ACADEMY of ART UNIVERSITY

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

SUMMER/FALL 2013
STUDENT AND ACADEMIC POLICIES
+ PROGRAM LEARNING OUTCOMES, FACULTY & ADMINISTRATORS

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ACCREDITATION & MISSION STATEMENT

MISSION STATEMENT

The Academy of Art University prepares aspiring professionals in the fields of design, communication and the arts by delivering excellent undergraduate and graduate degrees and certificate and portfolio development programs.

To achieve its mission the Academy of Art University:

- maintains an inclusive admissions policy for all persons who meet basic requirements for admission and instruction and who want to obtain higher learning in a wide spectrum of disciplines in art and design;
- teaches a disciplined approach to the study of art and design that encourages students to develop their own styles that blend their talents, technical skills and creative aspirations with professional knowledge;
- enlists a dedicated and very able full-time and part-time faculty of career artists, designers and scholars who are professionals and whose success as educators comes from their ability to teach students through the wisdom and skill they have amassed through years of experience and study;
- operates in an urban context so that academic programs can draw upon and contribute to the cultural wealth of those communities that are served;
- provides a creative environment that is at once supportive and challenging and underpinned by excellent personalized teaching and support services that address the needs of students of diverse ages and backgrounds;
- offers an undergraduate general education program designed to stimulate development of critical thinking, and communications skills, and to encourage emerging artists to draw upon a variety of disciplines to look at issues from multiple perspectives and to cultivate the ability to function as educated global citizens;
- manages in an ethical and efficient manner and administers the finances in a prudent fashion; and
- fosters optimum quality in all aspects of programs and services.

REGIONAL ACCREDITATION

WASC Accreditation
Western Association of Schools and Colleges
Academy of Art University is regionally accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), one of the six regional associations that accredit public and private colleges and schools in the United States. WASC is located at 985 Atlantic Avenue #100, Alameda, CA, 94501. Tel. 510.748.9001.

WASC Accreditation for Online Programs
Online degree programs at Academy of Art University are accredited by Western Association of Schools and Colleges (WASC). The following degree programs are not currently offered online: AA, BFA and MFA in Acting.

SPECIALIZED ACCREDITATIONS

CIDA Accreditation
Council for Interior Design Accreditation
The Council for Interior Design Accreditation (CIDA) is an independent, non-profit accrediting organization for interior design education programs at colleges and universities in the United States and Canada. The BFA Interior Architecture & Design and the MFA Interior Architecture & Design programs are both accredited by The Council for Interior Design Accreditation. The Council for Interior Design Accreditation (CIDA) is located at 206 Grandville Avenue, Suite 350, Grand Rapids, MI 49503-4014. Tel. 616.458.0400.

NAAB Accreditation
The National Architectural Accrediting Board
In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A degree program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

The Academy of Art University, Department of Architecture offers the following NAAB-accredited programs:
B.Arch (162 undergraduate credits)
M.Arch (pre-professional degree + 63 graduate credits)
M.Arch (non-pre-professional degree + 87 graduate credits)
Next accreditation visit for all programs: 2013

The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program should be accredited within 6 years of achieving candidacy, if its plan is properly implemented. In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB Certificate may not be equivalent to meeting the education requirement for registration in a
specific jurisdiction. Please contact NCARB for more information.

Academy of Art University, School of Architecture was granted candidacy for the following professional degree program in architecture:
B.Arch. (162 undergraduate credits): 2013
Next visit for continuation of candidacy: 2014
Projected year of initial accreditation: 2016

NASAD Accreditation
National Association of Schools of Art and Design
The National Association of Schools of Art and Design (NASAD) is the national accrediting agency for art and design and art and design-related disciplines. The Academy of Art University is accredited by the National Association of Schools of Art and Design (NASAD) to offer degrees of Associate of Arts, Bachelor of Fine Arts, Master of Fine Arts, Master of Arts, and Certificates. All Academy of Art University AA, BFA, MFA and MA-Art Education Programs are accredited by NASAD except for the programs offered by these schools: School of Acting, School of Architecture, School of Landscape Architecture, School of Multimedia Communications, School of Music Production & Sound Design for Visual Media. The National Association of Schools of Art and Design (NASAD) is located at 11250 Roger Bacon Drive, Suite 21, Reston, VA, 20190. Tel. 703.437.0700

KANSAS STATE APPROVAL
Academy of Art University is approved by the Kansas Board of Regents to offer OL instruction to Kansas Residents.

MARYLAND STATE APPROVAL
The Academy of Art University is registered with the Maryland Higher Education Commission located at 6 N. Liberty Street, 10th floor, Baltimore, MD 21201- 410-767-3298.

MINNESOTA STATE APPROVAL
Stephens Institute dba/Academy of Art University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions

NON-DISCRIMINATION STATEMENT
Academy of Art University admits students of any race, color, age, religion, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The Academy does not discriminate on the basis of race, color, age, gender, religion, disability, sexual orientation, or national or ethnic origin in administration of its educational policies, scholarship and loan programs, and other school-administered programs.

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ADMISSIONS

UNDERGRADUATE ADMISSIONS STATEMENT

Academy of Art University maintains an inclusive admissions policy for all undergraduate programs. Academy of Art University was built on the educational philosophy that all students interested in studying art and design deserve the opportunity to do so. Previous experience with art and design is not required for admission, and students of all skill levels are encouraged to apply. Academy of Art University offers foundations courses that provide students with the core art and design skills they will need to succeed. It is our belief that all students willing to make the appropriate commitment have the ability to learn professional-level skills.

UNDERGRADUATE ADMISSIONS REQUIREMENTS

Academy of Art University requires all students in degree-seeking programs to have a high school diploma or a General Education Diploma (GED).

PROOF OF HIGH SCHOOL GRADUATION

Academy of Art University accepts the following as proof of high school graduation:

- Official, sealed copy of high school transcript or GED
- Signed Proof of High School Equivalency Declaration Form
- Signed Home School Program Certification form and transcripts
- California High School Proficiency Exam (CHSPE) Letter

Official transcripts or proof of high school graduation must be received before the end of the first semester.

The undergraduate student application and instructions can be found at www.academyart.edu.

The undergraduate international student application and special instructions for international students can be found at www.academyart.edu.

GRADUATE ADMISSIONS REQUIREMENTS

Academy of Art University requires graduate applicants to demonstrate their ability and intent to complete a Master of Arts (MA), Master of Fine Art (MFA) or Master of Architecture program (M. Arch). Students may register for graduate classes after being admitted into a Master of Arts, Master of Fine Arts or Master of Architecture program.

The graduate student application and instructions can be found at www.academyart.edu.

The international graduate student application and special instructions for international students can be found at www.academyart.edu.

After submitting the application form and application fee, graduate applicants must submit the following additional requirements:

- **Statement of Intent**
  Explain personal goals for Graduate School, leading to a MA, MFA or M.Arch Final Project, in a one-page, typed essay
- **Résumé**
  Describe educational and professional experience.
- **Official College Transcripts**
  Transcripts must be official, issued by the attended institution and show completion of an undergraduate degree.
- **Portfolio/Reel (for class placement in the graduate program)**
  A body of work representing the chosen discipline is required. A description list is recommended to accompany portfolios/reels for the review process. All pieces must be labeled with the title, size, medium, date of completion and full, proper name of the applicant. For collaborative works, explain the role in the creative process.

Upon receiving all application requirements, the department will review and will recommend that the student be accepted, not accepted or allowed to enroll as a Conditional Graduate student. Conditional Graduate students will be required to take additional preparatory coursework as determined by the department to meet the graduate admissions requirements.

NOTE: Registration for the appropriate classes is based on the skills demonstrated in the portfolio/reel. Applicants should contact an admissions representative for details on portfolio/reel submission, including content and format requirements. In some cases portfolios or reels may be sent digitally. Admissions representative will provide details.

NOTE: Academy of Art University may reject any applicant whose records indicate inadequate preparation and/or interest for its programs. An applicant who has been denied admission will not be allowed to register for classes.

Portfolio/Reel Return Policy
Applicants must make arrangements to pick up their portfolios or reels in person or to have them returned via US Postal Service. Only portfolios/reels with prepaid return postage will be returned via US Postal Service. Portfolios or reels that are unclaimed or returned due to incorrect address or inadequate postage will be retained on campus for approximately 90 days. Although every precaution is taken to protect portfolios and reels, Academy of Art University cannot be held responsible for loss or damage of portfolios or reels either in transit or on campus for review.

ENGLISH AS A SECOND LANGUAGE GRADUATE APPLICANTS

English as a Second Language students applying to a Graduate program must provide an English translation of any copy/written material presented as part of the portfolio/reel.

TRANSCRIPT REQUIREMENTS

Submission Address
Send official transcripts to:

Admissions Office
Academy of Art University
79 New Montgomery Street
San Francisco, California 94105

Transcripts must be:

- Sealed and mailed to Academy of Art University by the issuing institution
- Submitted by the end of the student's first semester at Academy of Art University

International Transcripts
Transcripts issued by schools outside the United States must be translated and/or notarized by a certified educational credential evaluation service such as www.eres.com or www.wes.org (these agencies charge a fee and are not affiliated with Academy of Art University).

TRANSFER POLICIES

- Only an official transcript may be used to apply transfer credit to the student's record at Academy of Art University.
- Transfer evaluations are based on the current transfer policies during the student's semester of admission and will be binding for the student's entire matriculation at Academy of Art University. Subsequent evaluations are not permitted unless the student changes his or her degree program (i.e. from an Associate of Arts degree to a Bachelor of Fine Arts degree).
- Coursework from accredited post-secondary institutions will be considered for transfer if it carries the equivalent credit, prerequisites, content, and level of instruction. Remedial or pre-college courses are not eligible for transfer.
- Coursework presented for transfer must be successfully completed with a letter grade of "C" or above.
- Units completed at another institution after the student has started a degree program at Academy of Art University will not be considered for transfer.
- The deadline for submission of all official transcripts is prior to the end of the student's first degree seeking semester.

Undergraduate Degrees
Liberal Arts courses: All degree programs have unique Liberal Arts requirements. Courses that cannot be applied toward a degree will not be transferred. Major courses: A portfolio review is required to determine if courses may be transferred toward the major.

Second Bachelor's Degrees
Students who have already completed a bachelor's degree and are seeking a second bachelor's degree may have 50% of the required units transferred based on a department's predetermined agreement. Major courses may be waived based on portfolio review. NOTE: Not all departments offer a predetermined transfer agreement. Speak with an Admissions Representative for details.

Graduate Degrees
A maximum of 6 transfer units from another graduate program may be transferred towards degree requirements.

TRANSCRIPT SUBMISSION DEADLINE

Upon enrollment in a degree-seeking program at Academy of Art University, all official transcripts must be received prior to the end of the student's first semester. Transfer evaluations are conducted during the student's first semester and are considered final. Transfer credit will not be awarded after the end of the student's first semester. Any appeals must be presented to Admissions Transfer Office by the end of the first semester.

UNDERGRADUATE RESIDENCY REQUIREMENT

Students seeking a degree must complete a minimum of 50% of required units at Academy of Art University to satisfy the undergraduate residency requirement.

TRANSFERABILITY

Students who wish to continue their education at other schools must not assume that credits earned at Academy of Art University will be accepted by the receiving institution. It is the responsibility of the student planning to transfer to another school to research the requirements of the selected school. Institutions of higher learning vary in the nature and number of credits that are acceptable, and it is at the discretion of that institution to accept credits earned at other schools.

PLACEMENT & PORTFOLIO REVIEWS

Students may place into a course by demonstrating necessary knowledge and skill level. Major course placement or transfer is determined by a portfolio review conducted by the Department Director. Students who place out of a required course will have that requirement waived but must make up the units with a substitute Academy of Art University course which will be determined by the Department Director.

Detailed instructions for portfolio submissions are provided by the Admissions Office. Portfolios may be submitted digitally. Physical portfolios of original work are also accepted. Applicants are responsible for picking up portfolios or reels in person or to have them returned via US Postal Service. Only portfolios/reels with prepaid return postage will be returned via US Postal Service. Portfolios or reels that are unclaimed or returned due to incorrect address or inadequate postage will be retained on campus for approximately 90 days. Although every precaution is taken to protect portfolios and reels, Academy of Art University cannot be held responsible for loss or damage of portfolios or reels either in transit or on campus for review.

INTERNATIONAL STUDENT ENGLISH PLACEMENT TESTING

International students will receive English language placement testing during orientation, including an oral interview with EAP (English for Art Purposes) faculty members. Academy of Art University does not require a minimum TOEFL score for admission, but requests that applicants submit a recent score for placement purposes. TOEFL scores are used in the event that additional placement information is needed.

Students who place into English for Art Purposes classes must complete through English for Art Purposes level 4. Additional English courses may be required based on EAP 4 exit test results.

SCHEDULING AN ACADEMY OF ART UNIVERSITY PLACEMENT EXAM

Online Students: call or e-mail LiberalArts@academyart.edu for information on how to take the exam in your area.

On Campus Students: Exams are by appointment and take place on Academy of Art University campus. Contact the Liberal Arts Department **415.618.3664** to schedule an appointment.

Upcoming English and Quantitative Placement exams on the AAU Campus
View the exam schedule on www.academyart.edu.

UNDERGRADUATE LIBERAL ARTS PLACEMENT

Liberal Arts Program Requirements can be met in the following ways:

- Take the Academy course and earn a passing grade
- Transfer in a comparable course from a previous post secondary institution
- Waiver through passing score on Academy Placement Exam
- Waiver through passing score on AP, IB or SAT exam

Academy of Art University recognizes the scores listed below for Liberal Arts course placement.

NOTE: Students who place out of a required course via the Academy of Art University Placement Exam, AP, IB, or S.A.T. will have that requirement waived but must make up the units as designated by the Student Adviser.

PLACEMENT: WRITTEN COMMUNICATION

AAU **Academy of Art University Placement Exam**

Written Communication Placement Exam

SCORE	PLACEMENT
1 or 2	Place into LA 108
3 or 4	Place out of LA 108 and into LA 202
5 or 6	Place out of both LA 108 and LA 202 and into LA 110 or LA 133

AP **Advanced Placement Exam**

AP Exam in in English Composition or English Literature

SCORE	PLACEMENT
3 or higher	Place out of LA 108 and into LA 202

NOTE: Students who score 3 or higher on both the English Composition exam and the English Literature exam should contact the Liberal Arts Department for options to place out of both LA 108 and LA 202.

IB **International Baccalaureates Exam**

Exam in English Composition

SCORE	PLACEMENT
5 or higher	Place out of LA 108 and into LA 202

S.A.T. **Scholastic Aptitude Test**

SAT II (Writing Subject Test)

SCORE	PLACEMENT
660 or higher	Place out of LA 108 and into LA 202

SAT I (Written) after April 1995

SCORE	PLACEMENT
590 or higher	Place out of LA 108 and into LA 202

SAT I (Written) exam before April 1995

SCORE	PLACEMENT
510 or higher	Place out of LA 108 and into LA 202

PLACEMENT: QUANTITATIVE LITERACY
+ Placement: Math for Architecture & Landscape Architecture

AAU **Academy of Art University Placement Exam**

Quantitative Literacy Placement Exam

SCORE	PLACEMENT
100 to 199	Non-ARH & Non-LAN students ➔ **Place into the Quantitative Literacy Requirement** ARH & LAN students ➔ **Take LA 255** Place into the Math for Environmental Design Requirement (LA 255)
200 to 299	Non-ARH & Non-LAN students ➔ **Place out of the Quantitative Literacy Requirement** ARH & LAN students ➔ **Take LA 271** Place out of the Math for Environmental Design Requirement (LA 255) Place into the Applied Math Requirement (LA 271)
300 to 399	Non-ARH & Non-LAN students ➔ **Place out of the Quantitative Literacy Requirement** ARH students ➔ **Take LA 293** Place out of the Math for Environmental Design Requirement (LA 255) Place out of the Applied Math Requirement (LA 271) Place into the Advanced Math Requirement (LA 293) LAN students ➔ **Math Requirement satisfied** Place out of the Math for Environmental Design Requirement (LA 255) Place out of the Applied Math Requirement (LA 271)
400 to 499	Non-ARH & Non-LAN students ➔ **Place out of the Quantitative Literacy Requirement** ARH & LAN students ➔ **Math Requirement satisfied** Place out of all math requirements (LA 255, LA 271, LA 293)

NOTE: Students with scores of 200 – 299 have satisfied the prerequisite for LA 271 Algebra
NOTE: Students with scores of 300-399 have satisfied the prerequisite for LA 293 Precalculus

A.C.T. **American College Test**

Completion of ACT Level I or II

SCORE	PLACEMENT
Pass	Place out of the Quantitative Literacy Requirement
Pass	Architecture Students & Landscape Architecture students place out of LA 255 and into LA 271

ACT Exam

SCORE	PLACEMENT
28 or higher	Place out of the Quantitative Literacy Requirement
28 or higher	Architecture Students & Landscape Architecture students place out of LA 255 and into LA 271

AP **Advanced Placement Exam**

Calculus AB or BC or Statistics or Computer Science AB or contact the LA Department for other applicable tests

SCORE	PLACEMENT
3 or higher	Place out of the Quantitative Literacy Requirement
3 or higher	Architecture Students & Landscape Architecture students place out of LA 255 and into LA 271

IB **International Baccalaureates Exam (IB)**

(IB) Exam in Mathematics

SCORE	PLACEMENT
5 or higher	Place out of the Quantitative Literacy Requirement
5 or higher	Architecture Students & Landscape Architecture students place out of LA 255 and into LA 271

S.A.T. **Scholastic Aptitude Test**

SAT II Mathematics Subject Examination (Mathematics Achievement Test)

SCORE	PLACEMENT
500 or higher	Place out of the Quantitative Literacy Requirement
500 or higher	Architecture Students & Landscape Architecture students: Place out of LA 255 and into LA 271

SAT I (Mathematics)

SCORE	PLACEMENT
600 or higher	Place out of the Quantitative Literacy Requirement
600 or higher	Architecture Students & Landscape Architecture students place out of LA 255 and into LA 271

PLACEMENT: ART HISTORY, HISTORICAL AWARENESS AND CULTURAL IDEAS AND INFLUENCES

AP **Advanced Placement Exam**

(AP) exam in a Specific Subject Area

SCORE	PLACEMENT
3 or higher	Place out of the equivalent course

IB **International Baccalaureates Exam (IB)**

(IB) Exam in a Specific Subject Area

SCORE	PLACEMENT
5 or higher	Place out of the equivalent course

PLACEMENT: EMPLOYMENT COMMUNICATIONS AND PRACTICES

Students with professional experience in their field wishing to be considered for waiver from the Employment Communications and Practices course, LA 291 Designing Careers, should submit the following documents with a waiver request to the Liberal Arts Office liberalarts@academyart.edu:

Students with less than 5 years of industry experience may submit:	Students with 5 years or more of industry experience may submit:
• Professional resume • Cover or Query letter addressed to a specific party • Unsolicited business proposal with the following components: _Statement of Purpose _Background _Procedures _Qualification _Request for Approval	• Professional resume (clearly indicating 5 years or more of industry experience) • Cover or Query letter addressed to a specific party • Project proposal* with the following components: _Background/Problem Description _Proposed Solution _Approach _Deliverables _Outcome *May be for a project completed as part of industry experience. If citing a past project, include your role in the project.

ACADEMIC CALENDAR

ACADEMIC YEAR

Academy of Art University defines its academic year as 24 semester credit units and 30 weeks.

Academy of Art University operates on a semester system and offers a 15 week Fall semester, a 15 week Spring semester and a 7.5 week Summer semester. Summer semester classes meet twice as often in the 7.5 week term to ensure the same meeting time as Fall and Spring semester classes.

Academy of Art University also offers 3 week intersessions in January and June. Intersession classes meet 5 days a week for a total of 15 meetings to ensure the same meeting time as Fall and Spring semester classes.

ACADEMIC & EVENTS CALENDAR

The Academy Events Calendar and other campus information may be found at my.academyart.edu.
The following can be found on the Academy Events Calendar:

- Term start and end dates
- Registration dates
- Tuition deadline

OBSERVED HOLIDAYS

Academy of Art University is closed on the following observed holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (and the Friday and Saturday after Thanksgiving Day)
- Winter Holiday

Classes that are regularly scheduled to be held on a holiday are made up. Instructors will inform students of the makeup classes.

Dates for school closure due to holidays and Spring Recess may be found on the Academy Events Calendar.

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FINANCIAL AID & TUITION

FINANCIAL AID

Extensive Financial Aid information and resources are available at www.academyart.edu.

Financial Aid staff is available to:

- Provide information on Financial Aid resources
- Assist in filing Financial Aid applications

Financial Aid programs, procedures and eligibility requirements change frequently. Students are encouraged to contact the Financial Aid Office for current requirements.

NOTE: The Department of Education prohibits students from receiving Federal Financial Aid at different colleges for the same academic term. For example, if a student receives the full annual Stafford loan limits for the 2012-2013 academic year at another institution, the student cannot receive a Stafford loan for the same time period at Academy of Art University.

NOTE: The Academy of Art University Financial Aid packet must be completed yearly and submitted to the Financial Aid Office.

FINANCIAL AID AWARD LETTERS

Approximately 2 to 3 weeks after the FAFSA is completed and Academy of Art University Financial Aid application is submitted, an award letter will be mailed to the student indicating what the student is eligible for, along with instructions on how to complete the Federal Direct Student loan promissory note electronically. Signed award letters must be returned to the Financial Aid Office or completed on Self Service. Students selected for verification by the Department of Education must submit additional documents (required tax documents, verification worksheet, etc.) to the Financial Aid Office.

SCHOOL ID NUMBER

The Federal School ID number (also known as a Title IV Institution Code) is assigned to each college or university for the purposes of applying Federal Financial Aid through FAFSA (Free Application for Federal Student Aid).

- The Federal School ID number of Academy of Art University is: 007531

TUITION RATES

Tuition rates are posted on the Academy of Art University website.

Tuition Rates (Effective Fall 2012)

Undergraduate Tuition
$765 per unit

Graduate Tuition
$865 per unit

Sample calculations

Undergraduate 3 unit course with a $50 course fee
$765 X 3 units = $2295 +$50 = $2345

Graduate 3 unit course with a $50 course fee
$865 X 3 units = $2595 + $50 = $2645

Tuition Rates (Effective Fall 2013)

Undergraduate Tuition
$785 per unit

Graduate Tuition
$885 per unit

Sample calculations

Undergraduate 3 unit course with a $50 course fee
$785 X 3 units = $2355 +$50 = $2405

Graduate 3 unit course with a $50 course fee
$885 X 3 units = $2655 + $50 = $2705

NOTE: Refer to the online class search and registration page for course units and additional course fees.

NOTE: Tuition is the same for both on-campus and online classes.

FEES

Fee Description	Fee Amount	Fee Notes
Application Fee	$100.00	This non-refundable fee is required to process an application.
Course Fees	varies by course	Many courses have specific course fees. Please refer to course details on www.catalog.academyart.edu/catalog. **NOTE:** Fees may be different for on-campus sections and online sections.
Drop Fee	$25.00	A $25.00 fee will be charged for each class dropped once the second week of each semester begins. **NOTE:** No drop fee is charged for courses dropped when there is no refundable tuition. **NOTE:** Dropping one section to add another section is considered and add/drop and the $25.00 drop fee will apply
Food Plan	varies by plan	View plans at http://academyartdining.com.
Installment Payment Plan Fee	$50.00	The interest-free installment plan enables students to pay their tuition in four separate payments and is available for Fall and Spring semesters. A payment plan fee of $50.00 is due with the first installment.
Late Registration Fee	$50.00	This fee is charged at the time of registration after the 1st week of a semester.
Late Payment Fee	$50.00	This fee is charged if tuition is not paid by the due date.
Library Fee: Late Return	Minimum Late Fee: $0.25 Maximum Late Fee: $65.00	$0.25 a day per Book $0.25 a day per Picture File Envelope $3.00 a day per Video/DVD $1.00 a day per Sound Recording CD-ROM $1.00 a day per Music CD $1.00 a day per Online Course CD $1.00 a day per Flash Drive/Jump Drive
Library Fee: Lost Book	$65.00	$55.00 (or an approved replacement) plus a $10.00 processing fee.
Library Fee: Replacement Book	$10.00	Student must provide an approved replacement plus pay the $10.00 processing fee.
Locker: Rental Fee	$20.00	Lockers may be rented on a semester basis.
Official Transcript Fee	$10.00	The $10 fee covers one official transcript. Additional copies ordered at the same time cost $2.00 each. There is no fee for unofficial transcripts.
Registration Fee	$20.00	This non-refundable fee is due at the time of registration every semester. Once this fee is paid and registration is processed, it cannot be applied to another semester. **NOTE:** A payment of $120 ($20 Registration Fee + $100 non-refundable tuition deposit) is required for enrollment for every semester.
Replacement ID Card Fee	$30.00	ID cards are required for entry into all AAU buildings. Replacement cards may be acquired at the Security Office.
Returned Check Fee	$25.00	A $25.00 fee will be charged to the student's account if a check is returned due to Insufficient Funds.
Student Activity Fee	$25.00	Covers various services provided on-campus. This includes services from the Academic Resource Center, some special events and bus services. Students taking one or more courses on-campus are charged this fee whether or not they avail themselves of the services. This fee is waived for students taking all courses online.
Tuition Deposit	$100.00	This non-refundable deposit is due at the time of registration every semester. The $100.00 will be credited towards tuition for the specific term. Once this fee is paid and registration is processed, it cannot be applied to another semester. **NOTE:** A payment of $120 ($20 Registration Fee + $100 non-refundable tuition deposit) is required for enrollment for every semester.
Tuition Deposit: 1st Semester International Student	$500.00	This non-refundable deposit is due with the International Student application. The $500.00 will be credited towards tuition for the first semester.

BILLING INFORMATION

- Tuition is charged on a per-unit basis
- Students pay for the number of units enrolled each semester
- Students are required to pay application and registration fees, as well as specified additional course fees
- Tuition is due on the Saturday prior to the first day of classes each semester

PAYMENT INFORMATION

Tuition is due the Saturday prior to the start of a semester. For example, if the term begins on Thursday, September 6th, then tuition is due on Saturday, September 1st. The deadline is applicable regardless of the date the student first attends class. Students enrolling after the tuition deadline must pay tuition in full or show proof of Financial Aid coverage at the time of registration.

NOTE: Tuition for intersession terms is due at the time of registration.

NOTE: Tuition due dates are published on the Academy Events Calendar.

METHODS OF PAYMENT

Academy of Art University accepts the following methods of payment:

Credit Card

Payments can be made 24 hours a day using Visa, MasterCard or Discover Card. Log into Self Service and follow this path: My Educational Profile > Finances > Make a Payment/Installment Plan.

Cash

Cash payments may be made at the Accounts Receivable Department building during normal business.

Check

Checks are accepted at the Accounts Receivable Office or by mail.

Make checks payable to:
Academy of Art University

Send checks to:

Academy of Art University
FILE 72868 PO Box 61000
San Francisco, CA
94161-2868

NOTE: The student ID# must be printed on the check for identification purposes

INSTALLMENT PLAN

Academy of Art University provides a convenient 4-month interest free Installment Plan for Spring and Fall semesters. A mandatory Installment Plan contract must be must completed to take advantage of this option. Students may apply online for the Installment Plan through Student Self-Service.

Installment Plan Terms and Conditions

Academy of Art University does require that payments be made in a timely manner by the due dates specified on the installment plan contract. Non-payment by specified dates may result in a full balance becoming due or ineligibility to utilize the installment plan option in future terms.

Payments must be received on or before the required due dates. Failure to meet due dates may result in late fees, cancellation of the installment plan and/or courses being administratively dropped.

An Accounts Receivable representative may be contacted at (415)618-6429 for any account related questions or concerns.

REFUNDS

All refund payments will be mailed within 30 days of the date of cancellation, withdrawal, involuntary withdrawal or completion of a Refund Request Form (obtained from the Student Adviser).

Checks will be mailed to the student's home address maintained by Academy Art University. Students are responsible to keeping their address(es) up-to-date through their Self Service account or notifying their Student Adviser of any address changes.

Refunds for students who receive financial aid will be first paid to the financial aid source according to a distribution formula established pursuant to federal regulations.

REFUND POLICIES

Refund for Cancellation or Withdrawal Prior to the Start of Instruction

A refund of all charges less a $120 fee will be sent to students who withdraw from the semester prior to the first day of instruction.

NOTE: The one-time International Student Deposit Fee is non-refundable.

Refund for Cancellation or Withdrawal After the Start of Instruction: Weeks 1 – 4

Students withdrawing from school or dropping a course after the start of instruction and before the fifth week (fourth for Summer term) of the period of enrollment will receive a refund for the unused portion of tuition and other refundable charges paid. Refunds will be calculated on the basis of the last actual week of attendance. Refunds will be paid within 30 days of the date of withdrawal.

No Refund for Cancellation or Withdrawal After the Start of Instruction: Weeks 5 - 15

There will be no refund after attendance during the fifth week (fourth for Summer term) of the period of enrollment. The period of enrollment is the semester (Fall, Spring, Summer) the student is currently attending.

PERCENTAGE OF REFUNDABLE TUITION/FEE CHARGES

Withdrawal During: FALL/SPRING	
Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%
Week 5 +	0%

Withdrawal During: SUMMER	
Week 1	100%
Week 2	50%
Week 3	25%
Week 4+	0%

Withdrawal During: INTERSESSION	
Day 1	100%
Day 2	75%
Day 3	50%
Day 4	25%
Day 5 +	0%

Sample Refund Calculations

For an undergraduate student who is enrolled during the Fall or Spring term that consists of fifteen weeks of instruction, and withdraws or is withdrawn during the 1st, 2nd, 3rd, 4th or 5th week of instruction, the refund would be as follows:

Weeks Attended	Refund Percentage	Tuition/Fees Paid	Refund
1	100%	$2295.00	$2295.00
2	75%	$2295.00	$1721.25
3	50%	$2295.00	$1147.50
4	25%	$2295.00	$ 573.75
5	0%	$2295.00	No Refund

Review Drop & Withdrawal Polices for an explanation of administrative grades associated with dropped courses.

FINANCIAL AID: RETURN OF TITLE IV FUNDS

The Higher Education Amendments of 1998, Public Law 105-244, changed the way financial aid funds are paid toward a student's education and handled when a recipient of financial aid withdraws from school. The new requirements (effective for students receiving Title IV Federal Financial Aid who withdraw from school on or after October 7, 2000) are used to determine the amount of Title IV Financial Aid a student has earned when he or she withdraws from school. For more information, come by the Financial Aid Office and pick up a copy of the form titled "Treatment of Title IV aid when a Student Withdraws" or go to:
www.academyart.edu > Disclosures > Treatment of Title IV Aid When a Student Withdraws

FINANCIAL AID: REFUNDS

Students who have paid tuition with any source of financial aid will be refunded based on a distribution formula established by federal regulations.

Required refunds are made in the following sequence:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Graduate Plus Loans
4. Federal Parent Plus Loans
5. Federal Pell Grants
6. Federal SEOG
7. Other Federal, State and Private financial assistance
8. Student

NOTE: If a credit balance exists after all Federal programs have been properly refunded it will first be applied to any Academy of Art University scholarships including Athletic, Summer Portfolio and VA Yellow Ribbon Scholarships.

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ACADEMIC POLICIES

CURRICULUM CHANGES

Changes in industry standards and trends may necessitate changes to the curriculum. Students may choose to take advantage of curriculum changes providing the changes do not require additional courses or require the student to enroll in additional semesters. Students with questions regarding the applicability of changes in curriculum requirements should make an appointment with a Student Adviser for a program evaluation.

Academy of Art University reserves the right to change, amend, or modify program content, equipment, staff or materials and organization as necessary at any time.

NOTE: The graduation requirements in effect at the time of the student's initial enrollment in a particular program are those that must be met for awarding of a degree or certificate. Students may be required to satisfy changes in departmental requirements or prerequisites provided that the changes do not result in additional semesters or courses to complete degree requirements.

DECLARING A MAJOR

Undergraduate students may begin seeking a degree without first declaring a major. A Declaration of Major form may be obtained from the Student Services Office.

NOTE: Entry into a major is subject to the Department Director's approval. A Department Director may reject any request based on the student's academic records.

CHANGING MAJORS

Students may change their major after review by both the exiting and receiving department. Due to the unique industry standards and program outcomes of each major, it is possible that courses taken under one major may not apply to the next major. The student should first meet with a Student Adviser for a program evaluation to understand which courses will apply to the new major. Once the student has approval to exit the first major the student may seek admittance to the new department. Courses may be substituted if the department determines that appropriate skills are evident in a portfolio of work.

NOTE: Entry into a major is subject to the Department Director's approval. A Department Director may reject any request based on the student's academic records.

NOTE: Changing majors may result in completed courses not counting toward the new major.

CHANGING DEGREE PROGRAMS

Students wishing to change their academic program must first contact their Student Adviser for a preliminary program evaluation. Advisers will explain how courses already completed will be applied to the new program.

NOTE: Students follow the degree requirements in place at the time that the student first declares degree seeking status.

NOTE: Changing programs may result in completed courses not counting toward the new program.

NOTE: Courses may be substituted if the department determines that appropriate skills are evident in a portfolio of work.

NOTE: A change from a graduate program to an undergraduate program requires the approval of the Executive Director of Graduate Services & Administration and a completed application for the new program.

NOTE: A change from an undergraduate program to a graduate program requires the approval of the Executive Director of Graduate Services & Administration and a completed application for the new program. The student must fulfill the graduate school application requirements.

Undergraduate Students

Undergraduate students wishing to transfer from one academic program to another must obtain the appropriate form from their Student Adviser. This includes changing from non-degree Personal Enrichment status to Associates or Bachelor's degree seeking status.

Undergraduate Student Examples
Non-degree Personal Enrichment student declares Bachelors of Fine Arts degree status: Student must satisfy the Bachelors of Fine Art degree requirements in effect at the time the student declares Bachelors of Fine Art degree status.
Associates of Art degree seeking student declares Bachelors of Fine Art degree status: Student must satisfy the Bachelors of Fine Art degree requirements in effect at the time the student declares Associates of Art degree status.

Bachelors of Fine Art degree seeking student declares Associates of Art degree status: Student must satisfy the Associates of Art degree requirements in effect at the time the student declared Bachelors of Fine Art degree status.

Graduate Students
Graduate students wishing to transfer from one academic program to another must obtain the appropriate form from their Student Adviser, submit portfolio for review and obtain approval from the Department Directors and the Executive Director of Graduate Services & Administration.

GRADUATION PLANNING
Students are encouraged to meet with their Student Adviser to map out a personalized graduation plan.

In making plans, students should consider the following:

- Graduation plans vary by individual degree progress
- Student Adviser approval is required for course loads exceeding 12 units for Fall and Spring semesters and exceeding 6 units for Summer semesters

Sample Graduation Plans
Academy of Art University allows flexibility with the rate in which students choose to progress though their degree requirements. The below samples illustrate some common plans. These samples are based on successful completion of units that apply toward graduation requirements. To achieve target plans, students should keep on track with units listed, which may result in a final semester with fewer units and a part-time enrollment status. In addition to Fall and Spring semesters, students may choose to take courses in the Summer semesters or intersessions to keep on track with their graduation goals.

66 Unit Program
Example: Associate of Arts Degree (AA)

Plan	Number of units to complete per year
2 Year Plan	33
2.5 Year Plan	27
3 Year Plan	24
3+ Years	Part-time students: See Student Adviser for an individualized plan.

120 Unit Program
Example: Bachelor of Arts Degree (BA)

Plan	Number of units to complete per year
4 Year Plan	30
4.5 Year Plan	27
5 Year Plan	24
5+ Years	Part-time students: See Student Adviser for an individualized plan.

132 Unit Program
Example Bachelor of Fine Arts Degree (BFA)

Plan	Number of units to complete per year
4 Year Plan	33
4.5 Year Plan	30
5 Year Plan	27
5.5 Year Plan	24
6+ Years	Part-time students: See Student Adviser for an individualized plan.

162 Unit Program
Example Bachelor Architecture Degree (B.Arch*)

Plan	Number of units to complete per year
5 Year Plan	33
5.5 Year Plan	30
6 Year Plan	27
6.75 Year Plan	24
7+ Years	Part-time students: See Student Adviser for an individualized plan.

* The Academy of Art University Bachelor Architecture Degree (B.Arch) is currently in Candidacy Status.

39 Unit Program
Example: Master of Arts Degree (MA)

Plan	Number of units to complete per year
1.5 Year Plan	30
2 Year Plan	21
2.5 Year Plan	18
3+ Years	Part-time students: See Student Adviser for an individualized plan.

63 Unit Program
Example: Master of Fine Arts Degree (MFA)

Plan	Number of units to complete per year
2.5 Year Plan	24
3 Year Plan	21
3.5 Year Plan	18
4+ Years	Part-time students: See Student Adviser for an individualized plan.

78 Unit Program
Example: Master of Fine Arts Degree (MFA)
In Industrial Design

Plan	Number of units to complete per year
3 Year Plan	27
3.5 Year Plan	24
4 Year Plan	21
4.5+ Years	Part-time students: See Student Adviser for an individualized plan.

87 Unit Program
Example: Master of Architecture Degree (M.Arch)

Plan	Number of units to complete per year
3.5 Year Plan	27
4 Year Plan	24
4.5 Year Plan	21
5+ Years	Part-time students: See Student Adviser for individualized plan.

PETITION TO GRADUATE

Students must file a Petition to Graduate prior to their last semester if they are to be eligible for graduation at the end of that semester. Detailed Petition to Graduate information regarding the petition period, deadlines and specific department requirements can be found at my.academyart.edu.

UNDERGRADUATE GRADE LEVELS

Semester Units Completed	Grade Level	Status
0-29	Grade Level 1	Freshman
30-59	Grade Level 2	Sophomore
60-89	Grade Level 3	Junior
90+	Grade Level 4	Senior

COURSE NUMBERING

Course numbers are typically arranged to show level of difficulty. The skills acquired from one course are the prerequisites for necessary skill level for subsequent courses.

Course Numbers	Course Level
100-299	Lower Division Courses
300-499	Upper Division Courses
500	Internship
501-599	Professional Development
600-899	Graduate Courses
900	Graduate Internship

CREDIT HOURS

Credit Hours Definition
Academy of Art University uses the semester credit hour as the unit of measurement for the combination of in-class learning time and out-of-class coursework expectations. The number of credit hours assigned to a course quantitatively reflects the learning outcomes expected, the mode of instruction, the amount of time spent in class and the amount of outside preparatory coursework expected for the course. Departments are responsible for submitting course approval requests and conducting periodic reviews that include detailed descriptions of how unit value is justified.

Methods of Learning
Example methods of learning:

Critique	Analysis and improvement
Demonstration	Hands-on practice
Discussion	Writing
Idea proposal	Idea development
In-Class	Out-of-Class Coursework
Instructor-guided fieldtrip	Fieldwork
Instructor-led skill development	Project execution
Lecture	Subject study
Peer review	Project Journal
Presentation	Presentation preparation
Project coordination	Collaboration
Project requirements	Problem solving
Reading	Research

CREDIT HOUR POLICY
A unit credit hour is defined as a class meeting for 50 minutes per week in a 15 week semester. A class offered in a term of less than 15 weeks contains the same contact hours, preparation time, content and requirements as the same course offered over a 15-week semester.

Class Mode: Lecture/Demonstration
One credit hour is associated with a class meeting for one hour per week. Each hour of class time requires a minimum of two hours of preparation or other out-of-class coursework. Lecture class time includes: lectures, demonstrations, media presentations and group discussions.

Class Mode: Studio (6 hour/week courses)
One credit hour is associated with a class meeting for 2 hours per week. Each hour of class time requires a minimum of one hour of preparation or other out-of-class coursework. Studio class time includes demonstrations, presentations, problem solving, instructor-led skill development and critique.

Class Mode: Foundations
Foundations courses include both studio work and lecture components. A typical class session includes one hour of lecture and four hours of instructor-led studio work. One credit hour is associated with one hour of lecture and two credit hours are associated with four hours of in-class studio time. Each five hours of class time requires a minimum of six hours of preparation or other out-of-class coursework. Foundations class time includes lecture, demonstrations, instructor-led skill development and critique.

Class Mode: Online
One credit hour is associated with one hour of class time per week in a 15 week semester. Each hour of class time requires a minimum of two hours of preparation or other out-of-class coursework. Online class time refers to the time in which students are logged in and engaged in reading course content, watching demonstrations and media presentations, taking quizzes and participating in discussions.

Class Mode: Study Abroad
One credit hour is associated with each two hour class meeting. Each hour of class time requires a minimum of two hours of preparation or other out-of-class coursework. Lecture class time includes: lectures, demonstrations, media presentations and group discussions.

- On a 15 day trip students are in lecture/class approximately 6 hour per day for 13 days = 78 hours of contact time
- On a 21 day trip students are in lecture/class approximately 6 hour per day for 18 days = 108 hours of contact time

Class Mode: Internship

One credit hour is associated with three hours of supervised internship work per week in a 15 week semester. Internship-for-credit consists of supervised, professional work experience in which students actively apply the concepts and methods gained through their academic disciplines.

Class Mode: Thesis Forum (Graduate Programs Only)
Thesis Forum classes contain both on-campus and online components. Graduate students will meet with the directed study adviser for one hour a week and attend the online forum for two hours a week. One credit hour is associated with one hour of directed study adviser meeting time. In this hybrid course, one credit hour is also associated with one hour of online class time. Each hour of Thesis Forum class time requires a minimum of two hours of preparation or other out-of-class coursework. Directed study adviser contact time includes critique and discussions. Online forum class time refers to the time in which students are logged in and engaged in reading course content, participating in discussions and peer review.

Class Mode: Group Directed Study (Graduate Programs Only)
One credit hour is associated with a class meeting for one hour per week in a 15 week semester. Each hour of class time requires a minimum of two hours of preparation or other out-of-class coursework. Group Directed Study class time includes critique, peer review and group discussions.

Expectations
Based on the above standards students should expect an average minimum of nine hours of combined class and coursework time for a three unit course. Some weeks may have more out-of-class work and some may have less.

NOTE: Most courses will exceed the minimum out-of-class coursework hours.

NOTE: Advanced courses may have significantly higher expectations for out-of-class coursework.

CREDIT HOUR CALCULATIONS

Example calculations of credit hours based on weekly expectations in a 15 week semester:

Class Mode	In-Class Hours	Out-of-Class Coursework Hours	Credit Hours [units earned]
Lecture	3	6	3
Studio	6	3	3
Architecture Studio	12	12	6
Foundations	5	6	3
Group Directed Study (graduate programs only)	3	6	3
Internship	9	Not Applicable	3
Online	3	6	3
Thesis Forum (graduate programs only)	3	6	3

ENROLLMENT STATUS

Enrollment status is a factor of consideration for insurance, financial aid, international student visas or to compete in intercollegiate athletics. Financial Aid may be available to part-time students. Full-time status is required for international student visa requirements or to compete in intercollegiate athletics. Many insurance policies require full-time status for coverage. Refer to personal insurance policies for enrollment status requirements.

Undergraduate students must carry a minimum study load of 12 units semesters to be considered as full-time students. Graduate students must carry a minimum study load of 9 units to be considered as full-time students.

Fall, Spring and Summer Semester Enrollment Status

Units	12 or more	9	6	3
Undergraduate Enrollment Status	Full-Time Student	3/4 Time Status	1/2 Time Student	Less than 1 / 2 Time Student
Graduate Enrollment Status	Full-Time Student	Full-Time Student	1/2 Time Student	Less than 1 / 2 Time Student

NOTE: Enrollment in more than 12 units (minimum full-time for undergraduate students) is subject to academic performance and Student Adviser approval.

NOTE: Enrollment in more than 6 units (1/2 time) in a summer semester is subject to academic performance and Student Adviser approval.

GRADE POINT AVERAGE (GPA)

GPA is calculated by taking the number of grade points a student earned divided by the total number of units taken.

Semester GPA is calculated only using the units and grade points of one semester. Semester GPA indicates semester academic progress and is used to determine the President's Honor Roll.

Cumulative GPA is calculated using all units attempted at Academy of Art University for a career, regardless of the units applicability to a degree program. Cumulative GPA is used to determine Academic Status, Graduation Eligibility and Graduation Honors.

NOTE: The cumulative GPA is calculated using all units attempted at Academy of Art University for a career, regardless of the units applicability to a degree program. Review Minimum Grade Requirements in the Grading Policies for applicability of a grade towards a degree.

NOTE: Courses with a grade of "I" (incomplete grades) are considered "in-progress" and will be factored into the GPA and completion rate when the permanent grade is assigned.

NOTE: Academy of Art University has two student career tracks: Undergraduate and Graduate. In cases where a student does both undergraduate and graduate work at Academy of Art University, units taken for the first (undergraduate) career will not be a factor in calculating GPA for the second (graduate) career.

MINIMUM GPA REQUIREMENT

Students must meet these minimums to maintain Good Academic Standing.

FINANCIAL AID NOTE: These minimums are a factor in determining Satisfactory Academic Progress.

Associate of Arts Degree (AA)			
Units Earned	0-15 units	16-30 units	31+ units
Minimum GPA	1.7	1.85	2.0

Certificate (CERT)			
Units Earned	0-30 units	31-60 units	61+ units
Minimum GPA	1.7	1.85	2.0

Bachelor's Degree (BFA or BA)			
Units Earned	0-30 units	31-60 units	61+ units
Minimum GPA	1.7	1.85	2.0

Master's Degree (MA, MFA or M.Arch)			
Units Earned	0-30 units	31-60 units	61+ units
Minimum GPA	2.0	2.0	2.0

GRADUATION HONORS

Summa cum Laude: A student who has achieved a 4.00 grade point average.
Magna cum Laude: A student who has achieved an overall grade point average of 3.9 to 3.99.
Cum Laude: A student who has achieved an overall grade point average of 3.7 to 3.89.

Some students will graduate with appreciation from their departments for contributions to the school which have greatly benefited their fellow students and Academy of Art University. These students are selected by their Department Directors on a case-by-case basis.

PRESIDENT'S HONOR ROLL

Undergraduate or Graduate students who are registered for 12 units and maintain a 3.7 grade point average are considered for the President's Honor Roll.

ACADEMIC STANDING

Academic standing is calculated when final grades are posted for a Fall, Spring or Summer semester. Academic Standing determines a student's ability to continue with enrollment.

NOTE: Academic standing is calculated using the GPA based on the official grades posted for that semester. If a student retakes a course under the Course Repetition policy, the academic standing will not be revised.

There are 4 types of Academic Standing:

Academic Standing	Definition
Good Standing	Good Standing is defined by a student cumulative record meets a minimum Grade Point Average (GPA).
Academic Probation	Student record does not meet minimum Grade Point Average (GPA) requirements. Based on cumulative units attempted, the GPA does not meet minimum standards. The student is given a one semester probationary period to raise the results of cumulative units to meet minimum standards for GPA. Students on Academic Probation are subject to enrollment conditions as outlined in the Academic Probation Policy.
Academic Dismissal	Student record fails to meet minimum Grade Point Average (GPA) requirements after a probationary semester. The student's record is deactivated and the student may not enroll in courses.
Extended Enrollment	Students may be placed on Extended Enrollment following a semester of academic probation if their semester results meet minimum Grade Point Average (GPA) requirements, but cumulative results remain below minimum requirements. Extended Enrollment will continue if the student's semester GPA is 2.0 or higher, but the cumulative GPA is below 2.0. **NOTE**: Failure to meet minimum semester standards will result in Academic Dismissal. **NOTE**: Students who are granted re-entry after dismissal are considered to be on Extended Enrollment. **NOTE**: Extended Enrollment is a probationary status. All Academic Probation policies apply. **FINANCIAL AID NOTE:** Students on Extended Enrollment are not eligible for Financial Aid. See Financial Aid Satisfactory Academic Progress requirements.

ACADEMIC PROBATION POLICIES

Failure to meet the minimum requirement for the cumulative grade point average (GPA) will result in a probationary semester. Students will be placed on Academic Probation and given one semester to raise the cumulative GPA to the minimum requirement. Academic Standing is recalculated at the end of the probationary semester and the student record will be updated with one of the following statuses: Good Standing, Extended Enrollment, or Academic Dismissal.

During the time a student is classified as being in Academic Probation, the following policies apply:

- The students may not use Student Self Service enroll, add or drop courses. All registration activity must be approved by a Student Adviser.
- The student may not enroll for a future semester until final grades have posted for all enrolled courses.
- If enrolled for a future semester, the student's scheduled is subject to administrative changes. The student may be dropped from ineligible courses due to failed prerequisites. Required courses may be added to the student's schedule in place of administratively dropped courses.
- **Undergraduate Freshmen:** Students with less than 30 completed units are required to take LA 151 First Year Seminar for Academic Success. Failure to enroll and attend LA 151 will result in immediate Academic Dismissal.

EXTENDED ENROLLMENT POLICIES

During the time a student is classified as being in Extended Enrollment, the following policies apply:

- The student will remain in extended enrollment until his/her cumulative GPA reaches the required minimum.
- If the student's semester GPA falls below the required minimum while he/she is enrolled as an extended enrollment student, the student will be dismissed from the University.

FINANCIAL AID NOTE: Students on Extended Enrollment are not eligible for Financial Aid.

DISMISSAL

If a student's cumulative GPA does not meet the required minimum standards for two consecutive semesters, the student will be dismissed from the University. The student's record will become inactive and a notation of "Academic Dismissal" will be noted on the transcript.

REQUEST FOR READMISSION AFTER DISMISSAL

If a student is dismissed, the student may apply for reinstatement by submitting a letter giving reasons for his/her academic record and requesting that re-admission be granted. A final decision will be reached by the Grievance Committee. Students who have been dismissed for lack of Satisfactory Academic Progress (SAP) may apply for re-admission in the same program of study after waiting a period of one 15 week semester.

Send letters to:

Grievance Committee
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

READMISSION AFTER DISMISSAL

Students granted reinstatement may be enrolled for a probationary period upon re-entry. If a student's semester GPA falls below 2.0 during this probationary period, the student will be permanently dismissed from the University. Students with an Academic Standing of Permanent Dismissal may not petition the Grievance Committee for readmission.

With respect to financial aid, a student must complete that evaluation period, meet the cumulative GPA minimum requirement, and meet the required completion rate minimums before financial aid awards will be made. This procedure applies only to dismissals caused by the lack of Satisfactory Academic Progress (SAP) and only when the student is re-entering the same curriculum. It does not apply to voluntary withdrawals.

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FINANCIAL AID & SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES

FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENT

Students must achieve Satisfactory Academic Progress (SAP) toward their degree in order to maintain eligibility for most types of financial aid. To maintain SAP students must meet the following three components:

- Minimum grade-point average
- Minimum completion rate
- Maximum timeframe

Satisfactory Academic Progress is evaluated at the end of each term for which the student is in attendance. Students who do not earn their degree within the maximum timeframe become ineligible for financial aid as soon as they reach the specified maximum timeframe for their program of study. Students who do not meet the minimum grade-point average and minimum completion rate requirements are given one term of financial aid warning. Failure to meet the grade-point average and completion rate requirements at the end of the warning term will result in loss of federal financial aid.

A student placed on Financial Aid warning may receive financial aid, but if the student fails to achieve the required minimum cumulative grade point average and required completion rate at the end of the next evaluation period, the student will be withdrawn or placed in the extended enrollment program. Students in extended enrollment are not eligible for financial aid.

Students may petition to have financial aid reinstated. See the Financial Aid Satisfactory Progress Appeal policy for details.

FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS (SAP) STANDINGS

In order to be considered to be making Satisfactory Academic Progress (SAP) toward a degree, a student must both maintain a specified grade point average, must proceed through the course at a specific minimum pace and must not exceed the maximum timeframe. Satisfactory Academic Progress (SAP) is evaluated at the end of each term for which the student is in attendance. For the purpose of determining satisfactory progress, each program is broken down into evaluation periods. An evaluation period equals one semester.

There are 3 types of Satisfactory Academic Progress (SAP) Standings:

- SAP met
- Financial Aid Warning
- SAP not met

Satisfactory Academic Progress (SAP) Standing	Definition
SAP Met	• Student record demonstrates Satisfactory Academic Progress (SAP). • Satisfactory Academic Progress defined by a cumulative record that meets both a minimum Grade Point Average (GPA) and a satisfactory completion rate and does not exceed the maximum timeframe. • Students meeting the SAP requirement may receive Financial Aid.
Financial Aid Warning	• Student record does not demonstrate Satisfactory Academic Progress (SAP). • Based on cumulative units attempted, either the GPA or completion rate does not meet minimum standards. The student is given a one semester warning period to raise the results of cumulative units to meet minimum standards for GPA or the completion rate. • Students on Academic Probation are subject to enrollment conditions as outlined in the Academic Probation Policy. • A student may receive Financial Aid for a warning term.
SAP Not Met	• Student has exceeded the maximum timeframe or the student record fails to demonstrate Satisfactory Academic Progress (SAP) after a probationary semester. • The student may not receive Financial Aid.

FINANCIAL AID: MINIMUM GPA REQUIREMENT

In addition to the minimum completion rate and maximum timeframe requirement, students receiving federal Financial Aid must achieve a minimum GPA.

The student's cumulative grade point average is calculated at the end of each evaluation period (semester). If the student has less than the cumulative GPA specified below at the end of each evaluation period, he/she will be placed on financial aid warning for one evaluation period (semester). During the financial aid warning, the student may receive financial aid, but if at the end of the next evaluation period (semester), if the student has not raised the GPA to the required minimums, the student will lose Financial Aid eligibility.

Minimum GPA

The minimums shown in the chart below represent the minimum GPA required for the purpose of determining student Financial Aid eligibility.

Associate of Arts Degree (AA)			
Units Earned	0-15 units	16-30 units	31+ units
Minimum GPA	1.7	1.85	2.0

Certificate (CERT)			
Units Earned	0-30 units	31-60 units	61+ units
Minimum GPA	1.7	1.85	2.0

Bachelor's Degree (BFA or BA)			
Units Earned	0-30 units	31-60 units	61+ units
Minimum GPA	1.7	1.85	2.0

Master's Degree (MA, MFA or M.Arch)			
Units Earned	0-30 units	31-60 units	61+ units
Minimum GPA	2.0	2.0	2.0

The GPA (Grade Point Average) is calculated by taking the number of grade points a student earned divided by the total number of units taken.

Semester GPA is calculated only using the units and grade points of one semester.

Cumulative GPA is calculated using all units attempted at Academy of Art University for a career, regardless of the units applicability to a degree program. Cumulative GPA is used to determine Academic Status, Graduation Eligibility and Graduation Honors

NOTE: The cumulative GPA is calculated using all units attempted at Academy of Art University for a career, regardless of the units' applicability to a degree program. Academy of Art University has two student career tracks: Undergraduate and Graduate. In cases where a student does both undergraduate and graduate work at Academy of Art University, units taken for the first career will not be a factor in calculation graduate GPA for the second career.

NOTE: Courses with a grade of "I" (incomplete grades) are considered "in-progress" and will be factored into the GPA and completion rate when the permanent grade is assigned.

NOTE: A grade of "W" (Withdrawal) is not used when calculating a student's cumulative GPA but is used when calculating the required completion rate if the student attends the class past the first week of school.

NOTE: A grade of "WF" (Withdrawal Failure) is used when calculating a student's cumulative GPA and in the calculation of the required completion rate.

NOTE: A student may repeat a course to replace the grade only if the first attempt resulted in a grade of "C-" or lower. The grade and units earned in a second attempt will be used in the GPA calculation even if the second attempt results in a lower grade. A student may repeat the same course only once to replace a grade. See the Grade Exclusion policy for details regarding GPA calculations for repeated courses.

FINANCIAL AID: MINIMUM COMPLETION RATE REQUIREMENT

In addition to the minimum GPA requirement and maximum timeframe requirement, students receiving federal Financial Aid must complete at least two-thirds of their attempted units.

The student's completion rate is measured at the end of each evaluation period (semester). If the student has not completed the required number of credits attempted to date, he/she will be placed on financial aid warning. During the financial aid warning, the student may receive financial aid, but if at the end of the next evaluation period (semester), if the student has not raised the completion rate to the required minimums, the student will lose Financial Aid eligibility.

Minimum Completion Rate

In order to meet the minimum completion rate, a student must successfully complete at least one half (50%) of the cumulative credits attempted during the first two evaluation periods in attendance and at least two-thirds (66.6%) of the cumulative credits attempted thereafter.

Minimum Completion Rate Calculations

The minimums shown in the chart below represent the minimum number of completed units required for the purpose of determining student Financial Aid eligibility.

50% Completion Rate Semesters 1 & 2

Cumulative Attempted Units	**Minimum Completed Units**
# of units	Based on 3 unit courses, the units necessary to satisfy the completion rate
6	3
9	6
12	6
15	9
18	9
21	12
24	12

66.6% Completion Rate Semester 3 and Beyond

Cumulative Attempted Units	**Minimum Completed Units**
# of units	Based on 3 unit courses, the units necessary to satisfy the completion rate
12	9
15	12
18	12
21	15
24	18
27	18
30	21

Attempted Units include:

- All units for courses in which a student enrolled as of the drop deadline
- All units that a student drops or adds at any point in the semester
- All units for courses in which the student enrolled, but subsequently drops, withdraws or fails
- Transfer units from another school that are accepted by Academy Art University
- Units for repeated courses **and** the initial units for those courses are all included as attempted units

Completed Units include:

- All units completed with grades of 'D-' or better (regardless if the units
- Transfer units from another school that are accepted by Academy Art University

NOTE: Courses with a grade of "I" (incomplete grades) are considered "in-progress" and will be factored into the GPA and completion rate when the permanent grade is assigned.

NOTE: A grade of "W" (Withdrawal) is not used when calculating a student's cumulative GPA but is used when calculating the required completion rate if the student attends the class past the first week of school.

NOTE: A grade of "WF" (Withdrawal Failure) is used when calculating a student's cumulative GPA and in the calculation of the required completion rate.

NOTE: In the case of repeating a course of which the first attempt was a "D-" or higher, when final grades are posted for the second attempt, the first attempt will no longer count towards the cumulative units of successfully completed units. In this case, the first attempt will count toward the cumulative number of attempted units.

NOTE: Review Minimum Grade Requirements in the Grading Policies for applicability of a grade towards a degree.

FINANCIAL AID: MAXIMUM TIME FRAME REQUIREMENT

In addition to the minimum GPA requirement and minimum completion rate requirement, students receiving federal Financial Aid must be progressing toward completion of the program within a specified time frame. The Maximum Time Frame refers to the maximum number of units a student may attempt as still be eligible for Financial Aid.

Students who do not earn their degree within the specified time frame become ineligible for financial aid as soon as they reach the specified maximum time frame for their program of study.

Maximum Time Frame

The school's maximum time frame equals one and one-half times the normal time frame.

Maximum Time Frame Calculations
(program units X 1.5)

The examples shown in the chart below represent minimum requirements for the degree programs listed, and the corresponding maximum attempted credits allowed for purpose of determining student Financial Aid eligibility

Sample Degree Programs	Units Required	Maximum Units Allowed
Associate of Arts	66	99
Certificate	120	180
Bachelor of Architecture	162	243
Bachelor of Arts	120	180
Bachelor of Fine Arts – Art Education	120	180
Bachelor of Fine Arts	132	198
Master of Arts	39	58
Master of Fine Arts	63	95
Master of Architecture	63	95
Master of Fine Arts – Industrial Design	78	117
Master of Architecture	87	131

NOTE: Unit requirements may vary by major. Refer to departments for specific unit requirements.

NOTE: Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

NOTE: For students who change majors, the units not counted toward the new major will not be included in the maximum time frame requirement.

FINANCIAL AID: ENROLLMENT STATUS

Enrollment status is a factor of consideration for Financial Aid.

Undergraduate students must carry a minimum study load of 12 units semesters to be considered as full-time students. Graduate students must carry a minimum study load of 9 units to be considered as full-time students.

Fall, Spring and Summer Semester Enrollment Status

Units	12 or more	9	6	3
Undergraduate Enrollment Status	Full-Time Student	3/4 Time Status	1/2 Time Student	Less than 1/2 Time Student
Graduate Enrollment Status	Full-Time Student	Full-Time Student	1/2 Time Student	Less than 1/2 Time Student

FINANCIAL AID NOTE: Third Attempt Courses

A previously passed course (grade other than an "F", "W" or "WF") can only be repeated once in order to have the credits for that course to be counted towards the student's enrollment status when determining eligibility for undergraduate federal financial aid. If a previously passed course is repeated for a third time the credits earned for that course will not be used to determine the student's undergraduate enrollment status for federal financial aid purposes.

FINANCIAL AID: SATISFACTORY PROGRESS APPEAL

A student may file an appeal based on extenuating circumstances (generally limited to an illness or personal emergency). In such cases, the Financial Aid Committee may determine that the student is making satisfactory progress toward his/her degree despite failure to conform to the normal time frame or minimum grade point average.

If an appeal is granted for more than one semester the student must meet all conditions of the academic plan provided by the Financial Aid appeals committee. Students not on an academic plan will have only one semester to meet the GPA and minimum completion rate requirements to remain eligible for financial aid.

A student may appeal the determination of satisfactory progress and the termination of financial aid by writing a letter and providing proper documentation (i.e. letters from a doctor) as requested by the Financial Aid Appeals Committee.

Send letters to:

The Executive Vice President-Financial Aid/Compliance
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

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REGISTRATION & COURSE ENROLLMENT POLICIES

REGISTRATION

Students may register for courses in one of two ways:

- Online Self Service
- With the assistance from a Student Adviser

Students may discuss courses with a student adviser over the phone, in person, through the adviser's virtual office or via e-mail. Students are encouraged to contact their student adviser at least once a year for a program evaluation and discuss courses for the upcoming year. Students are encouraged to research courses using the Academy of Art University online class search and registration page.

Refer to the Academic Calendar for registration periods.

NOTE: Enrollment in more than 12 units is subject to academic performance and Student Adviser approval.

NOTE: Enrollment in more than 6 units in a summer semester is subject to academic performance and Student Adviser approval.

NOTE: Enrollment in more than 3 units in an intersession is subject to academic performance and Student Adviser approval.

ENROLLMENT AGREEMENT

An Enrollment Agreement is required for initial enrollment in Academy of Art University. This agreement outlines school policies that must be agreed upon in order to be a student. Students may view their Enrollment Agreement though their online account at any time.

RE-ENTRY

Student programs that are incomplete and have not had registration activity in a two year period will be inactivated. Students wishing to re-activate their programs must reapply to the University by completing a new application.

Upon re-entry, students must request a program evaluation from a Student Adviser for a preliminary assessment of which previously completed coursework may apply to their current program. A portfolio review may be necessary for placement into major courses.

NOTE: The graduation requirements in effect at the time of re-entry must be met for awarding of a degree or certificate.

NOTE: Previously completed coursework is not guaranteed to count toward a reactivated program and students may be required to demonstrate that their current level of skill meets current program standards. Coursework may be substituted where appropriate if the department determines that skills are evident based on a portfolio review of current work.

Transfer Students

- Transcripts received in the student's first semester may be re-evaluated based on current graduation requirements.
- Transcripts received after a student's first semester and a re-entry period of less than 5 years will not be eligible for transfer review.
- Re-entry students whose Academy of Art University records have been inactive for 5 years or more, may request a transcript review of courses taken prior to their first re-entry term by writing a letter to the Executive Vice President of Educational Services.

Send Letters to:

Executive Vice President of Educational Services
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

Graduate Students
Any graduate student who has withdrawn from a graduate program or who has not taken graduate classes for two years or more will be required to reapply to the graduate school by sending a letter petitioning for reinstatement.

Send letters to:

Executive Director of Graduate Services & Administration
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

ADD PROCEDURES

Students may add courses and make schedule adjustments using Self Service throughout the registration period until the tuition deadline. Students may also add classes through with the assistance of a Student Adviser via an in-person meeting, e-mail, or a phone call.

NOTE: Enrollment in more than 12 units is subject to academic performance and Student Adviser approval.

NOTE: Enrollment in more than 6 units in a summer semester is subject to academic performance and Student Adviser approval.

NOTE: Enrollment in more than 3 units in an intersession is subject to academic performance and Student Adviser approval.

ADD PROCEDURES AFTER THE TUITION DEADLINE

Students may add classes through the first week of school with the assistance of a Student Adviser. Students may add a course during the second week of school, providing the second module/session has not begun. A student who wishes to add a class must meet with, e-mail, or call a Student Adviser to complete an Add form. If applicable, students will be charged additional tuition. Requests to add courses must be approved by the Student Adviser and Accounts Receivable prior to processing.

ADMINISTRATIVE ADD/DROP POLICY

Academy of Art University may make adjustments to students schedules deemed necessary to maintain the student's enrollment status. Students may have their schedules administratively adjusted under the following circumstances:

Course cancelation: If a course is canceled and the student does not respond to outreach to select a replacement section or course, the adviser may enroll the student in an alternate section or alternate required course.

Failed prerequisite / prerequisite not met: Students who fail to meet the prerequisites for a course may have their schedules administratively adjusted. The course for which the prerequisite has not been met may be administratively dropped and the prerequisite course administratively added.

Failed Self-Service enrollment attempt: If a course enrollment request is rejected due to a filled section or unmet prerequisite, the adviser may enroll the student in an alternate section or alternate required course.

In the event that the student's schedule has been administratively adjusted, the student will be immediately informed by e-mail and the new schedule may be viewed in the student's Self Service account. Students with domestic phone numbers on file will also be contacted by phone. Students are encouraged to keep their contact information up-to-date at all times in their Self Service account.

DROP PROCEDURES

After the start of a term, students must work with a Student Adviser to drop a course. A withdrawal is defined as dropping all courses from a semester resulting in no enrollment for the term.

Students may make the request in person or via e-mail to the Student Adviser and the Adviser will assist the student with the Drop or Withdrawal form. Completed forms must be approved by the student's Student Adviser and Accounts Receivable. Add/Drop/Withdrawal forms must then be submitted to the registration office for processing.

A $25 fee will be charged for each class dropped once the second week of each semester begins. Calculation of tuition refunds are based on the last date of attendance in the course and the refund policy set forth on the Enrollment Agreement signed by the student at the time of enrollment.

NOTE: Students are expected to complete the courses in which they are enrolled. Academy of Art University discourages students from dropping a class simply because they do not expect a good final grade. A student who is doing poorly or who wants academic assistance of any kind, at any level, is encouraged to contact the Academy Resource Center.

DROP & WITHDRAWAL POLICIES

W and WF Grades in Fall and Spring Semesters
Students enrolled in a Spring or Fall semester who drop a course or withdraw from school, voluntarily or involuntarily, will receive one of the following notations on their official records:

- No notation, if a student drops or withdraws prior to the end of the first week of class instruction.
- "W", if a student drops or withdraws after the first week of class instruction but prior to the start of the eighth week of class instruction. A "W" grade will not be counted in computing grade point averages but will count when calculating the required completion rate if dropped after the first week of class.
- "WF", if a student drops or withdraws after attending the eighth week of class instruction. A "WF" will be counted the same as an "F" in computing grade point averages (GPA).

W and WF Grades in Summer Semesters
Students enrolled in a Summer semester who drop a course or withdraw from school, voluntarily or involuntarily, will receive one of the following notations on their official records

- No notation, if a student drops or withdraws prior to the end of the first week of class instruction.
- "W" if a student drops or withdraws after the first week of class instruction but prior to the start of the fourth week of class instruction. A "W" grade will not be counted in computing grade point averages but will be counting in calculating the required completion rate if dropped after the first week of class.
- "WF", if a student drops or withdraws after attending the fourth week of class instruction. A "WF" will be counted the same as an "F" in computing grade point averages (GPA).

For purposes of counting weeks, the first week of class instruction begins with the first class session held at the Academy of Art University for the particular term, regardless of holidays or actual class meetings for a particular class.

FINANCIAL AID NOTE: recipients must notify the Financial Aid Office of any schedule change affecting the total units in which a student is enrolled for that semester.

International Students must notify the International Student Office of any schedule changes that result in a less than Full-Time Enrollment Status.

"W" AND "WF" Definitions

15 Week/15 Module Semesters (Fall & Spring)

Last Week of Class Attendance	Notation	Explanation
Weeks 2 – 7	**W**	• If a student drops or withdraws after the first week of class instruction but prior to the start of the eighth week of class instruction, a "W" will be noted on the student's transcript. • A "W" grade will not be counted in computing grade point averages. **FINANCIAL AID NOTE:** A "W" grade will count as an *uncompleted* course when calculating the completion rate for a course dropped after the first week of class. **NOTE:** Tuition Forfeiture applies. Review Refund Polices for details.
Weeks 8+	**WF**	• If a student drops or withdraws after attending the eighth week of class instruction a WF will be noted on the student's transcript. • A "WF" will be counted the same as an "F" in computing grade point averages. **FINANCIAL AID NOTE:** A "WF" grade will count as an *uncompleted* course when calculating the completion rate. **NOTE:** Tuition Forfeiture applies. Review Refund Polices for details.

7.5 Week/15 Module Semesters (Summer)

Last Week of Class Attendance	Notation	Explanation
Weeks 2 - 3	**W**	• If a student drops or withdraws after the first week of class instruction but prior to the start of the fourth week of class instruction a W will be noted on the student's transcript. • A "W" grade will not be counted in computing grade point averages. **FINANCIAL AID NOTE:** A "W" grade will count as an *uncompleted* course when calculating the required completion rate if dropped after the first week of class. **NOTE:** Tuition Forfeiture applies. Review Refund Polices for details.
Weeks 4+	**WF**	• If a student drops or withdraws after attending the fourth week of class instruction a "WF" will be noted on the student's transcript. • A "WF" will be counted the same as an "F" in computing grade point averages **FINANCIAL AID NOTE:** A "WF" grade will count as an *uncompleted* course when calculating the completion rate . **NOTE:** Tuition Forfeiture applies. Review Refund Polices for details.

WITHDRAWAL

Students who must withdraw from Academy of Art University during the semester must do so in writing. Students may fill out a withdrawal form in person with the assistance of their Student Adviser or send written notice of withdrawal.

Send Letters of Withdrawal to:

Executive Vice President of Enrollment Management
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105.

Responsibility for filing a notice of withdrawal rests entirely with the student. Any money owed to Academy of Art University is due on the official date of the withdrawal.

Applicable refund, if any, will be issued within 30 days of the effective date of withdrawal. All refunds are based upon the amount of tuition for the courses being dropped, minus non-refundable fees, and are calculated from the last date of attendance. Refunds will be issued on the basis of the refund policy set forth on the Enrollment Agreement signed by the student at the time of registration.

If applicable, students may need to complete the Withdrawal process with these additional steps:

Housing: Send an email with their full name, ID number, and thorough explanation for withdrawing to housing@academyart.edu.

International Students: Check with International office for information about returning home within the correct window of time.

FINANCIAL AID NOTE: call the Financial Aid Office at 415-618-6190 and notify the Financial Aid Office of withdrawal. A follow up email to their specific financial adviser is recommended.

ADMINISTRATIVE WITHDRAWAL

Students who fail to follow formal drop or withdrawal procedures may be administratively withdrawn from courses if they fail to attend classes for three consecutive weeks. Students are advised that they are still required to complete the formal procedures set forth above if they wish to drop a course or withdraw from school. Although failure to attend may ultimately result in a withdrawal from a course, it could have serious adverse consequences on a student's permanent scholastic record. Many times students may avoid adverse consequences by meeting with their Student Adviser prior to dropping a course or withdrawing from school. Additionally, failure to follow the rules and procedures of Academy of Art University is grounds for academic discipline, including dismissal from Academy of Art University.

Students who are having unusual difficulties or find themselves in circumstances where they are unable to attend courses should contact their Student Adviser or the Academy Resource Center at the earliest possible time to avoid academic sanctions. In most instances, students will be contacted prior to any administrative withdrawal action. Students should ensure that Academy of Art University has their accurate local address and phone number on file.

Students who feel they have been administratively withdrawn from a course or courses in error should complete an Add Form and must meet with their Student Adviser. Students are responsible for promptly reviewing final semester grades when received. A student will only be permitted to petition for a change of grade during the semester immediately following the completion of course work for the questioned grade.

INVOLUNTARY WITHDRAWAL

Academy of Art University may withdraw a student under any of the following circumstances.

- Student fails to attend classes for three consecutive weeks.
- Student fails to reconcile accounts in a timely manner.
- Student fails to comply with the policies, rules and standards of Academy of Art University.
- Student fails to register for classes before attendance; auditing a class is grounds for dismissal.
- Student exhibits behavior that is deemed unbecoming of a college student.

Academy of Art University reserves the right to withdraw any student whose conduct reflects discredit on the professional or ethical standards of Academy of Art University. Students who are involuntarily withdrawn will receive a pro-rata refund for the unused portion of tuition and other refundable charges paid. Refunds will be calculated on the basis of the last actual date of attendance. Refunds will be paid within 30 days of the date of involuntary withdrawal by Academy of Art University. Students should refer to the Academy of Art University's policies regarding dropping or withdrawing from courses as listed in this Schedule under "Add/Drop Procedures."

INTERNSHIPS FOR ACADEMIC CREDIT

Academy of Art University supports students who take an active role in securing internships for academic credit. Students are encouraged to research internship opportunities through contacts with faculty and academic directors, as well as through the multiple resources available through Career Services online.
http://my.academyart.edu/studentresources/career_resources.html

In order to receive academic credit for internships, students must submit an official internship application and meet the following eligibility criteria:

- Degree-seeking candidate 3.0 GPA or higher
- A Senior or high-level Junior with at least 90 units completed
  or
- A MA/MFA/M. Arch. candidate who has passed Midpoint Review and commenced Directed Study

Department Director Approval

Official internship applications must be approved in advance through the student's academic department. Copies of the Official Internship Policy and application packet can be accessed through Student Advisers.

International Students may take an internship for credit within the United States. Please contact the International Student Services Office for details.

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STUDENT SUPPORT

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Academy of Art University provides reasonable accommodations for students with disabilities. Students who require accommodations are encouraged to request them prior to the start of a semester, but can do so at any time.

Requests for accommodations are considered individually and determined in accordance with state and federal laws. Students are responsible for articulating their accommodation needs and submitting documentation that meets the university's eligibility criteria. To obtain eligibility criteria and request accommodations, students may contact Classroom Services at 415.618.3775 or classroomservices@academyart.edu. Classroom Services is located in the Academy Resource Center, 79 New Montgomery Street, room 356.

The Executive Vice President of Educational Services & International Admissions/Services, Sue Rowley, serves as Academy of Art University's Coordinator for compliance with Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For further information, contact Ms. Rowley at 800.544.2787 or 415.274.2222.

A student may appeal the determination of disability-related services or accommodations to the Grievance Committee.

Send letters to:

Grievance Committee
79 New Montgomery Street
San Francisco, CA 94105

ACADEMY RESOURCE CENTER (ARC)

The Academy Resource Center (ARC) offers free, group tutoring to all Academy of Art University students, both undergraduate and graduate, for all majors and courses, in the form of On-Campus and Online Labs, which provide individualized attention from experienced tutors to small groups of students. Students may be referred—or seek tutoring themselves—through Student Academic Support (SAS) at the ARC, and academic coaches will assist students by referring them to the appropriate educational support options.

On-Campus Labs

Most On-Campus Labs take place in the Computer Lab (Room 311) or Drawing Studio (Room 313) at 79 New Montgomery, 3rd Floor. Labs which require special facilities or equipment, as well as those taking place on evenings or weekends, may be scheduled in other buildings.

Students sign up for a 50-minute appointment with an on-campus tutor using TutorTrac online at https://tutortrac.academyart.edu. (Firefox is the recommended web browser.)

Online Labs

Online Labs provide all AAU students with live, real-time support with an experienced and knowledgeable tutor via online chat, video, screen sharing, file sharing, and conference call capability.

Students access Online Labs through Adobe Connect by clicking on the corresponding link in the Online Lab schedule during the appointed day and time. All scheduled times are Pacific Standard Time (PST).

Students are encouraged to take advantage of these free services to help them with their classes and assignments; however, they should also make regular use of other support options, including Department Workshops, to avoid falling behind. All tutoring is provided by current faculty, alumni, and technical staff. ARC Tutoring should not be regarded as a substitute for attending class and is effective only in conjunction with continued, regular weekly attendance and full participation in class.

STUDENT ACADEMIC SUPPORT

Academic coaches can help students with organizing and planning their semester. Coaches work with students to improve their study skills (time management, project planning, etc.). Coaches also connect students looking for additional support to campus and community resources. One-on-one coaching is available to both on campus and online students. Students can schedule appointments, drop-in or text ARC.

ARC TUTORING & TRAINING

ARC Training & Tutoring offers small group tutoring through Online Clinics and On-Campus Labs.

Students may sign up for up to three 50-minute tutoring appointments per week using TutorTrac online. Instructions for using TutorTrac are also available online at arc.academyart.edu. All tutoring is provided by current faculty, alumni, and technical staff.

CLASSROOM SERVICES

Classroom Services facilitates accommodations and equal access for students with disabilities.

ESL SUPPORT PROGRAM AND ONLINE LANGUAGE SUPPORT

In-class language support is provided for international students in designated sections. Weekly study groups are open to all students.

WRITING LAB AND ONLINE WRITING LAB (OWL)

Assistance is available for writing assignments.

SPEAKING LAB AND ONLINE SPEAKING LAB

Assistance is offered for oral presentation critique and pronunciation practice. The Speaking Lab also arranges conversation groups for international students.

MIDPOINT REVIEW WORKSHOPS (GRADUATE STUDENTS ONLY)

On campus workshops and online or on campus individualized help are provided to graduate students working on written proposals and oral presentations for midpoint and final reviews.

LIBRARY

The Academy of Art University Library is located on the 6th floor of the 180 New Montgomery building. To meet the diverse needs of our undergraduate and graduate programs the library has a well curated and diverse collection that supports the university's art and design curriculum.

The library's collection is focused on the visual and technical arts and houses over 50,000 volumes. The resources in the library include print and electronic materials. The library's periodical collection includes over 275 current subscriptions as well as an extensive collection of bound back issues that are of significant research value in the field of art and design. Our online resources include 18 databases that offer access to hundreds of thousands of full text articles, eBooks, and digital images. We have a digital image library (LUNA) that houses over 275,000 digital images. The online resources are delivered though our dynamic website that provides access to the online catalog, subject guides created by Academy of Art librarians, as well as other instructional guides and tutorials. Please see our "Collections" page for a detailed description of the library's special collections and holdings.

The Academy of Art Library has a long history of being a "no-shush" zone. Students are encouraged to work together to exchange ideas and inspiration. To facilitate this we offer a vibrant atmosphere where artists can conduct visual research, collaborate, learn, and create. The Library maintains this synergistic environment with group study space, a 15-seat theater available for classes, clubs, and directed study, and several visual resource areas where students can practice hands-on techniques learned in the classroom.

CAREER & ENTREPRENEURIAL SERVICES

Academy of Art University is committed to providing all registered students, graduates, and alumni access to Academy of Art University's Career & Entrepreneurial Development resources. Academy of Art University cannot guarantee employment for students after graduation and encourages students to make every effort to utilize the resources provided.

Career & Entrepreneurial Development offers individual career counseling as well as advice on resume and interview expectations, portfolio tips, hiring standards, industry trends, and networking techniques. More information is available on Career & Entrepreneurial Services web page.

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ATTENDANCE POLICIES

ATTENDANCE

Students are expected to attend all class periods/modules of the courses for which they register. Failure to attend and participate in a class will reflect negatively on the student's performance. Final grades will reflect this policy. Students may be administratively dropped from classes due to excessive absences.

In-class participation is important not only to the individual student, but also to the class as a whole. Because class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of nonparticipation. Students who miss an exam due to an excused or unexcused absence will be penalized according to the individual instructor's grading policy.

Attendance: On-Campus Courses
Attendance requires arriving on time and staying for the entire class session.

Attendance: Online courses
Attendance requires logging into the class home page during the period indicated for each module and being engaged in an academically related activity in at least one of the following:

- Having an electronic communication with the instructor about an academic matter
- Participating in an online discussion board
- Submitting or completing an assignment
- Completing an examination or quiz
- Answering a question
- Participating in a study group

NOTE: Students may log into the class at any time of day.
NOTE: Course work and participation must be completed in accordance of module deadlines. Students are expected to read all module pages, complete all quizzes and participate in the course discussion with multiple postings/entries.

MODEL ATTENDANCE POLICY

Academy of Art University has developed a Model Attendance Policy. Most classes follow these policies; however, department and instructor policies may differ from the model policies.

Class attendance is required. Each course requires that the student be present at, and participate in every class session. Failure to attend classes, tardy arrivals and early departures will be reflected in final grades as follows:

- Four late arrivals may drop the final grade by one letter grade ("B" to "C", "C" to "D"...)
- Three unexcused absences may result in a final grade of "F".
- Three consecutive absences may result in a final grade of "F" or being dropped from the class.

EXCUSED ABSENCES

Excused absences are at the discretion of the instructor. Absences are excused on the following grounds only: illness, injury or other medical necessity accompanied by a doctor's note; death in the student's family.

There is no substitution for information or demonstrations missed due to an absence. Students who miss a project deadline, presentation or exam due to an excused or unexcused absence will be penalized according to the individual instructor's grading policy.

On-campus courses: An excused absence and the acceptance of late work are determined by the instructor.
Online courses: An excused absence must be approved by the instructor and communicated to the Cyber Campus Department in a timely fashion.

NOTE: Excused absences are not recorded on the attendance roster. Student attendance is only marked as either present or absent.
NOTE: An excused absence does not alter the deadline for assignments or projects.
NOTE: Personal computer or Internet connection related problems do not qualify as an excused absence. Regardless of technical difficulties, it is the student's responsibility to find alternate computer access to participate in the discussions and complete quizzes and assignments on time.

Make-Up Work
Students should discuss make-up work with their instructor or Department Director.

LATE SUBMISSION OF PROJECTS/ASSIGNMENTS

Assignments and projects have deadlines to which students must adhere. Failure to submit an assignment or complete a project on time may be reflected in the grade for that assignment/project. Any work that is not submitted as due may be marked with a grade of "F" or marked down by one letter grade ("B" to "C", "C" to "D"...) for each week that it is late. Back to Table of Contents

ATTENDANCE CORRECTIONS

In the event that an inaccurate attendance status has been placed on the student record, the student must request a correction from the instructor before the end of the semester. The instructor will work with the appropriate department Administrative Assistant to submit an attendance correction form if there is an error.

DEADLINE: Attendance corrections must be submitted prior to the end of the semester. Attendance records in place at the end of a semester are considered final and may not be changed.

NOTE: Should a student decide to discontinue a course, an official drop form should be filed as soon as the student has made that decision to remove the student's name from the attendance roster for the remainder of the semester. Review the drop policy for details on the drop procedure.

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GRADING POLICIES

GRADING CRITERIA

Students are evaluated in terms of the Course Learning Outcomes which are published on the syllabus for each course. Students may access syllabi for in-progress courses electronically using online resources at online.academyart.edu. This resource is available for both on campus and online courses.

Final grades will reflect the quality of the student's performance relative to the Course Learning Outcomes.

GRADING STANDARDS

Course Grades

Coursework is evaluated according to the following grading scale:

Grade	Standard	Grade Points toward GPA
A	Exceptional	4.0 grade points
A-	Excellent	3.7 grade points
B+	Very Good	3.3 grade points
B	Good	3.0 grade points
B-	Competent	2.7 grade points
C+	Above Average	2.3 grade points
C	Average	2.0 grade points
C-	Below Average	1.7 grade points
D+	Marginal	1.3 grade points
D	Weak	1.0 grade points
D-	Minimal Achievement	0.7 grade points
F	Failing	0 grade points
WF	Withdrawal Fail [after 8th week] [after 4th week in summer]	0 grade points

Non-Credit Grade Indications

Grade	Interpretation	Grade Points [Not factored into GPA]
I	Incomplete	0 grade points
IP	In Progress	0 grade points
P	Pass	0 grade points
T	Transfer	0 grade points

Administrative Grades

Grade	Interpretation	Grade Points [Not factored into GPA]
AW	Attendance Withdrawal	0 grade points
W	Withdrawal	0 grade points
WD	Retro-withdrawal	0 grade points
NR	No Grade Reported	0 grade points

MINIMUM GRADE REQUIREMENTS

Minimum grade requirements for a course to be able to count toward a degree are as follows:

- Graduate students must achieve a "C" or better in all Graduate level coursework.
- Undergraduate students must achieve a "C-" or better in all Undergraduate major courses and required studio courses. Students with start terms of Spring 2013 and beyond must also achieve a "C-" or better in LA 108 Composition for the Artist.
- Undergraduate Architecture students (with a start term of Summer 2012 and beyond) must achieve a "C-" or better in the following Liberal Art courses: LA 219 History of Architecture 1, LA 249 History of Architecture 2, LA 293 Precalculus*, LA 292 Programming and Culture, LA 296 Physics for Architects, LA 319 History of Architecture 3, and LA 449 Urban Design Theory.

  *Architecture Students must achieve a C- or higher in LA 255 College Math or have an appropriate placement score to enroll in LA 293 Precalculus.

NOTE: Grades of "I" (Incomplete Grades) will be given credit only when they are converted to a Letter Grade.
NOTE: Grades of "F" are computed as zero (0) points toward the Grade Point Average.

SEMESTER GRADING PERIODS

All courses report midterm and final grades. Courses offered in Fall and Spring semesters also report two progress grades. Courses offered in Summer and Intersession do not report progress grades.

Students may access grades online using online resources at online.academyart.edu. This resource is available for both on campus and online courses.

Specific dates for midterm and final grading periods can be found on the academic calendar.

Progress Grades

Progress grades are intended to give students a clear view of where they rank academically so that they know how they are progressing in class and if they need to improve their academic performance.

Spring and Fall semesters: All courses report progress grades in Modules 4 and 11.
Summer semesters, Winter intersessions and Summer intersessions: no progress grades are reported.

Mid-Semester Grades

Instructors issue midterm grades to assess student performance during the first half of the semester.
All terms: All courses report mid-semester grades after module 7.

Final Grades

All terms: All courses report final grades after module 15.

Official Grades

Official grades are typically posted two weeks after the end of the semester. Dates can be found on the academic calendar.

COURSE REPETITIONS

A course may count only once toward a graduation requirement. A student may repeat a course to replace the grade only if the first attempt resulted in a grade of "C-" or lower. The grade and units earned in the second attempt will be used in the GPA calculation even if the second attempt results in a lower grade. See the Grade Exclusion Policy for details regarding repetition of a course with a first attempt of "C-" or lower.

FINANCIAL AID NOTES:

- Credits attempted from both courses will be used in the calculation of the required completion rate.
- A grade of "W" (Withdrawal) is not used when calculating a student's cumulative GPA but is used when calculating the required completion rate if the student attends the class past the first week of school.
- A grade of "WF" (Withdrawal Failure) is used when calculating a student's cumulative GPA and in the calculation of the required completion rate.
- A previously passed course (grade other than an F, W or WF) can only be repeated once in order to have the credits for that course to be counted towards the student's enrollment status when determining eligibility for undergraduate federal financial aid. If a previously passed course is repeated for a third attempt the credits earned for that course will not be used to determine the student's enrollment status for federal financial aid purposes.

  Example: A student is enrolled in 6 units. 3 of those units are for a previously passed course which is being repeated for a third time and therefore cannot count towards enrollment status when calculating Financial Aid eligibility. The remaining 3 units will be considered as an Enrollment Status of Less Than Half-Time. Students with a Less Than Half -Time Enrollment Status are not eligible to receive Federal Student Loans.

GRADE EXCLUSION

A student may repeat a course to replace the grade if the first attempt resulted in a grade of C- or lower. The grade and units earned in the second attempt will be used in the GPA (Grade Point Average) calculation even if the second attempt results in a lower grade.

Grade Exclusion Policies

- Grade Exclusion is only applied to a course for which the first attempt final grade was a C-, D+, D, D-, F, or WF.
- GPA will be recalculated after the final grade of the second attempt is posted by the Registrar.
- Academic standing is calculated based on the final GPA for a semester and will **not** be recalculated after a grade exclusion.
- Additional repeats of a course after grade forgiveness has been applied will be averaged with other course grades for the purposes of calculating the GPA.
- All earned grades, including the excluded "C-", "D" or "F" grades, remain on the student's academic record and will be listed on the student transcript.
- Units for both the first and subsequent attempts will be factored in for the purpose of calculating the student's completion rate.
- Repeating a course for the purpose of Grade Exclusion is subject to course availability.
- Excluded courses cannot be used to satisfy degree requirements.

GRADES OF INCOMPLETE

A student who is unable to finish the final assignment due to extenuating circumstances may request a grade of incomplete for a course. An incomplete is an option only if the student has been making satisfactory progress in the course and all other work is up-to-date with only the final project to be completed. Students will be required to demonstrate that they are unable to complete the required final class assignment due to circumstances beyond the student's control such as a personal emergency or an illness.

Deadline: Students must submit a Petition for a Grade of Incomplete form to the relevant instructor and Department Director prior the end of the term. Requests made after the term of the enrolled course has ended will not be considered. There are no options for retroactive grades of incomplete.

NOTE: If approved, the student must submit a completed Request for Final Grade Change form prior to the start of the following semester. Failure to submit a Request for Final Grade Change form by the deadline will result in a failing final grade.

NOTE: Authorization for an Incomplete is not guaranteed and approval will depend on the circumstances leading to the request.

FINANCIAL AID NOTE: Courses with a grade of incomplete are considered "in-progress" and will be factored into the GPA and completion rate when the permanent grade is assigned.

Grade of Incomplete Procedure:

1. **Request**
   Student obtains the Petition for Grade of Incomplete form (on campus courses) or the instructions (online classes) from the relevant academic department
2. **Documentation**
   Student submits documentation that demonstrates that he/she is unable to complete the final class assignment to circumstances beyond the student's control
3. **Assignment Status Review**
   Student demonstrates that all other work is up-to-date with only the final project to be completed
4. **Instructor Approval**
   The instructor approves the Petition for Grade of Incomplete
5. **Final Work Review Arrangements**
   Student makes arrangements for submission of final work
   NOTE: Work must be reviewed and the Request for Final Grade Change form must be received by the Office of the Registrar prior to the Friday before the start of the next semester
   On campus students: Make arrangements directly with the instructor
   Online students: Contact Cyber Campus
6. **Department Approval**
   NOTE: failure to obtain department approval prior to the end of the semester will void the petition
   NOTE: the approved petition must be received by Office of the Registrar prior to the end of the semester
7. **Request for Final Grade Procedure**
   Student obtains Request for Final Grade Change form (a Request for Final Grade Change form may be obtained from the Student Adviser)
8. **Review of Final Work**
   Student submits final work and the Request for Final Grade Change form to the instructor
9. **Department Approval**
   Department Director reviews the Request for Final Grade Change form
10. **Submission to the Office of the Registrar**
    The Request for Final Grade Change form is processed by the Office of the Registrar

Deadline: The Request for Final Grade Change form must be received prior to the Friday before the start of the next semester. Example: A student who receives a grade of "I" for the Spring semester has until the Friday before the following Summer semester to change the grade.

Failure to meet Deadline: Failure to make up the incomplete work and file a Petition for Final Grade within the time frame will result in an automatic conversion to a final grade of "F". A final grade that does not satisfy the prerequisites for a subsequent course may result in an administrative drop from enrolled course and administrative enrollment into the failed course.

NOTE: A student who has a Grade of Incomplete in a course that is a prerequisite for a subsequent course, may not enroll in the subsequent course until the grade of Incomplete is removed or the Department Director grants permission for enrollment.

NOTE: Incompletes only offer an extension to complete final work. Incompletes do not guarantee access to Academy of Art University facilities or equipment to complete final projects. Students will not receive additional instruction on missed lectures.

STUDENT APPEAL FOR GRADE CHANGE

The student has a right to appeal a final grade if the student believes that the assigned grade does not reflect the student's performance relative to the Course Learning Outcomes.

NOTE: A student will only be permitted to petition for a change of final grade during the semester immediately following the completion of course work for the questioned grade.

Students are evaluated in terms of the Course Learning Outcomes which are published on the syllabus for each course. Students may access syllabi for in-progress courses electronically online. This resource is available for both on campus and online courses.

The course Grading Policy and Course Learning Outcomes are also accessible through the online course search and registration page. Search for course, select on campus or online and then view the Grading Policy or Course Learning Outcomes tab.

A student who believes he/she has been assigned an improper grade should meet with the instructor and together review the Course Learning Outcomes and the grading used to determine the final grade. If an error is determined, then the student may proceed with the Change of Final Grade Procedure.

Change of Final Grade Procedure:

1. Student obtains Request for Final Grade Change form from the Student Adviser
2. Student submits the Request for Final Grade Change form to the instructor
3. Department Director reviews the Request for Final Grade Change form
4. The Request for Final Grade Change form is processed by the Office of the Registrar

If, after careful review of the grading procedures, the student is still dissatisfied with the instructor's assessment, or if the instructor refuses to take part in the informal process, the student may appeal to the Department Director. If there is no satisfactory resolution with the Department Director, the student may file a Grievance.

Grievance Committee Final Grade Appeal Procedure:
Supporting documentation and a written request should be addressed to:

Grievance Committee
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

STUDENT APPEAL OF "WF" GRADE

A student who has received a "WF" grade due to dropping a course under extenuating circumstances may appeal the "WF" grade to ask that the withdrawal failure be changed to withdrawal.

Students will be required to demonstrate that they were unable to complete the course due to circumstances beyond the student's control such as a personal emergency or an illness.

Supporting documentation and a written request should be addressed to:

Grievance Committee
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

NOTE: Authorization for a change in withdrawal notation is not guaranteed and approval will depend on the circumstances leading to the request.

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STUDENT RECORD POLICIES

UNIVERSITY RECORDS

Retention of Student Records
Academy of Art University maintains a thorough and accurate system for entering, storing, updating, reporting and securing data on student records. Each student's progress is carefully updated to ensure that an accurate and complete record of their academic program becomes a part of their permanent record. Academy of Art University maintains all Student Records for a period of at least five years from the last academic year of enrollment. All required documents are noted and logged on the computer system. New student files are monitored on a monthly basis for compliance to admission requirements.

Students are notified in writing of any discrepancies.

All student transcripts are maintained by the Office of the Registrar for at least 50 years.

Retention of Veteran Records
A written record of previous education and training of veterans and eligible persons will be maintained by Academy of Art University.

TRANSCRIPT REQUEST

A student may obtain an official transcript of coursework taken at Academy of Art University by submitting a written transcript request, either in person or by mail, to:

Academy of Art University
Attention: Office of the Registrar
79 New Montgomery Street
San Francisco, CA 94105

The fee is $10 for the request and $2 for additional copies ordered at the same time. The student's financial account must be in good standing in order to request a transcript. A student should allow at least two weeks for a request to be processed. Academic information is protected by the Family Educational Rights and Privacy Act of 1974 and is released strictly by the student's request and authorization. Transcripts will not be released without written authorization from the student.

Proof of identity is required when students pose questions regarding their academic files. Students have the right to look at their files. Generally, it is recommended that students make an appointment with a Student Adviser to review their files. If students are checking to see if Academy of Art University has received certain information, documentation, or transcripts, the Office of the Registrar will verify receipt.

NOTICE OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Academy of Art University receives a request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask Academy of Art University to amend a record that they believe is inaccurate or misleading. They should write the Academy of Art University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Academy of Art University decides not to amend the record as requested by the student, Academy of Art University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Academy of Art University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Academy of Art University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Academy of Art University.

   Academy of Art University may also disclose students' education records, without the consent of the student, in certain other circumstances, including:

   - to comply with a judicial order or a lawfully issued subpoena;
   - to appropriate officials in connection with a health or safety emergency
   - to officials of another school, upon request, in which a student seeks or intends to enroll;
   - in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
   - to certain officials of the US Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
   - to accrediting organizations to carry out their functions;
   - to organizations conducting certain studies for or on behalf of Academy of Art University;
   - to US Department of Homeland Security.
   - Information the school has designated as "directory information."

4. The right to file a complaint with the US Department of Education concerning alleged failures by Academy of Art University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

FERPA permits the disclosure of designated "Directory Information" without a student's written consent, unless a student provides written notification to the Registrar's Office that s/he does not want "Directory Information" released. Academy of Art University designates the following as public or "Directory Information": student's name, degree sought, expected date of graduation, school or college, major field, periods of enrollment, full- or part-time enrollment status, degrees and awards received and dates of conferral, the previous educational agency or institution attended, and participation in officially recognized activities and sports.

A student who wishes to allow another person, such as a parent or guardian, to have continuous access to the student's educational records must make written notification to the Registrar's Office, 79 New Montgomery Street, San Francisco, CA 94105. Once filed, this request becomes a permanent part of the student's record until the student instructs Academy of Art University, in writing, to have the request removed.

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STUDENT POLICIES

STUDENT RIGHTS, RESPONSIBILITIES & EXPECTATIONS

It is the student's right:

- To be a member of a safe community
- To an environment that encourages learning

It is the student's responsibility:

- To know and adhere to the Student Code of Conduct and all Academy rules and regulations
- Participate appropriately and contribute to a disruption-free learning environment
- To be respectful the faculty, peers and all members of the university and administration
- Not to interfere with other students' learning experiences
- To keep scheduled administrative appointments and arrive promptly
- To be truthful when providing information to any campus official
- To provide campus officials with verification of identity (student ID card) if asked

Within the classroom, students are expected to:

- Demonstrate a professional approach to the learning experience
- Interact with peers and faculty members in a mature manner
- Constructively receive and act upon critiques
- Use appropriate language and actions
- Be consistent in attendance, participation and contributions to the class
- Meet weekly and final deadlines

Within the student community, students are expected to:

- Demonstrate a professional approach in communicating when participating in social media.

USE OF STUDENT LIKENESSES AND/OR IMAGES

By signing the Academy's Enrollment Agreement, students grant permission to Academy of Art University to use any and all student work prepared or completed for class assignments for promotional purposes, including but not limited to: catalogs, brochures, advertisements, video promotions and exhibitions. Academy of Art University also reserves the right to use likenesses and/or images of students for these same promotional purposes.

COLLECTION OF STUDENT ARTWORK

Academy of Art University is not responsible for student work left on Academy premises. All student work submitted must be collected by the student within 10 working days of the end of each semester. Academy of Art University will not be held responsible for work that has not been collected after this time has lapsed.

STUDENT IDENTIFICATION BADGE

Students must provide campus officials with verification of identity (student ID card) if asked.

Initial IDs are free and will be available during orientation or during the first two weeks of school at the Security Office.

There is a $30 replacement fee for lost cards. To obtain a replacement card, students must first make a payment of $30 (cash or check only) to the Accounts Receivable department. Students may then bring the receipt to the Security Office for a new card.

DRESS CODE

Students are responsible for dressing appropriately for their on-campus course work. Polices will vary by specific shops and work spaces. Students will be removed from workspaces when a dress code violation results in a hygiene problem or safety hazard.

General Expectations

- Students must be clothed, including footwear, at all times.
- Students should wear professional attire appropriate to their chosen field when attending industry-related events.

Shop Area Expectations

- Keep long hair tied back and away from moving machinery.

- No open toe shoes or high heel shoes are permitted.
- Clothing should cover arms and legs.
- Wear appropriate eye protection (safety glasses, goggles or safety shields), respiratory protection (dust mask, respirator, etc.) and skin protection (latex gloves, leather gloves, etc.) designed for the type of work being done.
- Remove ties, rings, watches, bracelets or other jewelry and loosely hanging objects that could get caught in moving machinery.
- When working with open flame, wear clothing that is not highly flammable.
- Additional policies may apply. Please check with shop managers and refer to shop rules.

CAMPUS SECURITY SAFETY REPORT

The Annual Campus Safety and Fire Safety Report is filed and made available to students as required by the federal "Crime Awareness and Campus Security Act" (Public Law 102-26). The purpose of this report is to provide faculty, staff and students with campus safety information including crime statistics and procedures to follow to report a crime.

The report is electronically available at www.academyart.edu (click on Disclosures, then Annual Campus Safety and Campus Fire Safety report). The campus security report may also be obtained by calling 415.618.6483. Leave your name, telephone number, and complete mailing address and indicate that you are requesting a copy of the Academy of Art University Annual Campus Safety and Campus Fire Safety Report.

STUDENT APPEALS AND GRIEVANCES

Academy of Art University is committed to the ideal that, in the pursuit of development, a student should be free of unfair and improper actions on the part of any member of the academic community. If a student feels that she or he has been subject to unjust actions or denied her or his rights, redress may be sought by filing an appeal or grievance within the framework of the Academy of Art University's policies and procedures, outlined below.

STEP 1

Students are encouraged to resolve concerns or complaints informally by personal contact with the individual in question.

a. Academic concerns should first be discussed with the instructor.
b. For financial concerns or complaints, the student should first contact Accounts Receivable or the Financial Aid Office, as appropriate.
c. For complaints related to other matters, the student should seek out a faculty or staff member for assistance.

STEP 2

If a satisfactory solution cannot be arranged through Step 1:

a. For academic concerns or complaints, the student should contact their Department Director.
b. For financial concerns or complaints, the student should contact a manager within Accounts Receivable or Financial Aid.
c. For complaints related to other matters, the student should seek out a manager in the appropriate area for assistance.

STEP 3

If a satisfactory solution cannot be arranged through Step 2:

a. Student should submit a letter of grievance to:

Grievance Committee
Attn: Executive Vice President of Educational Services, Sue Rowley
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

The Grievance Committee shall investigate grievance claims and hold formal hearings as necessary. Formal hearings deal primarily with serious student problems and complaints, especially those involving student discipline, allegations of discrimination, or other improper conduct. The Grievance Committee will consider all grievances in a timely manner upon formal written notice of a grievance and attempt to resolve them directly. All parties will be notified in writing of the Grievance Committee's decision within a reasonable time after the meeting date. Decisions of the Grievance Committee are final and binding, and are not appealable internally.

Complaints will be maintained as confidentially as possible. Grievances that affect a student's academic or financial status must be received by the Grievance Committee one month prior to the start of the semester in order to be considered by the Committee.

For further information concerning the grievance procedure, call the office of Executive Vice President of Educational Services & International Admissions/Services, Sue Rowley, at 800.544.2787 or 415.274.2222.

INTERNATIONAL STUDENT POLICIES

INTERNATIONAL NONIMMIGRANT STUDENTS

Academy of Art University is authorized under Federal law to enroll nonimmigrant alien students.

IMMIGRATION STATUS

It is the responsibility of international students to maintain lawful immigration status. Students are responsible for fully and properly complying with all laws and regulations of the United States, state and local governments.

Students with any questions about the rules and regulations should contact the International Student Services Office. Please be advised that any information on F1 status and visa regulations and benefits is subject to change by the Department of Homeland Security.

International Student Services Office
Academy of Art University
79 New Montgomery Street, 4th floor
San Francisco, CA 94105

Appointment Desk: 415-274-2208 | Fax: 415-618-6278 | E-mail: intlservices@academyart.edu

ON-CAMPUS PRESENCE

Federal law required F-1 visa students to maintain an "On-Campus Presence". This includes ensuring that an accurate local address is on file with Academy Art University at all times, maintaining required course loads, attending all class sessions and informing the International Student Office of any major or program changes.

Attendance and Academic Performance

Students must attend and participate in their class sessions, follow the Academy of Art University code of conduct and make academic progress. Academy of Art University reserves the right to terminate an international student's I-20 based on poor academic performance, attendance issues or behavioral issues.

F1 IMMIGRATION REGULATIONS AND RESOURCES

A list of websites for resources and detailed information about F1 status requirements is available on the AAU website. Visit: AAU Home > my.Academy Home > International Students > Immigration Information

MAINTANTING F1 STATUS

An F-1 student is admitted to the United States in F-1 status for a period known as "duration of status" (D/S). It is critical that all F-1 visa students to maintain F1 status while in the U.S. **Failure to maintain the terms and conditions of the F-1 status may lead to deportation.** It is the F1 student's responsibility to maintain F1 status at all times.

To Maintain F-1 Status:

_Students must be enrolled to study full-time. **Undergraduate students must be registered for a minimum of 12 units, while graduate students must be registered for at least 9 units for the fall and spring semesters.** Students who fail to follow these rules will lose their F1 status. The summer semester is optional and can be taken as a vacation period, except for new students or students who are returning after a break in their studies.
_Students, who **begin their program of study in the summer semester or are resuming their on campus studies after taking a leave of absence, are required to register full-time**. The full-time requirement in the summer semester is 6 units for graduate and undergraduate students.
_**Only one online class (3 units)** will be counted towards the student's full time enrollment requirement per semester. The summer semester is considered optional and continuing international students may take more than one online class during the summer. This does not apply to new students and continuing international students, who are returning after a leave of absence or continuing students, who are going to complete their degree requirements in the summer semester. Students may take online classes during Intersession, unless student is completing all course requirements.
_Students may be authorized to enroll in less than a full course of study, if they have academic difficulties, a medical condition, pre-requisite issues or are in their last semester. **Students must receive permission from the International Student Services Office prior to enrolling in a reduced course load or dropping below a full course of study.** Failure to receive prior permission could jeopardize the student's F1 status.
_Students must attend every class session. **If a student misses three (3) or more classes, s/he may be removed from the course** and will be considered to be "Out of Status". An "Out of Status" situation will result in the termination of the student's SEVIS record.
_Students must maintain a minimum GPA of 2.0 (average). Students who fall below this GPA will be placed on probation and may face academic dismissal in the following semester. International students who have been academically dismissed for the first time will not be able to register for classes for at least one semester. International students who have been permanently dismissed will not be able to continue their studies at the Academy of Art

University. A dismissal from school will have a negative impact on the student's F1 status and options should be discussed with the International Student Services Office.
_Students struggling with a full-time course load, class assignments or time management are strongly encouraged to contact the Academy Resource Center (ARC). Please be advised that a heavy workload or major change is not grounds for dropping to part-time status or stopping to attend classes.
_Any change or problem with the F1 visa or status, change of address, change of major or academic program, must be reported to the International Services Department **within 10 days** of their occurrence. International students are required to update their local US address with the Academy of Art University. To update the local US address, students should log into the Student Self Service Account and update the Home address or inform the International Student Services Office via email.
_International Students are required to keep a valid passport for at least 6 months into the future, unless exempt from the passport requirement.
_Students should remain in the U.S. for no longer than **60 days** after completing the full course of study, unless s/he has followed procedures for applying for practical training, moving educational levels, or transferring schools. Students who withdraw from school before completing their course of study (authorized early withdrawal) must leave the U.S. within ***15 days***. ***Students whose records are terminated for a status violation have no grace period and must leave the U.S. immediately.***
_**Off-campus employment is strictly forbidden,** except for students with authorized work authorization. On-campus employment is allowed part-time (20 hr. /week) during the spring and fall semester and full-time (40 hr. /week) during school breaks.

TRAVELING IN-BETWEEN SEMESTERS

Students who wish to travel between semesters must enroll for the next semester prior to traveling and should have the following documents readily available when re-entering the US:

- Valid Form I-20 with a valid travel signature on the 3rd page. The travel signature should not be older than 12 months when re-entering the US.
- Valid passport. The passport must be valid for at least 6 months into the future upon re-entry to the US
- Valid F1 visa. If the F1 visa is expired prior to departure or going to expire prior to re-entry, international students must apply for a new F1 visa before re-entry to the US. For more detailed information about the F1 visa renewal, students should contact the International Student Services Office.

LEAVE OF ABSENCE

International students planning to take a break in their studies discontinue their studies or take all courses online, are required to apply for a Leave of Absence in order to handle their SEVIS record accordingly. **Students who apply for a Leave of Absence must depart the US within 15 days** of the date of notification of the leave of absence, the date of withdrawing from school, or the date of school advisement.

An F1 visa student not enrolled and attending school during required semesters will have not legal status to remain in the country and would be considered to be out of status. International students who are not planning to enroll or attend classes during required semesters should contact the International Student Services Office to discuss their F1 visa status and possible options.

Taking All Courses Online

F1 students planning to take all courses online may do so outside the United States. Students who are planning to continue their studies online cannot remain in the US and must apply for a Leave of Absence so that the International Students Services Office can handle their SEVIS record accordingly.

PROCESS FOR AN APPROVED LEAVE OF ABSENCE

Students planning to apply for a Leave of Absence before a new semester begins are required to submit the following documents to the International Student Services Office either via email or in person:

- A brief letter explaining your situation and reasons for the leave of absence. If s/he is planning to resume their on campus studies in the future, the letter should indicate the semester s/he would like to return to attend on campus classes. The letter should also include the complete home address (foreign country) including postal code and phone number. The letter should also include, if the student is not planning to continue his or her studies.
- A copy of the student's flight itinerary, e-ticket or airline ticket confirming the student's departure date.

Students returning home due to family emergency, medical or personal reasons after semester begin and class attendance must follow the procedure outlined below:

1. Contact the academic advisor and International Student Services Office either in person or by email. Explain the reason for departure and request the withdrawal from classes or a change from on campus to online courses.
2. Purchase departure ticket and submit a copy of the flight itinerary to the International Student Services Office. Upon receipt of the flight itinerary the International Student Services will approve any changes to a

student's class schedule. The departure must be within 15 days of either withdrawing from the semester or changing from on campus to all online classes.
3. The International Student Services Office will work with the student, the student's academic advisor and the Accounts Receivable Department to ensure a timely withdrawal or change of classes.
4. Contact the Accounts Receivable Department regarding any questions about a possible refund.

SEVIS Termination due to "Authorized Early Withdrawal"
Upon receipt of the above mentioned documents, the International Student Services Office will terminate the student's SEVIS record for "authorized early withdrawal" one day after the student's departure, which is a positive termination that should have no negative impact on any future visa applications. The termination of the SEVIS record also means that the current AAU I-20 is no longer valid for re-entry to the US.

NOTE: SEVP policies require that a student's SEVIS record is terminated for "authorized early withdrawal" during the timeframe of the leave of absence.
NOTE: The current AAU I-20 and F1 visa cannot be used for any re- entry into the country during the timeframe of the leave of absence.
NOTE: A return flight ticket should not be purchased before a new I-20 is issued or the terminated SEVIS record has been re-activated, unless the departure date can be changed if necessary or the departure ticket is refundable.
NOTE: A Leave of Absence hold will be placed on the student's account and no on campus enrollment will be possible until the returning student has either a new I-20 or the previous I-20 has been re-activated.

RETURN FROM LEAVE OF ABSENCE

Students planning to resume their on campus studies after taking a Leave of Absence should contact the International Student Services Office via email at least 2 to 3 months before their intended return date. The email should include the student's full name, student ID number and semester they plan to return. The International Student Services Office will respond with a comprehensive email, including all the necessary steps and documents, for a successful return.

SEVIS Re-Activation
International students who are resuming their on campus studies within 5 months of their last day of class attendance will be eligible for a re-activation of their SEVIS record. The re-activation of the SEVIS record will be processed by the SEVIS Helpdesk and will take approximately 2 weeks. The re-activation cannot be requested earlier than 30 days before the new semester start date or 30 days before the planned visa renewal application. Students who qualify for the re-activation of their SEVIS record will not be able to re-enter the US until the SEVIS Helpdesk has approved the re-activation and changed the SEVIS record from "terminated" to "active".

New SEVIS Record/ New Form I-20
International students, who are resuming their on campus studies after 5 months of their last day of class attendance, will not be eligible for a SEVIS re-activation and must apply for a new I-20, pay the $200 SEVIS and a new F1 visa.

Per immigration regulations the F1 visa becomes automatically invalid after spending 5 consecutive months outside the US. Students who are returning to the US within 5 months of their departure and whose F1 visa is still valid on the day they plan to re-enter are not required applying for a new F1 visa. Students returning to the US 5 months after their departure are required to apply for a new F1 visa. For more detailed information about this policy, please visit the US Department of State.

NOTE: Students who are planning to apply for post-completion OPT, must be in valid F1 status for one academic year. The academic year will begin with the start date on the I-20. Students returning after a Leave of Absence with a new I-20 should have enough classes left to complete one academic year in F1 status from the program start date on their new I-20.

EMPLOYMENT

International students are eligible for on- and off-campus employment. However, like all non-immigrant categories, the F1 category is bound by the general restriction on employment stated by the Department of Homeland Security. In order to maintain valid F1 status, a student must not work in the US, unless the employment is specifically authorized under the regulations.

Types of employment available to F1 students are:
- On Campus Employment
- Employment authorized because of severe economic hardship
- Practical Training (curricular and optional practical training)

Each category requires the student to currently maintaining valid F1 status. A student who is out of status is not eligible for F1 benefits, including employment. Each F1 employment category has specific eligibility requirements, and most are also divided into subcategories. International students will find information sheet for each off campus work authorization online and should work directly with the International Student Services Office for questions or application processing.

On Campus Employment
F1 students are generally permitted to work part-time on the premises of the school that issued their currently valid I-20, while they are attending that school and are maintaining their F1 status. This type of employment does not require DHS authorization or updates to a student's SEVIS record. On campus employment is limited to 20 hours per week while school is in session and can be full-time (up to 40 hr./ week) during official school breaks.

Off Campus Employment
International students may be authorized for off campus employment under the following circumstances:
- Employment authorized because of severe economic hardship (EH)
- Practical Training
    - Curricular Practical Training (CPT)
    - Optional Practical Training (OPT)

Any type of off campus employment must be recommended in SEVIS by the International Student Services Office. F1 students cannot begin the off campus employment until s/he received appropriate work authorization. In order to qualify for any type of off campus employment, international students must have been in valid F1 status for at least one full-academic year.

Economic Hardship (EH)
The economic hardship employment authorization benefit is intended to address situations where a financial need beyond the student's control arises due to circumstances beyond the student control after obtaining F1 status. This work authorization is being processed and granted by USCIS. If approved, the F1 student will be able to work off campus for 12 months, or until program end date, whichever is earlier. This work authorization is limited to 20 hours per week while school is in session and can be full-time (40 hr./ week) during official school breaks. This particular work authorization is not employer or major specific.

The International Student Services Office will assist international students in assembling all the necessary application materials and filing the application with USCIS. For more detailed information, F1 students may review the EH Information Sheet and/or stop by at the International Student Services Office during Drop In Hours.

Curricular Practical Training (CPT)
CPT is only available to F-1 students who have not graduated and who have been in valid F1 status for at least 1 academic year. CPT is defined as short-term employment that is an integral part of an established curriculum and is directly related to the student's major area of study. CPT is authorized by the International Student Services Office.

In order to qualify for CPT, students must be enrolled in an internship class applicable to current major/degree program and for the term that the CPT is authorized. Every student has two internship classes (a total of 6 units) available per degree program. If all internship course credits have been used, CPT may be approved with an official letter from the department director recommending the internship as an integral part of the student's program of study.

In order to qualify for the internship class, undergraduate students must have completed at least 90 units towards their degree program and graduate students must have successfully passed their midpoint review. In addition, all students must have a minimum GPA of 3.0 to register for the internship class. For more details about registering for the internship class, F1 student must contact their academic advisor. Please be advised that the International Student Services Office will be able to authorize CPT only after the student is registered in the internship class.

Before applying for paid internships or short term employment, we strongly encourage F1 students, who are interested in applying for CPT, to review the CPT Information Sheet and/or stop by at the International Student Services Office during Drop In Hours.

NOTE: F1 students who engage in 12 months or more of full-time CPT become ineligible for OPT. The use of part-time CPT does not count towards the 12 months of full-time CPT, and consequently does not impact OPT eligibility. Academy of Art University students will not be eligible for 12 months of full-time CPT.

Optional Practical Training (OPT)
OPT is defined in the regulations as "temporary employment for practical training directly related to the student's major area of study." OPT must be recommended by the International Student Services Office in SEVIS and is granted by USCIS. F1 students must not engage in any type of paid employment before receiving the appropriate Employment Authorization Document (EAD).

Three kinds of OPT can be identified:
- **Pre-completion OPT** (while student is still enrolled in school and has not completed all degree requirements)
- **Post-completion OPT** (student has completed degree and all course work towards program completion)
- **17-months extension of post-completion OPT for certain STEM degree holders** (STEM degree holders at the Academy of Art University are students majoring in a) Animation or b) New Media and Web Design).

Per immigration regulations, F1 students are eligible for a total of 12 months of OPT per higher education level. The 12 months of OPT can be split in pre- and post-completion OPT. Any time used in pre-completion OPT will be

subtracted from the total of 12 months. This means that F1 students who have been approved for 1 year part-time pre-completion OPT, will have only 6 months of full-time post-completion OPT left after program completion. Most international students do not use any pre-completion OPT in order to have a total of 12 months of post-completion OPT available after program completion.

The International Student Services Office will assist international students in assembling all the necessary application materials and filing their OPT application with USCIS. For more detailed information, F1 students may go to the International Student Website to review the OPT Information Sheet and/or stop by at the International Student Services Office during drop- in hours.

DEPENDENTS OF INTERNATIONAL STUDENTS

The spouse and unmarried minor children of an F1 visa student can be admitted in F2 status to accompany the student to the US or follow to join the student at a later date.

To qualify for F2 status, a spouse or unmarried, minor (under age 21) child must establish to the satisfaction of the consular officer and the immigration officer at the port of entry that:

- H/she is the spouse (marriage license) or child (birth certificate) of the F1 principal visa holder.
- H/she has sufficient funds to cover his/her expenses.
- H/she intends to leave the US upon the termination of the status of the principal F1 visa holder.

Individuals in F2 status may not accept employment or engage in business under any circumstances.

The F2 study is restricted in the following ways:

- F2 children may only engage in full-time study at the K-12 level.
- F2 spouses may not engage in full-time study
- F2 spouses may study part-time only to the extent that study is “avocational and recreational” in nature and does not count towards a degree requirement, lead to a specific education or professional objective, or satisfies a pre-requisite

Individuals in F2 status wishing to engage in full-time study or to pursue an educational objective/degree are required to change their status to F1. Valid F1 status can be obtain in following two ways and the International Student Services Office will be able to provide more detailed information:

1) Applying for a change of status from F2 to F1 by filing Form I-539 with USCIS inside the US.
2) Departing the US and applying for the F1 visa outside the US before re-entering in F1 status.

F2 dependents planning to travel outside the US must have the following documents to re-enter the US in F2 status:

- Valid Form I-20 for Dependent with a valid travel signature on the 3rd page. The travel signature should not be older than 12 months when re-entering the US.
- Valid passport. The passport must be valid for at least 6 months into the future upon re-entry to the US.
- Valid F2 visa.

NOTE: The F2 dependent’s status is valid only if the F1 student is in valid status.

HEALTH INSURANCE

F-1 students residing in on campus housing are required to have valid health insurance. F1 students living off campus are strongly encouraged to obtain health insurance. Students may purchase the Academy of Art University health insurance plan or any other health insurance policy by a different provider.

REQUESTING A LETTER OF VERIFICATION / SUPPORT

While residing in the United States, students may be required to show proof of enrollment or visa status to obtain certain services. The International Student Services Office can provide letters to assist students with these requests. Verification letters are typically needed for one of the following:

- Apartment Rental
- California State ID/Driver’s License
- Enrollment Verification (including tuition)
- F1 Visa Renewal
- Invitation Letter for Family/Friends
- Military Deferment
- Opening a Bank Account
- Passport Renewal
- Social Security
- Tourist Visa (to another country)

To obtain a letter of Verification or Support, fill out the Letter Request Form.

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GRADUATE STUDENT POLICIES

GRADUATE MIDPOINT REVIEW

The Midpoint Review is a formal presentation before a Review Committee where the Graduate School evaluates each student's eligibility for Master's candidacy based on the following:

- Challenge and quality of proposed Final Thesis Project
- Level of critical thinking and problem solving
- Development of a body of work

Midpoint Reviews are conducted over a three-week (summer) and a four-week (spring/fall) period at the beginning of each semester. Visit the Graduate Student website to sign-up for Midpoint Review and learn more about the Graduate School Midpoint Guidelines and Requirements. Students may begin Directed Study after the Final Thesis Project is approved.

FINAL THESIS PROJECT REDIRECTION

If student wishes to change the direction of their proposed Final Thesis Project, he/she must file a request for redirection prior to making any changes to their Final Thesis Project.

DIRECTED STUDY

Directed Study is the graduate student's primary concentration as a Master's candidate. Directed Study enables the Master's candidate to focus on creating and completing a Final Thesis Project. Student must have passed Midpoint Review before starting Directed Study. Throughout the 12-18 units of Directed Study, the Master's candidate has the following options:

- Taking a studio class for Directed Study credit [800]
- Participating in Group Directed Study [801]
- Participating in Thesis Forum [802]
- Taking an Internship for Directed Study credit (maximum 6 units) [900]

Early or additional Directed Study (for studio or elective credit) is NOT permitted.

Directed Study Journal

Each student is required to maintain a journal documenting the educational and creative exchange with his or her Directed Study Adviser(s). The Directed Study Journal must trace the student's steps from Midpoint to Final Review preparation. This journal is to be added to and maintained throughout the student's 12 – 18 units of Directed Study. The journal must be written and contain visual materials as required by the student's department. Student will present his/her Directed Study Journal to the committee members at Final Review.

GRADUATE FINAL REVIEW

The Final Review is comprised of a visual, oral, and written presentation of the Final Thesis Project. The Final Review Committee decides on the granting of the Master's degree. Successful completion of the Final Thesis Project and Final Review are required in order to graduate from Master's Programs at Academy of Art University.

Final Reviews are conducted at the end of each semester (including summer semester). The Final Review will take place at the end of the student's last semester. No Final Reviews are held during the intersession. Note: if Final Thesis Project conditions have not been met within two semesters, students will need to reapply to the Graduate School and Repetition to Graduate.

REINSTATEMENT

Any graduate student who has withdrawn from a Master's program or who has not taken graduate classes for two academic years or more is required to reapply, and send a letter petitioning for reinstatement to the Executive Director of Graduate Services & Administration.

Send letters to:

Executive Director of Graduate Services & Administration
79 New Montgomery Street
San Francisco, CA 94105

Returning graduate students are subject to all current curricular requirements and standards.

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STUDENT CODE OF CONDUCT

GUIDELINES

The Student Code of Conduct is applicable to all students, undergraduate and graduate, taking coursework at Academy of Art University. The purpose of the Student Code of Conduct is to provide guidelines for appropriate student behavior essential to Academy of Art University community and its educational mission.

Academy of Art University expects students to display honesty, integrity, and professionalism in every aspect of their behavior and work at the University. The University expects students to be mindful of their audience as they innovate through their art. Students are expected to respect themselves, other members of the University community, and the Institution itself.

Students are expected to comply with all laws and rules set forth in the Student Code of Conduct. Students are expected to refrain from conduct that injures persons or property, impedes in any way the orderly operations of the University, including classroom instruction, or otherwise prevents the work of its faculty, staff or students. Conduct that is unbecoming of an Academy of Art University student and is in violation of the Code of Conduct will result in disciplinary action, up to and including summary dismissal from the University.

PROHIBITED CONDUCT

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Student Code of Conduct regardless of whether the conduct occurs on or off campus.

Unacceptable conduct includes but is not limited to the following:

1. Cheating or plagiarism in connection with an academic program at the University, see Academy Honesty Policy. (Plagiarism may be defined as “literary theft;” i.e., the presentation and passing off as one’s own the ideas, words, or writings of another.)
2. Forgery, alteration, or misuse of University documents, records, or identification or knowingly furnishing false information to the University or any University employee.
3. Forgery or identity theft including but not limited to alteration or illegal usage of University documents, school records, and/or entrance applications.
4. Misrepresenting or falsely using student identification including misuse of Photo ID cards or posing as another individual.
5. Posing as an agent of the University.
6. Auditing classes or attending without full payment.
7. Conduct reflecting discredit on the professional ethical standards of the University.
8. Harassment of any kind including, but not limited to, threats and sexual harassment.
9. Physical abuse on or off campus property of the person or property of any member of the campus community.
10. Possession or usage of fireworks, explosives, dangerous chemicals or deadly weapons on University property or at a University function.
11. Abusive behavior including the use of profanity directed toward University staff, faculty, students, guests or visitors.
12. Throwing objects toward or at University employees, students or visitors.
13. Obscene, lewd, or indecent behavior on campus or at a University sponsored function.
14. Hazing or false imprisonment.
15. Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on University property or at University sponsored student events.
16. Possessing, distributing, manufacturing, or using alcohol on University property or at University sponsored student events (except as expressly permitted by law and officially approved in advance by the University Executive Office).
17. Defacement, vandalism, tagging or using graffiti on University buildings or property.
18. Engaging in arson, blocking emergency exits, or falsely activating the fire alarm system.
19. Breaking into or unauthorized use of any campus facility or building.
20. Theft of University property, or assisting in storing or knowingly using stolen University property, as well as the non-return of borrowed (checked-out) Academy of Art University equipment.
21. Misuse of the University’s computer system including hacking into University computer records, or knowingly sending computer bugs or viruses electronically.
22. Falsely using parking spaces designated for persons who are disabled.
23. Destruction of University property, including library vandalism.
24. Obstruction of University buildings, building entrances, school vehicles.
25. Disruption of the campus educational process, administrative process, or other campus sponsored event.
26. Refusal to follow instructions given by University personnel that results or may result in bodily harm to oneself, other students, faculty or staff; including but not limited to emergency evacuation and requests to disassemble and vacate premises.

27. Violation of any published Academy of Art University rules and regulations now or later in effect.

DEFINITIONS AND DESCRIPTION OF KEY TERMS

"**University**," "**Campus**," and "**AAU**" mean Academy of Art University.
"**Threat**" means intent to do harm either verbally or physically, actual or implied
"**Defacing**," means to disfigure or mar.
"**Weapon**" means firearms, including guns of any kind, firing or non-firing; knives, including switchblades, razors and daggers; brass knuckles; metal pipes or clubs of any kind. In addition, any item used in a threatening manner.
"**Obstruction**" means to block, pile debris, close off or cause hazard.
"**School Vehicle**" means any Academy of Art University bus, van, car, or courier.
"**Dangerous Chemicals**" include acids, gasoline, and any other flammable materials not issued by or sanctioned by the University for Classroom Instruction and course assignments.
"**Drugs**" include non-prescription medication, street narcotics, marijuana and inhalants.
"**Obscene or lewd behavior**" includes public sex acts, prostitution or sexual solicitation, defecation, urination, personal bodily exposure, and nudity unless sanctioned by Academy of Art University in a classroom setting for model purposes.
"**University Property**" or "**Campus Facility**" means any University owned or leased vehicles, building, and building contents including plumbing, office equipment, computers, software, electronics, furniture, instructional equipment as well as artwork of current students, faculty and alumni.
"**Harassment**" includes, but is not limited to written, verbal, psychological or physical abuse, sexual suggestions or acts, or false accusations.
"**Hazing**" is to initiate or discipline fellow students by forcing ridiculous, humiliating, or painful acts.
"**Profanity**" refers to derogatory gestures or words specifically directed towards students, staff, faculty, guests or visitors.

STATEMENT ON ACADEMIC FREEDOM AND ACADEMIC RESPONSIBILITY

Academy of Art University values the pursuit of meaningful creative expression and truthful inquiry as essential elements of the artist and scholar's contribution to culture and society. Academy of Art University recognizes its commitment to upholding these pursuits in the event they should be challenged.

Academy of Art University expects all members of its community to promote free expression as appropriate to the curriculum, while maintaining an environment conducive to learning and responsible academic behavior. Academy of Art University's expectations of responsible academic behavior include, but are not limited to:

- Engagement in learning in a tolerant, respectful, and informed manner;
- Professional behavior in all aspects of work.

Academy of Art University encourages a spirit of open inquiry as students develop their creative processes and intellectual positions. Intellectual and imaginative openness in itself, however, cannot sustain the educational process. Academy of Art University expects faculty and directors to identify teachable moments and to cultivate habitual opportunities for learning. Faculty and administrators thus have the following responsibilities:

- Encourage free expression as appropriate to the curriculum;
- Avoid introducing material that has no relation to the course objectives;
- Place imagery, words, and symbols in their context and ensure their appropriate presentation in open and closed forums including classrooms and exhibition spaces.

Academic freedom is both a right and a responsibility—it is not a license to violate the law or the rights of others. Academy of Art University reminds its members that they must abide by United States and California laws addressing:

- Discrimination against any demographic category;
- Harassment of any individual on any grounds;
- Obscenity, incitement, and slander.

While members of the Academy of Art University community will not be disciplined for activities that are protected under the law as free speech, they can be disciplined for sexual harassment if their activities are viewed as creating a hostile environment for others. Academy of Art University will investigate expressions of violent intent that indicate the person may be endangering himself or others.

Any disputes will be adjudicated through Academy of Art University's grievance procedure. The Board of Directors and President are ultimately charged with protecting and overseeing standards of academic freedom and responsibility at Academy of Art University.

ACADEMIC HONESTY

The Academy of Art University community, in order to fulfill its purposes, must maintain high standards of academic honesty and model clear standards of professional behavior for its students. All members of the Academy of Art University community are expected to exhibit honesty in their academic work. The principle of academic honesty is understood to include the writing of papers, reports, quizzes, and examinations, as well as the creation of art and design work. Students are expected to participate fully in their academic studies by contributing their own ideas and understanding to each assignment. All material submitted for credit must be original work created for a specific assignment. Students may not resubmit work created for previous or concurrent courses taken at Academy of Art University or any other institution unless permission is given by the instructor or department.

Academy of Art University addresses violations of this academic honesty policy on an individual basis. Academic honesty violations may be grounds for suspension or dismissal.

PLAGIARISM

All art and design work, and all written work, must be the original work of the student. Any quotations, paraphrases, or direct appropriation of imagery or ideas from source material must be properly cited according to university, departmental, and/or instructor policy.

Any student who plagiarizes will receive a grade of “F” for that assignment, with no opportunity to do the assignment again. All plagiarism offenses will be reported to the Department Director and to the Educational Services Office and a notation will be indicated on the student’s transcript.

Plagiarism is a violation of the Academy of Art University’s Academic Honesty Policy and may be grounds for suspension or dismissal from Academy of Art University. This policy constitutes an official warning to each student.

CHEATING

Cheating is defined as accepting or giving aid to another during a written exam or for a written report unless authorized by the instructor, or accepting or giving aid to another for an individual studio project unless authorized by the instructor. This includes representing another person’s work, as one’s own, or buying or selling written or visual work to be turned in for a class.

Cheating also includes dependence on sources other than those specifically authorized by the instructor; possession of tests or other materials before such materials have been distributed by the instructor, unless prior permission is granted; failing to abide by the instructions of the instructor with respect to test-taking procedures; influencing or attempting to influence any University official, faculty member or employee responsible for processing grades, evaluating students or for maintaining academic records through the use of bribery, threats, or any other means of coercion in order to affect a student’s grade or evaluation; alteration or misuse of University documents pertaining to academic records.

INTERPRETATIONS OF REGULATIONS

Disciplinary regulations at Academy of Art University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

FOCUS OF THE PROCEEDINGS

The focus of any inquiry relating to an alleged Code violation shall be to determine if an individual is responsible or not responsible for violating the disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding.

VIOLATIONS OF LAW AND DISCIPLINARY REGULATIONS

Students may be accountable to both criminal and civil authorities and to Academy of Art University for acts that constitute violations of the law and of this Code. Disciplinary action at Academy of Art University will normally proceed despite any pending criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

HARASSMENT

It is the policy of Academy of Art University to promote a learning and working environment free from harassment of any kind, including sexual harassment. Harassment is considered intolerable behavior and complaints will be investigated and acted upon promptly. Students who have any questions regarding this policy, or who wish to complain of harassment, or any Academy of Art University personnel who have been informed of harassment involving a student, should contact Executive Vice President of Educational Services & International Admissions/Services, Sue Rowley at 415.274.2222. Complaints alleging harassment will be maintained as confidential and private. Any member of the University found to have engaged in harassment may be dismissed from the University.

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UNIVERSITY DISCIPLINARY PROCEDURE

GUIDELINES

Department Directors, and or the Academy of Art University Grievance Committee may conduct investigation of and intervention in a disciplinary case. These bodies may elicit the guidance and support of anyone they deem necessary to understand the scope of the alleged violation and/or to explore appropriate responses to said violation.

Student behavior found to be in violation of any published Academy of Art University policy, rule, or regulation, including the Student Code of Conduct, will result in disciplinary action, up to and including summary dismissal from the University. Disciplinary sanctions can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending.

PROCESS

Alleged violations of the Student Code of Conduct may be reported to the student's Department by an instructor, staff, security, or a fellow student and this incident/behavior will be officially documented. If the matter in question constitutes a potential violation of the Code of Conduct the student will be asked to meet with the Department Director for a Conduct Meeting. The Department Director will conduct an investigation and determine the appropriate action to be taken. After meeting with the Department Director the student may be found not responsible for the incident/behavior in question, Informal Action may be taken, Formal Action may be taken, or the student may be referred to the Student Grievance Committee.

If referred to the Student Grievance Committee, the student may be asked to attend a grievance hearing and to provide any supporting evidence they have available. After an investigation of the alleged incident/behavior, the Committee will determine the appropriate action to be taken. The student may be found not responsible for the incident/behavior in question or formal action may be taken.

SANCTIONS

During the disciplinary process, every attempt will be made to foster student learning through a system of appropriate and escalating consequences. Student may be subject to the following sanctions and penalties as part of the University disciplinary process:

Warning: Written notice to a student that continued or repeated violations of specified school policies or campus regulations may be cause for further disciplinary action. A permanent record of the violation(s) will be retained in the student's file.

- **Educational & Developmental:** You may be assigned an educational task, community service, or may be referred to an internal or external organization for classes and/or support.
- Suspension: Termination of student status for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions; further violations of school policies of violation of suspension may be cause for further disciplinary action, normally in the form of dismissal.
- **Dismissal:** Termination of student status at the University.
- **Restitution:** Reimbursement for damage to or misappropriation of school, University, or private property; may be imposed exclusively or in combination with other disciplinary actions. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who, either alone or through group or concerted activities, participates in causing the damages or costs.

APPEALS PROCESS

NOTE: Academy of Art University reserves the right to impose sanctions during the appeals process.

A student has the right to appeal the decision of a Department Director to the Student Conduct Committee if:

- The incident/activity in question was not a violation of the Student Code of Conduct or any other Academy rule or regulation
- The administrative process violated the student's rights.
- The findings were unsubstantiated.
- The sanction or outcome was inconsistent with prescribed sanctions/outcomes for similar cases.
- Additional relevant information has become available since the initial decision that is sufficient to alter said decision.

A student has the right to appeal the decision of the Student Grievance Committee only if additional relevant information has become available since the initial decision that is sufficient to alter said decision. Back to Table of Contents

ADMINISTRATORS

KEY ADMINISTRATORS

NAME	TITLE
Dr. Elisa Stephens	President
Melissa Marshall	Executive Vice President
Sue Rowley	Executive Vice President of Educational Services & International Admissions/Services
Kate Griffeath	Executive Vice President of Educational Support
Ray Chan	Executive Vice President of Enrollment
Martha Weeck	Executive Vice President of Finance
Joe Vollaro	Executive Vice President of Financial Aid/Compliance
Christopher Lefferts	Executive Vice President of Online Education
Erik Viens	Executive Vice President of Technology & Chief Information Officer
Rachel Lee	Chief Operating Officer
Cathy Corcoran	Compliance Vice President of Accreditation Compliance
Gordon North	Vice President of Business Operations
Rebecca Delgado-Rottman	Vice President of Community Relations
Cindy Cai	Vice President of Graduate Admissions
Joan Bergholt	Vice President of Institutional Effectiveness
Melissa Sydeman	WASC Accreditation Liaison Officer
Ryan Baldwin	Executive Academic Director of Online Education & Director of Online Photography
Long Huynh	Executive Director of Graduate Services & Administration
Allen James	Executive Director, Transportation
Ron Bunn	Senior Director of Student Services
Kevin Price	Athletics Director
Naomi Elvove	Director of Academy Resources Center
Janet Preloger	Director of Alumni
Jim O'Hara	Director of ARC Tutoring
Rachel Platkin	Director of Assessment
Robert Lechtenberg	Director of Campus Life and Leadership
Andrea Drillings	Director of Classroom Services
Denise Cottin	Director of Curriculum
Bob McDonald	Director of English as a Second Language

Marian Shaffner	Director of Faculty Development
Mark Downey	Director of Financial Aid
Emily Manwell	Director of Industry Relations
Anne Connors	Director of Intensive Language Courses
Sharlene Asuncion	Director of Online Academic Development
Chantelle Ferguson	Director of Online Language Support
Aaron Field	Director of Online Student Academic Support
Sonia Caamano	Director of Records Management/Registrar
Toby Silver	Director of Retention & Online Academic Development
Mike Petricca	Director of Security
Reginald Duhe	Director or Career & Entrepreneurial Services
Debra Sampson	Library Director
Helen Risenhoover	Campus Life Project Manager & Parent Services Coordinator
Airene Jacinto	Manager of Accounts Receivable

BOARD OF DIRECTORS

BOARD OF DIRECTORS

NAME	TITLE
Dr. Nancy Houston	Chairman
Dr. Elisa Stephens	President
Joe Vollaro	Secretary
Melissa Marshall	Assistant Secretary
Christopher Blum	Board Member
Bernadine Chuck-Fong	Board Member
Caroline Daniels	Board Member
Annette Howard	Board Member
Jason Konesco	Board Member
Michael Smith	Board Member
Dr. Thomas Stauffer	Board Member
Jeff Teague	Board Member
James Waddel	Board Member
Anne Wilbur	Board Member
Debra Zumwalt	Board Member

ACADEMIC DIRECTORS

SCHOOL OF ACTING DIRECTOR

Diane Baker	Executive Director

SCHOOL OF ADVERTISING DIRECTORS

Ellen Shakespeare	Co-Director
Vincent Engel	Co-Director
Mark Edwards	Online Director, Associate Director of Copywriting

SCHOOL OF ANIMATION & VISUAL EFFECTS DIRECTORS

Chris Armstrong	Executive Director, School of Animation & Visual Effects
Tom Bertino	Graduate Director, School of Animation & Visual Effects
Sherrie H. Sinclair	Director of MFA Animation - 2D
Beth Sousa	Director, BFA 2D Animation
George Pafnutieff	Associate Director, Animation
Diana Coco-Russell	Associate Director, 2D Animation
Charles Keagle	Online Director of Animation
David Nethery	Online Director of 2D Animation

SCHOOL OF ARCHITECTURE DIRECTORS

Mimi Sullivan	Executive Director, Architecture
Jennifer Asselstine	Undergraduate Director, Architecture
Beverly Choe-Harris	Undergraduate Assistant Director of Architecture
Eric Lum	Online Director, School of Architecture
Anne-Catrin Schultz	Assistant Director, School of Architecture

SCHOOL OF ART EDUCATION DIRECTORS

KD Kurutz	Director
Rachel Shirkey	Associate Director, Online Programs

SCHOOL OF ART HISTORY DIRECTORS

Gabriela Sotomayor	Art History Director

SCHOOL OF FASHION DIRECTORS

Gladys Perint Palmer	Chair
Simon Ungless	Director of Fashion
Sean Moore	Graduate Director, School of Fashion
Keanan Duffty	Senior Director of Merchandising
Sharon Murphy	Director of Fashion Merchandising
Ian Mackintosh	Assistant Director
Michael Carbaugh	Assistant Director of Fashion
Russell Clower	Assistant Director, Visual Merchandising
Rhona MacKenzie	Assistant Director, Textiles - School of Fashion
Robert Curry	Associate Director, 3D Design & Construction Draping & Flat Pattern
Iliana Ricketts	Assistant Director, Online Fashion

SCHOOL OF FINE ART DIRECTORS

Lawrence Noble	Chair, School of Fine Art Sculpture
Craig Nelson	Director of Fine Art - Painting
Carolyn Meyer	Associate Director of Fine Art - Painting
Carrie Ann Plank	Assistant Director of Print Making
Margaret Keelan	Associate Director, School of Fine Art Sculpture

SCHOOL OF GAME DESIGN DIRECTORS

David Goodwine	Director, School of Game Design

SCHOOL OF GRAPHIC DESIGN DIRECTORS

Mary Scott	Executive Director
Phil Hamlett	MFA Director, School of Graphic Design
Hunter Wimmer	Associate Director of Graphic Design
Tom McNulty	Associate Director, BFA Graphic Design
Anitra Nottingham	Online Director, School of Graphic Design
Jeremy Stout	Associate Online Director, School of Graphic Design

SCHOOL OF ILLUSTRATION DIRECTORS

Chuck Pyle	Director, School of Illustration
William Maughan	Director of MFA Illustration
Lisa Berrett	Assistant Director, School of Illustration
Lourdes Livingston	Undergraduate Online Director, School of Illustration
Jeannie Brunnick	Director of Online Illustration, MFA

SCHOOL OF INDUSTRIAL DESIGN DIRECTORS

Tom Matano	Director
Hideki Masuda	Associate Director
Mark Bolick	MFA Director, School of Industrial Design

SCHOOL OF INTERIOR ARCHITECTURE & DESIGN DIRECTORS

Laura Blumenfeld	Executive Director, Interior Architecture & Design
Ken Frieders	BFA Director, School of Interior Architecture & Design
Stephanie Smith-Haenel	Associate Director, Interior Architecture & Design

SCHOOL OF JEWELRY & METAL ARTS DIRECTOR

Charlene Modena	Director, School of Jewelry & Metal Arts

SCHOOL OF LANDSCAPE ARCHITECTURE DIRECTOR

Heather Clendenin	Director, Landscape Architecture

SCHOOL OF MOTION PICTURES & TELEVISION DIRECTORS

Diane Baker	Executive Director
Eduardo Rufeisen	Co Director
Brad Hughes	Director of Music for Visual Media & Director of Sound / Audio, Motion Pictures & Television
Shaaron Murphy	Director of Editing for School of Motion Pictures & Television
M. James Egan	Online Director
Elan Santiago	Technical Director

SCHOOL OF MULTIMEDIA COMMUNICATIONS DIRECTORS

Jan Yanehiro	Director
Steve Kotton	Associate Director

SCHOOL OF MUSIC PRODUCTION & SOUND DESIGN FOR VISUAL MEDIA DIRECTOR

Brad Hughes	Director of Music for Visual Media & Director of Sound / Audio, Motion Pictures & Television

SCHOOL OF PHOTOGRAPHY DIRECTORS

James Wood	Executive Director of Photography
Will Mosgrove	Director of MFA Photography
Kirk Amyx	Associate Director, Photography
Alyson Belcher	Associate Director of Photography
Connie Begg	Associate Director of MFA Photography
Ryan Baldwin	Executive Academic Director of Online Education & Director of Online Photography
James Goins	Associate Director of Online Photography
Tamara Hubbard	Associate Director, Online Photography

SCHOOL OF WEB DESIGN & NEW MEDIA DIRECTORS

Ryan Medeiros	Director, MFA Web Design & New Media
Gino Nave	Acting BFA Director of Web Design & New Media
Gregory Mar	Associate Director, Web Design & New Media

SCHOOL OF VISUAL DEVELOPMENT DIRECTOR

Nicolas Villarreal	Director, Visual Development

SUPPORT DEPARTMENT: ACADEMY RESOURCE CENTER DIRECTORS

Jim O'Hara	Director of ARC Tutoring
Andrea Drillings	Director of Classroom Services
Marian Shaffner	Director of Faculty Development
Sharlene Asuncion	Director of Online Student Academic Support
Toby Silver	Director of Retention & Online Academic Development
Naomi Elvove	Director of Student Academic Support (on-site)

SUPPORT DEPARTMENT: ENGLISH FOR ART PURPOSES DIRECTORS

Bob McDonald	Director of EAP
Anne Connors	Director of Intensive Language Courses
Jane Emley	Associate Director of EAP
Chantelle Ferguson	Online Language Support Director

SUPPORT DEPARTMENT: FOUNDATIONS DIRECTORS

Alana Addison	Director
Cristen Miller	Associate Director of Foundations Onsite & Online

SUPPORT DEPARTMENT: LIBERAL ARTS DIRECTOR

Eileen Everett	Director

FULL-TIME FACULTY

SCHOOL OF ACTING FACULTY

Diane Baker	Partial List of Film Credits: “Murder at 1600,” “Imaginary Crimes,” “The Net,” “The Cable Guy,” “The Joy Luck Club, ”The Silence of the Lambs,” “Courage Under Fire,” “Mirage,” “Marnie,” “The Prize,” “The Diary of Anne Frank.” Partial List of Television Appearances: “About Sarah,” “ER,” “A Woman of Substance,” “Chicago Hope,” “Murder, She Wrote,” “Jackie O.”
Karen Hirst	MacMurray College (BA-Speech & Theater Arts)
Damon Sperber	American Conservatory Theater (MFA), UCLA (BA)

SCHOOL OF ADVERTISING FACULTY

Lance Anderson	Penn State University (BA-Art)
Mark Edwards	University of Texas Austin (BS-Advertising)
Vince Engel	Humboldt State University (BA-American History)
Cameron Maddux	Louisiana State University (BA-English), University of Texas (MA-Advertising)
Ellen Shakespeare	Kent State University (MA), Western Michigan University Kalamazoo (BFA), Art Center College of Design (BFA)
Steve N. Williams	Sheridan College (AA-Animation)
Roland Young	Art Center (BPA-Advertising Design)

SCHOOL OF ANIMATION & VISUAL EFFECTS FACULTY

Chris Armstrong	Work Experience: ILM (Animation Supervisor / Lead Animator), Spin Productions (Designer/Director), Catapult Productions (Senior Computer Animator/Designer), Calibre Digital Design (Designer/Director), Animation House (Animation Artist), Nelvana Animated (Layout Assistant Animation). Partial List of Feature Films Animator/ Visual Effects: “Synedoche, New York,” “The Day After Tomorrow,” “The Mask,” “Mars Attack,” “Flubber,” and “Men in Black II.” Education: Sheridan College, Certificate of Completion (Animation)
Peter Bakic	Work Experience: Rocket Studio (CG supervisor / Lead Technical Director), Industrial Light and Magic (R&D Technical Director)
Gil Banducci	Work Experience: Helpful Bear Productions (owner)
Tom Bertino	Partial List of Feature Films Animation Direction: “Work in Progress” (Director), “Frankenstein” (Co-Director), “Son of the Mask,” “Men in Black II,” “The Time Machine,” “Star Wars: Episode I,” “Flubber,” “101 Dalmations,” “Casper,” “The Mask” (Academy Award Nominee, Best Visual Effects & British Academy Award Nominee, Best Visual Effects),“General Cinema Trailer,” “Joe Versus the Volcano,” “Ghostbusters II,” “The Accidental Tourist.” Work Experience: Industrial Light & Magic (1986-2005)
Diana Coco-Russell	University of California, Los Angeles (MA-Education); Art Center College of Design (BFA-Illustration)
Shaun Featherstone	University of Lincoln Hull (BA-Animation)

Derek Flood	University of Illinois Urbana (BFA-Painting)
Rob Gibson	California College of Arts and Crafts (B.Arch-Architecture)
Edward Kats	Academy of Art University (BFA-Computer Arts)
Charles Keagle	Northwestern University (BA-Studio Art)
David Latour	Sheridan College (Association of Arts Degree)
Tareq Mirza	George Mason University (BFA-Art Studio)
Philip Morris	Liverpool Polytechnic (BA-Graphic Design)
David Nethery	Sheridan College (Diploma in Classical Animation)
Ease Owyeung	University of Arizona (BA-Architecture)
George Pafnutieff	University of San Francisco (B.S.-Computer Science)
Jason Patnode	San Francisco State University (BA-Film Production)
Corey Rosen	Northwestern University (BS-Speech)
Sherrie Sinclair	Academy of Art University (BFA-Illustration), Florida State University (BA-History & Criticism of Art)
Elizabeth Sousa	Texas Tech University (BFA-Communication Design) [contingent]
Robert Steele	Santa Monica College(AA-Fine Arts)
Catherine Tate	Work Experience: Industrial Light + Magic (1991-1995 and 1997-2003), The Orphanage (2003-2004), ESC Entertainment (Contractor). Visual Effects Supervisor: “Beasts of the Southern Wild”, “Crazy Beats Strong Every Time”, “Exposure”, “Circumstance”, “Midnight Son”, “Dear Lemon Lima”.Partial list of feature films compositor: “Synedoche, New York,” “Hulk,” “Men in Black II,” “House of Wax,” “Wild Wild West,” “Perfect Storm,” “Minority Report,” “AI,” and “Star Wars.”

SCHOOL OF ARCHITECTURE FACULTY

Jennifer Asselstine	University of Minnesota (BA-Architecture)
Alberto Bertoli	California Polytechnic State University (BA-Architecture)
Beverly Choe-Harris	Harvard University(M.Arch-Architecture and Urban Design), Cornell University (B.Arch-Architecture)
Amily Huang	Columbia University (M.Arch-Architecture), University of California, Berkeley (BA-Architecture)
Eric Lum	Massachusetts Institute of Technology(Ph.D.), Harvard (MDesS), University of California, Berkeley (M.Arch.), University of British Colombia (BA)
Benjamin Rice	Princeton University (M.Arch-Architecture)
Hans Sagan	University of California Berkeley (MA-Communication Studies)
Vahid Sattary	University of Michigan (Ph.D-Structural Engineering)
Anne-Catrin Schultz	University of Stuttgart (PhD), University of Stuttgart (M.Arch), University of Stuttgart (B.Arch)
Doron Serban	Syracuse University (M.Arch-Architecture)

Mimi Sullivan	University of Oregon (M.Arch-Architecture), University of Oregon (MA- International Studies), Rice University (BA-Architecture)
Monica Tulescu	Columbia University (MS-Advanced Architectural Design)

SCHOOL OF ART EDUCATION FACULTY

Kathern (K.D.) Kurutz	San Francisco State University (MS-Industrial/Organizational Psychology), University of San Francisco (BA-Psychology)
Rachel Shirkey	University of Minnesota (MED-Art Education), University of Minnesota (BS-Design Communication)
Elizabeth Karsa	

SCHOOL OF ART HISTORY FACULTY

Eileen Everett	University of California, Santa Barbara (MA-History of Art and Architecture), Indiana University (BA-Art History)
Kevin Brent Forman	San Francisco State University (MA-English), San Francisco State University (BA-Humanities)
Craig Griffeath	Dominican University (MA-Humanities: Art History), Haverford College (BS-Physics)
Candace Huey	Courtauld Institute of Art (MA-History of Art), University of California, Berkeley (BA-History of Art)
Dave Riffert	Pennsylvania State University (MA-Art History), Principia College (BA-History/Art History)
Gabriela Sotomayor	University of Oxford (PhD-Classical Archaelogy), Courtauld Institute of Art (MA-History of Art), Washington University in St. Louis (BA-Art History & Archaelogy)
Stephen P. Williams	San Francisco State University (MA-History), San Francisco State University (BA-History)

SCHOOL OF FASHION FACULTY

Cris Applegate	Work Experience: Maximum Clothing (Contemporary Sportswear Designer), Opera San Jose (Pattern Tailor and Cutter), Theater Works (Tailor and Draping), AMT San Jose (Tailor), Paramount Theater (Designer Assistant)
John Bauernfeind	St. Martins College of Art and Design (MA-Fashion Menswear), Parsons School of Design (BFA-Fashion Design)
Nelson Cantada	Academy of Art University (BFA-Fashion); New York University (BS-Marketing/ Quantitative Design)
Michael Carbaugh	Academy of Art University (BFA-Fashion & Textile Design)
Russell Clower	Parsons School of Design (BFA-Illustration)
Robert Curry	Leeds University (BA-Fashion)
Kevy Desantis	College of San Mateo (AA-Business)

Keanan Duffty	Central Saint Martins College of Arts and Design (BA-Fashion Design)
Yuko Fujishima	Bunka Fashion College of Japan (Apparel Design Technique)
Gabriel Gima	Biola University (BA-English & Communications)
Jennifer Jeon	Academy of Art University (MFA-Textile Design), Kyungwon University (BFA-Fiber Arts)
Rhona Mackenzie	Duncan of Jordanstone College of Art & Design (BA-Printed Textiles)
Gary Miller	Ravensbourne College of Design & Communication (BA-Fashion Design & Textiles)
Sean More	Kingston University (BA)
Flore Morton	Ecole Superieure des Arts Appliques (MA Fashion & Environment Design), Ecole Superieure des Arts Appliques (BA Fashion & Environment Design)
Isobel Mowat	Central Saint Martins College of Art and Design (MA-Fashion), Duncan of Jordanstone College of Art (BA-Constructed Textiles)
Bethany Mueleners	University of Delaware (BS-Apparel Design and Fashion Merchandising)
Sharon Murphy	Ohio State University (BA-English)
Hannah Norman	Kingston University, England (BA-Fashion Design), Cambridge University (Art and Design)
Gladys Perint Palmer	Partial Client List: New York Times, Mirabella, Self, Elle, New Yorker, Vogue, L'Officiel, Missoni, Oscar de la Renta, Geoffrey Beene, Lancome, Saks, Fendi, Kate Spade, Christian Dior, Shu Uemura, Armani, Gump's, Chanel, Museum of Modern Art, Metropolitan Museum. Member of the San Francisco-Paris Sister City Committee. Chosen as one of 500 People of Influence by The Fashion Book. Education: St. Martin's School of Art and Parsons School of Design.
Iliana Ricketts	Academy of Art University (MFA-Fashion Design), Training Centre Calgaria(BFA)
Serita Sangimino	Work Experience: Wilkes Bashford (General Manager), Wilkes Bashford (Store Director), Neiman Marcus (Merchandise Manager of Cosmetics and The Man's Store), Macy's Union Square (Group Sales Manager and Department Manager). Education: San Francisco State University.
Midori Sargent	Work Experience: Midori Sargent Knitwear Designs (Founder and Head Designer), Itokin Co. (Head Knitwear Designer), Bigi Co. (Head Knitwear Designer). Education: Vogue Technological Institute of Knitting, Jisen Woman's College (clothing design), and Glassell School of Art (oil painting).
Hersha Steinbock	Portland State University (MA-English), University of California Berkeley (BA-English)
Gonbee Tanaka	Chiyo Tanaka Fashion Design School (BA-Fashion Design), Ritsumeikan University (BA-Law)
Judith Toerge	University of Cincinnati (BA-Sociology)
Simon Ungless	Central Saint Martins College of Art and Design (MA-Fashion), Polytechnic of East London (BA-Textiles)
Paul Wilner	City University of New York (BA-English)
Chun Ming Yang	Academy of Art University (BFA-Illustration)

SCHOOL OF FINE ART FACULTY

Meri Brin	Academy of Art University (BFA-Fine Art)
Baoping Chen	Academy of Art University (MFA-Fine Art), Guangzhou Fine Arts Institute (BFA-Fine Art)

Beverly Lazor	Art Center College of Design (BFA-Illustration)
Jesse Mangerson	University of Wisconsin (BFA-Illustration), Academy of Art University (MFA-Illustration)
Carolyn Meyer	Academy of Art University (MFA-Fine Arts), Academy of Art University (BFA-Advertising)
Kevin Moore	Academy of Art University (BFA-Painting)
Annamarie Nelson	University of California, Los Angeles (BA-Italian Language and Literature)
Craig Nelson	Art Center College of Design (BFA-Illustration)
Carol Nunnelly	Academy of Art University (BFA-Illustration)
Dennis Peterson	Rhode Island School of Design (BFA-Printmaking), University of Wisconsin-Madison (MFA-Studio Art)
Carrie Ann Plank	Pennsylvania State University(MFA-Art), East Carolina University (BFA-Art)
Christine Rolik	California College of Arts and Crafts (BFA-Textiles)
Brandon Smith	Academy of Art University (BFA-Fine Art)
Tomutsu Takishima	Academy of Art University (MFA-Painting), Academy of Art University (BFA-Painting and Drawing)
Valerie Winslow	California State University Los Angeles (BA-Art)
Zhao Ming Wu	Guangzhou Academy of Fine Art (BFA-Painting), Academy of Art University (MFA-Fine Art)

SCHOOL OF GAME DESIGN FACULTY

Michael Buffington	Academy of Art University (BA-Illustration)
Steve Goodale	Work Experience: BabyBubblez! (CEO & Founder), Crystal Dynamics (Creative Director), 3DO (Game Designer), Electronic Arts (Assistant Produce), Sega of America (Lead Analyst
David Goodwine	Academy of Art University (BFA-Illustration), San Diego State University (BS-Exercise Physiology/Kinesiology)
John Hessler	Cogswell Polytech College (BA-Computer Graphics and Animation)
Charles Huenergardt	Work Experience: Danger Mine Games (Creative Director & Founder), Page 44 Studios (Project Lead), Shaba Games (Sr. Game Designer), Crystal Dynamics (Game Designer), Pirate Games (Game Designer), Electronic Arts (Game Designer), Sony Computer Entertainment America (Jr. Game Designer), 3DO (Level Designer)
Pryce Jones	Syracuse University (BA-Architecture)

SCHOOL OF GRAPHIC DESIGN FACULTY

Amy Broadbent	University of San Tomas (BFA-Advertising)
William Culpepper	Academy of Art University (MFA Graphic Design), Montana State University (BFA-Studio Art)
Phil Hamlett	University of Georgia (BFA-Graphic Design)
Darrell Hayden	Brandeis University (BA-English & American Literature)

Thomas McNulty	Art Center College of Design (BFA-Graphic Design)
John Nettleton	Virginia Commonwealth University (MFA-Design/Visual Communications), Boise State University (BFA-Graphic Design)
Lian Ng	California State University, Fresno (BS-Mathematics & Computer Science)
Anitra Nottingham	Monash University (BA-Graphic Design)
Scott Rankin	University of California, Berkeley (MFA-Art), University of California, Santa Barbara (BA-Art Studio)
Jeremy Stout	California College of the Arts & Crafts (BFA-Graphic Design & Printing)
Hunter Wimmer	Virginia Commonwealth University (BFA-Communication Arts & Design)
Mary Scott	Work Experience: Maddocks and Company (Vice President and Director of Creative Operations, 25 years), Audio Magnetics, Sony Superscope, William Pereira and Associates, Capitol Records. Education: University of California, Los Angeles and Mount St. Mary's College

SCHOOL OF ILLUSTRATION FACULTY

Lisa Berrett	Academy of Art University (BFA-Illustration)
Jason Bowen	Brigham Young University (BFA-Illustration), American University (MFA-Painting)
Jeannie Brunnick	Art Center College of Design (BFA-Illustration)
Joko Budiono	Academy of Art University (BFA-Illustration), Academy of Art University (MFA-Fine Art), Hartnell College (AA-Art)
Daniel Cooney	School of Visual Arts (BFA-Illustration and Sequential Art)
Thomas Gronbukt	Academy of Art University (BFA-Illustration)
Lourdes Livingston	Academy of Art University (BFA-Illustration)
Craig Marshall	Academy of Art University (BFA-Illustration)
Stephen Player	Camberwell College of Arts (BA-Illustration)
Chuck Pyle	Academy of Art University (BFA-Illustration)
Robert Revels	Academy of Art University (BFA-Illustration)
Bill Sanchez	Academy of Art University (BFA-Illustration)
Christopher Schenck	University of San Francisco (BA-Illustration)
Gordon Silveria	Academy of Art University (BFA-Illustration)
William Maughan	Art Center College of Design (BFA-Illustration)

SCHOOL OF INDUSTRIAL DESIGN FACULTY

Mark Bolick	California College of Arts & Crafts (BFA-Industrial Design)
Antonio Borja	Academy of Art University (BFA-Industrial Design)
Hideki Masuda	Bard College (BA-Studio Art), Art Center College of Design (BS-Transportation Design)
Tom Matano	Art Center College of Design (BS-Transportation Design)

Paul Wilczynski	Work Experience: Skil Corporation (Staff Industrial Designer), Design Consultants, Inc Miniwoodie, Inc (Principal), Playskool (Senior Staff Designer), Playstuff Inc (Principal), Wilson Product Models (Partner), Wilson Design (Principal), The CDM Co (Director of New Product Development), Studio California (Director). Education: University of Illinois, Chicago and Art Institute of Chicago.

SCHOOL OF INTERIOR ARCHITECTURE & DESIGN FACULTY

Laura Blumenfeld	University of San Francisco (BFA-Interior Design)
Marc Digiacomo	University of Notre Dame (B.Arch-Architecture)
Ken Frieders	Delta College (AA-Art), Western Michigan University (BFA-Metalsmithing)
Sharon Robertson	UC Berkeley (BA-History and Art History), Rudolph Schaeffer School of Design (MFA-Interior Design)
Agustin Sanders	Academy of Art University (BFA-Interior Architecture & Design)
Stephanie Smith-Haenel	Academy of Art University(MFA-Interior Architecture & Design), California State University, Fresno (BA-Interior Design)

SCHOOL OF JEWELRY & METAL ARTS FACULTY

Charlene Modena	San Francisco State University (MA-Sculpture with an emphasis in Metal Arts), Academy of Art University (MFA-Sculpture)

SCHOOL OF LANDSCAPE ARCHITECTURE FACULTY

Heather Clendenin	Harvard University (MLA-Landscape Architecture), University of California, Berkeley (BA-Environmental Design)

SCHOOL OF MOTION PICTURES & TELEVISION FACULTY

Diane Baker	Partial List of Film Credits: “Murder at 1600,” “Imaginary Crimes,” “The Net,” “The Cable Guy,” “The Joy Luck Club, ”The Silence of the Lambs,” “Courage Under Fire,” “Mirage,” “Marnie,” “The Prize,” “The Diary of Anne Frank.” Partial List of Television Appearances: “About Sarah,” “ER,” “A Woman of Substance,” “Chicago Hope,” “Murder, She Wrote,” “Jackie O.”
Tim Boxell	University of Minnesota, Twin Cities (BA-Studio Arts)
M. James Egan	University of Minnesota (BA)
Curran Engel	Amherst College (BA), University of California, Los Angeles (MFA)
Kenneth Ferros	Saint John's College (BA-Art)
Bradley Hughes	University of California, Los Angeles (BA-World Arts & Cultures), California Institute of the Arts (MFA-Music Performance)
Karen Hurst	MacMurray College (BA), Circle in the Square (Advanced Acting Studies)
Robert Keats	University of Arizona (BA)
William Kreusler	Kent State University (BA-Theatre Studies & Sociology)
Robert Martin	San Francisco State University (BA-Film)

Shaaron Murphy	University of Southern California (BA-Cinema/Television)
Alfred Pollard	Work Experience: Set Design for Shotgun Players
Eduardo Rufeisen	Academy of Art University (MFA-Motion Pictures & Television), Escola Sup de Propaganda e Mar (MBA-Marketing), State University of Campinas (BS-Economic Sciences)
Damon Sperber	University of California Los Angeles (BA-Theater/World Arts and Culture), The American Conservatory Theater (MFA-Acting)

SCHOOL OF MULTIMEDIA COMMUNICATIONS FACULTY

Paul Colardo	Providence College (BA-Sociology/Psychology)
John Glandorf "John Scott"	President and Founder, SMF Media, LLC, San Francisco Operations Manager, KKGN/ KNEW San Francisco Executive producer: Television/Radio/Web trimulcast, KNEW San Francisco Content manager: green960.com and 910knew.com Production Director: WLXR-FM LaCrosse Music director: KHYI Dallas
Richard Hart	University of Detroit (B.S. Physics)
Steve Kotton	Work experience: New Material, Inc. (co-owner and Director of Production), Director of Digital Education Productions and a Producer and Director at HGTV, The History Channel, and the DIY Network
Anastasia Shepherd	University of Southern California (BA-Film Production)
Matthew "Matty" Staudt	West Virginia University (BA-English/Creative Writing)
Jan Yanehiro	Fresno State University (BA-Journalism: News Editorial)

SCHOOL OF MUSIC PRODUCTION & SOUND DESIGN FOR VISUAL MEDIA FACULTY

Bradley Hughes	University of California, Los Angeles (BA-World Arts & Cultures), California Institute of the Arts (MFA-Music Performance)

SCHOOL OF PHOTOGRAPHY FACULTY

Kirk Amyx	San Jose State University (MFA-Fine Art/Photography), Art Center College of Design (BFA-Commercial Photography)
Shannon Ayres	Academy of Art University (MFA Photography), American University (BA Communications)
Ryan Baldwin	Brooks Institute of Photography (BA-Still Photography)
Sarah Barsness	San Francisco Art Institute (MFA-Printmaking), Evergreen State College (BA-Art)
Alyson Belcher	San Francisco State University (MFA-Art), University of California Berkeley (BA-Humanities)
Connie Beggs	Mills College (MFA-Art Photography), San Francisco State University (BA-Art), Fashion Institute of Design and Merchandising (AA-Merchandising/Marketing)
Eric Butler	Partial Client List: Asics, Nike Footwear , Sketches Footwear, Bank of America, Wells Fargo Bank, California Lottery, Coors Brewing Companies , Miller Brewing Companies, Gay.com, Kaiser Permanente, The Learning Channel, SPC
Leonard DeLuna	Art Center College of Design (BFA-Photography)
Marico Fayre	Academy of Art University (MFA-Photography), Pacific Northwest College of Art (BFA-Photography)

James Goins	University of Missouri (BFA-Photography), St. Louis Community College (AAS-Graphic Design), St. Louis Community College (AA-Photography)
Andre Hermann	Academy Of Art University (MFA-Photography), California State University, Northridge (BA- Graphic Design), Moorpark College (AA/AS-General/Graphic Design)
Katty Hoover	San Francisco Art Institute (MFA), University of Tennessee, Knoxville (BA)
Tamara Hubbard	Academy of Art University (MFA-Photography), Southern Oregon University (BS-Psychology), College of the Redwoods (AA-General Education)
Joseph Levine	California Polytechnic State University San Luis Obispo ()
Kent Marshall	University of the Pacific(BA-Art), Art Center College of Design (BFA-Photography)
Kimberly Mowbray	Academy of Art University (MFA-Photography), Sonoma State University (BA-Psychology)
Tracy Nichols	Academy of Art University (MFA-Photography), Florida State University (BS-Fine and Studio Arts)
Adrienne Pao	San Jose State University (MFA-Photography), University of California, Los Angeles (BA)
Michael Sims	Rochester Institute of Technology (MFA-Photography), Indiana University (BFA-Photography)
Jim Wood	Art Center College of Design (BFA-Photography)
William Mosgrove	Academy of Art University (BFA-Photography)

SCHOOL OF WEB DESIGN & NEW MEDIA FACULTY

Haydn Adams	Academy of Art University (BFA-Computer Arts/New Media)
Mitchell Hudson	San Francisco Art Institute (BFA-Printmaking)
Dave Kanter	Brandeis University (BA-Political Science), New York University (Certificate in Multimedia)
Fred McHale	California State University Bakersfield (BS-Computer Science)
Gregory Mar	Academy of Art University (BFA-Advertising)
Ryan Medeiros	University of California, Santa Cruz (BA- Fine Art)
Gino Nave	Partial Client List: Alesis, Korg, InVision, Red Bull, Nike, Wrigley's Gum, Hitachi, Pioneer, BMW and Apple Computer.
David Scarpelli	Yale University (BA-Theater Studies), Academy of Art University (BFA-Web Design & New Media)
Colin Sebestyen	Academy of Art University (BFA-Web Design & New Media)
Eric Stampfli	Partial Client List: Nestle, Coca Cola, Dole, Del Monte, Clorox, Dean & Delluca, Safeway, California Grape Commission, Hewlet Packard, BBC & Bank of America.

SCHOOL OF VISUAL DEVELOPMENT FACULTY

Chris Carman	Academy of Art University (BA-Illustration)
Francis Hsu	Academy of Art University (BFA-Illustration)
Nicolas Villarreal	Escuela de Arte y Cinematografia de Avellaneda (BFA-2D Animation), Academy of Art University (MFA-Illustration)

SUPPORT DEPARTMENT: ENGLISH FOR ART PURPOSES FACULTY

Keith Anderson	San Francisco State University (MA-TESOL), University of Hawaii, Manoa (BA-Teaching Spanish, German, and English & BA-General Linguistics)
Camille Andreacchi	San Jose State University (MA-Linguistics), Florida Atlantic University (BS-Education)
Jill Ballard	University of South Florida (BA-Fine Arts), SFSU (MA-TESOL)
Lisa Chou	San Francisco State University (MA-TESOL), University of California, Berkeley (BA-Psychology)
Alice Clay	University of Minnesota (BA-Fine Arts and Russian Area Studies)
Anne Connors	San Francisco State University (MA-TESOL English), University of Geneva (BA-Linguistics), California State University, Chico (BA-English)
Donna Dager	State University of New York College at Cortland (BS-Education), Vermont College of Norwich University (MA-Communication Arts)
Beverly Edge	University of Washington (MA-Russian & East European Studies), University of Hawaii (MA-ESL), San Francisco State University (BA-History)
Jane Emley	San Francsico State University (MA-English), University of California, Berkeley (BA-Italian & Latin American Studies)
Chantelle Ferguson	California State University Hayward (MA-English)
Helen Fraser	Portland State University (BA-Psychology), San Francisco State University (MA-Education)
Jessica Gardner	University of Minnesota (BA-Studi0 Art/Art History), University of Berkeley California (CA TESL Certificate), St. Mary's College of California (MA-Teaching English to Speakers of Other Languages, TESOL)
C. Heyward Gignilliat	
Janine Gluud	University of Hawaii (MA-English as a Second Language), State University of New York at Binghamton (BA-French)
Kate Griffeath	Columbia University (MA-TESOL), University of California, Santa Barbara (BA-Sociology)
Sheila Hancock	University of Nevada Reno (BA-English+MA-Teaching ESL) California Institute of Integral Studies (MA-East-West Psychology)
Matt Holbrook	College of William and Mary (BA-East Asian Studies); Monterey Institute of International Studies (MA-TFL)
Alexander Hosmer	San Francsico State University (MA-Teaching ESL & EFL), San Francsico State University (BA-English Language Studies)
Scott Keeling	College of William and Mary (BA-English)
Blaire Kilbey	School for International Training (MA-TESOL, MA-Spanish), University of New Mexico (BA-Spanish, BA-Psychology)
Sarah Kipperman	James Madison University (BS-Interdisciplinary Social Science), George Mason University (Master of Education)
Richard La Rose	University of San Francisco (MA-TESOL), Nicholls State University (BA-Speech Education)
Sherise Lee	University of California, Davis (BA), Biola University (MA), Dallas Theological Seminary (MA)
Shalle Leeming	San Francisco State University (MA-English TESOL), San Jose State University (BA-Radio/Television/Film, Minor in Art)
Bob McDonald	University of California, Santa Cruz (BA-American Studies), San Francisco State University (MA-English-ESL/EFL)

Laura Messia	University of California, Irvine (BA-Social Ecology), San Francisco State University (MA-English TESOL)
Crystal Miller	King's College London (MA-English Literature & Language After 1525); Brigham Young University (BA-English), Academy of Art University (BFA-Motion Pictures & Television)
Paget Norton	San Diego State University (MFA-Creative Writing), University of California, San Diego (BA-Literature/Writing)
Amy Parker	Michigan Technological University (BA-Liberal Arts), San Francisco State University (MA-English: EFL/ESL)
Carlo Pellegrini	University of Washington (BA-Italian)
Anne Ricketts	University of California, Davis (BA-Italian), SFSU (MA-TESOL)
Romalyn Schmaltz	University of Minnesota (BA-French and Comparative Literature)
Susannah Schoff	University of San Francisco (BA-French & English Literature), San Francisco State University (MA-TESOL)
Michael Schuller	University of Nebraska Lincoln (MA-English), University of Nebraska Lincoln (BS-Secondary English Education)
George Schupp	San Francisco State University (MA-English), Ohio University (BS-Comunications)
Michael Shehane	San Francisco State University (MA-English TESOL),California Polytechnic State University (BA-English)
Amy Shipley	University of California, Davis (BA-Rhetoric & Communication), San Francisco State University (MA-TESOL)
Nancy Taylor	University of Alabama (MA-English), Mary Washington College (BA-English)
Walter Thoma	University of Massachusetts (MA-ESL), Brandeis College (BA-Sociology & Fine Arts)
Erika Weisbrich	San Francisco State University (MA-English TESOL), San Francisco State University (Graduate Certificate in the Teaching of Composition), San Francisco State University (BA-English)
Troy Williams	Duke University (PhD-Slavic Linguistics & Cultural Anthropology), Duke University (MA-Russian Literature), San Francisco State University (MA-English TESOL), University of California, Davis (BA-Russian Language)
Maw Shein Win	California State University, Long Beach (BA-English)
Kate Winsor	San Francisco State University (MA-English TESOL), San Francisco State University (Graduate Certificate in the Teaching of Composition), San Francisco State University (BA-English)
Steven Weiss	Katholieke Universiteit Leuven (MA-Philosophy), Pennsylvania State University (BA-Philosophy and Sociology)

SUPPORT DEPARTMENT: FOUNDATIONS FACULTY

Alana Addison	Academy of Art University (BFA-Illustration)
Joko Budiono	Academy of Art University (BFA-Illustration), Academy of Art University (MFA-Fine Art), Hartnell College (AA-Art)

Adam Caldwell	California College of Arts and Crafts (BFA-Painting and Illustration)
Cameron Brei Harris	Academy of Art University (MFA-Fine Art), University of California, San Diego (BA)
Karl Jensen	San Jose State University (MA-Art), Cal State Hayward (BA-Music)
Kris Komsthoeft	Academy of Art University (BFA-Illustration), University of California, Santa Cruz (BFA-Fine Art)
David Choong Youb Lee	Academy of Art University (BFA-Fine Art)
Cristen Miller	Academy of Art University (BFA-Fine Art), Academy of Art University (MFA-Fine Art)
Leandro Ng	Academy of Art University (BFA-Illustration)
Yelena Helen Uger	Pennsylvania Academy of the Fine Arts (4 year Certificate), New York Academy of Art (MFA-Painting)
Henry Yan	Academy of Art University (BFA-Illustration), Shanghai Institute of Applied Technology (BA-Electrical Engineering)

SUPPORT DEPARTMENT: LIBERAL ARTS FACULTY

Paul Delevati	San Francisco State University (MA-Philosophy), California State University, Chico (BA-Philosophy)
Eileen Everett	University of California, Santa Barbara (MA-History of Art and Architecture), Indiana University (BA-Art History)
Jesse Ficks	Portland State University (BA-Theatre Arts/Film)
Kevin Brent Forman	San Francisco State University (MA-English & BA-Humanities)
Margaret Fuller	Teachers College, Columbia University (MA-English Education), Bowdoin College - (BA English/French)
Robert Goldie	University of Colorado at Boulder (MA-Education), University of Colorado at Boulder (BA-History)
Craig Griffeath	Dominican University (MA-Humanities: Art History), Haverford College (BS-Physics)
Heather Holliger	George Mason University(MFA-Creative Writing), American University(BA-Women's & Gender Studies)
Claudia Holm	New College of California (MA-Writing and Consciousness), New College of California (BA-Humanities)
Kelly Holt	University of California, Santa Cruz (Ph.D. -Literature) San Francisco State University (MA-Literature, & M.F.A. -Creative Writing), University of California, Santa Cruz (BA-Literature and American Studies)
Candace Huey	Courtauld Institute of Art (MA-History of Art), University of California, Berkeley (BA-History of Art)
Michael Leitch	Evergreen State College (BS-Physics)
Tom Molanphy	University of Montana (MFA-Creative Writing), Loyola University (BA-English Literature)
Cynthia Mossman	Humboldt State University (MFA-Dramatic Writing), Humboldt State University (MA-Teaching of Writing), Humboldt State University (BA-Art & English)
Kimberly Reid-Schafer	California State University Hayward (BA-Art History)

Mark Reynolds	Towson State University (MA-Art), Towson State University (BS-Art)
Dave Riffert	Pennsylvania State University (MA-Art History), Principia College (BA-History/Art History)
Allyson Ritger	New College of California (MA), New College of California (MFA), University of Delaware (BA)
Simone Scott	University of Vermont (BA), San Francisco University (MFA)
James Sidel	University of Iowa (MFA-Fiction Writing), University of Pittsburgh (BA-Film Studies)
Richard Tubiolo	Golden Gate University (MBA), California State University, Northridge (BA)
Marta Wendlinger	University of California, Berkeley (BA-Humanities), Boston University School of Law (JD)
Katherine Williams	University of Texas Austin (MFA-Writing), University of Michigan Ann Arbor (BA-English)
Stephen P. Williams	San Francisco State University (MA-History), San Francisco State University (BA-History)
Jose Yulo	University of San Francisco (PhD-International & Multicultural Education), Emerson College (MA-Political Communication), St. John's College (BA-Liberal Arts)

UNIVERSITY LEARNING OUTCOMES

University learning outcomes state the skills that all students should be able to demonstrate upon graduation, regardless of their major. These institutional-level outcomes are developed with input from Academy of Art University's academic directors and Board of Directors.

Graduates of Academy of Art University will demonstrate the ability to:

- Produce a body of work suitable for seeking professional opportunities in their chosen field of art and design.
- Solve creative problems within their field of art and design, including research and synthesis of technical, aesthetic, and conceptual knowledge.
- Communicate their ideas professionally and connect with their intended audience using visual, oral, and written presentation skills relevant to their field.
- Execute technical, aesthetic, and conceptual decisions based on an understanding of art and design principles.
- Evaluate work in their field, including their own work, using professional terminology.
- Recognize the influence of major cultural and aesthetic trends, both historical and contemporary, on art and design products.
- Learn the professional skills and behaviors necessary to compete in the global marketplace for art and design.

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PROGRAM LEARNING OUTCOMES

Program learning outcomes state what students will know or be able to do upon graduation. The program learning outcomes are developed with input from relevant stakeholders including academic directors, faculty, advisory boards, employers, and alumni. Click on the links below to view the outcomes of each program.

SCHOOL OF ACTING

Undergraduate Program
BFA in Acting Program Learning Outcomes

Graduate Program
MFA in Acting Program Learning Outcomes

SCHOOL OF ADVERTISING

Undergraduate Program
BFA in Advertising Program Learning Outcomes

Graduate Program
MFA in Advertising Program Learning Outcomes

SCHOOL OF ANIMATION & VISUAL EFFECTS

Undergraduate Program
BFA in Animation & Visual Effect Program Learning Outcomes

Graduate Program
MFA in Animation & Visual Effect Program Learning Outcomes

SCHOOL OF ARCHITECTURE

Undergraduate Program
B.Arch (Candidacy Status) Program Learning Outcomes

Graduate Program
M.Arch Program Learning Outcomes

SCHOOL OF ART EDUCATION

Undergraduate Program
BFA in Art Education Program Learning Outcomes

Graduate Program
MA in Art Education Program Learning Outcomes

SCHOOL OF ART HISTORY

Undergraduate Program
BFA in Art History Program Learning Outcomes

SCHOOL OF FASHION

Undergraduate Program
BFA in Fashion Program Learning Outcomes

Graduate Program
MFA in Fashion Program Learning Outcomes

SCHOOL OF FINE ART

Undergraduate Program
BFA in Fine Art Program Learning Outcomes

Graduate Program
MFA in Fine Art Program Learning Outcomes

SCHOOL OF GAME DESIGN
Undergraduate Program
BFA in Game Design Program Learning Outcomes

Graduate Program
MFA in Game Design Program Learning Outcomes

SCHOOL OF GRAPHIC DESIGN
Undergraduate Program
BFA in Graphic Design Program Learning Outcomes

Graduate Program
MFA in Graphic Design Program Learning Outcomes

SCHOOL OF ILLUSTRATION
Undergraduate Program
BFA in Illustration Program Learning Outcomes

Graduate Program
MFA in Illustration Program Learning Outcomes

SCHOOL OF INDUSTRIAL DESIGN
Undergraduate Program
BFA in Industrial Design Program Learning Outcomes

Graduate Program
MFA in Industrial Design Program Learning Outcomes

SCHOOL OF INTERIOR ARCHITECTURE & DESIGN
Undergraduate Program
BFA in Interior Architecture & Design Program Learning Outcomes

Graduate Program
MFA in Interior Architecture & Design Program Learning Outcomes

SCHOOL OF JEWELRY & METAL ARTS
Undergraduate Program
BFA in Jewelry & Metal Arts Learning Outcomes

Graduate Program
MFA in Jewelry & Metal Arts Learning Outcomes

SCHOOL OF LANDSCAPE ARCHITECTURE
Undergraduate Program
BFA in Landscape Architecture Program Learning Outcomes

Graduate Program
MFA in Landscape Architecture Program Learning Outcomes

SCHOOL OF MOTION PICTURES & TELEVISION
Undergraduate Program
BFA in Motion Pictures & Television Program Learning Outcomes

Graduate Program
MFA in Motion Pictures & Television Program Learning Outcomes

SCHOOL OF MULTIMEDIA COMMUNICATIONS
Undergraduate Program
BA in Multimedia Communications Program Learning Outcomes

Graduate Program
MA in Multimedia Communications Program Learning Outcomes

SCHOOL OF MUSIC PRODUCTION & SOUND DESIGN FOR VISUAL MEDIA

Undergraduate Program
BFA in Music Production & Sound Design for Visual Media Program Learning Outcomes

Graduate Program
MFA in Music Production & Sound Design for Visual Media Program Learning Outcomes

SCHOOL OF PHOTOGRAPHY

Undergraduate Program
BFA in Photography Program Learning Outcomes

Graduate Program
MFA in Photography Program Learning Outcomes

SCHOOL OF WEB DESIGN & NEW MEDIA

Undergraduate Program
BFA in Web Design & New Media Program Learning Outcomes

Graduate Program
MFA in Web Design & New Media Program Learning Outcomes

SCHOOL OF VISUAL DEVELOPMENT

Undergraduate Program
BFA in Visual Development Program Learning Outcomes

Graduate Program
BFA in Visual Development Program Learning Outcomes

SUPPORT DEPARTMENT: FOUNDATIONS

Undergraduate Program
Foundations Program Learning Outcomes

SUPPORT DEPARTMENT: LIBERAL ARTS

Undergraduate Program
Liberal Arts Program Learning Outcomes

Graduate Program
Graduate Liberal Arts Program Learning Outcomes

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CAMPUS AND FACILITIES

OUR CAMPUS

A Campus in the Heart of The City

Academy of Art University offers students a uniquely urban campus: The city of San Francisco. The Bay Area is a buzzing and bustling hub of innovation. Fusing cutting-edge technology, sustainable design and the creative arts, Academy of Art University students benefit from our one-of-a-kind location.

Primary Site of Instruction:
79 New Montgomery Street
San Francisco, CA 94105

FACILITIES

Students taking courses on-campus will join a vibrant community of artists and designers in the school and in the city itself. A wide range of equipment and resources is available to students on campus at Academy of Art University. Facilities are tailored to each school's unique needs for equipment and resources necessary for students bring their creative visions to life.

School of Acting
School of Acting Facilities

School of Advertising
School of Advertising Facilities

School of Animation & Visual Effects
School of Animation & Visual Effects Facilities

School of Architecture
School of Architecture Facilities

School of Art Education
School of Art Education Facilities

School of Art History
School of Art History Facilities

School of Fashion
School of Fashion Facilities

School of Fine Art
School of Fine Art Facilities
Painting Facilities
Printmaking Facilities
Sculpture Facilities

School of Game Design
School of Game Design Facilities

School of Graphic Design
School of Graphic Design Facilities

School of Illustration
School of Illustration Facilities

School of Industrial Design
School of Industrial Design Facilities

School of Interior Architecture & Design
School of Interior Architecture & Design Facilities

School of Jewelry & Metal Arts
School of Jewelry & Metal Arts Facilities

School of Landscape Architecture
School of Landscape Architecture Facilities

School of Motion Pictures & Television
School of Motion Pictures & Television Facilities

School of Multimedia Communications
School of Multimedia Communications Facilities

School of Music Production & Sound Design for Visual Media
School of Music Production & Sound Design for Visual Media Facilities

School of Photography
School of Photography Facilities

School of Web Design & New Media
School of Web Design & New Media Facilities

School of Visual Development
School of Visual Development Facilities

Support Department: Liberal Arts
On-Campus Library
Online Library resources

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School of Multimedia Communications, 7, 64, 73, 81, 84
School of Music Production & Sound Design for Visual Media, 7, 64, 73, 82, 84
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