporary influences relevant to developing technology-based learning environments for diverse learners.

### **INSA125 Foundations of Instructional Design**

**3 Credits**

**Prerequisite:** INSA115

This course explores instructional design history, methods, models, and terminology. Students learn to apply instructional design principles to the development of instruction appropriate to a specific audience. This project-oriented course culminates in a proposal for an instructional product including prototype development and testing methods.

### **INSA202 Curriculum Design**

**3 Credits**

**Prerequisite:** INSA125

This course is an introduction to the development of skills essential for curriculum design, planning, and implementation. Emphasis is placed on instructional strategies, learning styles, instructional delivery methods, and curriculum assessment. Students analyze, develop, assess, and evaluate existing curriculum with respect to relevant theory, research, and practices.

### **INSA205 Developing Instructional Materials I**

**3 Credits**

**Prerequisite:** GWDA111

This course identifies and describes effective instructional materials used for the delivery of curriculum in a variety of educational settings. Students examine the relationship between quality materials and instructional goals and objectives. Students create effective materials designed to facilitate learning using a variety of digital media to achieve instructional goals.

### **INSA207 Evaluation, Assessment & Analysis of Learning**

**3 Credits**

**Prerequisite:** INSA212

This course examines the basic principles of assessment and evaluation of instruction. Students develop conceptual frameworks for authentic learning assessment, and assess and evaluate knowledge and problem solving strategies and tools. Students employ formative and summative evaluations for different learning environments. They learn to determine reliable and informative assessments of student learning outcomes.

### **INSA212 Advanced Instructional Design**

**3 Credits**

**Prerequisite:** INSA125

This course is a continuation of principles and practices of instructional design. Students learn to select, design, develop, and manage online and multimedia based instruction to meet the learning needs of specific audiences. Disciplined approaches incorporating learning theories, emerging technologies, and instructional strategies are covered.

### **INSA215 Developing Instructional Materials II**

**3 Credits**

**Prerequisite:** INSA205

Students further explore and create instructional materials used in the delivery of curriculum for a variety of instructional settings. This course uses a variety of digital media and delivery methods to provide engaging and interactive experiences designed to achieve specific goals and objectives. Students focus on interaction design and communicating effectively with specific audiences.

### **INSA217 Interaction Management**

**3 Credits**

**Prerequisite:** INSA105

This course compares and evaluates techniques used to keep learners engaged in curriculum delivered through online, hybrid, and on-ground instructional models. Students identify and discuss strategies that address the management of learning environments for diverse learners. Students examine solutions for optimal interaction and learning outcomes.

### **INSA302 User Experience Design**

**3 Credits**

**Prerequisite:** GWDA202

An exploration of user experience design focused on creating user-centered experiences and developing products that demonstrate current industry standards and principles for experience design. Students learn how to create user flow documentation, wireframes for feedback loops, and interface systems for multi-platform delivery. Students explore best practices for user testing techniques.

### **INSA303 Digital Media Production**

**3 Credits**

**Prerequisite:** GWDA101

This course examines the process of using various media and technology to communicate messages and tell stories. Students apply the concepts of design, audio, video, motion graphics, and still photography for instructional purposes.

### **INSA305 Foundations of Game-Based Learning**

**3 Credits**

**Prerequisite:** INSA302

This course examines the theory and the design process of creating educational games and explores the social and cultural implications of using educational games. Students learn to apply pedagogical elements into the narrative as well as understand the other key elements such as mechanics, technology, and aesthetics in the game design process.

### **INSA307 Introduction to Research Methods**

**3 Credits**

**Prerequisite:** COM1010

This introductory course to research methods and practices provides students with an overview of research terminology, data collection, data analysis, and ethics. Focus is placed on an introduction to various research designs including experimental, non-experimental, quantitative, and qualitative research methods. Emphasis is placed on research methods and instruments of measurement.

### **INSA313 Learning Management Systems**

**3 Credits**

**Prerequisite:** GWDA353

This course is an overview of learning management systems. Students work in a learning management system to plan, implement, and assess a specific learning process, as well as create and deliver content, monitor user participation, and assess user performance.

### **INSA317 Instructional Technology & Design Project Management**

**3 Credits**

**Prerequisite:** INSA313

This course is an examination of the key components of instructional design project management; project needs analysis, implementation, integration, timeline, and cost management of instructional design projects. Students study initial project planning through development, implementation, and reassessment.

### **INSA327 Instructional Technology & Design Capstone I**

**3 Credits**

**Prerequisite:** INSA317

This capstone course focuses on the application and integration of skills and knowledge learned in courses within the Instructional Technology & Design program to real world situations. Students create a formal capstone project which includes a creative brief, objectives, strategies, and assessments for learning. This course allows students to apply the theories/principles of learning, instructional strategies, learner characteristics, and appropriate technology to extend learning.



### **INSA402 Instructional Technology & Design Capstone II**

**3 Credits**

**Prerequisite: INSA327**

In this course students develop and evaluate the capstone project prototype designed in Instructional Technology & Design Capstone I. Execute a sessional presentation of the prototype through a panel of faculty and industry professional committee defense, public presentation of the capstone project. Proficiency demonstrated in both core and general education courses through a written, oral, and visual presentation.

### **INSA406 Internship**

**3 Credits**

**Prerequisite: Program Chair Approval**

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.

### **INSA412 Special Topics in Instructional Technology & Design**

**3 Credits**

**Prerequisite: Program Chair Approval**

This course examines emerging concepts and methodologies used in instructional design. Students will research and discuss the potential impact on technological, social, and cultural change. Students will research differences in demands in instructional design by geographic market.

### **INSA409 Portfolio**

**3 Credits**

**Prerequisite: INSA402**

This course prepares students for the transition to the professional world by helping them compile a professional portfolio, apply marketing techniques, strategies, and creativity to showcase conceptual abilities and technical competencies in their chosen fields. 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 the assessment of marketable skills, designing storyboards, creating professional design layouts, creating interfaces, audio/video elements, resumes, and print materials to support their interactive portfolios.

### **INT104 Drafting I**

**3 Credits**

**Prerequisite: None**

This course is an introduction to drafting for the interior designer. The language, tools and techniques of drafting are examined. Line quality and weight, lettering, and scale are primary elements of this study. Students will be introduced to presentation-style drawings by preparing floor plans and interior elevations.

### **INT109 Concept Sketching**

**3 Credits**

**Prerequisite: FND110**

This course reviews perspective and axonometric drawing techniques, a variety of sketching methods and practice drawing observed objects. An emphasis is placed on developing rapid conceptual sketching techniques to communicate ideas for analysis and presentation to clients. Freehand sketching, combined with skills in proportioning, help students become more proficient in creating quick, dynamic, conceptual sketches and renderings of space and products for communication with colleagues and clients.



### **INT110 Introduction to Interior Design**

**3 Credits**

**Prerequisite: None**

This course surveys the interior design industry examining the various career opportunities in the field, requirements of various states for licensing, and the skills required to be a professional in the field. Students begin to build basic skills in design and selection of materials as well as basic presentation techniques.

### **INT120 Drafting II**

**3 Credits**

**Prerequisite: INT104**

This class introduces the process of producing a set of design development drawings for interior spaces. Students will learn to develop and draft plans, elevations, sections, and details that address architectural standards.

### **INT175 CAD I**

**3 Credits**

**Prerequisite: INT104**

This course introduces interior design students to basic CAD software, commands, and techniques used to create and edit architectural drawings for interior spaces. Students create 2D image files for production plotting.

### **INT180 Materials and Sources**

**3 Credits**

**Prerequisite: None**

Students study the physical properties, performance characteristics, environmental impacts and applications of basic building and finish materials used in the interior environment. Lectures and studio activities are supported by field trips to suppliers and installations. Students begin to establish a network of professional materials sources.

### **INT220 Textiles and Fabrics**

**3 Credits**

**Prerequisite: None**

Students study fabrics from the raw state through processing, construction and finishing. Students investigate textile sources and the appropriate selection of fabrics (including upholstery, wall covering, window covering, carpets and rugs) and evaluation of textile sources, environmental concerns, code compliance, performance and safety factors in today's interior design industry.

### **INT236 Studio I: Programming and Space Planning**

**3 Credits**

**Prerequisite: INT104**

This course introduces students to programming and space planning as key processes used in the development of the design of interior spaces. Lecture, demonstrations and hands-on projects will be used to develop student understanding and skills. This course applies drafting techniques, basic design skills, and an understanding of human factors.

### **INT242 Computer Rendering for Interior Design**

**3 Credits**

**Prerequisite: INT175**

Students to explore sketching, vector- and pixel-based software to generate study models and develop presentation rendering techniques as it applies to interior design concepts. Students create 2D and 3D illustrations and render them with attention paid to compositional and lighting issues.

### **INT247 Building Codes and Universal Design**

**3 Credits**

**Prerequisite: INT236**

This course introduces IBC codes as well as the CSI Specification System. Universal Design is discussed as it influences Building and Specialty Codes. The history, organization, and terminology of Codes are presented. Students develop programming and presentation skills as design team members meet client project needs. Students develop methodology to locate and use relevant data and interact with experts in the field.

### **INT248 Building Systems and Materials**

**3 Credits**

**Prerequisite:** INT120

This course provides a basic understanding of construction technology and the application and installation of building materials. Students are presented with fundamental information on the forces affecting structures, common building materials, and basic building operating systems: mechanical, electrical, transportation and life safety. Lectures and studio activities are supported by field trips to construction sites allowing students to make a connection between architectural drawings and the built environment.

### **INT249 Lighting Design**

**3 Credits**

**Prerequisite:** INT236

The nature of light is explored as it relates to interior design. Types of light sources, light fixtures, current energy codes and lighting techniques are studied and applied to projects. Through the study of day-lighting and artificial light, students integrate both sources aesthetically and efficiently into an interior space.

### **INT260 History of Interior Design II**

**3 Credits**

**Prerequisite:** None

Students survey the history of interior design through the evolution of modern designers from the beginning of the 20th century to present. Contemporary design is studied from its roots, through the Bauhaus, to the impact of technology on designers, including study of the development of the architecture and furniture of several major non-western cultures. Religious, philosophical, and social beliefs and customs are emphasized. Course material includes the history of the profession of interior design and contributions of individual designers to the development of the profession.

### **INT270 CAD II**

**3 Credits**

**Prerequisite:** INT120 and INT175

This course builds on skills acquired in CAD I and Drafting II. Students use CAD software to create drawings commonly used in the interior design industry. A set of drawings is produced for a building project and then plotted.

### **INT279 Studio II: Kitchen and Bath Design**

**3 Credits**

**Prerequisite:** INT236

Students study the kitchen and bath industry with emphasis on basic design skills, material and product trends, sourcing and specification, as well as spatial and code requirements. NKBA techniques are introduced and students complete basic projects in both a kitchen and bath environment. Lectures, field trips and projects are used to support student learning.

### **INT284 Studio III: Residential Design**

**3 Credits**

**Prerequisite:** INT236

Students study the design process of a residential project by developing a concept and creating a presentation package that conveys that concept to a client. This course emphasizes programming, space planning, fixture and furniture selection and specification, window treatments, design of the kitchen and bath, all within a predefined setting, either condominium or smaller free-standing home.

### **INT301 Sustainable Design**

**3 Credits**

**Prerequisite:** SCI2050

This course emphasizes the exploration and integration of sustainable design principles, practices, materials and specifications throughout the design process. The environmental impact of the built environment is addressed through siting, space planning, resource utilization, energy consumption, materials life cycle impact, and interior environmental quality. Sustainable design considerations may be incorporated into studio project or series of projects.

### **INT412 Portfolio I**

**3 Credits**

**Prerequisite:** Academic Chair Approval

This course emphasizes evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

### **INT239 Architectural Model Making**

**3 Credits**

**Prerequisite:** IND122

This course focuses on building architectural models using a variety of materials and techniques. Students reference architectural plans and build basic and more advanced scale models for client review/presentation. This course may produce a portfolio quality project.

### **INT279 Kitchen & Bath Design**

**3 Credits**

**Prerequisite:** INTA111

This course covers the fundamentals of kitchen and bath design including universal design and accessibility in new construction and renovation. Topics include space planning, fixtures, fittings, furnishings, equipment, cabinetry and finishes, construction, electrical, and basic plumbing. NKBA guidelines are studied and applied. Industry relevant nomenclature and product information are used to create specifications and plans. Students create a project for possible portfolio use.

### **INT291 Advanced Kitchen & Bath Design**

**3 Credits**

**Prerequisite:** INTA279

This course provides advanced exploration of kitchen and bath design. Students have the opportunity to develop advanced knowledge in the use of NKBA planning guidelines as they develop a portfolio quality kitchen or bath project. Final projects will indicate a professional level of understanding of the kitchen and bath design industry.

### **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:** INTA101

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 Digital Modeling I**

**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:** Academic Chair Approval

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 a study of the 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:** Academic Chair Approval

Students select a subject based on their individual career aspirations and develop a project of a substantial scope. 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: Academic Chair Approval**

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 seek entry-level positions in the field when they graduate. 132 internship hours

### **INTA409 Portfolio**

**3 Credits**

**Prerequisite: Academic Chair Approval**

This course aims to prepare students for 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 employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.

### **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.

### **INTA422 Senior Studio II**

**3 Credits**

**Prerequisite: INTA402**

In this culminating studio course, students continue the development of a viable solution for the project 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 Construction Documents I. Students produce an advanced set of design drawings to support their senior studio.

### **MAT1010 College Geometry**

**4 Credits**

**Prerequisite: None**

Study of plane (2D) geometry and solid (3D) geometry. Topics include points, lines, planes, angles, triangles, quadrilaterals, perimeter, area, circles, circumference, volume, surface area, prisms, pyramids, cylinders, cones, and spheres. Additional topics: Pythagorean Theorem, translations, reflections, rotations, symmetry, similarity, scaling, and congruence. A review of basic mathematics and algebra is included.

### **MAT1250 Business Math**

**4 Credits**

**Prerequisite: MAT1010**

This course provides an understanding of the various financial tools used by retailers to evaluate performance. Students calculate, analyze, and interpret financial concepts associated with accounting from a merchandising perspective.

### **MAT1270 Principles of Accounting**

**4 Credits**

**Prerequisite: MAT1010**

This course introduces the nature and purpose of accounting, presents the accounting cycle, and explains how to prepare accounting statements.

### **MAT1300 Algebra & Trigonometry**

**4 Credits**

**Prerequisite: MAT1010**

This course is an activity-based math course focusing on mathematical models and their applications. The use of trigonometry as a problem-solving technique along with systems of equations, conic sections and sequences will be covered in this course.

### **MAT1400 Introduction to Logic**

**4 Credits**

**Prerequisite: MAT1010**

This course is based on how to construct valid arguments by using effective methods of analysis and criticism. Through these methods, the student learns the difference between an argument and an explanation, between deduction and induction and the differences among truth, validity, and soundness in argumentation.

### **MAT1500 Applied Math**

**4 Credits**

**Prerequisite: MAT1010**

This course emphasizes the development of the student's ability to reason mathematically and solve quantitative problems in settings the college graduate may encounter in personal and professional endeavors. Three or four of the following topics will be studied in depth: the mathematics of finance, statistics, logic, mathematical modeling, geometry, and math and the arts. The use of calculators and computers is strongly encouraged.

### **MAT1600 Geometry for the Arts**

**4 Credits**

**Prerequisite: MAT1010**

Examines two- and three-dimensional shapes and analyzes their characteristics and properties through a variety of visual representations, including constructions and coordinate representations. Explore geometric ideas within the natural world and within the major fields of study.

### **MAT1700 Statistics**

**4 Credits**

**Prerequisite: MAT1010**

Introduces statistical concepts, the interpretation of statistical information, and communication of the results of statistical analysis.

### **MAT2010 Calculus**

**4 Credits**

**Prerequisite: MAT1300**

This course is an activity-based math course focusing on the calculus of one variable including limits, derivatives, differentiation polynomials and trigonometric, exponential and logarithmic functions. The focus of the course is on the application of calculus to real-world problem solving.

### **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 course is an 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: FND150 or FND135 or SDVA102**

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**

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 & 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**

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: Academic Chair Approval**

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 & Texturing**

**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: Academic Chair Approval**

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: Academic Chair Approval**

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 seek entry-level positions in the field when they graduate. 132 internship hours

### **MAAA409 Portfolio Production**

**3 Credits**

**Prerequisite: MAAA309**

This course is designed to prepare students for 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.

### **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: COM1010**

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 Academic Chair Approval**

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: Academic Chair Approval**

This course is designed to prepare students for the transition to the professional world. 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.

### **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 Photographer**

**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 resumes, 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 for 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. 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.

### **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:** Academic Chair Approval

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 seek entry-level positions in the field when they graduate. 132 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:** PHOA209

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.

### **PRWA101 Principles of Rhetoric**

**3 Credits**

**Prerequisite:** None

This course focuses on the concepts and purposes of why we write, introducing a historic overview, spanning from classical to contemporary rhetoric, and applying common principles of rhetoric. Students engage in the creation of rhetorical practices specific to oral, print, and electronic/digital technologies and explore rhetoric as both a productive and interpretive art, including the concept of visual rhetoric.

### **PRWA102 Journalism**

**4 Credits**

**Prerequisite:** COM1010

This course provides students with a foundation in the skills and concepts of journalism, including reporting, writing, editing, design, and ethics for print and electronic media. Students focus on the philosophy of ethical journalism and its function in society. Students build teamwork, writing and analytical skills while gaining a greater understanding of the structural and business aspects of journalism. In addition, students will continue to hone their language skills, focusing on grammatical nuances relevant to journalists.

### **PRWA103 Foundations of Professional Writing**

**3 Credits**

**Prerequisite:** PRWA101

This course examines characteristics and genres of professional and technical writing through workplace models. Students develop clear, persuasive documents by employing successful rhetorical strategies and building knowledge of English grammar and usage. This course formulates writing tasks as informational design and presentation, and also addresses basic computer skills, problem-solving skills, and editing skills.

### **PRWA104 Marketing Communications**

**3 Credits**

**Prerequisite:** ADVA201

This introductory course on marketing communication provides an overview and application of marketing communication principles and strategies. Learners acquire a wide variety of writing skills to effectively communicate across traditional and new media platforms. This course focuses on key concepts and useful frameworks for creating and managing an integrated marketing communication plan.

### **PRWA107 Myth & Symbol**

**4 Credits**

**Prerequisite:** COM1010

Through reading and discussion of the myths and symbols of ancient, preindustrial, and contemporary societies, students focus on diverse systems for organizing human experience. The course works within an interdisciplinary framework drawing from anthropology, psychology, literature, and religion as questions of origins and the hero unfold. Students explore the mythological patterns at work in modern society and artwork.

### **PRWA111 Introduction to Literary Studies**

**4 Credits**

**Prerequisite:** None

In this course students explore the basic elements of fiction, poetry, and drama. Emphasis is on reading literature to perceive the techniques used in each genre, to understand the basic theoretical approaches to literature, to acquire the vocabulary associated with literary criticism, and to analyze and evaluate literature.

### **PRWA121 Creative Writing**

**4 Credits**

**Prerequisite:** COM1010

Students critically address works of fiction, including poetry and the short story form, both formally and aesthetically, as well as create their own original works using a variety of formats. Emphasis is placed on developing an understanding of narrative components, structure, and complexity. Students synthesize the critical thinking skills and writing response skills developed in English Composition. Discussion, interpretation, and both creative and critical written responses are emphasized in this student-based course.

### **PRWA202 The Language of Business**

**3 Credits**

**Prerequisite:** PRWA103

This course is an overview of the appropriate language of business communications. Students learn best practices for conducting negotiations, and for writing professional reports, emails and letters with a focus on specific rhetorical situations. Students develop critical thinking and problem solving skills through the consideration of various real life business situation scenarios.

### **PRWA203 Introduction to Copyediting**

**3 Credits**

**Prerequisite:** PRWA103

This introductory course focuses on the process and techniques of professional copyediting. Students are introduced to the role of the Copy Editor, as well as the skills and knowledge of the practices, techniques and various technologies used during the editing process.

### **PRWA212 Story Writing**

**4 Credits**

**Prerequisite:** COM1010

Students explore the role of author and audience in the development of narrative and character. Narrative issues such as theme, character, conflict, imagery, and story arc are explored through reading, analysis, and writing of short stories. Students cultivate their own storytelling voice.

### **PRWA213 Content Management for Web Media**

**3 Credits**

**Prerequisite:** PRWA222

This advanced course focuses on writing for web-based media outlets and how to use content management systems for organizing, managing, and sharing content. Students learn how to establish a web presence through an author platform; using platforms and social media for advertisements, building readership, and becoming part of web communities.

### **PRWA222 Lifestyle Writing**

**3 Credits**

**Prerequisite:** COM1010

This course introduces students to multiple topics and approaches to lifestyle and feature writing for various media platforms. Students develop further understanding of structure, story, narrative, and general interest. They apply methods of interviewing, observation, and research skills necessary to successful feature writing.

### **PRWA302 The Editorial Process**

**3 Credits**

**Prerequisite:** PRWA203

The course covers the process of editing from typescript through final proof. Students focus on the skills and knowledge of the practices, techniques and various technologies required of the professional editor to prepare and arrange manuscripts for publication. Students work independently and collaboratively as an editor in response to project demands.

### **PRWA303 The Publication Process**

**3 Credits**

**Prerequisite:** PRWA302

In this course students design and produce a publication. Strategies of promotion and distribution will be introduced. Students examine publishing in the context of 21st century technologies, including publication software and e-publishing.

### **PRWA304 Communication in the Global Marketplace**

**3 Credits**

**Prerequisite:** PRWA103

In this course students adopt a multi-dimensional view on the similarities and differences in the way people from different cultures think, act, and communicate. This course introduces theories of differences in belief, cultural practices, values, and ethics. Emphasize audience, purpose, and tone in communication between politically, culturally, and ethnically diverse people.

### **PRWA305 Senior Thesis: Concept & Development**

**3 Credits**

**Prerequisite: Program Chair Approval**

Develop a concept and initial strategy for a professional creative manuscript of literary merit under the guidance and mentorship of a faculty member. This class will function primarily as a think tank dedicated to defining, examining, discussing, and furthering the ideas presented, culminating in a thesis proposal that must be approved by thesis committee.

### **PRWA307 Ethics in Professional Writing**

**3 Credits**

**Prerequisite: PRWA102**

In this course students examine professional writing through ethical and practical perspectives. They assess the responsibilities of rhetoric and analyze how technology influences reading, writing, and the formation of writing communities through applied rhetoric. Students also evaluate social and ethical issues facing technical and professional writers and create sponsors of literacy.

### **PRWA312 Creative Nonfiction Writing**

**4 Credits**

**Prerequisite: COM1010**

This course introduces the practices and craft of creative writing, focusing on nonfiction. Emphasis on translating personal experience into effective nonfiction prose, analysis of nonfiction works across a broad spectrum for content and form, and ethical considerations that emerge when writing from “real” life.

### **PRWA322 Grant & Proposal Writing**

**3 Credits**

**Prerequisite: PRWA103**

This course concentrates on comprehensive formal documents, specifically proposals, grants, and reports, found in a variety of organizations. Students explore the synthesis of business, education, government and non-profit organizations.

### **PRWA402 Writing for Health, Science & Technology**

**3 Credits**

**Prerequisite: PRWA222**

Students are introduced to the art of writing feature stories for various media, focusing on contemporary issues of and interests in health, science, and technology. Students employ both traditional and new media forms of communicating scientific knowledge.

### **PRWA403 Senior Thesis: Content Creation**

**3 Credits**

**Prerequisite: PRWA305**

Students will create a draft manuscript of literary merit under the guidance and mentorship of a faculty member. The thesis will develop from a proposal and reading list and include an artist statement. A draft will be reviewed and discussed in preparation for Senior Thesis: Revision & Defense.

### **PRWA406 Internship**

**3 Credits**

**Prerequisite: Program Chair Approval**

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.

### **PRWA408 The Writers Marketplace**

**3 Credits**

**Prerequisite:** PRWA305

This course explores the challenges and various approaches to developing and maintaining a professional writing life in a range of contexts. Students explore publishing opportunities and venues, how to pitch work to editors and agents, and preparing manuscripts for publishing.

### **PRWA409 Portfolio**

**3 Credits**

**Prerequisite:** PRWA403

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

### **PRWA413 Senior Thesis: Revision & Defense**

**3 Credits**

**Prerequisite:** PRWA403

Students revise their manuscript project drafted in Senior Thesis: Content Creation that culminates in a committee defense, public reading, and/or other form of display.

### **SCI1010 Biology**

**4 Credits**

**Prerequisite:** MAT1010

This course is an introduction to basic principles of biology, focusing specifically on fundamental processes and concepts of life that apply to all living organisms. Emphasis is placed on contemporary scientific understanding, as well as key issues in biology's application in modern society.

### **SCI1050 Chemistry**

**4 Credits**

**Prerequisite:** MAT1010

This course introduces students to some basic concepts of chemistry that are particularly useful for everyday living. It builds on earlier experience of science to provide students with a foundation for further learning of the chemical principles pertinent to our ordinary experience. The course includes demonstrations.

### **SCI1100 Nutritional Science**

**4 Credits**

**Prerequisite:** MAT1010

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 carbohydrates, fats, vitamins, minerals and water are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, food proportions and dietary fats.

### **SCI2010 Anatomy**

**4 Credits**

**Prerequisite:** MAT1010

This course is a study of the human body and the physical make-up of other species with emphasis on the interdependent relationships of movement, structure and function. Students will focus on the structural organization of the muscular, skeletal, nervous and vascular systems of various organisms.

### **SCI2050 Environmental Science**

**4 Credits**

**Prerequisite: MAT1010**

This course is an exploration of environmental science as an interdisciplinary field. Students will examine both the natural sciences (biology, chemistry, and geology) and the social sciences (ecology, politics and ethics), including an understanding of the natural world and its interconnections and the impact each person makes on the environment.

### **SCI2200 Physics of Sound**

**4 Credits**

**Prerequisite: MAT1010**

This course will cover laws and principles that govern sound. This will include sound propagation and transmission, along with wave boundary interactions. These are then used to describe the reception of sound.

### **SCI2300 Mechanics of Motion**

**4 Credits**

**Prerequisite: MAT1010**

This course will cover laws and principles that govern motion, including frames of reference, vectors, velocity and acceleration. The student will also look at how forces act to change the equilibrium and the nature of these forces. These factors are then used to describe what happens in vibration dynamics.

### **SCI2400 Astronomy**

**4 Credits**

**Prerequisite: MAT1010 or MAT1500**

Examines the macroscopic physical universe including our planetary system, star systems and lifecycles, and theories of origin. Techniques of measurement, dating, and scale are discussed.

### **SCI3010 Topics in Natural Sciences**

**4 Credits**

**Prerequisite: MAT1010 and one SCI course**

This course delves further into specific subjects in the area of the natural sciences that are not necessarily addressed in the curricula. These topics may include areas in astronomy, biology, chemistry, environmental sciences or physics.

### **SDVA101 Survey of Software Development**

**3 Credits**

**Prerequisite: None**

Students will learn the fundamental architecture of computers and of the Internet, and will learn to identify the basic components and logical flow of a software program. Students will be exposed to several of the most commonly used software languages, and will be able to distinguish between them and discuss their relative merits. Students will learn to distinguish decimal, binary, and hexadecimal forms of numbers, and to convert between decimal and binary forms. Students will learn to recognize and differentiate basic procedural and object-oriented pseudo-code.

### **SDVA102 Design for Programmers**

**3 Credits**

**Prerequisite: None**

This course provides an introduction to basic design concepts and theories, with a particular focus on usability and the importance of programmers and designers working together to create the best experience for users.

### **SDVA103 C++ Programming I**

**3 Credits**

**Prerequisite: None**

This course introduces the student to C++ programming concepts. Students will use the concepts of program specification and design, algorithm development, coding and testing using a modern software development environment. Topics covered include fundamentals of algorithms, flowcharts, problem solving, programming concepts, control structures, arrays, and strings.

### **SDVA202 Software Design & User Interface I**

**3 Credits**

**Prerequisite: GWDA273**

This course explores the application of computer programming language(s) to the development of computer software with an emphasis on internet software user interfaces.

### **SDVA203 C++ Programming II**

**3 Credits**

**Prerequisite: SDVA103**

This course is designed to teach students programming language and intermediate programming concepts with examples and applications using the C++ language. Students will also study key concepts related to computer programming for scientific and game applications.

### **SDVA212 Software Design & User Interface II**

**3 Credits**

**Prerequisite: SDVA202**

This course will explore the application of computer programming language(s) to the development of computer software with an emphasis on desktop software user interfaces.

### **SDVA213 C++ Programming III**

**3 Credits**

**Prerequisite: SDVA203**

This course explores the concepts and principles of writing object-oriented programs. The course will also cover the application of Windows programming techniques, including designing graphical user interface (GUI).

### **SDVA223 Databases I**

**3 Credits**

**Prerequisite: GWDA123**

Databases are an essential component in every information system regardless of the field or business you are in. This course presents the fundamental concepts of database design and use. It provides a study of data models, data description languages, and query facilities including relational algebra and SQL, data normalization, transactions and their properties, physical data organization and indexing, security issues and object databases.

### **SDVA233 Databases II**

**3 Credits**

**Prerequisite: SDVA223**

The landscape of Database Management Systems (DBMSs) has expanded to include SQL, NoSQL and NewSQL systems. The "one size fits all" mentality of big vendors is no longer appropriate. This course will introduce a few broad classes of these non-standard database systems, which includes Parallel systems (for OLTP), Cloud-based systems, and the so-called "NoSQL" systems (for web applications).

### **SDVA243 Secondary Languages I**

**3 Credits**

**Prerequisite: SDVA213**

This course will explore the essential concepts and techniques of object: oriented programming with Java and/or C#.



### **SDVA303 Team Management & Software Lifecycle**

**3 Credits**

**Prerequisite: VGPA203**

This course introduces software development as a professional practice that includes a body of knowledge that exceeds programming alone. Topics include SDLC, methodologies, patterns, testing, requirements gathering and effective communication.

### **SDVA306 Team Production I**

**3 Credits**

**Prerequisite: SDVA303**

In this course students will assume a specific role on the production team and, acting in a professional capacity, ensure that a software development project is completed by deadline. Teams of students will conceptualize and begin to create and refine a professional quality computer application to be completed in Team Production II.

### **SDVA313 Mobile Device Programming I**

**3 Credits**

**Prerequisite: GWDA243**

This course focuses on developing apps for mobile devices with an emphasis on hybrid development technologies.

### **SDVA316 Team Production II**

**3 Credits**

**Prerequisite: SDVA306**

In this course students will continue their role on the production team to complete the professional quality computer application started in Team Production I.

### **SDVA323 Computer Networking I**

**3 Credits**

**Prerequisite: SDVA213**

This course will examine computer network programming utilizing C++ and text network communications.

### **SDVA333 Secondary Languages II**

**3 Credits**

**Prerequisite: SDVA243**

Intermediate and advanced object-oriented programming with Java and/or C#.

### **SDVA343 Mobile Device Programming II**

**3 Credits**

**Prerequisite: SDVA333**

This course focuses on developing apps for mobile devices with an emphasis on native development technologies.

### **SDVA353 Computer Networking II**

**3 Credits**

**Prerequisite: SDVA323**

This course will examine computer network programming utilizing C++ and binary network communications.

### **SDVA363 E-Commerce**

**3 Credits**

**Prerequisite: GWDA283**

This course will introduce the concepts and principles of electronic commerce, security in E-commerce transactions, Internet technologies and tools for implementing E-commerce applications; and implement some basic secure E-commerce applications to gain hands on experience.



### **SDVA373 Software Instrumentation & Analysis**

**3 Credits**

**Prerequisite: SDVA303**

This course prepares students for the transition from student programmer to professional programmer. The course will cover several methods and tools that will enable them to produce “production-aware” code. A subset of the most commonly used revision control systems will be discussed, and students will be able to explain the relative merits of each and demonstrate proficiency in one of these by the end of the term. Commonly-employed instrumentation and analysis techniques – debugging, tracing, exception handling, performance monitoring, and data logging – will be covered, and students will learn to employ these techniques in a professional setting.

### **SDVA383 Alternative Languages I**

**3 Credits**

**Prerequisite: GWDA283**

This course focuses on creating server-side components for web applications. The course will explore the web server infrastructure and enable students to create functional web applications with data-driven components.

### **SDVA393 Operating Systems & File Systems Programming**

**3 Credits**

**Prerequisite: SDVA323**

This is an introductory course on the fundamental principles of modern operating systems. Specifically, this course will cover core concepts such as systems programming, design issues in process, memory, and file system management, networking, system administration and security. This course also serves as an introduction to the most common operating systems running on servers and workstations (MS Windows a UNIX).

### **SDVA403 Game Engine Scripting**

**3 Credits**

**Prerequisite: SDVA333**

This course will enable students to leverage their existing programming knowledge to create an original game, utilizing a game engine. The course will cover several methods and techniques that will enable students to produce a distribution-ready game. The anatomy of common game engines will be discussed, and the student will utilize one game engine (chosen by instructor) to produce a game (for PC, Mac, or mobile) for their final project.

### **SDVA406 Internship**

**3 Credits**

**Prerequisite: Program Chair Approval**

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.

### **SDVA409 Portfolio I**

**3 Credits**

**Prerequisite: SDVA316**

This course prepares 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 and abilities. Emphasis is also placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.

### **SDVA413 Alternative Languages II**

**3 Credits**

**Prerequisite: SDVA383**

This course focuses on developing advanced web-based applications using server-side components, with a particular focus on security, performance and scalability.

### **SDVA419 Portfolio II**

**3 Credits**

**Prerequisite: SDVA409**

This course continues 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.

### **SDVA423 Artificial Intelligence**

**3 Credits**

**Prerequisite: SDVA403**

This course explores the techniques of artificial intelligence, including problems and problem spaces, heuristic search techniques, knowledge representation, game theory and probabilistic reasoning.

### **SS1200 Economics**

**4 Credits**

**Prerequisite: COM1010**

Microeconomics studies the economic behavior of individuals and firms. The student will examine why firms maximize profits and consumers maximize satisfaction. Students will learn competition, efficiency and market structure.

### **SS1300 Introduction to Political Science**

**4 Credits**

**Prerequisite: COM1010**

This course will examine selected western political theorists. Students will analyze classical political writing for insights on issues such as power, authority, human nature, freedom, justice and the state. Through interpreting the thinking of early theorists, students will explore how these views are important and useful for contemporary life and as creative resources.

### **SS2020 Cultural Theory**

**4 Credits**

**Prerequisite: COM1010**

This course will examine how cultural phenomena shape our world and how, in turn, we shape it. Questions will be raised such as what is the relationship between high and pop culture; how does culture embody power, gender, race and class; and how does material culture make us who we are. Students will look for answers to these questions from social and cultural criticism, literature, urban planning, architecture, advertising, popular culture and personal experience.

### **SS2100 United States History**

**4 Credits**

**Prerequisite: COM1010**

This course will examine social, political, economic, technological, religious, and intellectual developments in the history of the United States from before European contact to the present. The emphasis of this course will be on exploring how people and institutions have interacted to develop and shape contemporary American society. Throughout the course, students will critically examine historical interpretations of events and issues through primary and secondary source materials.

### **SS2300 Psychology**

**4 Credits**

**Prerequisite: COM1010**

This course provides an overview of psychology covering the principles and concepts of human behavior including biological and cultural aspects of development, perception, motivation, personality and social interaction. Human diversity and contemporary issues of psychology are discussed, and psychological research methods are introduced. Societal constructs such as family and daily living are explored.

### **SS2400 Sociology**

**4 Credits**

**Prerequisite: COM1010**

This course is an introduction to the principles of sociocultural relationships, with the emphasis on human beings as products of society and culture. Focus is on how social forces such as family, friendships, religion, economy, media, technology and education frame society and construct reality.

### **SS2650 Ethics**

**4 Credits**

**Prerequisite: COM1010**

This course is an examination of the moral and ethical complexities of the human experience from a variety of cultural perspectives, including moral theories, moral rights, moral responsibilities and moral virtues.

### **SS3000 Organizational Psychology**

**4 Credits**

**Prerequisite: COM1010 and SS2300**

Examines individual and group behavior within organizations and the application of psychological theories to behaviors within an organization. Explores the organizational culture and compares these concepts to personal experiences. Topics include motivational concepts, work place productivity factors, leadership, ethics and decision making, communication strategies, diversity in the workplace, organizational culture and change, and conflict resolution.

### **SS3010 Topics in Social Sciences**

**4 Credits**

**Prerequisite: COM1010 and 4 credits of SS prefix coursework**

This course delves further into specific subjects in the area of the social sciences that are not necessarily addressed in the curricula. These topics may include areas in philosophy, ethics, psychology or sociology.

### **SS3030 Psychology of Play**

**4 Credits**

**Prerequisite: COM1010 and SS2300**

Explores how the concept of play as a mechanism that allows a person to apply game strategies to accomplish life goals. Examines how the action of play shapes the brain, develops critical-thinking skills, and strengthens the ability to collaborate with others in social and professional settings. Utilizes perspectives in psychology to examine how play relates to their life, education, and chosen creative field.

### **VFX330 Intermediate VFX II**

**3 Credits**

**Prerequisite: DFVP201**

Utilizing various painting and compositing packages students will learn the principles of rotoscoping and digital painting, as applied to rig removal and special effects.

### **VFX336 Special Topics in Visual Effects**

**3 Credits**

**Prerequisite: Academic Chair Approval**

This course covers a variety of topics and specialty areas in visual effects. Contemporary tools and processes will be used to implement ideas in cinematic sequences.

### **VFX410 Advanced Broadcast Graphics**

**3 Credits**

**Prerequisite: DFA222 or VFX330**

This course will expose students to more advanced compositing techniques. The class will reinforce compositing concepts, techniques, and vocabulary that students have learned in previous classes. More sophisticated tools and techniques will be introduced. The class will focus mainly on group-oriented projects. Each student will have a vital role in producing a group project involving animation, live action video, editing, and compositing for a final portfolio piece.

### **VGPA107 Discrete Mathematics**

**3 Credits**

**Prerequisite: MAT1300**

This course teaches discrete math and applications in programming. It covers the following major topics: set theory, induction, functions, counting and probability, and graphs. The objectives are to develop a clear understanding of these concepts and apply them in algorithm designs and game problem solving.

### **VGPA111 Introduction to Programming Logic**

**3 Credits**

**Prerequisite: None**

This course will introduce the logic of computer programming and also explore concepts in college algebra. Introductory concepts, structure, decision-making, looping, array manipulation, calling methods, and an introduction to object-oriented programming will be explored.

### **VGPA117 Geometry for Computer Graphics**

**3 Credits**

**Prerequisite: VGPA107**

Focused on geometrical concepts and operations as related to computer graphics, this course covers mathematical representations of position, motion, and shape, matrices and matrix operations, calculation of perspective and projective transformations, and methods to model curves and surfaces. Principles of differential and integral calculus will also be addressed.

### **VGPA203 Design Patterns & Data Structures**

**3 Credits**

**Prerequisite: SDVA213**

Organizing, storing, and efficiently accessing large amounts of data are integral to software applications. It is important to keep the software source code manageable as the projects increase in size and power. In this course, students learn the fundamental toolset for software structure as they build simple programs and more complicated applications.

### **VGPA205 Software Development for Games**

**3 Credits**

**Prerequisite: VGPA223**

Students will learn programming skills associated with a professional game engine to design and create applications or games on the engine.

### **VGPA207 Continuous Mathematics for Applications**

**3 Credits**

**Prerequisite: VGPA107**

This course covers topics in real analysis that have wide application in game-related fields. With the concept of functions and their properties as the foundation, students study concepts from trigonometry, differential and integral calculus, and analytic geometry and how to apply them. Objectives are a clear understanding of the principles and facility with the calculations, rather than mathematical rigor.

### **VGPA213 3D Scripting**

**3 Credits**

**Prerequisite: VGPA203**

Scripting allows 3D artists to automate tedious tasks and create effects that would be otherwise time-consuming. This course introduces students to scripting in a 3-D package. Students explore the powerful and diverse capabilities of 3D scripting.

### **VGPA215 Artificial Intelligence in Game Development**

**3 Credits**

**Prerequisite: VGPA203**

This course will enable students to employ ways to design and create autonomous agents in games by incorporating Artificial Intelligence (A.I.) elements.

### **VGPA223 Physics of Motion, Light & Sound**

**3 Credits**

**Prerequisite: VGPA207**

This is an applied physics course that focuses on the concepts and laws of physics as applied to game design, game engines and frameworks. Students learn to recognize the principles of physics in game design and how they work within game engines and frameworks.

### **VGPA302 Networked Multiplayer Game Development**

**3 Credits**

**Prerequisite: VGPA305**

Rapid development of Internet technologies allow more and more complex games to be played over the net. This course addresses the design and creation of multi-player networked games and provides an opportunity for students to develop a multiplayer game that can be played over the net.

### **VGPA303 Programming for Computer Graphics**

**3 Credits**

**Prerequisite: VGPA203**

This course enables the student to apply programming features for creating models, animation and rendering in 3-D animation or game work.

### **VGPA305 Advanced Software Development**

**3 Credits**

**Prerequisite: VGPA205**

In this course students learn to develop scripts, software and plug-ins used for game development and other areas of the development pipeline. This software is created to supplement the game development cycle, increase productivity, as well as help other parts of the development pipeline such as animation and automation. Students will also learn more about the asset pipeline for video games and where automation will be critical for development.

### **VGPA313 Programming for Shading**

**3 Credits**

**Prerequisite: VGPA207**

Shading creates and enhances the visual surfaces and effects of a model, character, and/or environments in animation and games. This course enables the student to apply programming features to create effects of shading in a 3D animation or game work.

### **VGPA406 Internship**

**3 Credits**

**Prerequisite: Academic Chair Approval**

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 seek entry-level positions in the field when they graduate. 132 internship hours.

### **VFX101 Introduction to VFX**

#### **3 Credits**

Prerequisite: None

This course begins with an overview of the history of visual effects with emphasis on the various effects processes in their historical contexts. It continues with discussions of the field of post-production, animation and motion graphics and analysis of major sectors of those industries and career opportunities.

### **VFX225 3D Visual Effects I**

#### **3 Credits**

**Prerequisite: Academic Chair Approval**

In this course effects animation takes students through the basics of making special effects. Students use such tools as particles, soft bodies, dynamics, and expressions to create several scenes.

### **VFX250 Matte Painting**

#### **3 Credits**

**Prerequisite: FND135**

This course continues the development of digital imaging skills, with an emphasis on advanced techniques in masking, maps, channels, and compositing.

### **VFX310 Pre-Visualization**

#### **3 Credits**

**Prerequisite: FND135**

This course focuses on practical pre-visualization techniques for visual effects and motion graphics. Topics include the various formats, terminology and concepts used for preproduction visuals. Research, visualization, art direction, shot design and final presentation are emphasized.

### **VFX325 Compositing**

#### **3 Credits**

**Prerequisite: MAAA243 or DFVA222**

Students in this course learn the concepts, techniques, and vocabulary of compositing. Students apply rotoscope, matchmoving, keying, layering, and alpha channel to final animation projects.

### **VFX335 3D Visual Effects II**

#### **3 Credits**

**Prerequisite: VFX225**

This course exposes students to the disciplines used in creating and compositing video shot on a blue or green screen. 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 classes. Each student should produce a final edited project utilizing these skills. Topics include: various methods of keying, matte extraction, garbage matting, track mattes, traveling mattes, RGB color space, and color correction.

### **VFX340 Lighting for Visual Effects & Motion Graphics**

#### **3 Credits**

**Prerequisite: VFX225**

This course concentrates on the use of computer graphics (CG) lighting and texture in the context of visual effects and motion graphics. A focus on the qualities and phenomena of light and surfaces in the real world is used as a basis for examining how to match CG objects to background plates. Practical demonstration of the setup and applications of multi pass rendering demonstrate the efficacy of 2-D compositing techniques in a lighting pipeline. Popular CG lighting and materials for broadcast graphics are covered.

### **VFX345 Intermediate Compositing**

**3 Credits**

**Prerequisite: VFX325**

This course exposes students to the disciplines used in creating and compositing video shot on a blue or green screen. More sophisticated methods are introduced for color correcting and to produce seamless composites. The course reinforces compositing concepts, techniques, and vocabulary that students have learned in previous classes. Each student should produce a final edited project utilizing these skills. Concepts presented include various methods of keying, matte extraction, garbage matting, track mattes, traveling mattes, RGB color space, and color correction.

### **VFX390 3D Visual Effects III**

**3 Credits**

**Prerequisite: VFX335**

This course explores the use of videography, photography and cinematography in the context of plate and element gathering for compositing and motion graphics. Practical demonstrations in studio and on location help students to become competent in capturing a variety of subject for use as visual effect and design elements and backgrounds. Formats, camera use, lighting, and fabrication demonstrations focus on technique, aesthetics, creativity and problem solving. Safety and budget concerns are covered.

### **VFX425 Advanced Compositing**

**3 Credits**

**Prerequisite: VFX345**

This course explores various techniques to create and incorporate computer graphics (CG) into live action. Emphasis is placed on creating seamless integration of components.



# ADMISSIONS

## ADMISSIONS INFORMATION

Our admissions process is all about you, the individual. Yes, we look at your academic background and work, but we also take the time to sit down and find out what's important to you. We help you assess your professional and artistic possibilities – what holds the most promise, what's realistic, and what isn't. Together, we will define your goals and educational objectives.

### Admissions Requirements & Procedures

Each individual who seeks admission to The Art Institute of Seattle is required to complete and submit the following:

1. Admissions interview (in person or over the phone) The purpose of the interview is to:
  - explore the prospective student's background and interests as the student relates to the programs offered at The Art Institute of Seattle
  - assist prospective students in identifying the appropriate area of study consistent with their previous education, background, and stated or demonstrated interest in program offeringsprovide information concerning curriculum offerings and support services available at The Art Institute of Seattle.
2. An official copy of the student's high school transcript, General Education Development (GED®\*) scores, or college transcripts, indicating achievement of an associate's degree or higher— High school graduation or GED is a prerequisite for admission. Students that were homeschooled must comply with the requirements detailed at the following site: <https://www.hslida.org/>.
3. Admissions application
4. Admissions Essay—A written statement of approximately 250 words describing what the prospective student's career goals are and how The Art Institute of Seattle can help the student achieve those goals, as well as how the student will commit to and participate in his or her education to be successful.
5. Enrollment Agreement
6. Previous college transcripts and course descriptions—College transcripts and college course descriptions are required for consideration of advanced placement or transfer of credit.
7. English Proficiency (Please refer to the English Language Proficiency policy.)

\* GED® is a registered mark of American Council on Education.

### ADMISSIONS REQUIREMENTS FOR AUDIO PRODUCTION

To be accepted into the Audio Production (AAA or BS) program, in addition to the general admissions requirements and enrollment procedure, an applicant must have achieved a minimum cumulative GPA of 2.5 from high school or have achieved the minimum 2.5 cumulative GPA in at least 24 semester or 36 quarter credits at an accredited college or university.

### ADMISSIONS REQUIREMENTS FOR GAME ART & DESIGN

To be accepted into the Game Art & Design (BFA) program, in addition to the general admissions requirements and enrollment procedure, an applicant must have achieved a minimum cumulative GPA of 2.5 from high school or have achieved the minimum 2.5 cumulative GPA in at least 24 semester or 36 quarter credits at an accredited college or university. Applicants must also submit for review a portfolio of original artwork. Entrance portfolios are required in order to assess a student's aptitude and



placement in the program or, if appropriate, to direct the student to a program for which he or she demonstrates a greater aptitude.

Carefully follow the instructions and criteria listed below. It is important that the applicants include the appropriate number of pieces in their portfolio and that it is submitted in a timely manner.

Standard Portfolio Content

1. Five (5) observational/life drawings
2. Five (5) pages from an applicant's sketchbook

OR

In lieu of a standard portfolio, applicants may prepare a portfolio by completing the following exercises.

1. Select, arrange, and draw three to five objects with consideration to composition, line weight, and value/ light and dark. Draw these objects from three different directions or positions.
2. Create free-hand drawings of one corner of a room including at least three pieces of furniture. Draw this room from three directions or positions demonstrating an understanding of perspective, form/shape, and light values.
3. Draw a person using a model or a photograph demonstrating an understanding of form, lighting, line weight and above-all proportions. Submit four drawings of the same person or drawings of four different people.
4. Additional drawings of real objects located outdoors may be submitted for consideration.

NOTE: Fantasy, manga, or anime drawings will not be considered. Drawings must be of real objects.

#### **Submission**

Label all pieces with:

- \_Name
- \_Date completed
- \_Dimensions and medium, if appropriate
- \_Approximate time it took to complete; Do Not Submit Original Work; SUBMIT COPIES ONLY. Copies should be on 8.5 x 11 inch un-matted paper or in digital format.

#### **ADMISSIONS REQUIREMENTS FOR PROFESSIONAL WRITING FOR CREATIVE ARTS**

Applicants of the Professional Writing for Creative Arts bachelors program must meet the standard Art Institute admission criteria of a final high school GPA of 2.0 or higher or hold a General Education Development certificate (GED®) and complete an admissions essay. Both new and transfer applicants must also demonstrate college readiness via a writing sample or show demonstrated writing aptitude through recent high school/college transcripts or through recent employment/military service records.

#### *Aptitude Requirement*

New and transfer students applying to the Professional Writing for Creative Arts program are required to show aptitude up to College Level English through the completion of 4 years of high school English courses with a required "B" average (3.0 GPA) or better in all cumulative English courses. This level of English aptitude can be demonstrated through high school, college or military services records which will be assessed through the Academic Affairs Office.

New and transfer students unable to show aptitude up to College Level English will be required to demonstrate the appropriate aptitude through a normalized English essay prompt which will be administered at the time of application to the Professional Writing for Creative Arts program. Applicants who do not sufficiently pass the essay prompt will not be admitted into the Professional Writing for Creative Arts program.

#### **ADMISSION REQUIREMENTS FOR SOFTWARE DEVELOPMENT FOR CREATIVE TECHNOLOGIES**

Applicants of the Software Development for Creative Technologies bachelors program must meet the standard Art Institute admission criteria of a final high school GPA of 2.0 or higher or hold a General Education Development certificate (GED®) and complete an admissions essay. Both new and transfer applicants must also demonstrate college readiness on a normalized math pretest or show demonstrated computational aptitude through recent high school/college transcripts or through recent employment/military service records.

### *Aptitude Requirement*

New and transfer students applying to the Software Development for Creative Technologies program are required to show the completion of math subjects at least through pre-calculus, with a required "B" average (3.0 GPA) or better in all cumulative math classes. This includes in most cases Algebra I, Algebra II, Geometry and a 4th level math course which could be either trigonometry, algebra III, pre-calculus, discrete mathematics, calculus, statistics, IB mathematics or analysis, or equivalent courses. This level of math aptitude can be demonstrated through high school, college or military services records which will be assessed through the Academic Affairs Office.

New and transfer students unable to show the completion of these subjects will be required to demonstrate the appropriate math aptitude by a normalized math test which will be administered at the time of application to the Software Development for Creative Technologies program. Applicants who do not sufficiently pass the math test after 2 attempts will not be admitted into the Software Development for Creative Technologies program.

### **Rejection Policy**

If an applicant's portfolio is rejected, the applicant may reapply for the following quarter by providing a new portfolio. Please speak to an Assistant Director of Admissions regarding the deadlines for portfolio submission.

### **ADMISSIONS DECISIONS**

Admissions decisions are made by the Admissions Committee, which is comprised of members of the college's faculty and staff. The committee determines whether an applicant has a reasonable chance to be successful based upon his or her academic record, essay, and the appropriateness of the applicant's stated career goals as they relate to the chosen program of study. Applicants with a grade point average of 2.0 or higher and an acceptable essay may be referred to the committee chair(s) for review. All applicants with a grade point average less than 2.0 will be referred to the full committee. The committee may request additional information or require the applicant to speak with an academic chair prior to making a final decision. The committee meets weekly and decisions are usually communicated to the applicant within two weeks.

### **ADMISSIONS REQUIREMENTS FOR RETURNING STUDENTS**

The Re-Admissions Office provides assistance to those students wishing to return to The Art Institute of Seattle after a leave of absence, withdrawal or suspension. For a smooth transition back into the academic mainstream, students must contact this office, located in the Admissions Department, for all information needed to return to school.

## **PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS**

### **SOFTWARE DEVELOPMENT FOR CREATIVE TECHNOLOGIES**

Applicants of the Software Development for Creative Technologies bachelors program must meet the standard Art Institute admission criteria of a final high school GPA of 2.0 or higher or hold a high school equivalency certification (such as a GED®) and complete an admissions essay. Both new and transfer applicants must also demonstrate college readiness on a normalized math pretest or show demonstrated computational aptitude through recent high school/college transcripts or through recent employment/military service records.

### **PROFESSIONAL WRITING FOR CREATIVE ARTS**

Applicants of the Professional Writing for Creative Arts bachelors program must meet the standard Art Institute admission criteria of a final high school GPA of 2.0 or higher or hold a high school equivalency certification (such as a GED®) and complete an admissions essay. Both new and transfer applicants must

also demonstrate college readiness via a writing sample or show demonstrated writing aptitude through recent high school/college transcripts or through recent employment/military service records.

GED® is a registered mark of American Council on Education.

### **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 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. 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 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.

### **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 Seattle 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.

**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 Seattle. 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 Seattle 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 avocational 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 with an Art Institute of Seattle International Admissions Representative for more detail.

### **ADMISSIONS REQUIREMENTS FOR STUDENTS REQUIRING FORM I-20 SPONSORSHIP**

International students requiring The Art Institute of Seattle's 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

***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.**

### **ENGLISH LANGUAGE PROFICIENCY POLICY**

As the lectures, seminars, materials, and discourse which comprise programs of study at The Art Institute of Seattle are presented in English, The Art Institute of Seattle 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 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 or GED 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.



## **FINANCIAL AID**

### **FINANCIAL AID INFORMATION**

Students understand that a college education is an investment in themselves. The Financial Services Department is here to help to make that investment not only possible, but accessible. We take a holistic approach to develop a plan to meet the costs of your college education. We work with students and their families to develop a financial blueprint to take you from admissions through graduation and beyond, a plan that can meet both your direct and indirect educational expenses. We begin by carefully reviewing your needs and personal resources, and, because many of our students also rely on other sources to help with their educational needs, our experienced staff will present options available for your evaluation. We're available to guide you through the process and help you complete the Federal and state applications for grants and loans applicable to your specific circumstances. Simply stated: we're your partners in the process.

### **APPLICANT RESPONSIBILITIES**

In this section, you will find an overview of some of the financial aid programs, grants and scholarships that may be available to Art Institute students. In considering these options, it is important to be aware of your responsibilities in accepting financial assistance. You must:

maintain satisfactory academic progress

maintain student financial records

inform staff of any address changes, schedule/program changes or any other status changes that might affect your eligibility for financial aid

initiate loan and grant renewal applications in advance of the second or third academic years, as applicable

respond promptly to the request for documents needed to determine financial aid

Some students may not have applied for financial assistance initially or do apply and are determined to be ineligible for assistance. Be aware that the Federal and state eligibility criteria are periodically reviewed and modified; therefore, any student whose financial circumstances change or for whom a financial need arises should contact the Financial Services Department. Financial Aid is available to those students who qualify.

### **FEDERAL FINANCIAL AID PROGRAMS**

Eligible students may apply for financial assistance under various Federal and state programs as follows:

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Subsidized Direct Loan

Federal Unsubsidized Direct Loan

Federal Work-Study (FWS)

Federal PLUS (Parent) Loan Program

Vocational Rehabilitation Assistance

Veterans Administration Benefits

Bureau of Indian Affairs

Awards under these programs are based on individual need and availability of funds.

The Art Institute of Seattle participates in Washington grant programs, including the State Need Grant program, the College Bound Scholarship\*, and the Passport to College Scholarship program.



Private institutions that participate in the Electronic Fund Transfer process should return state grant repayments directly to the Washington Student Achievement Council (WSAC) and collect from the students.

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 the Financial Services Department directly.

\*The Washington state College Bound Scholarship is not associated in any way with The Art Institutes' College Bound course offering.

### **EXTENDED PAYMENT PLANS**

The Art Institute of Seattle's Extended Payment Plans are designed to help students and their families if they are not able to completely meet their educational costs with other financial assistance. In the event there remains a balance of cost following the financial aid process, the Extended Payment Plan allows students/ families to spread the balance of cost over a period of months to make payments easier. In order to be eligible for an extended payment plan, students must first apply for and accept all other forms of financial aid for which they may be eligible. To remain under the Extended Payment Plan, students must adhere to their agreed upon payment schedule.

### **SCHOLARSHIPS & GRANTS**

Scholarships cover tuition only. They do not cover books, supplies or miscellaneous fees, nor can they be used to create refunds.

For more information about scholarships available to qualified new and continuing students, contact either the Financial Services Department or your Admissions Representative.

### **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](http://www.gibill.va.gov).

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

The Art Institute of Seattle has been approved by the Workforce Training and Education Coordinating Board for the training of veterans and eligible veterans' dependents. Where applicable, students utilizing the Department of Veterans Affairs (VA) 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 Policies section of the catalog for more information). Students receiving veterans' benefits must report prior education and training. The Art Institute of Seattle will evaluate prior credit and accept that which is appropriate. Students with

questions should contact the Workforce Training and Education Coordinating Board, 128 10<sup>th</sup> Avenue SW, P.O. Box 43105, Olympia, WA 98504-3105; phone 360-709-4600; fax 360-586-5862; <http://www.wtb.wa.gov/>.

For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill<sup>®</sup> 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 Art Institute of Seattle 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 Art Institute of Seattle, 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 Art Institute of Seattle to learn more about these programs and participation. For additional information, visit

<https://www.artinstitutes.edu/admissions/details/military-benefits>.

*GI Bill<sup>®</sup> 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).*

## **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%.

## **The Art Institute of Seattle Portfolio Scholarship Competition**

High school seniors and international students may compete in The Art Institutes Scholarship Competition. Scholarship awards are based on the quality of projects submitted by students. Scholarship awards range from 25% to 50% of tuition costs. Details may be obtained by calling The Art Institute of Seattle Admissions Department.

## **National Scholarship Programs**

Please see the link below for updated information regarding national scholarship programs: <http://www.artinstitutes.edu/scholarships>

## **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. The Art Grant is offered at all Art Institutes schools except for The Art Institute of Vancouver and The Art Institute of Pittsburgh—Online Division. Amounts vary by location. Check with the school you're considering attending for exceptions and details.

## **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 \$17,460, 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 \$17,460. \*

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 \$13,095.\*

\*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.

### **The Art Institutes Scholarship Competition**

Partial tuition scholarship to high school seniors and international students graduating in 2017 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 Scholarship**

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

### **National Art Honor Society Scholarship**

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

### **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 Competitions**

(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)

### **Skills USA 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

### **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](http://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.

### **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**

(Advance Placement Credits)

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.

### **ProStart State Scholarships**

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.

## **STUDENT ACCOUNTING**

At the time of enrollment, a financial plan is developed for each student. The Student Accounting Department works with students to maintain the integrity of their accounts. We are here to provide information about your account, payments, loan check endorsement and refund eligibility. We welcome communication from our students, and if at any time, you have questions, our accounting staff is available to provide clarification and answers. We are sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments.

The Student Accounting staff provides the following services: billing of student accounts, endorsement of all student/parent loan checks, issuance of student refunds and receipt of payments.

At the time of the initial enrollment, the student develops an estimated financial plan to ensure that all direct expenses, tuition and fees related to the educational process are met. The student, or parent/guardian where applicable, will receive payment notices as outlined on the estimated financial plan. The payments are due on or before the date noted on the student financial plan. All payments must be current prior to registration and entry for the following quarter.

Regarding student refunds, please be advised that The Art Institute of Seattle may not write refund checks to students until after the scheduled adjustment period. The policy was developed to ensure that all students in attendance are accounted for and properly reported. Once the class list has been confirmed, the Student Accounting Office can then proceed with the quarter billing process, assessing the current quarter charges. In addition, any student refund based on financial aid (Federal, state or private) is dependent upon receipt of that financial aid. The above does not apply to students who have overpaid their tuition account.

## **REFUND POLICIES**

### **Refund Policy**

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

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 <sup>th</sup> = 1 <sup>st</sup> Scheduled Class		1
April 29 <sup>th</sup>	1 <sup>st</sup> Day of Initial Period	2

April 30 <sup>th</sup>	2	3
May 1 <sup>st</sup>	3	4
May 2 <sup>nd</sup>	4	5
May 3 <sup>rd</sup>	5	6
May 4 <sup>th</sup>	6	7
May 5 <sup>th</sup>	7 <sup>th</sup> = Last Day of Initial Period	8
May 6 <sup>th</sup>	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 (9<sup>th</sup>) 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 in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the Enrollment Agreement will be considered a student.

1. All monies paid by applicants will be refunded if they are not accepted for admission.
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 class or within five (5) business days after the Enrollment Agreement is signed, whichever is later, and making an initial payment.
3. If the student has not visited the school prior to enrollment, all tuition and fees paid by applicants will be refunded if requested within three (3) business days after their first tour of the school and inspection of equipment or if requested within three (3) business days of the student's attendance at the regularly scheduled orientation program for their 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 his/her first scheduled class day.

### **Refund Policy after Class Start**

In the event of withdrawal by the student or suspension by the school from all courses registered during any quarter of study:

1. Prepaid tuition for any period beyond the student's current quarter will be refunded in full. There is no refund for equipment, texts or supplies.
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. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the quarter, the school may modify the tuition refund policy as deemed appropriate to the circumstances.
7. A separate license agreement and waiver policy exists for students who are licensing housing accommodations directly through the school. The school reserves the right to apply any non-Title IV funds, or any refund due to a student, to any student financial account that is in arrears, including housing.
8. The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:
  - a. When the school receives notice of the student's intention to discontinue the training program;
  - b. When the student is terminated for a violation of a published school policy which provides for termination;
  - c. When a student, without notice to the school, fails to attend class for fourteen consecutive school days.
9. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based on the last day of attendance within the quarter. Any portion of a week's attendance may be considered a full week of attendance for refund calculation purposes.
10. 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 two (2) days from the start of Session II classes. If you drop or add one or more classes, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.
11. In the event the school cancels or changes a course or program of study in such a way that a student who 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.
12. Discontinued programs:
  - a. If instruction in any program is discontinued after training has begun or if the school moves from one location to another, it must either:
    - i. Provide students pro rata refunds of all tuition and fees paid; or
    - ii. Arrange for comparable training at another public or private vocational school. Students must accept comparable training in writing.
  - b. If the school plans to discontinue a program it must notify the agency and affected students in advance. The notification must be in writing and must include at least data required under WAC 490-105-210(3).

c. Students affected by a discontinuation must request a refund within ninety days.

13. For distance education programs:

a. A student may request cancellation in any manner.

b. The following is a minimum refund policy for distance education courses without mandatory resident training:

i. An applicant may cancel up to five business days after signing the enrollment agreement. In the event of a dispute over timely notice, the burden to prove service rests on the applicant.

ii. If a student cancels after the fifth calendar day but before the school receives the first completed lesson, the school may keep only a registration fee of either fifty dollars or an amount equal to fifteen percent of the tuition (in no case is the school entitled to keep a registration fee greater than one hundred fifty dollars).

iii. After the school receives the student's first completed lesson and until the student completes half the total number of lessons in the program, the school is entitled to keep the registration fee and a percentage of the total tuition as described in the following table: If the student completes this percentage of lessons:

The school may keep this percentage of the tuition cost:

0% through 10% -- 10%

11% through 25% -- 25%

26% through 50% -- 50%

More than 50% -- 100%

iv. Calculate the amount of the course completed by dividing the number of lesson assignments contained in the program by the number of completed lessons received from the student.

14. Combination distance education/resident training programs:

a. The following is a minimum refund policy for a distance education program that includes mandatory resident training courses.

i. Tuition for the distance education and resident portions of the program must be stated separately on the enrollment agreement. The total of the two is the price of the program.

ii. For settlement of the distance education portion of the combination program, the provisions of the table in subsection (2)(b)(iii) of this section apply.

iii. For the resident portion of the program, beginning with the first resident class session if the student requests a cancellation, the provisions of the table in subsection (1) (d) of this section apply.

iv. Calculate the amount of resident training completed by dividing the total number of training days provided in the resident training program by the number of instructional days the student attends resident training.

b. A distance education student who cancels after paying full tuition is entitled to receive all course materials, including kits and equipment.

15. 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.

16. 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.

17. 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**

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

Quarter Starts or Single Courses:

Week One . . . . .10%  
 Weeks Two and Three . . . . . 25%  
 Weeks Four through Six. . . . . 50%  
 After Week Six. . . . .100%

Mid-Quarter Starts or Single Courses:

Week One . . . . . 10%  
 Week Two. . . . . 25%  
 Week Three. . . . . 50%  
 After Week Three. . . . . 100%

**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 approximately the day after the Session I classes end and runs approximately five and one-half (5 ½) weeks. The ending date of the second session may not coincide with 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.

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**

If kits, components of the kit, books, supplies, or uniforms, are returned to the Supply Store in resalable, completely unused condition within twenty-one (21) calendar days of withdrawal, a credit will be given.

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 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

## Tuition and Fees

Program of Study	Credit Hours	Program Length (Quarters)	Instruction Weeks	Tuition per Credit Hour	Lab Fee <sup>1</sup>	Digital Textbook <sup>2</sup>	Starting Kit Fee <sup>3</sup>	Approx. Tuition & Fees / Program <sup>4</sup>
<b>Academic Associate of Arts (AAA)</b>								
Audio Production*	90	6	66	\$485	\$0	\$650	\$646	\$44,946
Baking & Pastry	90	6	66	\$485	\$1,575	\$800	\$645	\$46,670
Culinary Arts	90	6	66	\$485	\$1,680	\$900	\$645	\$46,875
Digital Photography	90	6	66	\$485	\$0	\$350	\$259	\$44,259
Fashion Design	90	6	66	\$485	\$0	\$650	\$575	\$44,875
Fashion Marketing*	90	6	66	\$485	\$0	\$1,500	\$288	\$45,438
Graphic Design	90	6	66	\$485	\$0	\$850	\$420	\$44,920
Industrial Design Technology	90	6	66	\$485	\$0	\$300	\$691	\$44,641
Interior Design*	90	6	66	\$485	\$0	\$1,500	\$662	\$45,812
Video Production*	90	6	66	\$485	\$0	\$1,500	\$590	\$45,740
Web Design & Interactive Media	90	6	66	\$485	\$0	\$850	\$420	\$44,902
<b>Bachelor of Fine Arts (BFA)</b>								
Digital Filmmaking & Video Production	180	12	132	\$485	\$0	\$700	\$372	\$88,372
Digital Photography	180	12	132	\$485	\$0	\$400	\$259	\$87,959
Fashion Design	180	12	132	\$485	\$0	\$800	\$575	\$88,675
Game Art & Design	180	12	132	\$485	\$0	\$1,000	\$420	\$88,720
Graphic & Web Design	180	12	132	\$485	\$0	\$1,250	\$420	\$88,970
Instructional Technology & Design	180	12	132	\$485	\$0	\$2,750	\$180	\$90,230
Interior Design	180	12	132	\$485	\$0	\$1,150	\$602	\$89,052
Media Arts & Animation	180	12	132	\$485	\$0	\$850	\$420	\$88,570
Professional Writing for Creative Arts	180	12	132	\$485	\$0	\$2,650	\$0	\$89,950
<b>Bachelor of Science (BS)</b>								
Audio Production	180	12	132	\$485	\$0	\$650	\$879	\$88,829
Culinary Arts Management	180	12	132	\$485	\$1,995	\$1,500	\$645	\$91,440
Fashion Marketing & Management	180	12	132	\$485	\$0	\$900	\$254	\$88,454
Game Programming	180	12	132	\$485	\$0	\$550	\$420	\$88,270
Industrial Design	180	12	132	\$485	\$0	\$400	\$691	\$88,391
Software Development for Creative Technologies	180	12	132	\$485	\$0	\$2,750	\$180	\$90,230
Visual Effects & Motion Graphics	180	12	132	\$485	\$0	\$850	\$420	\$88,570
<b>Diploma (D)</b>								
Art of Cooking	42	4	44	\$485	\$1,155	\$500	\$645	\$22,670

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.



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

<sup>2</sup> Not 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 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. 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.

<sup>3</sup> The 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.

<sup>4</sup> Approximate tuition and fees is based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.

\*This program is no longer enrolling new students.

### **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.

### **TUITION POLICY**

The Art Institute of Seattle reserves the right to increase the tuition charge per credit hour throughout the duration of the program. The per credit hour rate is subject to an increase at least once per calendar year which will increase the total amount for the program. The adjustment to the per credit hour rate may occur before the student begins classes and the student's program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

Re-entering students will be subject to the current per credit hour tuition charge at the time they sign their Re-Enrollment Agreement.



### **Additional Information**

1. First-quarter tuition and fees for new students become due 30 days prior to entry. A student may not register for succeeding quarters unless all tuition and fees that are due have been paid, or unless the student has made arrangements for an approved alternate payment plan.
2. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending. Tuition for repeat courses is charged on a per-credit basis.
3. Please refer to your Enrollment Agreement for other fee details.

### **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 Financial Services or Student Accounting Department.

## **ACADEMIC POLICIES**

### **ACADEMIC PLACEMENT**

#### **Priority Registration**

Priority is given to the following students during the registration period:

- Students in their final quarter prior to graduation
- Students utilizing Veteran Affairs benefits
- Students studying on an F-1 Visa
- Students on the Honor Roll
- Students living in school-sponsored housing

Students with priority registration are allowed to register during the first two days of the registration period prior to registration being opened to all students.

#### **First Language**

Foreign-language credit will not be granted either by proficiency examination or by course completion in a student's first language. "First language" shall be defined as the language spoken in the student's home during childhood and in which he or she received instruction through the seventh grade.

#### **Advanced Academic Standing**

Students may be awarded advanced academic standing in several ways: transfer credit, national examinations such as Advanced Placement examinations, portfolio evaluation, or proficiency examination. Advanced standing credits are applied to the total credits required for graduation, but have no letter or point value and are not computed in the Cumulative Grade Point Average (CGPA). Students may be granted as much as 75 percent of the total program credits required for graduation through advanced academic standing. Students must earn a minimum of 25 percent of the total program credits in residency at The Art Institute of Seattle. Students awarded advanced academic standing must observe course prerequisites and may be required to complete prerequisites for courses in which the student has received credit. All advanced course credit must be approved prior to matriculation (defined as the first day of scheduled attendance) at The Art Institute of Seattle.

All exceptions must be approved by the Dean of Academic Affairs (or designee). The Art Institute of Seattle reserves the right not to accept any advanced course credit and the transfer of any credit based solely on its internal guidelines, and on a case-by-case basis.

#### **Course Credit by National Examination**

Proficiency credit, "P," will be given for designated Advanced Placement in which a student scores a three (3) or higher on an Advanced Placement Test. Also, proficiency credit will be given for designated international baccalaureate courses in which a student scores four (4) or above on the Higher Level (HL) International Baccalaureate Test. Proficiency credit will be awarded to a student that receives a score of 50 or higher on a designated College Level Examination Program (CLEP) examination.

#### **Cancellation of Classes**

Prior to opening the registration period, The Art Institute of Seattle 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.

### **Credit by Portfolio Evaluation or Art**

Art Institute of Seattle Proficiency Examination students may request proficiency credit, "P," for courses in their program of study in one of two ways: examination (test out) or portfolio evaluation. Proficiency examinations may be attempted only once. Students who have attended the course may not receive proficiency credit for the course.

## **TRANSFER OF CREDIT**

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. 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 an 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 Department Director 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 60% 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 have 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 Department Director 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 Department Chair 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 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.

## **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 Department Director 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.

### **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.

### **CHANGE OF PROGRAM**

Students can change their program of study only once. Changing from a day to an evening program of study is not considered a change of program. Changing from one degree level to another degree level in the same program is not considered a program change. Students must be in good academic standing to change programs. A change of program must be approved by the Academic Chair of the new program.

Courses taken in one program of study applicable to the second program of study are transferred with the grade. If a student has taken a course more than once, all grades relevant to that course apply to the second program of study. Grades earned in the original program of study count toward the CGPA.

### **MINIMUM ACADEMIC ACHIEVEMENT STANDARDS FOR STUDENTS RECEIVING DEPARTMENT OF DEFENSE TUITION ASSISTANCE**

In addition to The Art Institute of Seattle'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.

### **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:

<b>Quarter GPA</b>	<b>Honors Designation</b>
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 Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Warning)
End of Second Quarter	< 1.5 and/or 50.00%	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 Program Chairs 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.

<b>NP = Not passing/Fail</b>	Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course
<b>P or PR= Proficiency Credit by Exam or Portfolio</b>	This does not affect CGPA. They do impact ICR and MTF.
<b>PA = Pass</b>	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.
<b>SP or SA = Satisfactory/Pass</b>	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.
<b>T = Termination from course</b>	Affects ICR/MTF/CGPA (Computes as an F)
<b>TR = External Transfer Credit</b>	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.
<b>U = Unsatisfactory</b>	Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.
<b>F= Earned F</b>	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.
<b>UF = Unearned F</b>	Students who failed the course <b>AND did not</b> 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.
<b>W = Withdrawal</b>	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.
<b>WF = Withdrawal Fail</b>	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 Program Chair 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):

**(EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)**

**(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)**

**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:**

**TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM x 1.5 =  
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):

<b>(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS</b>
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<b>(ATTEMPTED CREDITS in the New Program + TRANSFER CREDITS Accepted) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS</b>
--

**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.

### **REQUIREMENTS FOR GRADUATION**

A student must fulfill the following graduation requirements for the Associate of Applied Arts, Bachelor of Fine Arts, Bachelor of Science, and Diplomas:

1. Receive a passing grade or credit for all required coursework.
2. Earn the required credits in each of the disciplines for the student's major.
3. Achieve a minimum CGPA of 2.0.
4. Meet portfolio and other requirements as outlined by the student's program.
5. Satisfy all financial obligations to The Art Institute.
6. Earn at least 25% of the required credits at The Art Institute of Seattle.

### **WITHDRAWAL FROM THE ART INSTITUTE OF SEATTLE**

Students who want to voluntarily withdraw from The Art Institute of Seattle must meet with their Academic Chair to generate the required paperwork, obtain all required signatures, and return the paperwork to the Registrar's Office. Students who do not attend any courses by the time of their first scheduled course of the second week of the quarter will be involuntarily withdrawn from The Art Institute of Seattle.

Students who wish to return to The Art Institute of Seattle must comply with the re-entry policy and procedure including a review of their academic performance and possible appeal. See the Re-entry section for details. All students wishing to return are subject to a tuition increase upon readmission.

### **Re-Entry**

Students who have left The Art Institute of Seattle for any period of time and wish to return must go through a formal re-entry process. To be readmitted, students must contact the Readmissions Office. As part of the process, a student's academic record must be reviewed. A student leaving with a cumulative grade point average (CGPA) less than 2.0, and/or an Incremental Completion Rate (ICR) less than 66.67% must appeal for re-entry. See the Academic Appeals section for details.

## **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: on the day of the recorded absence. The following is a comprehensive list of events that may indicate a mitigating circumstance:

- I. Death of an immediate family member
- II. Student illness requiring hospitalization (this includes mental health issues)
- III. Illness of an immediate family member where the student is the primary caretaker
- IV. Illness of an immediate family member where the family member is the primary financial support
- V. Abusive relationships
- VI. Divorce proceedings
- VII. Previously undocumented disability
- VIII. Natural disaster
- IX. Family emergency
- X. Financial hardship such as foreclosure or eviction
- XI. Documentation from a Professional Counselor
- XII. A doctor documented illness of the student for a significant period of time
- XIII. Military deployment
- XIV. Military Permanent Change of Station (PCS)
- XV. 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.

\*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.

- A. 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.
- B. 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 and fails to meet positive attendance in the last week of the course, the final course grade of F will be considered an unearned F as it pertains to Title IV financial aid purposes.

### **MAKE-UP AND DEADLINE POLICY FOR SUBMITTING COURSE WORK**

Deadlines for submitting course work and guidelines for submission of make-up work come under one of three Guidelines. In calculating grades related to the policy, the numeric grade points should be utilized. The instructor will inform students which one of the following guidelines pertains to the particular course:

1. **Deadline Guideline 1:** All late work must be in before the end of the official class time on the last day the course meets. A penalty of receiving a grade of "F" per project handed in after a deadline will be averaged in with overall grades (e.g., B+ (3.4) project and F (0.0) deadline = C- (1.7) average).
2. **Deadline Guideline 2:** All late work must be in before the end of the official class time on the last day the course meets. A penalty of one (1) letter grade per week will be dropped from the letter grade of the project (e.g., B+ (3.4) project = C+ (2.4) first week late, D+ (1.4) second week late, F (0.0) third week late).
3. **Deadline Guideline 3:** All late work must be in before the end of the official class time on the last day the course meets. Late work may be handed in the next time class meets, with a penalty of one (1) letter grade dropped from the project grade. After one week, the project will be given an "F" (e.g., B+ 3.4) project = C+ (2.4) first week late, F (0.0) second week late).

## 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.
  - o 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 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 State 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.

### ***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, 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 fire fighting 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.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or his/her delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless the College determines that the circumstances do not warrant disclosure of some or all of the facts.

#### Search of Student's Property

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

#### Notification and Determination of Violations that Warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting.

2. After the meeting the Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.

- If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute policies on the basis of the information available, and impose sanctions for such violations.

#### Notification and Determination of Violations that Warrant Disciplinary Hearing or Panel

In some cases, involving serious violations, the Chief Conduct Officer or his/her delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a Disciplinary Panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)

2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel.

3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.

4. The student may be accompanied by one person (family member, friend, etc.) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee

5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.

6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them. a) Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion. b) The Disciplinary Panel may ask questions and may seek information not provided to it.

7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.

9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

#### Disciplinary Panel

A Disciplinary Panel may consist of members of the College Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the Panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the Panel. Failure to sign the permission constitutes an agreement to have no student on the Panel.

#### Administrative Interim Suspension

Students may be administratively suspended on an Interim basis when:

1. Serious allegations are being investigated;
2. Serious allegations are pending before a disciplinary panel;
3. In advance of a disciplinary panel hearing; or
4. When a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community.

During the Interim Suspension, students are denied access to Campus Sponsored Housing and/or to the school (including classes, labs, Library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or his/her designee may determine to be appropriate.

This Interim Suspension period should last no longer than three business days, and the Chief Conduct Officer or his/her delegate may make reasonable provisions to provide for accommodations of a student in Campus Sponsored Housing.

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

#### Section VIII – Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe themselves to have been treated in an arbitrary or biased fashion or without adherence to the College policies and procedures.

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



## **STUDENT SERVICES**

### **STUDENT SERVICES INFORMATION**

#### **Student Services**

The Art Institute of Seattle students come from all over the world and from a variety of backgrounds. As such, our students have incredible opportunities to experience many different cultures and perspectives while attending school. Since learning happens in and out of the classroom, make the most of your college education by planning time into your schedule to get involved. Whether you participate in a fun activity, join a club, or take on a part-time job, getting involved in college is a great way to enrich your education. Some students come here fresh out of high school; others have been working for years. Whatever a student's situation or need, they often find that they are not alone; and that there are terrific people employed at The Art Institute of Seattle to help them through some of life's ups and downs. The Office of Student Services is here to help you make the most of your educational experience.

In support of The Art Institute of Seattle's mission, the division of Student Services provides our campus community with programs and services that assist and encourage students to achieve their academic, professional, and personal potential. Student Services also serves as an advising point of contact for military and veteran students as well as eligible family members. By creating an educational environment that is both supportive and challenging, we address the specific needs of our diverse student populations with resources of housing, disability services, international advising, health and wellness, student activities, and student leadership.

#### **Orientation**

New student orientation is held each quarter prior to the beginning of classes. Students are advised of the dates and times for all orientation activities. The purpose of orientation is to provide all new students with the information and support necessary for a smooth transition into college. Participation in all orientation activities plays an important role in achieving success as a student, and is therefore required for all students.

#### **Student Portal**

All students are granted access to student web portal, [myaicampus.com](http://myaicampus.com). At this site students may access all of their academic records, financial account information, registration and textbook information, faculty contacts and a variety of other support services. Students are provided their unique login credentials at new student orientation.

#### **The Art Institute of Seattle Library**

The goal of The Art Institute of Seattle Library is to foster creative inspiration and intellectual development among students and faculty by providing research and teaching resources to support all of The Art Institute of Seattle programs and liberal arts curricula. Located on the fifth floor of the 2601 Elliott Avenue, Seattle, WA 98121 location ("North Campus"), the library commands a superb view of Elliott Bay and the Olympic Mountains and furnishes work tables and desks, a computer lab, wireless internet, audio/visual equipment, and a satellite group work/video viewing facility. The library is open and staffed by a team of professional librarians in addition to student employees. Reduced operating hours are provided over break periods.

The library collection includes a diverse collection of books, trade and industry periodicals, videos and DVDs, and CD-ROMs in addition to providing electronic access to subscription databases, digital image

resources, software training tutorials, and multimedia libraries. Full internet access and standard office software utilities are available from PCs and Macintosh computers in the library's computer lab.

Librarians offer information literacy services, such as training on library use and research processes, customized resource guides, subject-specific class presentations and one-on-one research assistance both in person and online. Students may search library holdings via the online library catalog and borrow materials using their current student identification card. The library's website is accessible at <http://aislibrary.com>. Remote access to online databases, collections, and tools via the internet may require authentication through passwords which are distributed by the library.

The library's collection focuses on resources and tools used by working professionals, visually-oriented materials that inspire creativity, and resources that are designed to encourage personal growth and stimulate learning.

### **Auxiliary Resources**

Integral to the learning resources at The Art Institute of Seattle are several auxiliary departmental resource areas located throughout the facility. The Art Institute of Seattle emphasizes and provides these resources for specific skill development and independent work. For example, the resource area in the Photography Department includes cameras, tripods, studio lighting, meters, stands, etc., that may be checked out by students. In the Interior Design Department, a resource area is maintained with fabric and building samples, Sweet's Catalogues, and reference floor plans and elevations for inclusion in student projects. Master tapes, demonstration tapes, and audio and video equipment are available for student checkout in the Audio/Video equipment cage. Other principle programs have similar resource areas specifically dedicated to their career field.

### **ACADEMIC ADVISING**

You're attending The Art Institute of Seattle to reach a career goal and in order to do that you need to achieve your academic goals. That's what Academic Advising is all about: Helping you achieve your academic goals and maximizing your potential through a collaborative relationship.

It could be an email to make sure you're okay because you've missed some classes or an email to congratulate you on your academic achievements. It could be that you're struggling and an Academic Advisor helps you create a plan to be successful. It could be you're looking for course recommendations or need assistance understanding your Degree Audit. It could be an email to remind you to register so you can get the classes you need or an email just to see how you're doing.

Students are introduced to their Academic Advisor at New Student Orientation. The Academic Advisor also may visit lower-division classes to discuss the registration process. The student-Academic Advisor relationship is a very important one, especially during the first academic year when new students should meet with their advisor about course planning and registration. The Academic Advisor works closely with the Academic Chairs and faculty to assist you in reaching your goals. The Academic Advisor also works with every department on campus so they know who to refer you to for all non-academic matters.

There is one Academic Advisor serving the Art Institute of Seattle campus. The office is located in Academic Affairs, on the seventh floor of the South Campus. Contact information for the Academic Advisor can be found under the Contacts tab at [www.myaicampus.com](http://www.myaicampus.com).

## **ACADEMIC SUPPORT CENTER**

### **Tutoring Program**

The Academic Support Center provides individual and group tutoring sessions during drop-in hours or by appointment. Tutoring is available in a variety of academic skills, as well as subjects in liberal arts and core subjects that relate to students' programs. Current schedules are posted on Academic Support Center in room 714.

### **Testing Center**

The college provides testing as a service to faculty and for students who have missed tests, who need disability accommodations, or who choose to take proficiency tests. Make-up tests need to be arranged with the instructor before the students take the tests in the Academic Support Center. All testing for students with disabilities must be coordinated with faculty and students must have documentation on file with the Director of Disability Services.

Proficiency tests in math are offered through the Academic Support Center. There is a \$100.00 fee for the exam. Students seeking proficiency in other subjects must see the academic chair who oversees the courses for which proficiency is being sought. Detailed testing and tutoring schedules are posted in the Academic Support Center in room 714.

## **STUDENT HOUSING**

The Art Institute of Seattle offers housing services to all enrolled students. Living in school-sponsored housing is an excellent way to get acquainted with other Art Institute of Seattle students and the Seattle community as well as become involved in college life. The Housing Department employs a full-time professional staff, including live-in professional and student staff, to assist students in their transition to their new environment. The main housing office is located on the sixth floor of the South Campus in the Student Services Office.

The cost of student housing is in addition to tuition and fees. Students in school-sponsored housing must sign a separate contract for housing. For more information or to apply online visit our website at <https://www.applyweb.com/public/register?s=aish>

### **Furnishings**

All apartments are equipped with beds, desks, dressers, dinette table and chairs. All apartments have full-size kitchens with a refrigerator, stove, dishwasher and appliances. All furnishings are subject to change due to space limitations. Buildings feature secured entrances, security or desk services, lounge, and laundry facilities. In addition, basic utilities are included in rent (electric, water, sewage, and garbage). Both the Dimensions and Griffis buildings also have wireless Internet, which is included in the cost of rent.

### **Programs and Activities**

The Housing Department staff provides a wide array of social activities and educational programs for residents (i.e., ice cream socials, movie nights, roommate games, awareness programs, community food drives, exploring Seattle, etc.). Most activities are available at no additional charge and often include refreshments.

### **Laundry**

Each housing facility offers on-site laundry facilities for residents to use, available at no additional charge.

**Parking**

Since parking is both limited and costly in the Seattle area, students are discouraged from bringing vehicles with them to Seattle. Parking is not included with school-sponsored housing. Students who bring vehicles to Seattle assume full liability.

**Independent Housing**

Housing resources are available to those students who choose to live independent of school-sponsored housing. For more information about independent housing, contact the Housing Department at 206-239-2242.

**STUDENT TRANSCRIPTS**

The Registrar's office issues student transcripts and records. At the time of request official transcripts cost \$5.00 for the first copy and \$1.00 for each additional copy made with the same request. Students not currently enrolled requesting official transcripts must be cleared of all financial obligations to The Art Institute of Seattle. Processing usually takes three business days. Unofficial copies of transcripts are available at no additional charge, but requests must still be made through the Registrar. To release a copy of a student's transcript, the Registrar needs the following information in writing.

Student's name printed clearly

Student ID number or Social Security Number

Dates of attendance

Address where transcripts should be sent

Student's current phone number

Student's signature

Corresponding fee for request

Beginning May 2, 2018, The Art Institute of Seattle will begin charging a \$7 fee for all transcript requests

## 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 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 student 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 under student consumer information.

### 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](http://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](http://www.alumni.artinstitutes.edu) or email [AiAlumniSupport@aii.edu](mailto:AiAlumniSupport@aii.edu)

## **STUDENT SUPPORT SERVICES**

Student Support Services provides assistance utilizing a wellness approach for the student population, including special events/workshops on health or wellness related areas, information on human services in the local area, assistance with study habits, time management, stress management, communication, problem solving, transition to college, and many other college success topics, and referral to short term counseling provided by the Student Assistance Program for students in need of emotional support or guidance.

### **The Student Assistance Program**

The Student Assistance Program is a service available at no additional charge to students and provides confidential counseling via telephone 24 hours per day, 7 days a week by calling 800-326-6142; the program counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. The program can assist with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse and any other relevant concerns.

## **EXTRACURRICULAR ACTIVITIES**

The Art Institute of Seattle places a high value on the quality of student life both in and out of the classroom setting. We provide an environment that encourages involvement in a wide variety of both academic and non-academic activities including clubs and organizations, student council, community service opportunities, committees, and various leadership opportunities designed to enhance the quality of student life. Students will find a wealth of clubs in which to be involved.

Numerous all-school programs and events are planned throughout the year to meet the needs and desires of students. The Director of Student Development and International Student Advising is available to assist students in the development and implementation of co-curricular activities and events at The Art Institute of Seattle.

### **What's Happening at The Art Institute of Seattle?**

There are several different ways to find out what's happening at The Art Institute of Seattle. Weekly announcements are a great way to stay in the loop. Located in various places throughout both campuses, "This Week at AiS" details club meetings, events, and other important information. Plasma screens with postings of campus events are located in each building.

We also have designated approved posting locations throughout the South and North campuses. Campus flyers will be posted in all of these locations. Check regularly! Each approved posting board displays a copy of the sign posting policy. Please refer to it for more details. All signs to be posted must first be approved and stamped prior to posting by the Office of Student Services.

### **Student Clubs and Organizations**

Note: Active clubs and organizations sometimes change due to interest of participants. A sampling of recent active clubs is listed below:

- Anime and Manga Club
- Audio Club
- Culinary Club
- Fashion Network
- FUEL (publication)
- Graphic Design Club

International Networking Club (INCI)  
Industrial Design Society  
Interior Design Networking Group  
Animation Club  
Photography Club

### **Student Activities**

A variety of activities and events are planned throughout the year, such as:

Barbecues  
Chinese New Year  
Cultural Events  
Emerging Leaders Program  
Movie and Pizza Parties  
Open Life Drawing Sessions  
Open Mic Nights  
Safety and Self-Defense Workshops  
Stress Breaks  
Wellness Week

For full student club and organization details, please visit our website.

### **The Student Council**

The Student Council is a student governing board dedicated to increasing student participation in the overall decision-making process of The Art Institute of Seattle. The Student Council undertakes the following roles:

1. To provide a forum to discuss student issues
2. To facilitate the exchange of ideas and information among students
3. To act as a liaison between students, faculty and administration
4. To support school clubs and work collaboratively with these organizations
5. To oversee the allocation of funding to student clubs and organizations
6. To organize student activities and events at The Art Institute of Seattle and in the community and to promote to the student body
7. To provide leadership opportunities for students within The Art Institute of Seattle
8. To promote school spirit among the student body and create a sense of community with The Art Institute of Seattle

### **Portfolio Restaurant**

Portfolio Restaurant serves as an educational dining lab for our culinary arts students at The Art Institute of Seattle. Open to the public, the restaurant presents a tempting menu of fine-dining courses emphasizing fresh seasonal favorites. Portfolio Restaurant, with a stunning view of Elliott Bay, offers elegance at an affordable price. "This is a great restaurant to take a date to, or your family. They also allow you to rent out the entire space if you can guarantee at least 30 people- great for large parties." — Marley, B., Seattle, WA, [yelp.com](https://www.yelp.com)



## **GENERAL INFORMATION**

### **FACILITY**

The Art Institute of Seattle is located on Seattle's waterfront in the heart of downtown. We're an urban campus composed of two facilities in which you will find creative environments designed to bring out our students' best.

The South Campus is located at 2323 Elliott Avenue and the North Campus is located two blocks north in the Seattle Trade and Technology Center at 2601 Elliott Avenue.

The South Campus building houses classrooms, the industrial design shop, audio and video studios, photography studios, fabric and interior design sample room, Academic Support Center, a student lounge, a student print center, the student store and café. There is also a gallery in which student, faculty, alumni and touring exhibits bring art into the campus 12 months a year. The South Campus also includes the Administration, Admissions, Financial Services, Student Accounting, Student Services, Registrar, Human Resources, Technology Support, Academic Advising and the main Academic Affairs offices.

The Art Institute of Seattle North Campus occupies the fifth floor of the Seattle Trade and Technology Center. The fifth floor contains classrooms, sewing rooms, fashion display windows, library, and The Art Institute of Seattle culinary facilities including professionally equipped kitchens, pantries and "Portfolio," our public restaurant. The fifth floor is shared by Argosy University, Seattle, and The Art Institute of Seattle, housing Argosy University, Seattle, offices and classrooms.

### **SQUARE FOOTAGE:**

#### **South Campus**

6th floor: 37,150 sq. ft.

7th floor: 37,985 sq. ft.

#### **North Campus**

5th floor: 35,250 sq. ft.

#### **TOTAL**

91,385 sq. ft.



## HOURS OF OPERATION

NORTH CAMPUS	
Monday - Friday	6:00 am to Midnight
Saturday	7:00 am to 8:00 PM
Sunday	Closed
Labs	Same as campus hours
Tech Office	Same as campus hours Monday - Friday
Tech Office	7:00 AM to 8:00 PM Saturday

SOUTH CAMPUS	
Monday –Friday	6:30 am to Midnight
Saturday	7:00 am to 8:00 PM
Sunday	Closed
Labs	Same as campus hours
Cage	Same as campus hours Monday - Friday
Cage	7:00 AM to 8:00 PM Saturday

SPRING BREAK	
Monday –Friday	8:00 am to 5:00 PM

## SCHOOL CLOSINGS

In the event that The Art Institute of Seattle hours of operation are delayed or closed because of inclement weather, visit the website of Public/Private Schools and Colleges emergency communications system at [www.flashalertnewswire.net/puget.html](http://www.flashalertnewswire.net/puget.html) or listen to KIRO 710 news radio, [710KIRO.com](http://710KIRO.com) or local news at KIRO TV channel 7. In addition, if the building hours of operation are altered, an update will also be placed in the college’s voicemail box #2313, which can be reached externally by dialing (206) 239-2313. Text messages about closures and late starts may be received by texting “arts” to 890-74.

## My Campus Alert —Emergency Notification System

In an emergency, The Art Institute of Seattle Emergency Notification System will be used to inform members of The Art Institute community who have registered for the system. The system can transmit short notifications by email to a designated address, by text message to a cell phone, or by voice message to a designated cell phone or telephone number in the U.S. or Canada. The messages are initiated by a member of the college’s crisis communication team only when required for safety purposes. Information regarding registration for My Campus Alert is available on the Student Portal and in the Student Services office.

## CLASS HOURS

In all programs other than culinary, courses are typically scheduled during the following times:

8:00 AM – 12:00 pm

12:30 pm – 4:30 pm

5:45 pm – 9:45 pm

In the culinary program, courses are typically scheduled during the following times:

6:30 AM – 11:30 AM

12:15 pm – 5:15 pm

5:45 pm – 10:45 pm

## **SMOKE-FREE ENVIRONMENT**

The Art Institute is a non-smoking environment. There is no smoking in classrooms, hallways, offices, or at the south entrance of the South Campus.

## **SCHOOL POLICIES**

### **Identification Cards**

All students must have a valid Art Institute of Seattle identification card, with a current quarter sticker, with them at all times while on campus. Students may be asked for identification at any time by security or staff.

### **Guests/Visitors**

All visitors must obtain and wear a visitor's badge and be accompanied by faculty, staff, or student host. Guests, including family and children of students, are not allowed in the classroom. The classroom is a professional environment and guests can be a distraction from the educational goals at hand. Classroom space and equipment are for students only.

### **Telephone Usage**

Students are expected to keep personal telephones and other technology turned off during class time and to refrain from texting or other non-class-related activities while in class.

### **Property Rights**

The Art Institute of Seattle is not responsible for the personal property of students (e.g., books, supplies, equipment, clothing, etc.). The student should place his/her name and student number on all items of value. Equipment serial numbers should be recorded and kept in a safe place. Students should review their personal property/homeowners' insurance and automobile comprehensive insurance policies to determine whether valuable equipment (such as cameras) would be covered in the event of theft or loss.

### **Property of The Art Institute**

The student is responsible for any Art Institute books or equipment used or checked out and is responsible for the cost of repair or replacement of such items in the event they are damaged or stolen.

### **Lost and Found**

Lost and Found is located in the Library in the North Campus and the Registrar Department in the South Campus.

### **Illness or Injury**

In the event of illness or injury to a student on The Art Institute premises or at a sponsored function of The Art Institute, the student may request to be transported to a local hospital emergency room or doctor for examination and treatment if necessary. The student should review personal and/or family insurance policies to determine whether appropriate coverage exists. First aid kits are available at the Reception Desk, Academic Affairs, and Registrar Department.

### **Parking**

The Art Institute of Seattle does not own or control parking; therefore, the cost may increase without school notification. Daily/monthly permits may be purchased from the parking attendant. Students and staff park at their own risk.

### **Documenting Student Artwork**

The college periodically documents student work, student achievement and campus activities. The archive can be used for the following: any editorial, promotional, advertising, trade or other purposes. Images and/or artwork will be used only with student permission.

### **Non-Fraternization and Consensual Relationships**

All employees, especially faculty members and managers, are expected to conduct themselves in a professional manner that contributes to the proper educational, business and employment environment. Due to the inherently unequal relationship that exists between a faculty or staff member and a student, dating, sexual relationships, or other inappropriate intimate social relationships can be problematic. Such relationships can easily degenerate into allegations of sexual harassment, and the real or perceived problem of favoritism can seriously affect the learning process. Accordingly, such relationships between a manager and his or her subordinates and between a faculty or staff member and a student are prohibited.

### **CULINARY STANDARDS POLICY**

To participate in any program in The International Culinary Schools at The Art Institute, 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 Schools at The Art Institute and also reflect industry requirements and standards.

## **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](mailto: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](mailto:studentresolution@dcedh.org). Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

## **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 Seattle'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 Seattle.

### 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](http://www.copyright.gov).

The Art Institute of Seattle’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 Seattle’s information technology system. The Art Institute of Seattle’s policies prohibit use of The Art Institute of Seattle’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 Seattle 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 Seattle itself, which supports this creative and scholarly work.

This document expresses The Art Institute of Seattle’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 Seattle – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with The Art Institute of Seattle, and this Policy governs in all circumstances, unless The Art Institute of Seattle 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 Seattle 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 Seattle 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 Seattle 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 Seattle to create the Intellectual Property.

- (f) The Intellectual Property is developed under a grant, program or agreement which provides The Art Institute of Seattle 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 Seattle (or by The Art Institute of Seattle 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 Seattle under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by The Art Institute of Seattle's President, and to execute any document deemed necessary by The Art Institute of Seattle to perfect legal rights in The Art Institute of Seattle and enable The Art Institute of Seattle 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 Seattle. 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 Seattle.
- (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 Seattle as Works Made for Hire or otherwise.
- (c) If any Intellectual Property to be owned by The Art Institute of Seattle 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 Seattle 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 Seattle.
- (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 Seattle 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 Seattle 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 Seattle 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 Seattle 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 Seattle to a perpetual, worldwide license (exclusive or non-exclusive, as The Art Institute of Seattle 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 Seattle will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or The Art Institute of Seattle 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 Seattle 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 Seattle 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 Seattle. Where practicable, The Art Institute of Seattle will use best efforts to cite the creator of the Work if The Art Institute of Seattle exercises such usage rights.

**V. *Institution's Marks***

Intellectual Property comprised of or associated with The Art Institute of Seattle'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 Seattle and/or its affiliates. This Policy is designed to protect the reputation of The Art Institute of Seattle and its affiliates, and to prevent the illegal or unapproved use of The Art Institute of Seattle's Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of The Art Institute of Seattle. However, faculty, staff, and Students may identify their status or professional affiliation with The Art Institute of Seattle as appropriate, but any

use of The Art Institute of Seattle'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 Seattle. No products or services may be marked, offered, sold, promoted or distributed with or under The Art Institute of Seattle's Marks without The Art Institute of Seattle's prior written permission and compliance with the licensing policies of The Art Institute of Seattle. 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 Seattle'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 Seattle, 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 Seattle 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 Seattle 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 Seattle 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 Seattle and will remain in effect until modified or revoked by The Art Institute of Seattle. 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 Seattle 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.

**LATE START POLICY**

The Art Institute 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.

### **NON-DISCRIMINATION POLICY**

The Art Institute of Seattle does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The Art Institute of Seattle provides reasonable accommodations to qualified individuals with disabilities. The Art Institute of Seattle will not retaliate against persons bringing forward allegations of harassment or discrimination. The Director of Student Services, 2323 Elliott Avenue, Seattle, WA 98121, 206-239-2299, has been designated to handle inquiries and coordinate the Institution's compliance efforts regarding the Non-Discrimination policy.

### **CAMPUS SECURITY**

The Art Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Services office during regular business hours. Copies of the Crime Report are available on The Art Institute's website at <https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-seattle.pdf>.

The Art Institute reports to the campus community concerning the occurrence of any crime includable in the annual security report is reported to campus security or local police and that is considered to be a threat to students or employees.

**The Art Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.**

### **NO HARASSMENT POLICY**

The Art Institute of Seattle is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

### **GENERAL STUDENT COMPLAINT PROCEDURE**

If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Director of Student Services, Angela Hedwall, if related to non-academic issues or to the Dean of Academic Affairs, Scott Carnz, for academic issues. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.

The appropriate College staff member or department will be notified of the complaint. A follow-up meeting with you and the Director of Student Services and/or the Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

**Washington Student Achievement Council**  
**917 Lakeridge Way SW**  
**P.O. Box 43430**  
**Olympia, WA 98504-3430**  
<http://www.wsac.wa.gov/>

Students in diploma programs may direct their inquiries to:

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint, [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov).

**Washington Workforce Training & Education Coordinating Board**  
**128 10th Avenue SW**  
**P.O. Box 43105**  
**Olympia, WA 98504-3105**  
<http://wtb.wa.gov>  
**(360) 709-4600**  
[pvsa@wtb.wa.gov](mailto:pvsa@wtb.wa.gov)

Or you may contact:

**Northwest Commission on Colleges and Universities (NWCCU)**  
**8060 165th Avenue NE**  
**Suite 100**  
**Redmond, WA 98052**

## **SEXUAL MISCONDUCT & RELATIONSHIP VIOLENCE POLICY; PROCEDURES FOR HANDLING SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE COMPLAINTS**

The Art Institute of Seattle values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at The Art Institute of Seattle and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how The Art Institute of Seattle will proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

### **I. Preliminary Issues & Important Definitions**

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one’s biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity or in student housing; or (iii) off-campus, including at internship/externship/practicum sites, if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the

victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

**A. What is “Sexual Misconduct”?**

Sexual Misconduct includes:

- Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- Non-Consensual Sexual Contact: Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- Sexual Exploitation: An act attempted or committed through the abuse or exploitation of another person’s sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person’s knowledge.
- Indecent Exposure: the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

**B. What is “Relationship Violence”?**

Relationship Violence includes:

- Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.
- Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.
- Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes,

surveils, threatens, or communicates to or about a person or interferes with a person's property.

The following also constitute violations of this Policy:

- **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of this Policy.
- **Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

### **C. Who are "Complainants" and "Respondents"?**

The Art Institute of Seattle is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a "Complainant" and to anyone who reportedly has engaged in Sexual Misconduct as a "Respondent."

### **D. Defining Consent**

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent or negate one's intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk

without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

#### **E. Title IX Coordinator & Deputy Coordinators**

The Title IX Coordinator for The Art Institutes schools is: Diane Rouda, Associate Vice President of Student Regulatory Affairs. The Title IX Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, the School has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

## **II. Reporting & Confidentiality**

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately.

Different employees on campus have different abilities to maintain confidentiality:

- **CONFIDENTIAL REPORTING:** Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by Talk One2One counselling services. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.
- **NON-CONFIDENTIAL REPORTING.** Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Director of Student Services, other Student Services staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The School will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The School will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement



investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the School's review and investigation of any complaint covered by this Policy. The School will honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the School will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

The School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School's ability to take certain actions.

Other Code of Conduct Violations: The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in School housing. Therefore, the School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

### **III. Response Procedure**

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Director of Student Services, or the Campus President. If a report is made verbally, the School will request a written statement by the student. Upon receipt of a report, the School will generally proceed as described below.

#### **A. Investigation Commencement**

The School will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

#### **B. Initial Response**

Once the School is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

#### **C. Interim Intervention**

Pending a final determination, the Title IX Coordinator and/or Student Services staff will take appropriate interim measures. The University will take steps to prevent the recurrence of harassment and to correct its discriminatory effects on the Complainant and others, if appropriate. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications, and/or transfer or removal from an internship/externship/practicum site. Student Services staff may limit a student or organization's access

to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

#### **D. Decision to Proceed to Investigation**

If the Complainant is willing to participate in the review and investigation process, the School will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If a confidential investigation is requested and agreed to, the School will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The School, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

In the event that a campus-wide alert related to the incident is deemed necessary, the campus shall generally attempt to notify the Complainant of the alert and its content before it is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the message may be sent without his/her review.

#### **E. Investigation Procedure**

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Director of Student Services for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student or third party. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

## **F. Determinations**

### **1. For cases where the Respondent is a student.**

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. .

The School reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

### **2. For cases where the Respondent is a Faculty or Staff Member.**

The investigator will present all evidence to the Ethics Committee of DCEH. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

### **3. For cases where the Respondent is a Third Party**

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

If the Title IX Coordinator determines that this Policy has been violated by a third party at an associated off-campus location, such as an internship or practicum site, the Title IX Coordinator will review the terms of any contract or Affiliation Agreement and determine what appropriate action should be taken pursuant to the written agreement.

## **G. Standard of Proof**

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

## **H. Potential Sanctions**

If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees, and termination of any relationship/contract/Affiliation Agreement in the case of a third party.

### **I. Outcome Notifications**

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

If the Respondent is a third party, the notice of outcome will include a finding of fact and a justification for the decision based on appropriate legal standards.

### **J. Appeals**

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 business days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.
3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five business days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The Campus President will endeavor to make a determination of the appeal within 15 business days of receipt. The President's decision is final.

## **STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether The Art Institute of Seattle's Non-Discrimination Policy has been violated.

- 1) Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with Director of Student Services, 2323 Elliott Avenue, Seattle WA 98121, 206-239-2299 or with Dean of Academic Affairs, 2323 Elliott Avenue, Seattle WA 98121, 206-239-2320. Online students should file complaints with [studentcomplaints@aii.edu](mailto:studentcomplaints@aii.edu) . The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
- 2) The Art Institute of Seattle will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary

proceeding means only The Art Institute of Seattle's final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

- 3) The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
- 4) The decision of the Investigator may be appealed by petitioning the President's Office of The Art Institute of Seattle. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
- 5) The Art Institute of Seattle will not retaliate against persons bringing forward allegations of harassment or discrimination.
- 6) Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.
- 7) For more information about your rights under the federal laws prohibiting discrimination, please contact the [Office for Civil Rights at the U.S. Department of Education](#).

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY**

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Seattle may disclose to third parties without receiving prior written consent from the student.

#### **I. Procedure to Inspect Education Records**

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to **the Registrar**. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential

letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

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

## **II. Disclosure of Educational Records**

The Art Institute of Seattle generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To The Art Institute of Seattle officials who have been determined by the school to have legitimate educational interests in the records. A school official is:
  - a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
  - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of Seattle has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for, or on behalf of, the school.
5. To accrediting commissions, state licensing, or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but

only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator - not the name of any other student, including a victim or witness - without the prior written consent of the other student(s)).

- a. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Seattle will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, and students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

### **III. Record of Requests for Disclosure**

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Seattle officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Seattle will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

### **IV. Directory Information**

The Art Institute of Seattle designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email, and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance

8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at The Art Institute of Seattle to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Seattle, 2323 Elliott Avenue, Seattle, WA 98121. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

#### **V. Correction of Educational Records**

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

1. A student must ask the **Dean of Academic Affairs** to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The Art Institute of Seattle may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, The Art Institute of Seattle will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institute of Seattle. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. The Art Institute of Seattle will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, The Art Institute of Seattle decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, The Art Institute of Seattle decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.



7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Seattle will:
  - (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
  - (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

#### **VI. Student Right to File Complaint**

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

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

#### **NOTICE OF THE ART INSTITUTE OF SEATTLE 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 Seattle'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 Seattle's policies prohibit use of The Art Institute of Seattle 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.

## ACADEMIC CALENDAR

<b>CALENDAR YEAR 2017</b>		
<b>START DATE</b>	<b>END DATE</b>	
January 9, 2017	March 25, 2017	
February 16, 2011	March 25, 2017	Mid-Term Start
April 3, 2017	June 17, 2017	
May 11, 2017	June 17, 2017	Mid-Term Start
July 10, 2017	September 23, 2017	
August 17, 2017	September 23, 2017	Mid-Term Start
October 2, 2017	December 16, 2017	
November 9, 2017	December 16, 2017	Mid-Term Start

<b>CALENDAR YEAR 2018</b>		
<b>START DATE</b>	<b>END DATE</b>	
January 8, 2018	March 24, 2018	
February 15, 2018	March 24, 2018	Mid-Term Start
April 2, 2018	June 16, 2018	
May 10, 2018	June 16, 2018	Mid-Term Start
July 9, 2018	September 22, 2018	
August 16, 2018	September 22, 2018	Mid-Term Start
October 1, 2018	December 15, 2018	
November 8, 2018	December 15, 2018	Mid-Term Start

## FACULTY LISTING

Aguilera, Juan

BA, Industrial Design; Universidad Autonoma Metropolitana Mexico DF

Barsotti, Steve

MFA, Time Arts, School of the Art Institute of Chicago; BFA, Sound, School of the Art Institute of Chicago

Berentsen, Anna

BFA, Media Arts & Animation, The Art Institute of Seattle

Berg, Andrew

MS, Computer Science; University of Washington

Berger, Julie

MFA, Metal Design, University of Washington; BS, Art, University of Wisconsin

Brackett, Ella

BA, Radio-Television, Eastern Washington University

Bressler, Kevin

BA, Interdisciplinary Studies: Audio Recording Arts, Western Washington University

Brincko, S. Joshua

M. Architecture, Kent State University; BS, Architecture, Kent State University

Brown, Caroline

MA, Theater and Media for Development, University of Winchester; BA, Acting, Emerson College

Burford, Jim

MArch, Washington University; BA, History, St. Lawrence University

Buttice, Jacqueline

MFA, Design and Technology; San Francisco Art Institute

Carnz, Scott

Ed.D, Education, Argosy University; MA, Whole Systems Design, Antioch University Seattle; BA, The Evergreen State College

Caron, Dianne

MBA, Marketing, City University; BS, Marketing, City University; AAA, Music Business, The Art Institute of Seattle

Carpenter, Julia

MBA, Art, Montana State University; BS, Art Education, University of Wisconsin

Chokran, Michael J.

BA, Mass Communication-Radio-TV, Purdue University; AAS, Industrial Illustration Technology

Clayton, Andrew

BS, Game Art & Design; Art Institute of California, Los Angeles

Congdon, Roark

MFA, Design Computing, Washington State University; BA, Interior Design,

Devore, Jason

BA, Music, California State University, Chico

Downing, Craig

MS, Educational Psychology, University of North Texas; BA, Psychology, University of Texas at Austin

Dye, Mahriah

MBA, Communication and Public Relations, EU Business School; BA, Fashion Merchandising, University of California, Long Beach

Eisley, Michelle

MFA, Animation, Academy of Art University; BA, Media Arts, University of Arizona

Fabrizio, Dan  
MS, Mass Communication; Florida State University

Fallat, Tom  
BFA, Music Composition, Cornish College of the Arts; BA, World Literature, University of Pennsylvania, Philadelphia

Fitzgerald, Tucker  
Master of Divinity; Seattle School of Theology & Psychology

Gailey, Amelia  
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Gomez, Javier  
M. Architecture, Historic Preservation; Universidad Nacional Autonoma de Mexico

Goad, Jon  
MA, Secondary Education, University of North Alabama; BS, Computer Programming; BA, Music Education, Troy University

Grace, Cynthia  
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Hackmann, Alden F.  
BS, Biology, University of Washington

Hagedorn, Christian  
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Hanuliakova, Julia  
M. Architecture, Slovak University of Technology, Bratislava; BA, Architecture, Slovak University of Technology, Bratislava

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Hinklin, Rich  
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Holland, Robert  
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Hume, Kelly  
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Hurst Frye, Melinda  
MFA, Photography, Savannah College of Art and Design; BFA, Fine Arts, Printing Making, Pacific Northwest College of Art

Jackson, Carl  
BFA, Illustration, Rhode Island School of Design; BS, United States Naval Academy

Jackson, Paul  
PhD, Computer Engineering, Texas A&M; MS, Electrical Engineering, Prairie Vie A&M; BS, Electrical Engineering, Prairie Vie A&M

Jun, Moon Ku  
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Keister, John M  
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MFA, Photography, School of the Art Institute of Chicago; BFA, Graphic Design, Oregon State University

Kikuchi, Paul M.  
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MA, Economics, San Diego State University; BA,  
Mathematics, Whitworth University

Leblang, Deborah B.  
MA, Art History and Archaeology, Columbia  
University; MS, Historic Preservation, Columbia  
University; BA, Psychology, Humanities,  
University of Colorado

Li, Yiu-Hung  
MFA, Art - Graphic Design, University of  
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Loudermilk, Justin  
BS, Physics; University of Washington

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MLA, Information Technology; Harvard University

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MFA, Art, University of Iowa; MA, Art, Central  
Washington University; BA, Art, Central  
Washington University

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BS, Business Management, University of  
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Psychology, Portland State University

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Rondenot, Antoine  
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College

Scher, Robin  
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Communications and Philosophy, University of  
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Sharp, Chie  
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Sophia University

Shaw, Richard G.  
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University of New York, Geneseo

True, Amber  
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Underwood, Amy  
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Merchandising, Western Washington University

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Biology, Harvard University

Wilson, Kurt  
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Wyndham, Paul  
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