CATALOG ADDENDUM 1
2017-2018 SP17 SU17 FA17 SP18 SU18 FA18
STUDENT AND ACADEMIC POLICIES
+ PROGRAM LEARNING OUTCOMES

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Health Net has a student medical insurance plan designed especially for our domestic on-site students. The plan covers office visits, medical, accident and hospital expenses.

Find a summary of coverage: Academy of Art University Domestic Student Health Insurance Plan (SHIP)

Sign up for this plan: http://jcbins.com/

Ask general questions: healthinsurance@academyart.edu

Ask billing questions: ar@academyart.edu

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Academy of Art University Institutional Learning Outcomes

PROGRAM LEARNING OUTCOMES

School of Acting
School of Advertising
Information about Academy of Art University is published in the catalog, the catalog consists of three documents, titled “Catalog, Student and Academic Policies Addendum and Catalog Supplement.” These documents contain a description of policies, procedures, and other information about the university. Academy of Art University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in revised catalog publications (Catalog, Student and Academic Policies and Catalog Supplement), or other written format with an effective date. Students are expected to read and be familiar with the information contained in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Academy of Art University, the Student agrees to abide by the terms stated in the catalog and all university policies.
MISSION STATEMENT
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 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
WSCUC Accreditation
Academy of Art University is regionally accredited by the WASC Senior College and University Commission (WSCUC), one of the seven regional associations that accredit public and private colleges and schools in the United States. WSCUC is located at 985 Atlantic Avenue #100, Alameda, CA, 94501. Tel. 510.748.9001.

WSCUC Accreditation for Online Programs
Both onsite and online degree programs at Academy of Art University are accredited by WASC Senior College and University Commission (WSCUC). The following degree programs are not currently offered online: AA, BFA and MFA in Acting, MA in Advanced Architectural Design, BS in Game Programming, and AA in Automotive Restoration.

SPECIALIZED ACCREDITATIONS
CTC Accreditation
California Commission on Teacher Credentialing Accreditation
The California Commission on Teacher Credentialing (CTC) is an agency in the Executive Branch of California State Government. The major purpose of the agency is to serve as a state standards board for educator preparation for the public schools of California, the licensing and credentialing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California. CTC accredits Academy of Art University’s Single Subject Art Teaching Credential Program. They are located at 1900 Capitol Avenue, Sacramento, CA 95811. Tel: 916-322-6253.

NOTE: The online Art Teaching Credential and the Masters in Art Teaching requires fieldwork assignments in observing and teaching art to pupils in local Bay Area public schools.

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.

Academy of Art University, Department of Architecture offers the following NAAB-accredited programs:

- M.Arch (pre-professional degree + 63 graduate credits)
- M.Arch (non-pre-professional degree + 87 graduate credits)

Next accreditation visit for all programs: 2021

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): 2012

Projected year of initial accreditation: 2015

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. 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 Arts, Bachelor of Fine Arts, Master of Fine Arts, Master of Arts, and Certificates. All Academy of Art University AA, BA, BFA, MA, MFA and Art Teaching Credential 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, School of Writing for Film, Television & Digital Media, and also the AA in Automotive Restoration offered by the School of Industrial Design and the BS in Game programming offered by the School of Game Development. 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
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 with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.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.
Academy of Art University is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Academy of Art University has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site, www.bppe.ca.gov.
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 undergraduate students 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 or unofficial completed high school transcript or GED
- Official or unofficial completed Bachelor's degree transcript
- Signed Home School Program Certification form and transcripts
- California High School Proficiency Exam (CHSPE) Letter

* Copy of complete High School Diploma for first degree undergraduate and personal enrichment students (Academy of Art University cannot certify Cal Grant GPA from this document).

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.

Academy of Art University does not admit ability-to-benefit students.

GRADUATE ADMISSIONS REQUIREMENTS

Academy of Art University requires graduate applicants to demonstrate their ability and intent to complete an Art Teaching Credential, 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 Credential program, 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**
  One page essay explaining personal goals for graduate school or essay related to a topic as required by the Department

- **Résumé**
  Describe educational and professional experience.

- **Official College Transcripts**
  Transcripts must be official or unofficial, issued by the attended institution and show completion of an undergraduate degree. Academy of Art University accepts electronic submission of official and unofficial transcripts. Students sending an official or unofficial electronic transcript should have it directed to the following email address: transcripts@academyart.edu. Additional documentation may be required for students applying to the School of Architecture.

- **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.

**NOTE:** Additional materials may be required by the department. Please check with Graduate Admissions for the most updated requirements.

Upon receiving all application requirements, the department will review and will recommend that the student be accepted or not accepted.

**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. Digital portfolios or reels are preferred. 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 are encouraged to submit all materials in digital format. For hard copy portfolios, 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.

**Note:** Students applying to the M.Arch program must submit their transcripts to www.eres.com for evaluation.

**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 SUBMISSION**

**Submission Address**
Send transcripts to:

Office of the Registrar  
79 New Montgomery Street, 435  
San Francisco, California 94105

Transcripts and copies of high school diplomas with graduation date may be mailed, hand delivered or electronically transmitted, to Academy of Art University by the student or issuing institution.

Academy of Art also accepts electronic submission of transcripts and high school diplomas. Students sending an electronic transcript or high school diploma should have it directed to the following email address: transcripts@academyart.edu.
Academy of Art University is also a member of the National Student Clearinghouse Electronic Transcript Exchange Registry and can accept transcripts directly from other member organizations.

International Transcripts
- Academy of Art University, upon review of international transcripts and diplomas, will determine U.S. equivalency through NCAA International Standards for Athletics Eligibility, and/or through standards published by WES www.wes.org, NAFSA www.NAFSA.org, or UNESCO www.ibe.unesco.org. Upon evaluation, if U.S. equivalency cannot be determined, applicants and students may be referred to outside evaluation agencies below.
- Transcripts issued by schools outside the United States in original language must be translated by agencies Babble-on or KERN, and/or evaluated 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).

STATE AID

California Grants (Cal Grants)
The California Student Aid Commission makes new awards to eligible undergraduate students (based on financial need and GPA) who are California residents, who are enrolled in a minimum of six units, and who meet the application-filing deadline of March 2 (California Grants A and B.) These grants are renewable.

Please visit the Cal Grant website for more information at www.csac.ca.gov.

If you attended an out-of-state high school and are now a resident of the state of California and wish to be considered for a Cal Grant award, please complete the Cal Grant GPA Verification Form and submit it to the Office of the Registrar (Registrar@academyart.edu) before the application-filing deadline of March 2.

TRANSFER POLICIES
- Academy of Art University accepts unofficial and official transcripts for the purpose of applying transfer credit to a student’s record. Only an official transcript may be used to apply transfer credit to the student’s record at Academy of Art University for student athletes.
- 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 (e.g. 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 or a grade of “pass” in a pass/fail course.
- Units completed at another institution after the student has started a degree program or any degree eligible classes at Academy of Art University will not be considered for transfer.
- The deadline for submission of all official and unofficial transcripts is prior to the end of the student's first degree seeking semester. Courses may only be transferred from transcripts received by the deadline.

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 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.

Students who have completed a bachelor’s degree and are seeking an associate of arts degree may have 18 units transferred based on a department’s predetermined agreement. Major courses may be waived based on portfolio review. A maximum of 50% of total units may be transferred based on a portfolio transcript 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.
Re-Entry Students
Student programs that are incomplete and have not had registration activity in a two year period will be inactivated. Transcripts received in the student’s first semester may be re-evaluated based on current graduation requirements. For details, review the Re-Entry policies.

ARTICULATION AGREEMENTS
Academy of Art University has not entered into a transfer or articulation agreements with any other college or university.

TRANSCRIPT SUBMISSION DEADLINE
Transcripts and/or diplomas must be received by the start of the student’s first semester at Academy of Art University.

Undergraduate students who fail to submit proof of High School graduation and/or conferral of a Bachelor’s degree by the start of their first semester will not be allowed to enroll for subsequent terms until proof of graduation has been received by the Office of the Registrar.

Graduate degree seeking students who fail to submit proof of conferral of a Bachelor’s degree by the start of their first semester will not be allowed to enroll for subsequent terms until proof of graduation has been received by the Office of the Registrar.

Transfer evaluation transcripts must be submitted by 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 Office of the Registrar 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 OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at Academy of Art University is at the complete discretion of the institution to which you may seek transfer. Acceptance of the certificate or degree you earn in the educational program is also at the complete discretion of the institution to which you may seek transfer. If the credits or certificate or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Academy of Art University to determine if your credits or certificate or degree will transfer.

PLACEMENT & PORTFOLIO REVIEWS
Students may place into a course by demonstrating necessary knowledge and skill level. Major course placement 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 may be determined at a later date.

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.

ACCEPTANCE OF CREDIT
Academy of Art University does not provide credit earned through challenge examinations. Academy of Art University does accept credit from achievement tests and experiential learning.
INTERNATIONAL STUDENT ENGLISH PLACEMENT TESTING

Academy of Art University does offer visa services to prospective students from other countries and English language services, in the form of English as a Second language instruction. All instruction occurs in English. English language proficiency is documented by:
1. The admissions interview;
2. Receipt of prior education documentation as stated in the admission policy; and
3. An English language placement test.

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 academy of art university 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 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 Advisor.
**PLACEMENT: WRITTEN COMMUNICATION**

**Academy of Art University Placement Exam**
Written Communication Placement Exam

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or 2</td>
<td>Place into LA 108</td>
</tr>
<tr>
<td>3 or 4</td>
<td>Place out of LA 108 and into LA 202</td>
</tr>
<tr>
<td>5 or 6</td>
<td>Place out of both LA 108 and LA 202 and into LA 110 or LA 133</td>
</tr>
</tbody>
</table>

**AP**
Advanced Placement Exam
AP Exam in English Composition

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 or higher</td>
<td>Place out of LA 108 and into LA 202</td>
</tr>
</tbody>
</table>

**IB**
International Baccalaureates (IB) HL Exam in English Composition
Exam in English Composition

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 or higher</td>
<td>Place out of LA 108 and into LA 202</td>
</tr>
</tbody>
</table>

**S.A.T.**
Scholastic Aptitude Test
SAT II (Writing Subject Test)

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>660 or higher</td>
<td>Place out of LA 108 and into LA 202</td>
</tr>
</tbody>
</table>

SAT I (Written) after April 1995

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>590 or higher</td>
<td>Place out of LA 108 and into LA 202</td>
</tr>
</tbody>
</table>

SAT I (Written) exam before April 1995

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>510 or higher</td>
<td>Place out of LA 108 and into LA 202</td>
</tr>
</tbody>
</table>
### Placement: Quantitative Literacy

#### Academy of Art University Placement Exam

**Quantitative Literacy Placement Exam**

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Non-ARH &amp; Non-LAN students → Place into the Quantitative Literacy Requirement&lt;br&gt;to ARH &amp; LAN students → Take LA 255</td>
</tr>
<tr>
<td>199</td>
<td>Place into the Math for Environmental Design Requirement (LA 255)</td>
</tr>
<tr>
<td>200</td>
<td>Non-ARH &amp; Non-LAN students → Place out of the Quantitative Literacy Requirement&lt;br&gt;to ARH &amp; LAN students → Take LA 271</td>
</tr>
<tr>
<td>299</td>
<td>Place out of the Math for Environmental Design Requirement (LA 255)&lt;br&gt;Place into the Applied Math Requirement (LA 271)</td>
</tr>
<tr>
<td>300</td>
<td>Non-ARH &amp; Non-LAN students → Place out of the Quantitative Literacy Requirement&lt;br&gt;to ARH students → Take LA 293</td>
</tr>
<tr>
<td>399</td>
<td>Place out of the Math for Environmental Design Requirement (LA 255)&lt;br&gt;Place out of the Applied Math Requirement (LA 271)&lt;br&gt;LAN students → Math Requirement satisfied&lt;br&gt;Place out of the Math for Environmental Design Requirement (LA 255)&lt;br&gt;Place out of the Applied Math Requirement (LA 271)</td>
</tr>
<tr>
<td>400</td>
<td>Non-ARH &amp; Non-LAN students → Place out of the Quantitative Literacy Requirement&lt;br&gt;to ARH &amp; LAN students → Math Requirement satisfied</td>
</tr>
<tr>
<td>499</td>
<td>Place out of all math requirements (LA 255, LA 271, LA 293)&lt;br&gt;NOTE: Students with scores of 200 – 299 have satisfied the prerequisite for LA 271 Algebra&lt;br&gt;NOTE: Students with scores of 300-399 have satisfied the prerequisite for LA 293 Precalculus</td>
</tr>
</tbody>
</table>

#### A.C.T.

**American College Test**

Completion of ACT Level I or II

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Place out of the Quantitative Literacy Requirement&lt;br&gt;Architecture students &amp; Landscape Architecture students place out of LA 255 and into LA 271</td>
</tr>
<tr>
<td>28 or higher</td>
<td>Place out of the Quantitative Literacy Requirement&lt;br&gt;Architecture students &amp; Landscape Architecture students place out of LA 255 and into LA 271</td>
</tr>
</tbody>
</table>

#### S.A.T.

**Scholastic Aptitude Test**

**SAT II Mathematics Subject Examination (Mathematics Achievement Test)**

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 or higher</td>
<td>Place out of the Quantitative Literacy Requirement&lt;br&gt;Architecture students &amp; Landscape Architecture students place out of LA 255 and into LA 271</td>
</tr>
<tr>
<td>500 or higher</td>
<td>Place out of the Quantitative Literacy Requirement&lt;br&gt;Architecture students &amp; Landscape Architecture students place out of LA 255 and into LA 271</td>
</tr>
</tbody>
</table>

**SAT I (Mathematics)**

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 or higher</td>
<td>Place out of the Quantitative Literacy Requirement&lt;br&gt;Architecture students &amp; Landscape Architecture students place out of LA 255 and into LA 271</td>
</tr>
<tr>
<td>600 or higher</td>
<td>Place out of the Quantitative Literacy Requirement&lt;br&gt;Architecture students &amp; Landscape Architecture students place out of LA 255 and into LA 271</td>
</tr>
</tbody>
</table>

#### S.A.T.

**Scholastic Aptitude Test**

**SAT II Mathematics Subject Examination (Mathematics Achievement Test)**

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 or higher</td>
<td>Place out of the Quantitative Literacy Requirement&lt;br&gt;Architecture students &amp; Landscape Architecture students place out of LA 255 and into LA 271</td>
</tr>
<tr>
<td>500 or higher</td>
<td>Place out of the Quantitative Literacy Requirement&lt;br&gt;Architecture students &amp; Landscape Architecture students place out of LA 255 and into LA 271</td>
</tr>
</tbody>
</table>

**SAT I (Mathematics)**

<table>
<thead>
<tr>
<th>SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 or higher</td>
<td>Place out of the Quantitative Literacy Requirement&lt;br&gt;Architecture students &amp; Landscape Architecture students place out of LA 255 and into LA 271</td>
</tr>
<tr>
<td>600 or higher</td>
<td>Place out of the Quantitative Literacy Requirement&lt;br&gt;Architecture students &amp; Landscape Architecture students place out of LA 255 and into LA 271</td>
</tr>
</tbody>
</table>
**Placement: Art History, Historical Awareness and Cultural Ideas and Influences**

<table>
<thead>
<tr>
<th></th>
<th>Advanced Placement (AP) Exam (AP) exam in a Specific Subject Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Score</strong></td>
<td><strong>Placement</strong></td>
</tr>
<tr>
<td>3 or higher</td>
<td>Place out of the equivalent course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>International Baccalaureates (IB) HL Exam (IB) Exam in a Specific Subject Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Score</strong></td>
<td><strong>Placement</strong></td>
</tr>
<tr>
<td>5 or higher</td>
<td>Place out of the equivalent course</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Students with less than 5 years of industry experience</th>
<th>Students with 5 years or more of industry experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit:</td>
<td>Submit:</td>
</tr>
<tr>
<td>• Professional resume</td>
<td>• Professional resume (clearly indicating 5 years or more of industry experience)</td>
</tr>
<tr>
<td>• Cover or Query letter addressed to a specific party</td>
<td>• Cover or Query letter addressed to a specific party</td>
</tr>
<tr>
<td>• Unsolicited business proposal with the following</td>
<td>• Project proposal* with the following components:</td>
</tr>
<tr>
<td>components:</td>
<td>_Background/Problem Description</td>
</tr>
<tr>
<td>_Statement of Purpose</td>
<td>_Proposed Solution</td>
</tr>
<tr>
<td>_Background</td>
<td>_Approach</td>
</tr>
<tr>
<td>_Procedures</td>
<td>_Deliverables</td>
</tr>
<tr>
<td>_Qualification</td>
<td>_Outcome</td>
</tr>
<tr>
<td>_Request for Approval</td>
<td></td>
</tr>
</tbody>
</table>

*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 www.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.
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: 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 the online Learning Management System (LMS). 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 academy of art university website.

<table>
<thead>
<tr>
<th>Tuition Rates (effective Fall 2016)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td><strong>Graduate Tuition &amp; Art Teaching Credential Tuition</strong></td>
</tr>
<tr>
<td>$873 per unit</td>
<td>$982 per unit</td>
</tr>
</tbody>
</table>

Sample calculations (effective Fall 2016)

<table>
<thead>
<tr>
<th>Undergraduate 3 unit course with a $50 course fee</th>
<th>Graduate 3 unit course with a $50 course fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$873 X 3 units = $2619 + $50 = $2669</td>
<td>$982 X 3 units = $2946 + $50 = $2996</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
<th>Fee Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$50.00</td>
<td>This non-refundable fee is required to process an application.</td>
</tr>
<tr>
<td>Enrollment Fee</td>
<td>$95.00</td>
<td>Non-refundable fee for new students (includes the $20 registration fee)</td>
</tr>
<tr>
<td>Course Fees</td>
<td>varies by course</td>
<td>Many courses have specific course fees. Please refer to details in the Course Fees &amp; Prerequisites chapter. NOTE: Fees may be different for on-campus sections and online sections.</td>
</tr>
<tr>
<td>Drop Fee</td>
<td>$25.00</td>
<td>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 an add/drop and the $25.00 drop fee will apply</td>
</tr>
<tr>
<td>Installment Payment Plan Fee</td>
<td>$50.00</td>
<td>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.</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50.00</td>
<td>This fee is charged at the time of registration after the 1st week of a semester.</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$50.00</td>
<td>This fee is charged if tuition is not paid by the due date.</td>
</tr>
<tr>
<td>Library Fee: Late Return Minimum Late Fee:</td>
<td>$0.25</td>
<td>$0.25 a day per Book</td>
</tr>
<tr>
<td></td>
<td>Maximum Late Fee:</td>
<td>$65.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.25 a day per Picture File Envelope</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3.00 a day per Video/DVD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1.00 a day per Sound Recording CD-ROM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1.00 a day per Music CD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1.00 a day per Online Course CD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1.00 a day per Flash Drive/Jump Drive</td>
</tr>
<tr>
<td>Library Fee: Lost Book</td>
<td>$65.00</td>
<td>$55.00 (or an approved replacement) plus a $10.00 processing fee.</td>
</tr>
<tr>
<td>Library Fee: Replacement Book</td>
<td>$10.00</td>
<td>Student must provide an approved replacement plus pay the $10.00 processing fee.</td>
</tr>
<tr>
<td>Locker: Rental Fee</td>
<td>$20.00</td>
<td>Lockers may be rented on a semester basis.</td>
</tr>
<tr>
<td>Official Transcript Fee</td>
<td>$10.00</td>
<td>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.</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$20.00</td>
<td>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.</td>
</tr>
<tr>
<td>Replacement ID Card Fee</td>
<td>$30.00</td>
<td>ID cards are required for entry into all Academy of Art University buildings. Replacement cards may be acquired at the Security Office.</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$15.00</td>
<td>A $15.00 fee will be charged to the student’s account if a check is returned due to Insufficient Funds.</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$30.00</td>
<td>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.</td>
</tr>
<tr>
<td>Tuition Deposit</td>
<td>$100.00</td>
<td>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 in each semester.</td>
</tr>
<tr>
<td>Tuition Deposit: 1st Semester International Student</td>
<td>$1,000.00</td>
<td>All incoming onsite International students must pay an International Tuition Deposit of $1000 prior to their class registration. The enrollment deposit will be considered a part of the 1st semester tuition. However, the tuition deposit will be forfeited if the student transfers out or withdraws from the University.</td>
</tr>
</tbody>
</table>
ACADEMIC YEAR ESTIMATE

Tuition and Fees are based on full-time enrollment status of a minimum of 12 credits per semester.

NOTE: Students are expected to attend summer semesters to meet their scheduled completion date.

Undergraduate

<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee*</td>
<td>$50</td>
</tr>
<tr>
<td>Tuition Deposit*</td>
<td>$100/semester</td>
</tr>
<tr>
<td>Registration Fee*</td>
<td>$20/semester</td>
</tr>
<tr>
<td>Enrollment Fee*</td>
<td>$95</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$30/semester, onsite only</td>
</tr>
<tr>
<td>Undergraduate Tuition</td>
<td>$873/unit</td>
</tr>
<tr>
<td>Course Fees</td>
<td>$400/average per semester</td>
</tr>
<tr>
<td>Materials/Supplies</td>
<td>$875/average per semester</td>
</tr>
</tbody>
</table>

Estimated undergraduate expenses for a full-time student are $23,727

* These fees are non-refundable, non-deferrable and non-transferrable

Graduate

<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee*</td>
<td>$50</td>
</tr>
<tr>
<td>Tuition Deposit*</td>
<td>$100/semester</td>
</tr>
<tr>
<td>Registration Fee*</td>
<td>$20/semester</td>
</tr>
<tr>
<td>Enrollment Fee*</td>
<td>$95</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$30/semester, onsite only</td>
</tr>
<tr>
<td>Undergraduate Tuition</td>
<td>$982/unit</td>
</tr>
<tr>
<td>Course Fees</td>
<td>$400/average per semester</td>
</tr>
<tr>
<td>Materials/Supplies</td>
<td>$875/average per semester</td>
</tr>
</tbody>
</table>

Estimated graduate expenses for a full-time student are $26,452

* These fees are non-refundable, non-deferrable and non-transferrable
<table>
<thead>
<tr>
<th>Program</th>
<th>Application Fee (Non-refundable)</th>
<th>Enrollment Fee (Non-refundable)</th>
<th>Registration fee $20 per semester (Non-refundable)</th>
<th>Student Tuition Recovery Fund (Non-refundable)</th>
<th>Semester Tuition</th>
<th>Student Activity Fee $30 per semester onsite only (Non-refundable)</th>
<th>Estimated Course Fees</th>
<th>Estimated Due for Entire Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA-Acting</td>
<td>$50.00</td>
<td>$95.00</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$10,476.00</td>
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<td>MFA-Graphic Design</td>
<td>$50.00</td>
<td>$95.00</td>
<td>$0.00</td>
<td>$8,838.00</td>
<td>$210.00</td>
<td>$3,489 - $7,012</td>
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<td>$0.00</td>
<td>$8,838.00</td>
<td>$210.00</td>
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<tr>
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<td>$95.00</td>
<td>$0.00</td>
<td>$8,838.00</td>
<td>$210.00</td>
<td>$3,489 - $7,012</td>
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<td>$210.00</td>
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<tr>
<td>MFA-Landscape Architecture</td>
<td>$50.00</td>
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<td>$0.00</td>
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<td>$0.00</td>
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<tr>
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<td>$360.00</td>
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<td>Certificate-Fine Art</td>
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<td>$360.00</td>
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<tr>
<td>Certificate-Graphic Design</td>
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<td>$360.00</td>
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<tr>
<td>Certificate-Illustration</td>
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<td>$95.00</td>
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<td>$10,476.00</td>
<td>$360.00</td>
<td>$2,326 - $4,675</td>
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<td>Certificate-Industrial Design</td>
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<td>$95.00</td>
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<tr>
<td>Certificate-Interior Architecture and Design</td>
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<td>$95.00</td>
<td>$0.00</td>
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<td>$360.00</td>
<td>$2,326 - $4,675</td>
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<tr>
<td>Certificate-Motion Pictures and Television</td>
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<td>$95.00</td>
<td>$0.00</td>
<td>$10,476.00</td>
<td>$360.00</td>
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<tr>
<td>Certificate-Photography</td>
<td>$50.00</td>
<td>$95.00</td>
<td>$0.00</td>
<td>$10,476.00</td>
<td>$360.00</td>
<td>$2,326 - $4,675</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 by logging into the online Learning Management System (LMS).

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

Checks and Money Orders
Checks and money orders 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
PO Box 742864
Los Angeles, CA 90074-2864

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

ADDITIONAL FEES, IF APPLICABLE

Additional Costs, payable to a third party: Books & Supplies - Student should expect a minimum estimated additional cost of $900 for books and supplies each semester.

Additional Fees, as applicable (non-refundable): Course Drop Fee Per Course $25, Locker Rental Fee (Fall and Spring / Summer) $20, Returned Check Handling Fee $15, Late Registration Fee $50, Late Tuition Payment Charge $50, Payment Plan Fee $50, Photo I.D. replacement fee $30. Certificate of Completion, first five copies are free, $10.00 for the sixth copy and $2.00 for each additional copy on the same request. Transcript Fee, $10.00 for the first copy and $2.00 for each additional copy on the same request. English as a Second Language courses are 3 to 9 credits each and the cost per credit is, Undergraduate $835 and Graduate $935.

If applicable: On-Campus Housing- please see Housing License Agreement to be executed annually. Cost subject to change annually.
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 45 days of the date of cancellation, withdrawal, involuntary withdrawal or completion of a Refund Request Form (obtained from the Student Advisor).

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 online Learning Management System (LMS) account or notifying their Student Advisor 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 and will be forfeited if the student transfers out or withdraws from the University.

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 45 days of the date of withdrawal.

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

<table>
<thead>
<tr>
<th>Withdrawal During: FALL/SPRING</th>
<th>Withdrawal During: SUMMER</th>
<th>Withdrawal During: INTERSESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 100%</td>
<td>Week 1 100%</td>
<td>Day 1 100%</td>
</tr>
<tr>
<td>Week 2 75%</td>
<td>Week 2 50%</td>
<td>Day 2 75%</td>
</tr>
<tr>
<td>Week 3 50%</td>
<td>Week 3 25%</td>
<td>Day 3 50%</td>
</tr>
<tr>
<td>Week 4 25%</td>
<td>Week 4+ 0%</td>
<td>Day 4 25%</td>
</tr>
<tr>
<td>Week 5 + 0%</td>
<td></td>
<td>Day 5 + 0%</td>
</tr>
</tbody>
</table>

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:
Refund policy for students that signed a new enrollment agreement for any semester after the Spring 2016 semester (Summer 2016 and after)

You may withdraw from the University at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled weeks in the current payment period in your program through the last day of attendance. The refund will be less an administrative fee (application, enrollment and registration fees) not to exceed $250.00, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the weekly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of weeks in the term), multiplied by the number of weeks scheduled to attend, prior to withdrawal.

PERCENTAGE OF REFUNDABLE TUITION/FEE CHARGES

<table>
<thead>
<tr>
<th>Withdrawal During: FALL/SPRING</th>
<th>Withdrawal During: SUMMER</th>
<th>Withdrawal During: INTERSESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 100%</td>
<td>Week 1 100%</td>
<td>Day 1 100%</td>
</tr>
<tr>
<td>Week 2 86.6%</td>
<td>Week 2 73.3%</td>
<td>Day 2 86.6%</td>
</tr>
<tr>
<td>Week 3 80%</td>
<td>Week 3 60%</td>
<td>Day 3 80%</td>
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<tr>
<td>Week 4 73.3%</td>
<td>Week 4 46.6%</td>
<td>Day 4 73.3%</td>
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<tr>
<td>Week 5 66.6%</td>
<td>Week 5+ 0%</td>
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<tr>
<td>Week 6 60%</td>
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<td>Day 6 60%</td>
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<tr>
<td>Week 7 53.3%</td>
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<td>Day 7 53.3%</td>
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<tr>
<td>Week 8 46.6%</td>
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<td>Day 8 46.6%</td>
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<tr>
<td>Week 9 40%</td>
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<td>Day 9 40%</td>
</tr>
<tr>
<td>Week 10+ 0%</td>
<td></td>
<td>Day 10+ 0%</td>
</tr>
</tbody>
</table>

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

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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.

IOWA STUDENTS ONLY

If, at any time, an Iowa student terminates a program due to the student’s physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student’s spouse’s employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.
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 Advisor 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 Advisor 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 Advisor for a preliminary program evaluation. Advisors 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: 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.

NOTE: International Students must consult with their International Student Advisor regarding possible changes to their I-20 prior to changing programs.
Undergraduate Students
Undergraduate students wishing to transfer from one academic program to another must obtain the appropriate form from their Student Advisor. 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 Advisor, 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 Advisor to map out a personalized graduation plan. In making plans, students should consider the following:

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

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.

Sample Completion Plans

### Associate of Arts Degree (AA)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Number of units to complete per year</th>
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</thead>
<tbody>
<tr>
<td>2 Year Plan</td>
<td>33</td>
</tr>
<tr>
<td>2.5 Year Plan</td>
<td>27</td>
</tr>
<tr>
<td>3 Year Plan</td>
<td>24</td>
</tr>
<tr>
<td>3+ Years Part-time students: See Student Advisor for an individualized plan.</td>
<td></td>
</tr>
</tbody>
</table>

### Bachelor's Degree (BA, BFA or BS)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Number of units to complete per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Year Plan</td>
<td>33</td>
</tr>
<tr>
<td>4.5 Year Plan</td>
<td>30</td>
</tr>
<tr>
<td>5 Year Plan</td>
<td>27</td>
</tr>
<tr>
<td>5.5 Year Plan</td>
<td>24</td>
</tr>
<tr>
<td>6 Year Plan</td>
<td></td>
</tr>
<tr>
<td>6.75 Year Plan</td>
<td></td>
</tr>
<tr>
<td>7+ Years Part-time students: See Student Advisor for an individualized plan.</td>
<td></td>
</tr>
</tbody>
</table>

### Bachelor Architecture Degree (B.Arch*)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Number of units to complete per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Year Plan</td>
<td>33</td>
</tr>
<tr>
<td>5.5 Year Plan</td>
<td>30</td>
</tr>
<tr>
<td>6 Year Plan</td>
<td>27</td>
</tr>
<tr>
<td>6.75 Year Plan</td>
<td>24</td>
</tr>
<tr>
<td>7+ Years Part-time students: See Student Advisor for an individualized plan.</td>
<td></td>
</tr>
</tbody>
</table>

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

33 Unit Program

<table>
<thead>
<tr>
<th>Plan</th>
<th>Number of units to complete per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Year Plan</td>
<td>33</td>
</tr>
<tr>
<td>1.5 Year Plan</td>
<td>21</td>
</tr>
<tr>
<td>2 Year Plan</td>
<td>19</td>
</tr>
<tr>
<td>2+ Years</td>
<td>Part-time students: See Student Advisor for an individualized plan.</td>
</tr>
</tbody>
</table>

Master of Arts Degree (MA)

42 Unit Program

<table>
<thead>
<tr>
<th>Plan</th>
<th>Number of units to complete per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5 Year Plan</td>
<td>30</td>
</tr>
<tr>
<td>2 Year Plan</td>
<td>21</td>
</tr>
<tr>
<td>2.5 Year Plan</td>
<td>18</td>
</tr>
<tr>
<td>3+ Years</td>
<td>Part-time students: See Student Advisor for an individualized plan.</td>
</tr>
</tbody>
</table>

36-39 Unit Program

<table>
<thead>
<tr>
<th>Plan</th>
<th>Number of units to complete per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5 Year Plan</td>
<td>27</td>
</tr>
<tr>
<td>2 Year Plan</td>
<td>24</td>
</tr>
<tr>
<td>2.5 Year Plan</td>
<td>18</td>
</tr>
<tr>
<td>3+ Years</td>
<td>Part-time students: See Student Advisor for an individualized plan.</td>
</tr>
</tbody>
</table>

Master of Fine Arts Degree (MFA)

78 Unit Program

<table>
<thead>
<tr>
<th>Plan</th>
<th>Number of units to complete per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Year Plan</td>
<td>27</td>
</tr>
<tr>
<td>3.5 Year Plan</td>
<td>24</td>
</tr>
<tr>
<td>4 Year Plan</td>
<td>21</td>
</tr>
<tr>
<td>4.5+ Years</td>
<td>Part-time students: See Student Advisor for an individualized plan.</td>
</tr>
</tbody>
</table>

60-63 Unit Program

<table>
<thead>
<tr>
<th>Plan</th>
<th>Number of units to complete per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5 Year Plan</td>
<td>27</td>
</tr>
<tr>
<td>3 Year Plan</td>
<td>21</td>
</tr>
<tr>
<td>3.5 Year Plan</td>
<td>18</td>
</tr>
<tr>
<td>4+ Years</td>
<td>Part-time students: See Student Advisor for an individualized plan.</td>
</tr>
</tbody>
</table>

Master of Architecture Degree (M.Arch)

87 Unit Program

<table>
<thead>
<tr>
<th>Plan</th>
<th>Number of units to complete per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 Year Plan</td>
<td>27</td>
</tr>
<tr>
<td>4 Year Plan</td>
<td>24</td>
</tr>
<tr>
<td>4.5 Year Plan</td>
<td>21</td>
</tr>
<tr>
<td>5+ Years</td>
<td>Part-time students: See Student Advisor for individualized plan.</td>
</tr>
</tbody>
</table>

GRADUATION

A student’s graduation term will be considered declared upon enrolment in the final required course(s). Degrees will be awarded by the Office of the Registrar upon confirmation of the following components:

1) Successful completion of final course(s),
2) A cumulative GPA of 2.0 or above,
3) Graduate students must have an approved final portfolio or thesis review with submitted accompanying documents as required by major and degree.

Diplomas are printed and released after a student’s final term has ended. Diplomas may be held due to an unpaid balance owed to the University.

NOTE: Academy of Art University does not have a final cumulative test or exam for the program. Undergraduate students submit a final portfolio through the Final Review course and Graduate students submit a final portfolio through the Final Thesis Presentation, a Final Review course, or a scheduled Final Review. Graduate students may view detailed information about Final Reviews at [http://gradshowcase.academyart.edu/](http://gradshowcase.academyart.edu/).

COMMENCEMENT CEREMONY

Students must have a declared graduation term to participate in the Graduation Ceremony and to have their diplomas scheduled for processing. Information regarding the appropriate timeframe, deadlines and specific department requirements can be found on the Graduation & Commencement page at [www.academyart.edu](http://www.academyart.edu).
SEQUENTIAL DEGREES & SUBSEQUENT DEGREES

This policy guides the application of credit units for a student who has completed a degree at Academy of Art University and wishes to enroll for another degree.

Sequential Academy of Art University Degrees
Students who are seeking a longer or more advanced degree in the same major, and same academic career of either Undergraduate or Graduate course work, are considered be seeking a sequential degree.

Sequential Degrees Policies:

- The student must fulfill all the requirements of the longer degree.
- All units from the earlier, shorter, degree are eligible to apply to the later, longer, degree.
- Undergraduate coursework cannot be applied to a graduate degree.
- Students who have completed an M.A. degree and are continuing for an M.F.A. degree are subject to a portfolio review before starting the M.F.A. program.
- If the longer degree has requirements that would normally have been completed in the first years of that degree, the student must fulfill those requirements.
  
  For example: if a student receives an AA degree, and then decides to continue on for a BFA in the same field, but the BFA requires a specific course early in the program that the student did not take—even though the student has completed two years of applicable coursework in the same field, he or she must complete the required BFA course.
- If there is a time lapse of more than two years between the completion of the first degree and the beginning of the longer degree the re-entry policy applies.

Sequential Degree Examples:

Undergraduate example of applying for a sequential degree: A student has completed an AA degree and now wishes to continue for a BFA degree in the same major. AA to BFA: 100% of units from the AA degree are eligible to apply to the BFA degree.

Graduate example of applying for a sequential degree: A student has completed a MA degree and now wishes to continue for a MFA degree in the same major. MA to MFA: 100% of units from the MA degree are eligible to apply to the MFA degree.

<table>
<thead>
<tr>
<th>First AAU Degree</th>
<th>Sequential, Longer AAU Degree in the Same Major</th>
<th>Maximum Applicable Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 unit AA</td>
<td>120 unit BFA</td>
<td>60 units</td>
</tr>
<tr>
<td>66 unit AA</td>
<td>132 unit BFA</td>
<td>66 units</td>
</tr>
<tr>
<td>36 unit MA</td>
<td>63 unit MFA</td>
<td>36 units</td>
</tr>
</tbody>
</table>

Subsequent Academy of Art University Degrees
Students who are seeking an additional degree in a different major and considered to be seeking a subsequent degree.

Subsequent Degrees Policies:

- Up to 50% of the course units for the new degree may come from the earlier degree.
- Classes that match may be applied at the Director’s discretion.
- Undergraduate coursework cannot be applied to a graduate degree.

Subsequent Degree Examples:

Undergraduate example of applying for a subsequent degree: A student has completed a BFA and now wishes to continue for a BFA in another subject. BFA to second BFA: Up to 50% of the second BFA may come from the first BFA, but only if the classes match.

Graduate example of applying for a subsequent degree: A student has completed a MFA and now wishes to continue for a MA in another subject. MFA to MA: Up to 50% of the MA may come from the MFA, but only if the classes match.

<table>
<thead>
<tr>
<th>First AAU Degree</th>
<th>Subsequent AAU Degree in a Different Major</th>
<th>Maximum Applicable Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 unit AA</td>
<td>120 unit BFA</td>
<td>60 units</td>
</tr>
<tr>
<td>132 unit BFA</td>
<td>60 unit AA</td>
<td>30 units</td>
</tr>
<tr>
<td>132 unit BFA</td>
<td>66 unit AA</td>
<td>33 units</td>
</tr>
<tr>
<td>36 unit MA</td>
<td>63 unit MFA</td>
<td>30 units</td>
</tr>
<tr>
<td>63 unit MFA</td>
<td>36 unit MA</td>
<td>18 units</td>
</tr>
</tbody>
</table>
UNDERGRADUATE GRADE LEVELS

<table>
<thead>
<tr>
<th>Semester Units Completed</th>
<th>Grade Level</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>Grade Level 1</td>
<td>Freshman</td>
</tr>
<tr>
<td>30-59</td>
<td>Grade Level 2</td>
<td>Sophomore</td>
</tr>
<tr>
<td>60-89</td>
<td>Grade Level 3</td>
<td>Junior</td>
</tr>
<tr>
<td>90+</td>
<td>Grade Level 4</td>
<td>Senior</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Numbers</th>
<th>Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-99</td>
<td>Non-Credit Courses</td>
</tr>
<tr>
<td>100-299</td>
<td>Lower Division Courses</td>
</tr>
<tr>
<td>300-599</td>
<td>Upper Division Courses</td>
</tr>
<tr>
<td>600-999</td>
<td>Graduate Courses</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critique</td>
<td>Analysis and improvement</td>
</tr>
<tr>
<td>Demonstration</td>
<td>Hands-on practice</td>
</tr>
<tr>
<td>Discussion</td>
<td>Writing</td>
</tr>
<tr>
<td>Idea proposal</td>
<td>Idea development</td>
</tr>
<tr>
<td>In-Class</td>
<td>Out-of-Class Coursework</td>
</tr>
<tr>
<td>Instructor-guided fieldtrip</td>
<td>Fieldwork</td>
</tr>
<tr>
<td>Instructor-led skill development</td>
<td>Project execution</td>
</tr>
<tr>
<td>Lecture</td>
<td>Subject study</td>
</tr>
<tr>
<td>Peer review</td>
<td>Project Journal</td>
</tr>
<tr>
<td>Presentation</td>
<td>Presentation preparation</td>
</tr>
<tr>
<td>Project coordination</td>
<td>Collaboration</td>
</tr>
<tr>
<td>Project requirements</td>
<td>Problem solving</td>
</tr>
<tr>
<td>Reading</td>
<td>Research</td>
</tr>
</tbody>
</table>

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: 6 Hour 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: 5 Hour Studio (5 hour/week courses)
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 four 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 have two components: a one-on-one mentor component and a forum component. Graduate students will meet with the directed study Advisor 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 Advisor 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 Advisor 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:

<table>
<thead>
<tr>
<th>Class Mode</th>
<th>In-Class Hours</th>
<th>Out-of-Class Coursework Hours</th>
<th>Credit Hours [units earned]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Studio</td>
<td>6</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Architecture Studio</td>
<td>12</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Foundations</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Group Directed Study (graduate programs only)</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Internship</td>
<td>9</td>
<td>Not Applicable</td>
<td>3</td>
</tr>
<tr>
<td>Online</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Thesis Forum (graduate programs only)</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

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 per semester 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

<table>
<thead>
<tr>
<th>Units</th>
<th>12 or more</th>
<th>9</th>
<th>6</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Enrollment Status</td>
<td>Full-Time Student</td>
<td>3/4 Time Status</td>
<td>1/2 Time Student</td>
<td>Less than 1/2 Time Student</td>
</tr>
<tr>
<td>Graduate Enrollment Status</td>
<td>Full-Time Student</td>
<td>Full-Time Student</td>
<td>1/2 Time Student</td>
<td>Less than 1/2 Time Student</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th></th>
<th>Units Earned</th>
<th>0-15 units</th>
<th>16-30 units</th>
<th>31+ units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate of Arts Degree (AA)</strong></td>
<td>Minimum GPA</td>
<td>1.7</td>
<td>1.85</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>Certificate (CERT)</strong></td>
<td>Minimum GPA</td>
<td>1.7</td>
<td>1.85</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>Bachelor’s Degree (BA, BFA or BS)</strong></td>
<td>Minimum GPA</td>
<td>1.7</td>
<td>1.85</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>Art Teaching Credential (ATC)</strong></td>
<td>Minimum GPA</td>
<td>2.7</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td><strong>Master’s Degree (MA, MFA or M.Arch)</strong></td>
<td>Minimum GPA</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

NOTES

- Students must achieve a final overall cumulative grade point average of at least 2.0 in order to receive their degree.
- Art Teaching Credential students must achieve a final overall cumulative grade point average of at least 3.0 in order to receive their credential.
- These minimums are a factor in determining Satisfactory Academic Progress for Financial Aid.

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 determines a student’s ability to continue with enrollment. Academic Standing is calculated when final grades are posted for a Fall, Spring or Summer semester and the student record is updated with one of the following statuses:

1. **Good Standing**: The cumulative record meets the minimum Grade Point Average (GPA) requirement.
2. **Academic Probation**: The cumulative record fails to meet the minimum cumulative grade point average (GPA) requirement and results in a probationary semester.
3. **Extended Academic Probation**: The cumulative record fails to meet the minimum cumulative grade point average (GPA) following a semester of Academic Probation and results in an Extended Academic Probation status. Extended Academic Probation will continue if the student’s semester GPA is 2.0 or higher, but the cumulative GPA is below the required minimum required GPA.
4. **Academic Dismissal**: The semester record fails to meet a 2.0 semester GPA after a semester of Extended Academic Probation and results in Academic Dismissal.

**NOTE**: Academic standing is calculated using the GPA based on the official grades posted for that semester. Repeating a course under the [Course Repetition](#) policy does not revise academic standing.

<table>
<thead>
<tr>
<th>Academic Standing</th>
<th>Definition &amp; Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Standing</td>
<td>Student cumulative record meets the minimum Grade Point Average (GPA) requirement.</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Student record does not meet the minimum cumulative Grade Point Average (GPA) requirement after the first semester or a semester with &quot;Good Standing&quot;.</td>
</tr>
<tr>
<td></td>
<td>- Students on Academic Probation are subject to <a href="#">enrollment conditions</a> as outlined in the Academic Probation Policy.</td>
</tr>
<tr>
<td></td>
<td>- <strong>ATHLETIC</strong> students on Academic Probation are not eligible to compete.</td>
</tr>
<tr>
<td></td>
<td>- <strong>UNDERGRADUATE FRESHMEN</strong> 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.</td>
</tr>
<tr>
<td>Extended Academic Probation</td>
<td>Student record continues to not meet the minimum cumulative Grade Point Average (GPA) requirement.</td>
</tr>
<tr>
<td></td>
<td>- Students will be placed on Extended Academic Probation following a semester of academic probation if their cumulative GPA does not meet minimum standards.</td>
</tr>
<tr>
<td></td>
<td>- Extended Academic Probation will continue if the student’s semester GPA is 2.0 or higher, but the cumulative GPA is below the required minimum required GPA.</td>
</tr>
<tr>
<td></td>
<td>- Extended Academic Probation will <strong>not</strong> continue if the student’s semester GPA is below 2.0. Failure to meet a 2.0 semester GPA after a semester of Extended Academic Probation will result in Academic Dismissal.</td>
</tr>
<tr>
<td></td>
<td>- Students who are granted re-entry after dismissal are considered to be on Extended Academic Probation.</td>
</tr>
<tr>
<td></td>
<td>- Students on Extended Academic Probation are subject to <a href="#">enrollment conditions</a> as outlined in the Academic Probation Policy.</td>
</tr>
<tr>
<td></td>
<td>- <strong>FINANCIAL AID</strong> students on Extended Academic Probation are not eligible for Financial Aid. See Financial Aid <a href="#">Satisfactory Academic Progress</a> requirements.</td>
</tr>
<tr>
<td></td>
<td>- <strong>ATHLETIC</strong> students on Extended Academic Probation are not eligible to compete.</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>Student semester record fails to meet minimum 2.0 Grade Point Average (GPA) after an Extended Academic Probation semester.</td>
</tr>
<tr>
<td></td>
<td>- The student’s record is deactivated and the student may not enroll in courses.</td>
</tr>
</tbody>
</table>
ACADEMIC PROBATION POLICIES

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

- The student may not use online Learning Management System (LMS) enroll, add or drop courses. All registration activity must be approved by a Student Advisor.

- The student may not enroll for a future semester until final grades have posted for all enrolled courses.

- Once a student’s academic standing is updated to Academic Probation, if enrolled for a future semester, the student’s schedule 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.

- ATHLETIC students on Academic Probation are not eligible to compete.

- FINANCIAL AID students on Extended Academic Probation are not eligible for Financial Aid. See Financial Aid Satisfactory Academic Progress requirements.

DISMISSAL

If a student’s cumulative GPA does not meet the required minimum standards after an Extended Academic Probation semester, 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.
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

<table>
<thead>
<tr>
<th>Satisfactory Academic Progress (SAP) Standing</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP Met</td>
<td>Student record demonstrates Satisfactory Academic Progress (SAP).</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Students meeting the SAP requirement may receive Financial Aid.</td>
</tr>
<tr>
<td>Financial Aid Warning</td>
<td>Student record does not demonstrate Satisfactory Academic Progress (SAP).</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Students on Academic Probation are subject to enrollment conditions as outlined in the Academic Probation Policy.</td>
</tr>
<tr>
<td></td>
<td>A student may receive Financial Aid for a warning term.</td>
</tr>
<tr>
<td>SAP Not Met</td>
<td>Student has exceeded the maximum timeframe or the student record fails to demonstrate Satisfactory Academic Progress (SAP) after a probationary semester.</td>
</tr>
<tr>
<td></td>
<td>The student may not receive Financial Aid.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Associate of Arts Degree (AA)</th>
<th>0-15 units</th>
<th>16-30 units</th>
<th>31+ units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units Earned</td>
<td>1.7</td>
<td>1.85</td>
<td>2.0</td>
</tr>
<tr>
<td>Minimum GPA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate (CERT)</th>
<th>0-30 units</th>
<th>31-60 units</th>
<th>61+ units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units Earned</td>
<td>1.7</td>
<td>1.85</td>
<td>2.0</td>
</tr>
<tr>
<td>Minimum GPA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor’s Degree (BFA or BA)</th>
<th>0-30 units</th>
<th>31-60 units</th>
<th>61+ units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units Earned</td>
<td>1.7</td>
<td>1.85</td>
<td>2.0</td>
</tr>
<tr>
<td>Minimum GPA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master’s Degree (MA, MFA or M.Arch)</th>
<th>0-30 units</th>
<th>31-60 units</th>
<th>61+ units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units Earned</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Minimum GPA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Cumulative Attempted Units</th>
<th>Minimum Completed Units</th>
<th>Cumulative Attempted Units</th>
<th>Minimum Completed Units</th>
</tr>
</thead>
<tbody>
<tr>
<td># of units</td>
<td>Based on 3 unit courses, the units necessary to satisfy the completion rate</td>
<td># of units</td>
<td>Based on 3 unit courses, the units necessary to satisfy the completion rate</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>12</td>
<td>6</td>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>15</td>
<td>9</td>
<td>21</td>
<td>15</td>
</tr>
<tr>
<td>18</td>
<td>9</td>
<td>24</td>
<td>18</td>
</tr>
<tr>
<td>21</td>
<td>12</td>
<td>27</td>
<td>18</td>
</tr>
<tr>
<td>24</td>
<td>12</td>
<td>30</td>
<td>21</td>
</tr>
</tbody>
</table>

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:
- Undergraduate Completed Units include:
  - All units completed with grades of ‘D-’ or better
  - Transfer units from another school that are accepted by Academy Art University

- Graduate Completed Units include:
  - All units completed with grades of ‘C’ or better
  - 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.

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

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 per semester 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

<table>
<thead>
<tr>
<th>Units</th>
<th>12 or more</th>
<th>9</th>
<th>6</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Enrollment Status</td>
<td>Full-Time Student</td>
<td>3/4 Time Status</td>
<td>1/2 Time Student</td>
<td>Less than 1/2 Time Student</td>
</tr>
<tr>
<td>Graduate Enrollment Status</td>
<td>Full-Time Student</td>
<td>Full-Time Student</td>
<td>1/2 Time Student</td>
<td>Less than 1/2 Time Student</td>
</tr>
</tbody>
</table>

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
REGISTRATION

Students may register for courses in one of two ways:

- Online Learning Management System (LMS)
- With the assistance from a Student Advisor

Students may discuss courses with a student Advisor over the phone, in person, through the Advisor's virtual office or via e-mail. Students are encouraged to contact their student Advisor at least once a year for a program evaluation and discuss courses for the upcoming year. Students are encouraged to research courses using 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 Advisor approval.

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

NOTE: Enrollment in more than 3 units in an intersession is subject to academic performance and Student Advisor 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 through 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 petition in writing for reinstatement to university.

Upon re-entry, students must request a program evaluation from a Student Advisor 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 may be required 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.

Re-Entry 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 unless the student completed a degree program after leaving Academy Art University. Re-entry students who completed a degree program at another institution 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.
- 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.
- Transcripts received after a student's first re-entry semester will not be eligible for transfer review.
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 send a letter petitioning for reinstatement to the Director of Graduate Student Services.

Send letters to:

Director of Graduate Student Services
Academy of Art University
150 Hayes Street
San Francisco, CA 94102

Military Students
The following policies are in accordance with Higher Education Opportunity Act

Active duty military students called to active duty for a period of more than 30 consecutive days and returning to school will re-enter with:

- The same academic status (if re-enter within 5 years)
- The same enrollment status* (unless changed by the student)
- The same number of credits completed (if re-enter into the same program)
- The same academic standing (as needed, the University will make reasonable efforts to help student become prepared to resume where she/he left off.)
- The same tuition and fee charges for the first academic year (unless military benefits have been increased).

To qualify active duty military students must:

- Give notice of absence for service (oral or written) to the University Financial Aid Office within 3 years after completing period of service.
- Cannot exceed a five year length of absence
- Give the school notice of his/her intent to return to school (oral or written) to the University Financial Aid Office within 3 years after completing period of service.
- Cannot have a dishonorable or bad conduct discharge

Active duty military is defined as voluntary or involuntary service in the Armed Forces, including the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority, for more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

*Full time (12 units), Three Quarter Time (9 units), Half Time (6 units), Less than Half Time (3 units)

ADD PROCEDURES

Students may add courses and make schedule adjustments using the online Learning Management System (LMS) throughout the registration period until the tuition deadline. Students may also add classes through with the assistance of a Student Advisor 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 Advisor approval.

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

NOTE: Enrollment in more than 3 units in an intersession is subject to academic performance and Student Advisor approval.
ADD PROCEDURES AFTER THE TUITION DEADLINE

Students may add classes through the first week of school with the assistance of a Student Advisor. 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 Advisor. If applicable, students will be charged additional tuition. Requests to add courses must be approved by the Student Advisor 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 Advisor 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 Advisor 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 online Learning Management System (LMS) 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 online Learning Management System (LMS) account.

DROP PROCEDURES

After the start of a term, students must work with a Student Advisor 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 Advisor and the Advisor will assist the student with the Drop or Withdrawal form. Completed forms must be approved by the student's Student Advisor 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 from the start of the term. 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 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)

<table>
<thead>
<tr>
<th>Last Week of Class Attendance</th>
<th>Notation</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weeks 2 – 7</strong></td>
<td>W</td>
<td>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. <strong>FINANCIAL AID NOTE:</strong> A “W” grade will count as an uncompleted course when calculating the completion rate for a course dropped after the first week of class. <strong>NOTE:</strong> Tuition Forfeiture applies. Review Refund Policies for details.</td>
</tr>
<tr>
<td><strong>Weeks 8+</strong></td>
<td>WF</td>
<td>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. <strong>FINANCIAL AID NOTE:</strong> A “WF” grade will count as an uncompleted course when calculating the completion rate. <strong>NOTE:</strong> Tuition Forfeiture applies. Review Refund Policies for details.</td>
</tr>
</tbody>
</table>

7.5 Week/15 Module Semesters (Summer)

<table>
<thead>
<tr>
<th>Last Week of Class Attendance</th>
<th>Notation</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weeks 2 - 3</strong></td>
<td>W</td>
<td>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. <strong>FINANCIAL AID NOTE:</strong> A “W” grade will count as an uncompleted course when calculating the required completion rate if dropped after the first week of class. <strong>NOTE:</strong> Tuition Forfeiture applies. Review Refund Policies for details.</td>
</tr>
<tr>
<td><strong>Weeks 4+</strong></td>
<td>WF</td>
<td>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. <strong>FINANCIAL AID NOTE:</strong> A “WF” grade will count as an uncompleted course when calculating the completion rate. <strong>NOTE:</strong> Tuition Forfeiture applies. Review Refund Policies for details.</td>
</tr>
</tbody>
</table>
STUDENT’S RIGHT TO CANCEL

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through the seventh calendar day based on the start date of the program. After the end of the cancellation period, you also have the right to stop attending at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled weeks in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address:

Executive Vice President of Enrollment Management
79 New Montgomery Street
San Francisco, CA 94105

Students may fill out a withdrawal form in person with the assistance of their Student Advisor or send written notice of withdrawal. 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.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the University will refund the student any money he/she paid, less an administrative fee (application, enrollment and registration fees) not to exceed $250.00 and within 45 days after the notice of cancellation is received.

If the Enrollment Agreement is cancelled by the University, the University will refund the student any money he/she paid within 45 days after the notice of cancellation is received.

Note: The University will exercise its right to cancel this agreement if documentation is not submitted in accordance to the admissions requirements within 30-days of the program start date. Should additional information be requested by the University a due date will be provided. Initial _______

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 Advisor 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.

You may withdraw from the University at any time after the cancellation period and receive a pro rata refund if you have completed 60 percent or less of the scheduled weeks in the current payment period in your program through the last day of attendance. The refund will be less an administrative fee (application, enrollment and registration fees) not to exceed $250.00, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.
- Student fails to attend 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.
- The Academy reserves the right to involuntarily withdraw any Student whose conduct reflects discredit on the professional or ethical standards of The Academy.

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the weekly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of weeks in the term), multiplied by the number of weeks scheduled to attend, prior to withdrawal.
For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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 Advisor 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 Advisor 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 Advisor 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 Advisor. 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 45 days of the date of involuntary withdrawal by Academy of Art University. Students should refer to 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.

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 Advisors.

International Students may take an internship for credit within the United States. Please contact the International Student Services Office for details.
ACCESS FOR STUDENTS WITH DISABILITIES

Academy of Art University facilitates 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 requests 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 accessibility@academyart.edu. Classroom Services is located in the Academy Resources Center, 79 New Montgomery Street, Room 356.

The Chief Academic Officer, 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. For further information, contact Ms. Rowley at 800.544.2787 or 415.274.2222.

A student may appeal the determination of disability-related 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 Academy of Art University 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 http://www.academyart.edu/students/my-academy/academy-resource-center/training-tutoring. All tutoring is provided by current faculty, alumni, and technical staff.

CLASSROOM SERVICES

Classroom Services ensures equal access for students with disabilities. To request accommodations or inquire about resources, contact them by calling 415.618.3775 or by sending an email to accessibility@academyart.edu. Their address is 79 New Montgomery Street, Room 356, San Francisco, CA 94105. For more information, visit www.academyart.edu/accessibility.

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

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 through 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 more information on the Career & Entrepreneurial Services web page.
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 class forum

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 Online Education 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/ASSIGMENTS

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.

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.
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 www.academyart.edu/login. 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Standard</th>
<th>Grade Points toward GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Exceptional</td>
<td>4.0 grade points</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.7 grade points</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>3.3 grade points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0 grade points</td>
</tr>
<tr>
<td>B-</td>
<td>Competent</td>
<td>2.7 grade points</td>
</tr>
<tr>
<td>C+</td>
<td>Above Average</td>
<td>2.3 grade points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0 grade points</td>
</tr>
<tr>
<td>C-</td>
<td>Below Average</td>
<td>1.7 grade points</td>
</tr>
<tr>
<td>D+</td>
<td>Marginal</td>
<td>1.3 grade points</td>
</tr>
<tr>
<td>D</td>
<td>Weak</td>
<td>1.0 grade points</td>
</tr>
<tr>
<td>D-</td>
<td>Minimal Achievement</td>
<td>0.7 grade points</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 grade points</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Fail</td>
<td>0 grade points</td>
</tr>
</tbody>
</table>

[after 8th week]

[after 4th week in summer]

Non-Credit Grade Indications

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0 grade points</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0 grade points</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0 grade points</td>
</tr>
<tr>
<td>T</td>
<td>Transfer</td>
<td>0 grade points</td>
</tr>
</tbody>
</table>

Administrative Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>AW</td>
<td>Attendance Withdrawal</td>
<td>0 grade points</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0 grade points</td>
</tr>
<tr>
<td>WD</td>
<td>Retro-withdrawal</td>
<td>0 grade points</td>
</tr>
<tr>
<td>NR</td>
<td>No Grade Reported</td>
<td>0 grade points</td>
</tr>
</tbody>
</table>
**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 or LA 107 Writing for the Multilingual Artist. (LA 107 was first offered in summer 2016)
- Undergraduate Landscape Architecture students (with a start term of Summer 2014 and beyond) must achieve a "C-" or better in the following Liberal Art courses: LA/LAN 115 The Natural World 1: The Base Layer, LA/LAN 117 Survey of Landscape Architecture, LA 255 College Math, LA 271 College Algebra with Geometry, LA/LAN 277 Post Industrial Urban Open Spaces.
- Undergraduate Bachelor of Fine Arts Interior Architecture students (with a start term of Spring 2015 and beyond) must achieve a "C-" or better in the following Liberal Art courses: LA 226 /IAD 230 Survey of Traditional Interior Architecture, 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.
- Undergraduate Bachelor of Science Game Programming students (with a start term of Spring 2015 and beyond) must achieve a "C-" or better in the following Liberal Art courses: LA 255 College Math, LA 271 College Algebra with Geometry. Start terms of Summer 2016 and beyond must also achieve a "C-" or better in: LA 286 Discrete Mathematics, and LA 288 Vector, Matrices, & Transformations.

*Architecture Students must achieve a C- or higher in LA 255 College Math & LA 271 College Algebra with Geometry or have an appropriate placement score to enroll in LA 293 Precalculus.
** Effective SP15.

**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 academyart.edu/login. 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 mid-term 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.

**DISTANCE EDUCATION GRADING TIMEFRAME**
Work submitted for grading will be provided back to the student within 5 business days during the Fall and Spring semesters, and 3 business days during the Summer semester.
COURSE REPETITIONS

A course may count only once toward the major. 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.
- Courses which have been excluded from the student's record due to the Grade Exclusion policy will not be counted as units completed but will be counted as units attempted for the purposes of calculating the students completion rate for SAP.
- 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.
- Term GPA of the term of the 1st attempt and also cumulative GPA will be recalculated after the final grade of the second attempt is posted by the Registrar.
- Academic standing is calculated based on the initially posted GPA for a semester and will not be recalculated after a grade exclusion is applied.
- Additional repeats of a course after Grade Exclusion 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+, D, D-, F, or WF grade(s), 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.
- Courses for which Grade Exclusion has been applied cannot be used to satisfy degree requirements.
- Grade Exclusion does not apply to variable content courses:
  - 490 Portfolio Enhancement
  - 493 Study Abroad
  - 494 Corporate Sponsored Project
  - 498 Collaborative Project
  - 499 Special Topics
  - 500 Internship
  - 695 MS: Collaborative Project
  - 699 MS: Special Topics
  - 800 MS: Directed Study
  - 801 MS: Group Directed Study
  - 802 MS: Thesis Forum
  - 900 MS: Internship
  - 903 MS: Study Abroad
**Opt In & Opt Out of Grade Exclusion**

Students wishing to opt in or opt out of Grade Exclusion may file a petition form with the Office of the Registrar.

- **Opt Out of Grade Exclusion: Grade Inclusion**
  Undergraduate students who wish to opt out of the Grade Exclusion Policy must submit a Grade Exclusion/Inclusion Petition form which may be obtained from their advisor.

  **NOTE:** Student Athletes with an active sports roster status are not eligible to file a petition for Grade Inclusion.

  **NOTE:** Both term and cumulative GPA will be recalculated after the grade has been included in the student record. Including a grade may result in a lower GPA. Academic Standing will not be recalculated.

  **FINANCIAL AID NOTE:** Included grades may impact the student’s future completion rate SAP calculations.

- **Opt Into Grade Exclusion**
  Students who repeated a course that was not automatically subject to Grade Exclusion may petition for Grade Exclusion by filing a Grade Exclusion/Inclusion Petition form which may be obtained from their advisor.

  **NOTE:** Both term and cumulative GPA will be recalculated after the grade has been excluded in the student record. Excluding a grade may result in a higher GPA. Academic Standing will not be recalculated.

  **FINANCIAL AID NOTE:** Excluded grades may impact the student’s future completion rate SAP calculations.

**GRADES OF INCOMPLETE**

A student who is unable to finish the final assignment for a course due to extenuating circumstances may petition for a grade of “I” (Incomplete). A grade of Incomplete is an option only if the student has made 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 final assignment due to circumstances beyond the student’s control such as a personal emergency or an illness.

**Deadline:** Students must petition for a grade of Incomplete prior to the end of the semester. Requests made after the semester has ended will not be considered, nor will grades of incomplete be granted retroactively.

**NOTE:** Authorization for a grade of Incomplete is not guaranteed and approval will depend on the circumstances leading to the request.

**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.

**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.

**Instructions:**

**Grade of Incomplete Procedure for Onsite Classes:**

1. **Request**
   Student obtains the Petition for Grade of Incomplete form from the relevant academic department.

2. **Documentation**
   Student submits documentation that demonstrates that he/she is unable to complete the final class assignment due 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**
   Instructor approves the Petition for Grade of Incomplete.

5. **Final Work Review Arrangements**
   Student makes arrangements directly with the instructor 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.

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 the Office of the Registrar prior to the end of the semester.

7. Request for Final Grade Procedure

8. Review of Final Work

9. Department Approval

10. Submission to the Office of the Registrar

   Request for Final Grade Change form is processed by the Office of the Registrar.

   Final Grade Change 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 Incomplete for the Spring semester has until the Friday before the following Summer semester to change the grade.

   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.

   Failure to Meet Deadline: Failure to make up the incomplete work and file a Petition for Final Grade Change form 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.

Grade of Incomplete Procedure for Online Classes:

1. Request
   Student requests to petition for a grade of incomplete prior to the end of the semester by sending an email to the Online Help Desk at online@academyart.edu.
   NOTE: Email must include student name, ID number, and classes for which an incomplete is being requested.
   NOTE: Requests received after the last day of the semester will not be considered.

2. Documentation
   Student will be asked to submit documentation to the Online Education Department that demonstrates that he/she is unable to complete the final class assignment due to circumstances beyond the student's control.

3. Assignment Status Review
   Instructor confirms that all other work is up-to-date with only the final project to be completed.

4. Department Approval
   Department Director approves the petition for a grade of incomplete.

5. Office of the Registrar Approval
   Office of the Registrar gives final approval for the petition for a grade of incomplete.

6. Final Work Submissions
   If approved, Online Education Department will provide instructions to the student on how to submit final work.
   NOTE: Student will be given access to submit his/her work through the class discussion two weeks prior to the start of the next semester.
   Deadline: Student has until the Friday before the following semester to submit his/her final work.

7. Review of Final Work
   Instructor reviews final work and submits final grade to the Online Education Department.

8. Submission to the Office of the Registrar
   Request for Final Grade Change form is submitted by the Online Education Department to the Office of the Registrar for processing.

Failure to Meet Deadline: Failure to make up and submit the incomplete work within the time frame will result in a “0” on any incomplete work. 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.
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.

NOTE: Academic standing and both cumulative and term GPA will be recalculated after the grade change is processed.

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 academic department
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.
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 permanently by the Office of the Registrar.

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 Advisor 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 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 Office of the Registrar that s/he does not want “Directory Information” released. Academy of Art University designates the following as public or “Directory Information”: student’s name, student picture, e-mail address, 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 Office of the Registrar, 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.
DECEASED STUDENT RECORD HANDLING & AWARDING OF POSTHUMOUS DEGREES

Release of Deceased Student Records
Education records are no longer protected under FERPA after a student’s death; consequently, the stewardship of records pertaining to a deceased individual is not a FERPA issue but a matter of institutional policy.

During the first year after the death of the individual is recorded, Academy of Art University will release the educational records to family members and agencies contributing to the tuition payments of the student. Following the initial year, records will be provided to any individual upon request.

Awarding of Posthumous Degrees
The family or other interested parties of the deceased student may initiate a request for a posthumous degree through the Office of the Registrar’s Completion Committee. The committee will review the request and may recommend to the President the award of a posthumous degree, delivered to the family of the deceased. Posthumous degrees may be awarded when the student had satisfactorily completed at least two-thirds (2/3) of all coursework towards a degree and was actively enrolled at the time of death. Under special circumstances, the President or designee may grant the awarding of a posthumous degree or certificate for a student who has completed less than two-thirds (2/3) of the degree coursework. Petitions for a posthumous degree may be initiated at any time—there is no limit to how much time has transpired between the student’s passing and the request.
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 to 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 academy of art university Annual Campus Safety and Campus Fire Safety Report.

HEALTH INSURANCE

Domestic Onsite Students
Health Net has a student medical insurance plan designed especially for our domestic on-site students. The plan covers office visits, medical, accident and hospital expenses.

Find a summary of coverage: Academy of Art University Domestic Student Health Insurance Plan (SHIP)
Sign up for this plan: http://jcbins.com/
Ask general questions: healthinsurance@academyart.edu
Ask billing questions: ar@academyart.edu

Athletes
All athletes enrolled in 6 or more credits at Academy of Art University will be automatically enrolled in the Aetna Student Health Insurance Plan.

For more detailed information about your health benefits:
- Academy of Art University Aetna Student Health Plan Design and Benefits Summary
- Academy of Art University 2017-2018 Student Health Insurance Plan Highlights
Ask general questions: lcardenas@academyart.edu
Ask billing questions: ar@academyart.edu

International Onsite F1 Students
All F1 students enrolled in 6 or more credits at the Academy of Art University will be automatically enrolled in the Aetna Student Health Insurance Plan.

For more detailed information about your health benefits:
- Academy of Art University Aetna Student Health Plan Design and Benefits Summary
- Academy of Art University 2017-2018 Student Health Insurance Plan Highlights

Review our FAQ
Log into your health insurance account: http://jcbins.com/
Ask general questions: healthinsurance@academyart.edu
Ask your billing questions: ar@academyart.edu
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 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: Chief Academic Officer, 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 confidentiality 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 Chief Academic Officer, Sue Rowley, at 800.544.2787 or 415.274.2222.

A complaint may be filed with the Bureau for Private Postsecondary Education at http://www.bppe.ca.gov/enforcement/complaint.shtml or by calling the Bureau’s Enforcement Section at the following address and telephone number:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: (916) 431-6959
FAX: (916) 263-1897

Georgia Residents’ Complaint Procedure
If a complaint is not resolved at the school level through its complaint procedure, Georgia residents may file a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC), 2082 East Exchange Place, Suite 220, Tucker, GA 30084-3300, 770-414-3300. GNPEC has provided an online form to be used by students for filing complaints. The form can be found at the following Web address: https://gnpec.org/gnpec-authorized-school-complainant-form/.
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

Office Drop In Hours:
Mo/Wed/Fr: 3 pm to 5:30 pm
Tue/Thu: 9:30 am to 12 pm

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 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 academy of art university website. Visit: Academy of Art University Home > Students > My Academy > Student Resources > International Student Resources > Immigration Info & Updates

MAINTAINING 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 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 academy of art university. To update the local US address, students should log into the online Learning Management System (LMS) 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 no 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.

NOTE: Academy of Art University does not grant Leave of Absences for domestic students.

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 completed the Leave of Absence Request Form and upload their flight itinerary.

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

- Notify your academic advisor and the International Student Services Office about your situation and purchase your flight ticket. Keep in mind that you must depart the US within 15 days of either withdrawing from the semester or changing from onsite to online classes.
- Complete the Leave of Absence Request Form online and upload fight ticket:
- You will be approved to withdraw from the semester or change your classes from onsite to online after the International Student Services Office received your Leave of Absence Request Form.

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 Academy of Art University 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 Academy of Art University 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 hours/ 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 hours/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 considered short term employment that is an integral part of an established curriculum and directly related to the student's major area of study. It allows students to gain practical experience while in school and is authorized by the International Office. CPT must be part-time, 20 hours per week or less during any Spring and Fall semester while enrolled in a full course load. Consequently, any internship or short term employment must be in the SF Bay Area, unless the internship is during the summer and student is scheduled to resume onsite classes in the following Fall semester. CPT can be authorized full-time during the Summer semester only. Students are not permitted to engage in any work prior to receiving their CPT authorization. Furthermore, students should not work more than the authorized amount of hours or beyond the timeframe indicated on the I-20.

Students are eligible for CPT under the following conditions:
1) Student is enrolled in degree seeking program
2) Student has not yet completed degree
3) Student has maintained F1 status for at least 1 academic year
4) Student is registered for internship class
5) Student has an internship or short term employment offer that applies directly to major

CPT processing when student is registered for the internship class:
- Student must work with academic advisor to enroll in the internship class. To be registered for the internship class, student must provide a copy of the offer letter and obtain approval from the program director.
- Once the student is registered for the internship class, the International Student Services Department will review all documents and process the student’s CPT authorization within 2 business days.
- Student will be notified via email when the CPT I-20 is ready for pick up.

Exceptions when students are not eligible for internship class:
- Student has already used all available internship units
- Student has no units that can be used for internship class
- Student received internship offer after class registration period
- Student has not yet achieved the required unit amount
  - UGRAD: must have completed 66 units (EAP will not be counted) to be considered
  - GRAD: must have completed 36 units (EAP will not be counted) to be considered
- Student does not have the required GPA of 3.0
  - Student must meet all other requirements and be fairly close to required GPA to be considered

CPT processing when exception applies:
- Student must obtain approval for internship/short term employment from program director. Approval can be obtained by email. Student must provide copy of offer letter to program director for review.
- Student must complete CPT I-20 Request Form and upload a copy of the job offer letter and a screenshot of the approval email from program director.
- The International Student Services Office will review the CPT I-20 Request Form and uploaded documents and process the request within 2 business days.
- Student will be notified via email when the CPT I-20 is ready for pick up.
CPT Processing:
1) Academic Advisor will provide Internship Application packet to student, including Internship Application Form. The Internship Application Form should either be For Credit or Not For Credit. When using a Not For Credit Internship Application Form the academic advisor is required to indicate the appropriate reason on the form.
2) Student must submit required documents (Application Form and Offer Letter) to academic advisor for further processing. The Offer Letter must include everything that is noted on the Internship Application Form.
3) The International Department will review and process CPT after documents have been scanned and noted in the Internship Database. After CPT was authorized student will receive a notification email from the International Office.

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)

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.

Students who would like to apply for OPT or the 24-month STEM Extension should review the International Student Services Office website as well as the OPT and STEM Extension tutorial.

Students who have questions or need assistance with their application, should reach out to the International Student Services Office by email or stop by during regular 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 spouse may study part-time in a degree seeking program. They will not be eligible for any F1 benefits, such as off campus work authorizations.

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**

**International Onsite F1 Students**

All F1 students enrolled in 6 or more credits at the Academy of Art University will be automatically enrolled in the Aetna Student Health Insurance Plan.

For more detailed information about your health benefits:
- [Academy of Art University Aetna Student Health Plan Design and Benefits Summary](#)
- [Academy of Art University 2017-2018 Student Health Insurance Plan Highlights](#)

**Review our FAQ**

Log into your health insurance account: [http://jcbins.com/](http://jcbins.com/)
Ask general questions: [healthinsurance@academyart.edu](mailto:healthinsurance@academyart.edu)
Ask your billing questions: [ar@academyart.edu](mailto:ar@academyart.edu)

**Domestic/International Athletes**

All domestic/international athletes enrolled in 6 or more credits at Academy of Art University will be automatically enrolled in the Aetna Student Health Insurance Plan.

For more detailed information about your health benefits:
- [Academy of Art University Aetna Student Health Plan Design and Benefits Summary](#)
- [Academy of Art University 2017-2018 Student Health Insurance Plan Highlights](#)

Ask general questions: [lcardenas@academyart.edu](mailto:lcardenas@academyart.edu)
Ask billing questions: [ar@academyart.edu](mailto:ar@academyart.edu)

**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](#).
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 enables the graduate student to focus on the creation and completion of an independently conceived and committee-approved Final Thesis Project or to further the development of a comprehensive body of work/portfolio.

The below courses may be taken as Directed Study as approved by their Department Director and/or Midpoint Review Committee:

- 800 Directed Study
- 801, 803-899 Group Directed Study
- 802 Directed Study Mentorship Forum
- 900 Internship (maximum of 6 units)

NOTE: Students must have passed their Midpoint Review prior to enrolling in Directed Study.

Directed Study Policy

- All Directed Study selections must be confirmed as an approved option meeting the graduate student's department requirements with the student's Graduate Student Services Advisor prior to registration.
- The Midpoint Review must be approved before a graduate student can enroll in Directed Study.

Directed Study Documentation

Graduate students are required to maintain documentation of their educational and creative progress and their exchange with instructors or Directed Study Mentor(s) in all Directed Study units. This may be documented through Thesis Progress Tracking or the Directed Study Journal as required by the graduate student’s specific department.

- The completed Directed Study Journal or Thesis Progress Timeline must document all units of Directed Study regardless of whether the student participates in DS Mentorship Forum, Group Directed Study, Internship, or Course for Directed Study credit.
- The completed Directed Study Journal or Thesis Progress Timeline must be presented for approval before the Committee 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.

Academy of Art University does not have a cumulative final test or examination required for the completion of any of the programs.

MIDPOINT AND FINAL REVIEW OUTCOMES

Review Outcomes
Upon presentation of a Midpoint or a Final Review, the review committee will assign one of following outcomes to the student based upon the posted review guidelines:

• **Approved**: the Student has passed, and can now proceed with Directed Study for the following semester.

• **Not Approved**: The student has NOT passed, and is NOT allowed to proceed with Directed Study until one of the following has been completed and the Midpoint Proposal is approved by the Midpoint Review Committee:
  - **Resubmit**: Following specific Midpoint Review Committee requirements, your project requires small changes that must be corrected and re-submitted within 3 weeks. If the re-submission meets the requirements, then the Midpoint Proposal is approved and you can proceed with Directed Study the following semester.
  - **OR Represent**: Following specific Midpoint Review Committee requirements, you must rethink Final Project and/or sign up for a new Midpoint Review next semester.

STUDIO SPACES AND GALLERY EXHIBITIONS

**Studio Space**
Where available, Academy of Art University provides on-campus studio spaces or reserved group studios for Master’s students in several Departments within the Graduate School. Master’s students should contact their specific Department for details and eligibility requirements.

**Gallery Exhibitions**
Master’s students may apply for the opportunity to hold a public exhibit of their Final Thesis Project as part of a group show. An exhibition is a privilege and not guaranteed. Master’s students should contact their specific Department and the Director of Galleries for details and eligibility requirements.

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:

Director of Graduate Student Services
150 Hayes Street
San Francisco, CA 94102

Returning graduate students are subject to all current curricular requirements and standards.
STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT RIGHTS AND RESPONSIBILITIES

It is your right:

- To be a member of a safe community.
- To learn from infractions.
- To understand the process and how the Student Code of Conduct impacts you.
- To have the charges and allegations against you in writing.
- To be advised during the Disciplinary Process of the specific incident/conduct being reviewed.
- To be provided reasonable opportunity to present your own version and respond to the incident in question.

It is your responsibility:

- To know and adhere to the Student Code of Conduct and all Academy of Art University rules and regulations.
- To be truthful when providing information to any campus official.
- To provide campus officials with verification of your identity if asked (student ID card).

In the event of Disciplinary Action, it is your responsibility:

- To schedule and keep your administrative appointments and/or hearings. Note: a reminder notice may be sent, but is not required. Hearings may be conducted in your absence.
- To comply with all sanctions imposed in the timeframe provided.
- To provide advance notice and a clear and compelling reason if you experience a scheduling conflict that prevents you from attending a disciplinary hearing, or are not able to complete your sanctions when due. You are responsible for following up with the appropriate University staff prior to sanction deadlines.

Appeals Process

During the appeals process academy of art university reserves the right to impose sanctions.

It is your right to appeal the decision:

- Of a Department Director to office of Educational services/Title Nine Coordinator.
- To the Grievance Committee if additional relevant information has become available since the initial decision that is sufficient to alter said decision.
- If the incident/activity in question was not a violation of the Student Code of Conduct or any other Academy rule or regulation.
- If the administrative process violated the student's rights.
- If the findings were unsubstantiated.
- If the sanction or outcome was inconsistent with prescribed sanctions/outcomes for similar cases.
- If additional relevant information has become available since the initial decision that is sufficient to alter said decision.

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. Withholding any co-created work from co-collaborators.
3. Forgery, alteration, or misuse of University documents, records, or identification or knowingly furnishing false information to the University or any University employee.
4. Forgery or identity theft including but not limited to alteration or illegal usage of University documents, school records, and/or entrance applications.
5. Misrepresenting or falsely using student identification including misuse of Photo ID cards or posing as another individual.
6. Posing as an agent of the University.
7. Auditing classes or attending without full payment.
8. Conduct reflecting discredit on the professional ethical standards of the University.
9. Harassment of any kind including, but not limited to, threats and sexual harassment.
10. Physical abuse on or off campus property of the person or property of any member of the campus community.
11. Possession or usage of fireworks, explosives, dangerous chemicals or deadly weapons on University property or at a University function.
12. Abusive behavior including the use of profanity directed toward University staff, faculty, students, guests or visitors.
13. Throwing objects toward or at University employees, students or visitors.
14. Obscene, lewd, or indecent behavior on campus or at a University sponsored function.
15. Hazing or false imprisonment.
16. Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on University property or at University sponsored student events.
17. 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).
18. Defacement, vandalism, tagging or using graffiti on University buildings or property.
19. Engaging in arson, blocking emergency exits, or falsely activating the fire alarm system.
20. Breaking into or unauthorized use of any campus facility or building.
21. 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.
22. Misuse of the University’s computer system including hacking into University computer records, or knowingly sending computer bugs or viruses electronically.
23. Falsely using parking spaces designated for persons who are disabled.
24. Destruction of University property, including library vandalism.
25. Obstruction of University buildings, building entrances, school vehicles.
26. Disruption of the campus educational process, administrative process, or other campus sponsored event.
27. 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.
28. Violation of any published Academy of Art University rules and regulations now or later in effect.
29. Sexual violence and misconduct. Academy of art university prohibits any form of sexual violence on its campus, among Academy of Art University students or at Academy of Art University functions/events. Sexual violence includes domestic violence, dating violence, stalking incidents, or any forms of sexual assault or sexual misconduct. All incidents must be reported to the Campus Security office at 415-618-3911 and/or to the Title Nine Coordinator Christina Petricca at 415-618-8021 or cpetricca@academyart.edu. A fair, confidential and prompt investigation and hearing will occur that protects victims and promotes accountability. Possible sanctions for sexual abuse or violence may include but not be limited to dismissal from academy of art university.
DEFINITIONS AND DESCRIPTION OF KEY TERMS

“University,” “Campus,” and “ACADEMY OF ART UNIVERSITY” 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.

“Dating Violence” Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; (1) the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (2) For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

“Domestic Violence” refers to a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim. By a person with whom the victim shares a child in common. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner. By a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws or the jurisdiction in which the crime of violence occurred.

“Stalking” refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. For the purpose of this definition means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

“Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
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 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

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 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 and a result of their independent effort. Any art and design work previously created by the student for another project and/or purpose may not be re-used and claimed as original work. 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. All work created in collaboration used in whole (or in part) must be acknowledged as such, and correctly attributed to all co-creators.

Any student who plagiarizes will receive a grade of “F” for that assignment, project, or project or assignment step, with no opportunity to do the assignment again. All plagiarism offenses will be reported to the Department Director and to the Educational Services Office. Multiple instances of plagiarism in a single class will result in a final course grade of F, and a notation will be indicated on the student’s transcript.

Plagiarism is a violation of 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, or using co-created work in whole (or in part), without the permission and/or crediting all co-creators.

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 Chief Academic Officer, 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.
Title IX – Policy of the University for the Prohibition and Addressing of Sexual Assault, Sexual Misconduct, Dating Violence and Stalking

Administrative Policies and Procedures

A. Preamble
B. Definitions
C. Education and Prevention Programs
D. Procedures for Reporting a Title IX Complaint
E. Interim Measures
F. Confidentiality
G. Alternative Resolution Process
H. Formal Investigation Process
I. Resolution Process
J. Tips for Bystander Intervention
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M. Victim/Informational Resources
Appendix A: Responsible Employees
Appendix B: Additional Resources

Title IX prohibits the Academy of Art University (“University”) from discriminating on the basis of sex in the administration of the University’s programs and activities. The Academy of Art University does not discriminate on the basis of sex in its educational programs or activities and prohibits unlawful harassment including sexual harassment and sexual violence. Sexual harassment and sexual violence are types of prohibited sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. The Academy of Art University’s prohibition on sex discrimination includes discrimination based on one’s gender identity or expression, one’s transgender status, pregnancy or parental status.

The Academy of Art University reaffirms its commitment to compliance with the stipulations contained in the Violence Against Women Act (VAWA) and Campus SaVE Act to maintain a campus environment emphasizing the dignity and worth of all members of the University community. The following people have been designated to handle Title IX inquiries and complaints:

Christina Petricca, Title IX Coordinator
79 New Montgomery Street, Room 475
San Francisco, CA 94105
(415)618-8021
cpetricca@academyart.edu

Lynda España, Deputy Title IX Coordinator
79 New Montgomery Street, Room 360
San Francisco, CA 94105
(415)618-3813
lespana@academyart.edu

The University’s primary concern is the safety of members of the campus community. The use of alcohol or drugs never makes the victim at fault for sexual violence. Students or employees who are victims of sexual violence should not be deterred from reporting incidents of sexual violence as they will not be disciplined for related violations of drug, alcohol, or other University policies except in extreme circumstances.

The process outlined below is designed to carry out the University’s responsibilities under Title IX of the Education Amendments of 1972, the Violence Against Women Act and the Campus SaVE Act. This procedure is designed to respond to reports of sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking and also is designed to address all instances in which an Academy of Art University student or employee while enrolled or employed at the University, is alleged to have engaged in such prohibited conduct.

The University will treat students consistent with their gender identity. Students shall have the right to use the restroom that coincides with their gender identity. To the extent the University is not legally required to use a student’s legal name on University records or documents, the University shall use the name and gender preferred by the student. A student does not need to change his or her official records as a condition of being addressed by the name or gender of the student’s choice, but should notify the Registrar’s office of their preferred name or gender. The University will change a student’s official record to reflect a change in legal name or gender upon receipt of documentation that such change has been made pursuant to a court order, amendment of state or federally issued identification or other appropriate documentation.
B. Definitions
There are numerous terms used by the Academy of Art University in our policy and procedures. These include the following:

**Sexual Harassment:** A form of sex discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, and indecent exposure, where:

a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or

b. Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the student, and is in fact considered by the student, as limiting the student's ability to participate in or benefit from the services, activities or opportunities offered by the University; or

c. Submission to, or rejection of, the conduct by a University employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; or

d. Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the University employee or third party, as intimidating, hostile or offensive.

To make a determination of whether a report of prohibited sexual harassment is true for a student or students, the University will consider a variety of factors related to the severity, persistence or pervasiveness of the sex-based harassment, including (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more student's education. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a violation. A series of incidents may be sufficient to find a violation even if the sex-based harassment is not particularly severe.

Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Prohibited sexual harassment at times occurs in person, online through social media and via text or other electronic messaging.

**Appropriate Administrator:** For incidents involving student discipline, the appropriate administrator would be the Title IX Coordinator and/or Deputy Title IX Coordinator. For allegations or investigations where a faculty or staff is the respondent, the appropriate administrator would be the Human Resources Department in conjunction with the Department Director. The Title IX Coordinator is the Appropriate Administrator for respondents who are initially enrolled as students and have obtained employment with the University through their status as a student. Human Resources is the Appropriate Administrator for respondents who are initially employed with the University and are taking classes as a student, as a benefit of their employment with the University.

**Sexual Violence:** A form of sexual harassment and means physical sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, domestic violence, dating violence, and stalking (when based on gender or sex) perpetrated against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, status as a minor, or disability. Sexual violence may include physical force, violence, threat or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacity (including voluntary intoxication). Men as well as women can be victims of these forms of sexual violence. Unlawful sexual intercourse with a minor (statutory rape) occurs even if the intercourse is consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

**Sexual Misconduct:** Includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

**Sexual Assault:** A form of sexual violence and is an actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:

1. Intentional touching of another person’s intimate parts without that person’s consent; or
2. Other intentional sexual contact with another person without that person’s consent; or
3. Coercing, forcing or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
4. Sexual contact or behavior that occurs without consent.

**Sexual Battery:** A form of sexual violence and is any willful and unlawful use of force or violence upon the person of another because of that person’s gender or sex.
**Rape:** A form of sexual violence and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight with any object, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders the person incapable of giving consent. The accused’s relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant.

**Acquaintance Rape:** A form of sexual violence committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of “rape”.)

**Consent:** An informed, affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity.
- Consent must be voluntary, clear and knowing, and given without coercion, force, threats, or intimidation. Consent requires positive cooperation, through words and actions, in a particular sexual act, or expression of intent to engage in that sexual act through the exercise of free will.
- Consent can be withdrawn or revoked at any time. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity. There must always be mutual and affirmative consent to engage in sexual activity. Consent to a sexual act may be withdrawn or revoked at any time, including after penetration. The complainant’s request for the respondent to use a condom or birth control does not, in and of itself, constitute consent. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- Consent cannot be given by a person who is incapacitated. For example, a person cannot give consent if s/he is unconscious or coming in and out of consciousness. A person is incapacitated if s/he lacks the physical and/or mental ability to make informed, rational judgments. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person with a medical or mental disability may also lack the capacity to give consent.
- Being intoxicated by drugs or alcohol does not diminish a person’s responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered include whether the person knew, or whether a reasonable person in the accused’s position should have known, that the victim did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.

**Sexual Exploitation:** Occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples could include: Recording or live-streaming images or audio of another person’s sexual activity or intimate body parts without that person’s consent; distributing (including on social media) images or audio of another person’s sexual activity or intimate body parts without that person’s consent; Viewing another person’s sexual activity or intimate body parts in a place where that person would have a reasonable expectation of privacy, without that person’s consent.

**Domestic Violence:** A form of sexual violence and is abuse committed against someone who is a current or former spouse, current or former cohabitant with the complainant as a spouse or intimate partner, someone with whom the respondent has a child, someone with whom the respondent has or had an intimate dating or engagement relationship, or a person similarly situated under California domestic or family violence law.

Factors that may determine whether persons are cohabiting include, but are not limited to: (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property; (4) whether the parties hold themselves out as spouses or domestic partners, (5) the continuity of the relationship, and (6) the length of the relationship.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant and respondent’s statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:** A repeated course of conduct directed at a specific person (when based on gender or sex) that places that person in reasonable fear for his/her or others’ safety, or to suffer substantial emotional distress. A reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.
**Proceeding:** Any activity that seeks to invoke the power of the Appeal Committee in order to enforce a university regulation or rule.

**Result:** The consequence, effect or outcome of a proceeding.

**Business Days:** Consist of Monday through Friday of each week (regular work week). This excludes holidays observed by the University during the course of the regular work week.

**Retaliation:** Includes but is not limited to threats, reprisals, intimidation and/or adverse educational actions against a person based on their report of prohibited conduct or participation in an investigation, report or disciplinary process.

**Responsible Employee:** Any employee of the University who has the authority to take action to redress sexual violence or who a student reasonably could believe has such authority. Examples of responsible employees at the Academy of Art University include, but are not limited to, student services advisors, Department Directors, resident assistants or faculty members. A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the University will need to determine what happened. (see Appendix A for a list of possible responsible employees.)

**Awareness Programs:** Programs, campaigns, or initiatives that increase audience knowledge of the issues of sex discrimination, sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus community-wide mobilizations as well as targeted audience specific programming (including both students and employees). Awareness month campaigns, “Speak Outs,” rallies or marches, informational poster campaigns or resource websites, and educational programming that focuses on sharing resources and information about these issues are examples of awareness programs.

**Risk Reduction:** Procedures or programs designed to decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety; and help individuals and communities address conditions that facilitate violence.

**Bystander Intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of sexual assault, sexual harassment, domestic violence, dating violence or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options and take action.

**Primary prevention programs:** Programming, initiatives and strategies intended to stop sex discrimination, sexual assault, domestic violence, dating violence and stalking before it occurs and to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.

**Ongoing Awareness and Prevention Campaigns:** Campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to sex discrimination, sexual assault, domestic violence, dating violence and stalking prevention. These programs will occur at different levels throughout the institution (i.e. faculty, athletics, incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sex discrimination, sexual assault, domestic violence, dating violence and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing pro-social behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.
C. Education and Prevention Programs
The University has purchased training online modules for students and employees and will disseminate the videos each semester. The online version has a tracking device to show that the student has taken the course. Below is a description of the modules provided to students:

All new students will be provided with Campus Clarity’s course titled “Think About it: Campus SaVE.” The course provides students with information about abusive relationships, dating violence, options for bystander intervention, sexual assault, sexual violence, sexual harassment, reactions of survivors of sexual assault, consent, interim measures and Title IX conduct proceedings among other important topics.

Employees will be provided training through LawRoom. The course for employees, titled “Bridges: Building a Supportive Community” will include training on the topics of sexual harassment, potential conduct violations, employee role to report instances of sexual assault, stalking, dating violence and domestic violence, bystander intervention training and risk reduction.

The University will participate in ongoing prevention and awareness campaigns including programming, initiatives and strategies throughout each school year to promote awareness of dating violence, domestic violence, sexual assault, sexual harassment and stalking. This includes social media posts, email blasts, presentations to students, faculty and staff, posters, and booths at campus events among other programs that may be developed throughout the academic year.

D. Procedures for Making a Title IX Report
If a report of sex discrimination, including sexual assault, domestic violence, dating violence or stalking is made to the University the procedures outlined below will be followed. The University will not require the person making the report (also referred to as the “complainant”) to participate in any investigation or disciplinary proceeding if the complainant does not wish to participate.

The University generally will not notify parents or legal guardians of a sexual violence report unless the victim is under 18 years old or the victim provides the University with written permission and requests the University do so. If there is a health and safety issue (e.g., immediate threat to self or others), the University may notify parents or legal guardians, regardless of the complainant’s age, as allowed under the Family Educational Rights and Privacy Act (20 U.S.C. §1232g).

The procedures set forth below are intended to afford all complainants and the person whose conduct is at issue (referred to as “respondent”) a prompt, fair and impartial process for resolving the report of sex discrimination, including, sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.
Reporting Options
Complaint to the Title IX Coordinator
A Title IX report can be called a “complaint” and can be brought forward by a complainant who has experienced sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking by contacting the Title IX Coordinator, or in the event the Title IX Coordinator is absent or unavailable, by contacting the Deputy Title IX Coordinator:

Christina Petricca, Title IX Coordinator
79 New Montgomery Street, Room 475
San Francisco, CA 94105
cpetricca@academyart.edu
(415)618-8021

Lynda España, Deputy Title IX Coordinator
79 New Montgomery Street, Room 360
San Francisco, CA 94105
lespana@academyart.edu
(415)618-3813

Employees may contact:
Chris Visslaili
Human Resources Department
CVisslaili@academyart.edu
(415)618-6525

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education’s implementing regulations at 34 C.F.R. Part 106, the University’s Title IX Coordinator has primary responsibility for coordinating the University’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all University operations as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The Title IX Coordinator oversees the University’s response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns and assess effects on the campus climate, so the University can address issues that affect the wider school community.

A student should contact the Title IX Coordinator or Deputy Title IX Coordinator in order to:
- File a complaint/make a report of sex discrimination, sexual assault, domestic violence, dating violence or stalking.
- Seek information about students’ rights and courses of action available to resolve reports or complaints that involve potential sex discrimination and/or sexual misconduct.
- Report any type of retaliation against a complainant or participant in an investigation or appeal hearing that relates to this Policy.
- Notify the University of an incident, policy or procedure that may raise potential concerns of matters that relate to this Policy.
- Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct.
- Ask questions about the University’s policies and procedures related to sex discrimination, including sexual misconduct.

The Title IX Coordinator is also responsible for facilitating ongoing training and consultation for all students, faculty and staff; overseeing adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct; coordinating and implementing interim measures to ensure the complainant’s equal access to the University’s programs and activities and to protect the complainant as necessary; monitoring the University’s compliance with Title IX; assessing and analyzing the campus climate; and advising the University to develop and implement effective Title IX policies.

Responsible University Employee
While students should report any issues that relate to the matters addressed in this Policy to the Title IX Coordinator, Deputy Coordinator or Campus Safety, if a responsible employee of the University becomes aware of an incident that could be a possible violation of this Policy, the responsible employee shall forward it to the Title IX Coordinator. A responsible employee should not share the information with law enforcement without the complainant’s consent or unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to a responsible employee, the employee should ensure that the complainant understands the employee’s reporting obligations. If the complainant wishes to maintain confidentiality the employee should direct the complainant to confidential resources (see Section M – Informational Resources; Appendix B Resources).
If the complainant wishes to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complainant the University will strongly consider the request but cannot guarantee the University will be able to honor the request. When reporting the matter to the Title IX Coordinator the employee will also inform the Coordinator of the victim’s request for confidentiality.

Report to Campus Safety or Local Law Enforcement
Any student who has experienced domestic violence, dating violence, sexual assault or stalking may make a report to Campus Safety and/or local law enforcement. Campus Safety will also notify the Title IX Coordinator of the complaint. After an incident of sexual assault, dating violence and/or domestic violence, the complainant should consider seeking medical attention as soon as possible at a medical facility. Although the University strongly encourages all members of its community to report these types of matters to law enforcement, it is the student’s choice whether or not to make such a report. Students have the right to decline involvement with the police.

Campus Safety will assist any complainant with notifying local police if they so desire. The San Francisco Police Department may also be reached directly by calling 415-553-0123. Additional information about the San Francisco Police Department may be found online at http://sf-police.org. Students have a right to file a complaint with governmental authorities, including the police and a Title IX complaint with the University simultaneously.

The Campus Safety Department will assist any complainant with obtaining and enforcing a no contact order or restraining order and will inform complainants of that right. Complainants may contact the San Francisco Police Department or Campus Safety for information about available options. Campus Safety can assist with no contact orders through the University and will assist with the enforcement of those orders at the University or affiliated University activities, but cannot issue orders of protection such as a restraining order.

Students can also contact the Department of Education, Office of Civil Rights to file a report. Reporting to the Department of Education directly however will not provide the University with notice unless a complaint is also filed with the University’s Title IX Coordinator.

Timeline for Reports
Reports of domestic violence, dating violence, sexual assault, sex discrimination or stalking should be made as soon as possible. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection orders related to the incident more difficult.

Procedures for University Disciplinary Action
Procedures are in place for University disciplinary action for sexual violence, domestic violence, dating violence, and stalking. Such proceedings shall provide a prompt, fair, and impartial investigation and resolution to complaints. Such proceedings shall be conducted by officials who receive annual training on issues related to these offenses as well as how to conduct an investigation and hearing process that protects the safety of victims while promoting accountability. The University’s goal is to complete all investigations and decisions regarding appropriate remedies within 60 days of the University’s receipt of a Title IX Complaint, absent extenuating circumstances (see Section I – Extension of Timelines).

For students, sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code and may result in disciplinary action. Employees who violate this policy may also be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the respondent to criminal and civil penalties under federal and state law. The University may expel a student or terminate an employee if that individual is convicted by a court of law of the offense of rape, acquaintance rape or any other forcible or non-forcible sex offenses.

E. Interim Measures
Once the Title IX Coordinator receives a report of sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking, the Title IX Coordinator will evaluate the complaint and decide whether to initiate a formal investigation. The Title IX Coordinator and Campus Safety will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible to prevent recurrence of any discrimination and to correct its discriminatory effects on the complainant and others, if appropriate.
The University will also:
- Inform complainants of their right to simultaneously report a crime to Campus Safety and/or local police and provide complainants with assistance if desired.
- Provide interim remedies requested by the complainant, as reasonably available, regardless of whether the complainant chooses to report sexual violence to Campus Safety or local police.
- Assist complainants in accessing available victim advocacy, University support, counseling, medical/health or mental health services, and off campus legal assistance;
- Provide security and support, which could include issuing a no-contact order, security escorts, helping arrange a change of campus-based living, working arrangements or course schedules and assist with adjustments for class assignments, tests, or work duties;
- Work with the San Francisco Police Department to enforce any restraining orders issued as a result of a report of sexual violence, sexual assault or stalking.

Violations of the Title IX Coordinator’s and Campus Safety’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Any retaliation against an individual for filing a Title IX complaint or participating in a Title IX investigation is prohibited.

To the extent of the complainant’s cooperation and consent, University offices, including Campus Safety and Housing will work cooperatively to ensure that the complainant's University-related health, physical safety, work and academic status are protected, pending the outcome of a formal University investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Campus Safety and the Title IX Coordinator are responsible for assisting the complainant with these accommodations.

**F. Confidentiality**

If a complainant requests that his/her identity be kept confidential, his/her name will not become a matter of University public record. Campus Safety will report the incident to the Title IX Coordinator only. Personal identifiable information about the complainant and respondent will be treated as confidential and only shared with persons with a specified need to know or who are investigating/adjudicating the complaint or delivering resources or support services to the complainant and respondent. The University does not publish the name of complainants nor does it maintain identifiable information regarding complainants in the campus police department’s Daily Crime Log or online.

The University is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. While the University will report the type of incident in the annual crime statistics report known as the Annual Security Report, the complainant’s name or other personally identifying information will NOT be revealed.

The Title IX Coordinator shall make good faith efforts to ensure the confidentiality of the complainant, if requested. The Title IX Coordinator will inform the complainant if confidentiality cannot be maintained based on the seriousness of the complaint. In some cases the University may need to disclose some information about a complainant to a third party to provide necessary accommodations or protective measures. The Title IX Coordinator will make this determination and will explain what information will be shared, who the information will be shared with and the reason(s) for sharing that information. If the University determines that it can respect a complainant's request for confidentiality the University will also take immediate action as necessary to protect and assist the complainant.

When weighing a complainant’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors including: the risk the respondent will commit additional acts of sexual or other violence; whether the sexual violence was perpetrated with a weapon; whether the complainant’s report reveals a pattern of perpetration at a given location or by a particular group or undue risk of these events. Complainants desiring confidentiality in an investigation will be informed the University’s ability to fully address the complaint or remedy the situation may be limited, but where feasible, the University will take reasonable steps to prevent the reoccurrence of the alleged misconduct and limit its effect. If a complainant requests that no investigation occur, the Title IX Coordinator will determine, on a case by case basis, whether the allegations are serious enough to nevertheless require the University to complete an investigation.

The University has procedures in place that serve to be sensitive to those involved in incidents of sexual assault, domestic violence, dating violence, and stalking. These procedures include informing individuals about their right to file criminal charges, the availability of medical, counseling and support services, as well as additional remedies to prevent contact between a complainant and a respondent, such as housing, academic, transportation and working accommodations, if reasonably available.

**G. Alternative Resolution Process**

After the Title IX investigator is informed of a report of any type of sex discrimination there will be a preliminary assessment of the facts. Depending on the circumstances of the complaint, the parties may be offered the opportunity to engage in an alternative resolution process which may, among other potential resolutions, include:

- Separation of the parties
- Referring the parties to counseling
The alternative resolution process is never an option for cases involving sexual assault. An alternative resolution process is only an option if both the complainant and respondent agree to participate and if there has been an admission of wrongdoing by the respondent. The complainant, respondent and the University each have the right to end the informal resolution process and to proceed with a formal investigation at any time. The alternative resolution process will result in a letter confirming the outcome of the resolution process, whether an agreement is reached or not. If no agreement is reached, the matter may be forwarded to a formal investigation. Any agreement reached during the informal resolution process must be approved by the Title IX Coordinator to ensure the alleged misconduct is not repeated toward the complainant or other members of the campus community. If applicable, any administrative remedies and/or disciplinary sanctions agreed to will have the same force and effect as though they were imposed following a formal investigation and appeal hearing. If both parties jointly agree on an outcome after the alternative resolution process it cannot be appealed to the Resolution Committee.

**H. Formal Investigation Procedures**

The investigation and following proceedings are part of a prompt, fair and impartial process to address any instances of sexual assault, dating violence, domestic violence and/or stalking. If a formal investigation is initiated, an investigator will be assigned and both parties will be notified of their rights and responsibilities throughout the formal investigation process. In cases involving allegations of sexual assault, domestic violence, dating violence and/or stalking, an explanation of rights and responsibilities, provided to both the complainant and the respondent, will include information or statements regarding the following:

- Information regarding possible sanctions or protective measures the University may impose following the final determination.
- Information regarding the confidentiality of reports.
- The responsibility of both the complainant and respondent to be truthful in the investigation.
- The right to participate in the investigation by providing additional relevant information or potential witnesses.
- The right of either the complainant or respondent to decline to give a statement about the allegations.
- The responsibility not to retaliate against or intimidate any individual who has filed a Title IX complaint or who has participated in the investigation process.
- The right of participants to be reasonably protected from intimidation or harassment.
- The responsibility to keep confidential any documents and materials submitted to and received from the University related to the investigation.
- The right to have a support person/personal advisor present during the investigation and appeal hearing. The support person/personal advisor is a silent observer. The support person/personal advisor may be present at the investigation and appeal hearing but may not speak for or on behalf of the complainant/respondent.
- The complainant’s right not to be disciplined for drug or alcohol offenses for reporting an incident of sex discrimination, sexual harassment, sexual assault, sexual violence, domestic or dating violence or stalking except in extreme circumstances.

After the Title IX Coordinator’s decision to initiate a formal investigation in cases of sexual assault, domestic violence, dating violence and stalking, the investigator will contact both the complainant and the respondent and will complete interviews. The investigator has 50 days to complete the investigation unless extended for good cause. If there is an extension the University will promptly notify both the complainant and the respondent and specify the reason(s) for the extension.

**Completion of Investigation**

Once the investigator completes the investigation, the investigator will make a determination as to whether the alleged prohibited conduct occurred and whether any University policies were violated. A copy of this report will be provided to the Title IX Coordinator. All determinations in the investigation shall be based on a “preponderance of the evidence” standard, i.e. whether it is more likely than not the alleged misconduct occurred. In other words, based on the evidence, the investigator will ask: “is it more likely than not that the respondent violated the University’s Student Code of Conduct?” The Title IX Coordinator will forward the investigative report to the appropriate administrator (if the respondent is a faculty or staff member) to determine what, if any, discipline is warranted. If the respondent is a student, the Title IX Coordinator and Deuty Title IX Coordinator will determine the appropriate sanctions, if any. The determination as to whether any sanctions will issue will be made within 10 business days after the completion of the investigation. The Title IX Coordinator will determine sanctions for respondents who are initially enrolled as students and have obtained employment with the University through their status as a student. Human Resources will determine sanctions for respondents who are initially employed with the University and are taking classes as a student, as a benefit of their employment with the University.
Possible Sanctions/Remedies
If, after a formal investigation, the respondent is found to have violated the University’s Student Code of Conduct the appropriate administrator will determine the most appropriate sanction or remedy. The goal of sanctions is to eliminate a hostile environment, prevent the reoccurrence of the misconduct and to address any effects of the misconduct. The Title IX Coordinator will work with University departments to impose any sanctions or remedies. Such sanctions and remedies could include, but are not limited to, the following: An order for no contact between the parties, academic probation, alternate housing or class arrangements, limitations for the respondent to attend on-campus classes or enter certain buildings, suspension, expulsion or possible termination from the University. Department heads, the Department of Housing and Residential Life and the Title IX Coordinator will work together to make any necessary changes.

I. Resolution Process
In the form of a written outcome letter, the Title IX Coordinator shall simultaneously inform both parties of the results of the investigation. The letter shall also inform both parties of their right to forward the matter to the Resolution Process for review and will outline the process for doing so. The letter shall specify the date that any disciplinary determination will be deemed final if no request for review is received from either the complainant or the respondent.

Additional review will only be granted if there were any of the following issues with the case: (1) A procedural error in the investigation that substantially affected the outcome; (2) Previously unavailable evidence has come to light that could significantly impact the outcome of the case; (3) the findings were not one that a reasonable investigator could have made and/or (4) The sanctions imposed were not ones that could have been issued by reasonable persons given the findings of the case.

Both the complainant and the respondent have the right to file a request for review under this policy. The request should be filed in writing and should be received by the Title IX Coordinator/Deputy Title IX Coordinator within 10 business days after the date the student received notice of the outcome of the investigation. The request should also state and explain the basis for challenging the decision and include any information or evidence underlying that basis. For example, if a student believes they are entitled to additional review of the matter due to new evidence being discovered which was previously unavailable, the student must provide copies or a summary of the new evidence at the time the request for review is made. The request for review will be considered by three (3) impartial members of the Resolution Committee (see below paragraph for more details regarding committee members). If the Respondent is an employee of the University, the request for review will be considered by the Department of Human Resources. Review under the Resolution Process will only be granted if the request meets one of the four requirements listed above.

If the request for review meets one of the four requirements outlined above, a hearing before the Resolution Committee will be granted and a Resolution Committee, consisting of three representatives from the any of the following Departments: Human Resources, Student Affairs, the Department of Student Academic Support, Housing and Residence Life and Athletics, will be convened. One of the Committee members will serve as Chair and will lead the proceedings. The Committee will hear the matter within 20 business days of the request for review. The Title IX Coordinator will also be present but will not participate the committee’s decision. These individuals will receive initial and subsequent annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as training on the investigation and hearing process and how it protects the safety of the complainant and promotes accountability. This training, conducted via webinar, will include information on how relevant evidence should be used during a proceeding, the proper techniques for questioning witnesses, basic procedural rules and avoiding actual or perceived conflicts of interest. The Title IX Coordinator shall serve as the hearing coordinator and will handle any logistical issues and maintain documentation of the hearing.

1. If a hearing before the Resolution Committee is granted, the complainant and the respondent shall each have the opportunity to attend the hearing. The hearing will be closed to the general student population and public.
2. If either party makes a request and is granted review by the Resolution Committee, both parties are entitled to a copy of the investigator’s findings and will be provided timely notice of the date of the hearing.
3. The complainant and the respondent each have the opportunity to be advised by a support person/personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult with and advise his or her advisee. An advisor is not permitted to speak for or participate on behalf of the advisee at any meeting or hearing. The support person/personal advisor who attends shall not be an attorney in cases involving employees or employment matters. In other cases, an attorney is permitted if there are special circumstances as determined in the sole discretion of the Title IX Coordinator.
4. Each party will be able to present relevant evidence and witnesses. The Resolution Committee can choose to exclude any witnesses or evidence it deems irrelevant. Formal rules of evidence will not apply. Any questions posed to witnesses must be submitted to the Title IX Coordinator in writing one week prior to the hearing. The questions submitted for each witness will be asked by the Resolution Committee members only. The University will make any and all necessary arrangements for victims of sex discrimination, sexual violence or stalking to ensure their safety and to avoid any undue emotional distress. Either the complainant or respondent may choose not to participate in the hearing process.
5. The Resolution Committee will review the information presented at the hearing as well as the information provided in the investigation. At the conclusion, the Committee will make a decision whether to overturn or uphold the findings in the investigation using a preponderance of evidence standard.

6. The complainant and the respondent will be notified simultaneously in writing of the outcome of the Resolution Committee’s decision, as well as any changes to those results or disciplinary actions prior to the time that such results become final. The Resolution Committee’s decision will be final.

7. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provision Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Extension of Timelines
Any timelines included as part of the formal investigation or resolution process may be extended for good cause. If there is an extension of any timelines the University will promptly notify both the complainant and the respondent and specify the reason(s) for the extension.

J. Tips for Bystander Intervention
Everyday there are multiple situations where we can be active bystanders. When we witness comments or jokes about rape, media examples that depict violence as normal, and abusive behaviors we have the opportunity to intervene by reinforcing positive behaviors BEFORE a behavior moves further towards sexual violence.

1. Consider whether the situation demands action.
2. Decide whether they have the responsibility to act.
3. Choose the form of assistance to use.
4. Understand how to implement the choice.

There are a number of ways you can implement your chosen response. It could mean helping the person leave the situation, confronting a specific behavior, diffusing a situation, or calling for support. Other supportive bystanders could include security, police or other bystanders.

K. Sex Offender Registration
Sex offenders are required to report to the San Francisco Police Department. Information on the location of sex offenders in California can be found on the Megan's Law website: http://meganslaw.ca.gov/.

L. Timely Warning Reports Policy
The University has a Campus Safety Mass Notification System. This complex and sophisticated system relays messages by means of computer, text message and TV monitors for making Timely Warning Reports to the Campus Community when a crime occurs on or off campus that is considered an ongoing or continuing threat to students/employees. The contact person for the Timely Warning Reports is the Vice President of Campus Safety and Lab Resources, Michael Petricca. Warning messages will be communicated to students and staff through the use of the 32" flat screens which are located in high visibility/high traffic areas throughout the University.

The University will also disseminate the timely warning reports through the use of text messages to students and employees of the University. A special broadcast email may also be sent.

M. Victim/Informational Resources
What should I do if I am the victim of sexual assault, domestic violence, dating violence or stalking?
Call 9-1-1 if you are in the midst of any kind of emergency, immediate harm or threat of harm. If you have experienced sexual violence (e.g., rape, acquaintance rape, dating violence, domestic violence, or stalking), you are encouraged to seek immediate assistance from police and healthcare providers for your physical safety, emotional support and medical care. San Francisco Police can escort you to a safe place and transport you to a hospital or a sexual assault response center for a medical examination, if needed. San Francisco Police can also provide access to a confidential sexual assault advocate. If you would prefer not to notify the police, you are strongly encouraged to seek assistance from the campus Title IX Coordinator who can provide you with information on your options, rights and remedies, and/or a sexual assault counselor or advocate. The campus Title IX Coordinator is available to assist you in notifying the police, if you wish. The sexual assault counselors and advocates listed below can also assist you in notifying the police and/or the campus Title IX Coordinator.

You have the right to decide WHO and WHEN to tell about sexual violence. However, it is very important that you get confidential medical attention after being assaulted. Following the incident, you may be physically injured, there may be a chance you contracted a sexually transmitted disease, or that you may become pregnant.
Who Should I Contact?
Complainants may contact any of the following people or the campus safety department’s main line (415)618-3911 or (415)618-3896.

Michael G. Petricca, Vice President of Campus Safety & Lab Resources
180 New Montgomery, Room B-83
San Francisco, CA 94105
(415)618-3885
Mpetricca@academyart.edu

Christina Petricca, Title IX Coordinator
79 New Montgomery Street, Room 475
San Francisco, CA 94105
(415)618-8021
cpetricca@academyart.edu

Lynda España, Deputy Title IX Coordinator
79 New Montgomery Street, Room 360
San Francisco, CA 94105
(415)618-3813
lespana@academyart.edu

Employees may contact:
Chris Visslailli
Human Resources Department
CVisslailli@academyart.edu
(415)618-6525

Informational Resources on Prevention and Awareness of Sexual Violence and Abuse
The University will provide written information to students and employees about existing counseling, health, mental health and other similar services within the community. The University does not currently offer any on-campus counseling, health or mental health services. (See Appendix B for Additional Information and Resources)

California State Coalition Against Sexual Assault
http://www.calcasa.org/

California Partnership to End Domestic Violence
http://www.cpedv.org/

Male Survivors Of Abuse
http://www.malesurvivor.org/

Rape, Abuse and Incest National Network
http://www.rainn.org

US Department of Justice
http://www.ovw.usdoj.gov/sexassault.htm

Department of Education, Office of Civil Rights
http://www2.ed.gov/about/offices/list/ocr/index.html

Not Alone Campaign – Together Against Sexual Assault
NotAlone.gov

San Francisco Women Against Rape (SFWAR)
24-hour Rape Crisis Line, collect calls accepted
415-647-RAPE/7273
www.sfwar.org
info@sfwar.org

San Francisco Trauma & Recovery Center/Rape Treatment Center
Medical treatment and counseling, optional police report and evidence collection. Serves adult survivors of trauma, violence and loss through comprehensive care, advocacy and outreach. Spanish and Asian languages spoken.
2727 Mariposa Street, Suite 100 (at Bryant Street)
San Francisco, CA 94110
(415)437-3000
415-821-3222 (Business Line)
http://traumarecoverycenter.org/
Community United Against Violence (CUAV)
Serving gay, lesbian, bisexual, transgender communities. 24-hour hotline and counseling for victims of intimate partner violence and hate crimes. Spanish and Asian languages spoken.
415-333-4357 (24-hour crisis line)
http://www.cuav.org/

Child and Adolescent Support Advocacy and Resource Center (CASARC)
Medical treatment, counseling and police report services available. Serves those 17 and under. Confidential calls accepted. Spanish and Asian languages spoken.
415-206-8386 (24-hour crisis line)
http://www.casarc.org/

Woman Organized to Make Abuse Non-Existent (W.O.M.A.N., Inc.)
24-hour domestic violence hotline, in-person counseling, support groups, assistance with restraining orders and acquiring shelter. Spanish and Asian languages spoken.
415-864-4722 (24-hour crisis line)
http://www.womaninc.org/

San Francisco 24-hour Hotline for Mental Health Services
415-255-3737 or 888-246-3333
http://mentalhealthsf.org/help-now/hotline-crisis-supports/

Appendix A: List of Possible Responsible Employees

- Resident assistants
- Resident directors
- Student academic advisors or coaches
- Faculty members
- Athletic coaches
- Campus Security Officers

Appendix B

Community Resources

The confidential resources listed below can provide students and employees with support as well as basic information about your options.

San Francisco Women Against Rape (SFWAR)
24-hour Rape Crisis Line, collect calls accepted
415-647-RAPE/7273
www.sfwar.org
info@sfwar.org

San Francisco Trauma & Recovery Center/Rape Treatment Center
Medical treatment and counseling, optional police report and evidence collection. Serves adult survivors of trauma, violence and loss through comprehensive care, advocacy and outreach. Spanish and Asian languages spoken.
2727 Mariposa Street, Suite 100 (at Bryant Street)
San Francisco, CA 94110
(415)437-3000
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415-864-4722 (24-hour crisis line)
http://www.womaninc.org/

San Francisco 24-hour Hotline for Mental Health Services
415-255-3737 or 888-246-3333
http://mentalhealthsf.org/help-now/hotline-crisis-supports/

Westside Crisis Clinic
Offers immediate help for those suffering from an emotional crisis 415-355-0311 ext. 5 or 415-431-9000
www.westside-health.org

Asian Pacific Islander Legal Outreach
1121 Mission St, San Francisco, CA 94103
Phone: (415) 567-6255
Community served: Legal advocacy, cultural and linguistic support for Asian Pacific Islander families undergoing domestic violence.

La Casa De Las Madres
1663 Mission Street, Suite 225, San Francisco, CA 94103
Adult Crisis Line: 1-877-503-1850
Teen Crisis Line: 1-877-923-0700
Community served: Domestic violence support for women and children.

Shimtuh
1700 Broadway, Suite 400, Oakland, CA 94612
Domestic Violence Program (510) 547-3258 / Monday-Friday: 9:30am - 5:30pm
Community served: Referrals for shelter, legal services, counseling, translation services, citizenship/legal residency for Korean- community survivors of domestic violence and their families.

Narika
P.O. Box 14014, Berkeley, CA 94712
Helpline: 800- 215-7308
Community served: Advocacy, support, information, and referrals for survivors of domestic violence in the South Asian community- Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka and diasporic communities.
UNIVERSITY DISCIPLINARY PROCEDURE

GUIDELINES

Campus Security, the Office of Educational Services, and Department Directors, may conduct investigation or intervene in a disciplinary incident. 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 dismissal from the department and/or 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 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 Office of Educational Services.

If referred to the Office of Educational Services, the Office of Educational Services will outreach to the Department Director or Director of Campus Security and conduct a subsequent inquiry and collect any relevant supporting evidence. After an investigation of the alleged incident/behavior, the Office of Educational Services 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. Should formal action be taken, the student will be notified in writing of sanctions imposed.

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:** Students will be placed on behavioral probation. Violation of behavioral probation will result in immediate suspension.
- **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.

**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.

APPEALS PROCESS

A student has the right to appeal the decision of a Department Director to Executive Vice President of Educational Services if:

- Additional relevant information has become available since the initial decision that is sufficient to alter said decision.

The student will be notified in writing of the final decision.
ACADEMY OF ART UNIVERSITY INSTITUTIONAL 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:

1. Produce a body of work suitable for seeking professional opportunities in their chosen field of art and design.
2. Solve creative problems within their field of art and design, including research and synthesis of technical, aesthetic, and conceptual knowledge.
3. Communicate their ideas professionally and connect with their intended audience using visual, oral, and written presentation skills relevant to their field.
4. Execute technical, aesthetic, and conceptual decisions based on an understanding of art and design principles.
5. Evaluate work in their field, including their own work, using professional terminology.
6. Recognize the influence of major cultural and aesthetic trends, both historical and contemporary, on art and design products.
7. Learn the professional skills and behaviors necessary to compete in the global marketplace for art and design.
8. Engage with a variety of communities beyond the classroom through internship opportunities, study abroad programs, athletics, student interest clubs as well as collaborative, civic and pro bono projects.
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
- AA in Acting Program Learning Outcomes
- BFA in Acting Program Learning Outcomes

Graduate Program
- MA in Acting Program Learning Outcomes
- MFA in Acting Program Learning Outcomes

**SCHOOL OF ADVERTISING**
Undergraduate Program
- AA in Advertising Program Learning Outcomes
- AA in Studio Production for Advertising & Design Program Learning Outcomes
- BFA in Advertising Program Learning Outcomes

Graduate Program
- MA in Advertising & Branded Media Technology Program Learning Outcomes
- MFA in Advertising Program Learning Outcomes

**SCHOOL OF ANIMATION & VISUAL EFFECTS**
Undergraduate Program
- AA in Animation & Visual Effect Program Learning Outcomes
- BFA in Animation & Visual Effect Program Learning Outcomes

Graduate Program
- MA in Animation & Visual Effect Program Learning Outcomes
- MFA in Animation & Visual Effect Program Learning Outcomes

**SCHOOL OF ARCHITECTURE**
Undergraduate Program
- BA in Architectural Design Program Learning Outcomes
- B.Arch Program Learning Outcomes

Graduate Program
- MA in Advanced Architectural Design Program Learning Outcomes
- M.Arch Program Learning Outcomes

**SCHOOL OF ART EDUCATION**
Undergraduate Program
- BFA in Art Education Program Learning Outcomes
- Art Teaching Credential Program Learning Outcomes

Graduate Program
- MA in Art Education Program Learning Outcomes
- MAT in Art Education Program Learning Outcomes
SCHOOL OF ART HISTORY
Undergraduate Program
BFA in Art History Program Learning Outcomes

Graduate Program
MA in Art History Program Learning Outcomes

SCHOOL OF COMMUNICATIONS & MEDIA TECHNOLOGIES
Undergraduate Program
BA in Communications & Media Technologies Program Learning Outcomes

Graduate Program
MA in Communications & Media Technologies Program Learning Outcomes

SCHOOL OF FASHION
Undergraduate Program
AA in Fashion Program Learning Outcomes
AA in Fashion Journalism Program Learning Outcomes
AA in Fashion Marketing Program Learning Outcomes
AA in Fashion Merchandising Program Learning Outcomes
AA in Fashion Product Development Program Learning Outcomes
AA in Fashion Styling Program Learning Outcomes
AA in Fashion Visual Merchandising Program Learning Outcomes
AA in Textile Design Program Learning Outcomes
BA in Fashion Journalism Program Learning Outcomes
BFA in Fashion Program Learning Outcomes
BFA in Fashion Design Journalism Program Learning Outcomes
BFA in Fashion Marketing Program Learning Outcomes
BFA in Fashion Merchandising Program Learning Outcomes
BFA in Fashion Product Development Program Learning Outcomes
BFA in Fashion Styling Program Learning Outcomes
BFA in Fashion Visual Merchandising Program Learning Outcomes
BFA in Textile Design Program Learning Outcomes

Graduate Program
MA in Costume Design Program Learning Outcomes
MA in Fashion Program Learning Outcomes
MA in Fashion Journalism Program Learning Outcomes
MA in Fashion Merchandising Program Learning Outcomes
MFA in Costume Design Program Learning Outcomes
MFA in Fashion Program Learning Outcomes
MFA in Fashion Marketing and Brand Management Program Learning Outcomes
MFA in Fashion Merchandising and Management Program Learning Outcomes
MFA in Fashion Product Development Program Learning Outcomes
MFA in Textile Design Program Learning Outcomes

SCHOOL OF FINE ART
Undergraduate Program
AA in Fine Art Program Learning Outcomes
BFA in Fine Art Program Learning Outcomes

Graduate Program
MA in Fine Art Program Learning Outcomes
MFA in Fine Art Program Learning Outcomes

SCHOOL OF GAME DEVELOPMENT
Undergraduate Program
AA in Game Development Program Learning Outcomes
BFA in Game Development Program Learning Outcomes
BS in Game Programming Program Learning Outcomes

Graduate Program
MA in Game Development Program Learning Outcomes
MFA in Game Development Program Learning Outcomes
SCHOOL OF GRAPHIC DESIGN
Undergraduate Program
AA in Graphic Design Program Learning Outcomes
BFA in Graphic Design Program Learning Outcomes

Graduate Program
MA in Graphic Design & Digital Media Program Learning Outcomes
MFA in Graphic Design Program Learning Outcomes

SCHOOL OF ILLUSTRATION
Undergraduate Program
AA in Illustration Program Learning Outcomes
BFA in Illustration Program Learning Outcomes

Graduate Program
MA in Illustration Program Learning Outcomes
MFA in Illustration Program Learning Outcomes

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

Graduate Program
MA in Industrial Design Program Learning Outcomes
MFA in Industrial Design Program Learning Outcomes

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

Graduate Program
MA in Interior Architecture & Design Program Learning Outcomes
MFA in Interior Architecture & Design Program Learning Outcomes

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

Graduate Program
MA in Jewelry & Metal Arts Learning Outcomes
MFA in Jewelry & Metal Arts Learning Outcomes

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

Graduate Program
MA in Landscape Architecture Program Learning Outcomes
MFA in Landscape Architecture Program Learning Outcomes

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

Graduate Program
MA in Writing & Directing for Film Program Learning Outcomes
MFA in Motion Pictures & Television Program Learning Outcomes
SCHOOL OF MUSIC PRODUCTION & SOUND DESIGN FOR VISUAL MEDIA
Undergraduate Program
AA in Music Production Program Learning Outcomes
AA in Sound Design Program Learning Outcomes
BFA in Music Production Program Learning Outcomes
BFA in Music Scoring & Composition Program Learning Outcomes
BFA in Sound Design Program Learning Outcomes

Graduate Program
MA in Music Scoring & Composition Program Learning Outcomes
MA in Sound Design Program Learning Outcomes
MFA in Music Scoring & Composition Program Learning Outcomes
MFA in Sound Design Program Learning Outcomes

SCHOOL OF PHOTOGRAPHY
Undergraduate Program
AA in Photography Program Learning Outcomes
BFA in Photography Program Learning Outcomes

Graduate Program
MA in Photography Program Learning Outcomes
MFA in Photography Program Learning Outcomes

SCHOOL OF VISUAL DEVELOPMENT
Undergraduate Program
AA in Visual Development Program Learning Outcomes
BFA in Visual Development Program Learning Outcomes

Graduate Program
MA in Visual Development Program Learning Outcomes
MFA in Visual Development Program Learning Outcomes

SCHOOL OF WEB DESIGN & NEW MEDIA
Undergraduate Program
AA in Web Design & New Media Program Learning Outcomes
BFA in Web Design & New Media Program Learning Outcomes

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

SCHOOL OF WRITING FOR FILM, TELEVISION & DIGITAL MEDIA
Undergraduate Program
BFA in Writing for Film, Television & Digital Media Program Learning Outcomes

Graduate Program
MFA in Writing for Film, Television & Digital Media 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
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.

Instruction takes place at the following locations based on course enrollment:

79 New Montgomery Street, San Francisco, California 94105 and the following locations in San Francisco: 2300 Stockton Street, 540 Powell Street, 625 Sutter Street, 410 Bush Street, 740 Taylor Street, 180 New Montgomery Street, 1835 49 Van Ness Avenue, 491 Post Street, 360 Swift Street in South San Francisco, 60 Federal, and 701 Chestnut St., 460 Townsend St., 466 Townsend St., 601 Brannan St., 625 Polk Street, 2151 Van Ness Ave., 2801 Leavenworth Street.

For students participating in distance education coursework, the coursework is completed at a location determined by the student.

DISTANCE EDUCATION PROGRAM REQUIREMENTS

Your computer must have one of the following Internet browsers to successfully participate in our online classes. Make sure you have one of the following installed on your computer:

<table>
<thead>
<tr>
<th>Browser*</th>
<th>Versions</th>
<th>Mac</th>
<th>PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mozilla Firefox - Recommended</td>
<td>Latest Version</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Google Chrome - Recommended</td>
<td>Latest Version</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Safari - Recommended</td>
<td>6.0 or higher recommended</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

*JavaScript must be enabled in your browser.

Your computer system must meet these minimum requirements:

<table>
<thead>
<tr>
<th>Platform</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Mac      | Operating System: Mac OS X 10.7 or higher  
Processor: Intel Core 2 Duo, Core i3, Core i7, or Xeon processor or faster  
Computer Memory: 2 GB of RAM minimum, 4GB or more recommended |
| PC       | Operating System: Windows 7 or later  
Processor: 1 gigahertz (GHz) or faster 32-bit or 64-bit processor  
Computer Memory: 2 GB of RAM minimum, 4GB or more recommended |
| Tablet (Mac, PC, Android) | Most course content is accessible via mobile device. To ensure the best student experience, however, we do not recommend the use of tablets in our online classes. |

- DVD-ROM: Required Hard-Disk Drive: On average 5 GB free space per class, not including additional space for class-specific software
- Video Card: Super VGA (1024 x 768 with 64k color or with 64mb VRAM) or higher resolution video adapter and monitor
- Sound Card: 16 bit sound card and speakers

Apart from an internet browser, your computer must have the following hardware and software to successfully participate in our online classes:

- Internet Service Provider: Any Internet service provider will suffice if it provides reliable access to the Internet of at least 1.2 mbps download speed. AOL users should log into AOL and then open their correct browser (see the list of supported browsers).
- Modem Speed: DSL or Cable internet highly recommended.
- Email Accounts: All Academy of Art students receive a free email account after they have been registered for a class. To inquire about whether your email login and password has been created, visit MyAcademy.
- Webcam: Required for all online language classes.
The following required software may be downloaded for free:

- Adobe Reader
- Adobe Flash
- Apple QuickTime Player

While participating in the online class, you may choose to share documents and files via email—you are expected to use your own updated virus protection software. Anti-virus software can be downloaded for free or for a small charge from the internet, or you can purchase a program at your local software retailer. For more information, visit the following websites:

- http://www.symantec.com/
- http://www.mcafee.com/

About Microsoft Office and Adobe Reader: Some classes require software from Microsoft Office (Word, Excel, PowerPoint, etc.) and Adobe Reader (for PDF files). Some classes have specific additional requirements—scanner, software such as Photoshop, or other hardware. Please read the class descriptions carefully.

**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 COMMUNICATIONS & MEDIA TECHNOLOGIES**
School of Multimedia Communications Facilities

**SCHOOL OF FASHION**
School of Fashion Facilities

**SCHOOL OF FINE ART**
School of Fine Art Facilities

**SCHOOL OF GAME DEVELOPMENT**
School of Game Development 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 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 VISUAL DEVELOPMENT  
School of Visual Development Facilities

SCHOOL OF WEB DESIGN & NEW MEDIA  
School of Web Design & New Media Facilities

SCHOOL OF WRITING FOR FILM, TELEVISION & DIGITAL MEDIA  
School of Writing for Film, Television & Digital Media Facilities

SUPPORT DEPARTMENT: LIBERAL ARTS  
Liberal Arts Homepage  
Online Library resources
### SIGNIFICANT EQUIPMENT

#### Department Name: Acting

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Classrooms with stages: Four classrooms offer theatrical stage setting, which allows our Acting students furniture and props to rehearse and perform scene work. Students use these rooms for private rehearsal space when not being used for instruction.</td>
</tr>
<tr>
<td>2.</td>
<td>200 seat theater at 620 Sutter St.: The theater space used for two theatrical productions per semester. Acting classes including voice, singing, speech, as well as auditions. Performances include plays, musical theater, improv shows, and a musical showcase.</td>
</tr>
<tr>
<td>3.</td>
<td>Alexander Technique Private Lessons: When enrolled in one of the ACT Alexander Technique classes, students are able to participate in private lessons with the instructor. This private lesson is conducted in a private space, used solely for these sessions.</td>
</tr>
<tr>
<td>4.</td>
<td>Industry Standard Demo Reels: The actors take three on-camera classes during their studies. Students act in three scenes per class each semester to be used in their demo reels. Students leave The Academy with a portfolio to seek professional work in the industry. Each scene is edited by our team of editors.</td>
</tr>
<tr>
<td>5.</td>
<td>The Audition Class offers Professional Headshots: The final audition class offers professional headshots, taken by a professional photographer, to be used for the students’ acting resumes to get work in the industry.</td>
</tr>
<tr>
<td>6.</td>
<td>Casting directors give two day seminar: The casting seminar is offered over two days for students in their last year where they meet with and get feedback from professional casting directors from Los Angeles.</td>
</tr>
<tr>
<td>7.</td>
<td>180 seat theater at 79 New Montgomery: To screen films during the semester, and is also used for special events.</td>
</tr>
<tr>
<td>8.</td>
<td>A voice over demo reel from Voice Over classes: Voice Over classes offer a demo reel of student work created in a professional environment.</td>
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<tr>
<td>9.</td>
<td>Private singing coaching during Singing 1: Singing 1 offers private coaching during the semester.</td>
</tr>
<tr>
<td>10.</td>
<td>4 Theatrical productions put on per year: These performances include three plays and one musical. Two of these</td>
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</tbody>
</table>

#### Department Name: Advertising

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Agency space: Mac computer w/ general software build, telephone, flat screen TV</td>
</tr>
</tbody>
</table>
| 2.     | Photo equipment:  
Camera kit:  
1 Digital camera EOS 5D w/ EOS eyecup, camera strap, battery pack  
1 Zoom Lens (25-105mm) with cap and haze filter  
1 Lens hood  
1 Battery charger  
1 interface cable  
1 32GB SanDisk Memory Card  
1 Whitecard  
1 Camera bag  
Strobe Kit:  
4 Smith Victor FLC 300 Strobe Heads  
1 Barn Door  
1 Soft Box w/Housing  
1 Umbrella (silver) Flood kit  
2 Large dish hot lights  
3 C stands  
2 Umbrellas (white)  
1 Softbox  
Misc.:  
8 C Stands  
1 Roll, 8 foot Seamless Paper (black) |
| 3.     | Student computers: 5 Mac computers w/ general software build, 3rd floor lobby |
| 4.     | MFA Student Study space: Two tables, chairs, whiteboard |

#### Department Name: Architecture

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Print Lab: 1 Ricoh C901 printer, 1 ColorWave 650 color plotter, 2 Ricoh W3601 black &amp; white plotters</td>
</tr>
</tbody>
</table>
Department Name: Communications and Media Technologies

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2 x Professional Audio Production Studios: Equipment includes: Apple MacPro Computers w/ sound editing/recording software: Adobe Audition CS 6, Professional Microphones and Mixing Boards</td>
</tr>
<tr>
<td>2.</td>
<td>1 x Professional Audio Production Studio / Radio Station. This Audio studio is the home of &quot;Urban Knights Radio&quot; and Media Journalist. This Audio studio is the home of &quot;Urban Knights Radio&quot; show. Equipment includes: 1 PC w/ NexGen Selector radio programming software + Professional automated playout software, Industry standard radio broadcasting automated soundboard + 1 MacPro w/ Adobe Audition CS 6 + mixer + 6 professional microphones.</td>
</tr>
<tr>
<td>3.</td>
<td>1 x Professional Audio Production Studio (small): Equipment includes: Apple MacPro Computer w/ sound editing/recording software: Adobe Audition CS 6, Professional Microphone and Mixing Board.</td>
</tr>
<tr>
<td>5.</td>
<td>1 Newsroom Classroom (21 seats) PC based classroom with specialized professional Newsroom Software (Associated Press - ENPS news writing software)</td>
</tr>
<tr>
<td>6.</td>
<td>1 Professional Television Studio / Classroom (large) Facility includes: Green Screen Cyclorama for Virtual Sets, Complete Lighting Grid with over 4 dozen lighting fixtures, Black curtains, 4 Robotic Cameras on pedestals with Teleprompters, 4 Person Operated Cameras on tripods, a camera jib and several wall mounted video monitors. Studio Control Room contains TriCaster 8000 studio switching system, HD Monitors, 8 Sennheiser wireless microphone systems, a 16 channel Audio Mixing board, Robotic Camera controller and a Clear Com communications system. There are also 21 seats, and whiteboards, and instructor computer.</td>
</tr>
<tr>
<td>7.</td>
<td>1 Professional Television Studio / Classroom (small): Facility includes: A Newsroom Set Green Screen Cyclorama, Complete Lighting Grid with over 2 dozen lighting fixtures, Black curtains, and 4 Robotic Cameras on pedestals with Teleprompters. Studio Control Room contains a TriCaster 450 studio switching system, 4 Sennheiser wireless microphone systems, a 16 channel Audio Mixing board, Robotic Camera Controller and a Clear Com communications system. There are also 21 seats, and whiteboards, and instructor computer.</td>
</tr>
<tr>
<td>8.</td>
<td>1 MASTER CONTROL ROOM Facilities include: 4 Video Tape Recorders (Digital Betacam, Betacam SP, 3/4&quot; and VHS), 2 Digital Recorders, A 48 x 48 Digital Routing System, 2 Satellite Dish Receivers. (Satellite Dishes and Antennas on the roof of 79 New Montgomery.)</td>
</tr>
<tr>
<td>10.</td>
<td>LIVE Broadcast / Webcast Remote Package: For student Produced Live Sports Programming and University Webcasts of LIVE events. Package includes: A TriCaster 850 studio switching system, 8 Panasonic HD cameras, Tripods, 16 channel Audio Mixing Board, Video Monitors, 8 Wireless Microphone systems, A Clear Com communications system, cabling and professional cases for transport.</td>
</tr>
</tbody>
</table>
### Department Name: Fashion
Merchandising, Visual Merchandising, Product Development and Fashion Marketing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description:</th>
</tr>
</thead>
</table>
| 1.     | Room 200, 2300 Stockton, Fabric Library used by Merchandising - Fabrics and Raw materials class and various Product Development classes.  
- Fabric swatches in racks and shelves  
- Fabric Tearing Tester  
- Trend Forecasting Books (over 100) |
| 2.     | Fabric Closet, 2300 Stockton  
- Fabric swatches in racks and shelves |
| 3.     | Visual merchandising studio, 2300 Stockton, used by Visual Merchandising classes and workshops  
- 9 Shadow Boxes  
- PhotoFlex backdrop kit (for seamless rollout)  
- 1 Light table top |
| 4.     | Visual Merchandising Closet, 2300 Stockton  
- 24 Mannequins  
- 31 Bodies and Dress Forms |
| 5.     | **Fashion Design**  
Room 110, 625 Polk Stoll Computer Room  
1 Stoll CMS 330.6 7 Gage Computerized Knitting Machine  
1 Stoll CMS 311 12 Gage Computerized Knitting Machine  
20 Dell Monitors  
10 Dell P.C. Computers  
Room 111, 625 Polk Knitwear Classroom  
6 Dress Forms  
16 Double Bed Domestic Knitting Machines  
5 Industrial Linkers  
3 Industrial Overlock sewing Machines  
1 Industrial Buttonhole machine  
2 Industrial Sewing Machines  
2 Pattern Cutting Tables 5’ x 16’  
1 Yarn Winder  
1 Storeroom 15’ x 20’ full of Foreign and Domestic Yarn Cones |
| 6.     | Room 118, 625 Polk Knitwear Classroom  
16 Domestic Knitting Machines, Silver Seiko  
10 Dress Form  
9 Dubied Industrial Knitting Machines |
| 7.     | Room 119, 625 Polk Knitwear Classroom  
18 Domestic Knitting Machines, Silver Seiko  
1 Dress Form  
1 Industrial Iron Station |
| 8.     | Room 310, 625 Polk Sewing Room  
3 Industrial Steam Iron Stations  
19 Juki Sewing Machines |
| 9.     | Room 311, 625 Polk Pattern Cutting Room  
1 Juki Industrial Sewing Machine  
2 Pattern Tables  
1 Industrial Steam Ironing Station  
20 Dress Forms |
| 10.    | Room 312, 625 Polk Pattern Cutting Room and Sewing Room  
22 Juki Sewing Machines  
2 Industrial Overlock Sewing machines  
4 Industrial Steam Iron Stations  
3 Pattern Cutting Tables  
19 Dress Forms |
| 11.    | Room 401, 625 Polk, Textile Design Classroom  
2 Light Tables  
8 classroom Tables  
1 Dust Filtration cabinet  
1 Heat Transfer Press |
| 12.    | Room 409, 625 Polk, Darkroom  
1 U.V. Exposure Light  
1 Vacuum Table |
| 13.    | Room 410, 625 Polk, Textile Design Classroom  
1 Light Table |
<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Room 411, 625 Polk, Textile Printing Studio</td>
</tr>
<tr>
<td></td>
<td>6 Classroom Tables</td>
</tr>
<tr>
<td></td>
<td>1 Heat Transfer Press</td>
</tr>
<tr>
<td></td>
<td>1 Jet Steamer</td>
</tr>
<tr>
<td></td>
<td>1 Backlit Wash Off Trough/Sink</td>
</tr>
<tr>
<td></td>
<td>1 Power Wash</td>
</tr>
<tr>
<td>16.</td>
<td>Room 412, 625 Polk, Textile Printing Studio</td>
</tr>
<tr>
<td></td>
<td>11 Yard Fabric Steamer</td>
</tr>
<tr>
<td></td>
<td>2 Repeat Yardage Tables</td>
</tr>
<tr>
<td></td>
<td>1 Backlit Wash Off Trough/Sink in Sink Room</td>
</tr>
<tr>
<td></td>
<td>1 Power Wash</td>
</tr>
<tr>
<td>17.</td>
<td>Room 419, 625 Polk, Textile Printing Studio</td>
</tr>
<tr>
<td></td>
<td>2 Repeat Yardage Table 5 x 20'</td>
</tr>
<tr>
<td></td>
<td>1 U.V. exposure Unit</td>
</tr>
<tr>
<td></td>
<td>5 Shelving Units</td>
</tr>
<tr>
<td>18.</td>
<td>Room B35, 625 Polk, Pattern Making and Construction</td>
</tr>
<tr>
<td></td>
<td>20 Dress Forms</td>
</tr>
<tr>
<td></td>
<td>3 Pattern Tables 5’ x 24’</td>
</tr>
<tr>
<td></td>
<td>3 Industrial Ironing Stations</td>
</tr>
<tr>
<td></td>
<td>19 Industrial Sewing Machines</td>
</tr>
<tr>
<td></td>
<td>2 Industrial Overlock Sewing Machines</td>
</tr>
<tr>
<td>19.</td>
<td>Room B50, 625 Polk, Pattern Making and Construction</td>
</tr>
<tr>
<td></td>
<td>17 Dress Forms</td>
</tr>
<tr>
<td></td>
<td>19 Juki Industrial Sewing Machines</td>
</tr>
<tr>
<td></td>
<td>3 Pattern Tables 5’ x 16’</td>
</tr>
<tr>
<td></td>
<td>1 Industrial Overlock Sewing machine</td>
</tr>
<tr>
<td></td>
<td>4 Industrial Ironing Stations</td>
</tr>
<tr>
<td>20.</td>
<td>Room B60, 625 Polk, MFA Studio</td>
</tr>
<tr>
<td></td>
<td>4 Pattern Tables 8’ x 16’</td>
</tr>
<tr>
<td></td>
<td>19 Industrial Sewing Machines</td>
</tr>
<tr>
<td></td>
<td>3 Industrial Ironing Stations</td>
</tr>
<tr>
<td></td>
<td>1 Industrial Fusing Press</td>
</tr>
<tr>
<td></td>
<td>29 Dress Forms</td>
</tr>
<tr>
<td>21.</td>
<td>Room 503, 625 Polk, Design Classroom and Sewing Lab</td>
</tr>
<tr>
<td></td>
<td>5 pattern cutting tables</td>
</tr>
<tr>
<td></td>
<td>22 Juki Industrial Sewing Machines</td>
</tr>
<tr>
<td></td>
<td>1 Juki Industrial Overlock Sewing machine</td>
</tr>
<tr>
<td></td>
<td>1 Industrial Blind Stitch Sewing Machine</td>
</tr>
<tr>
<td></td>
<td>1 Hashima Industrial Fusing Press</td>
</tr>
<tr>
<td></td>
<td>1 Industrial Vacuum Press</td>
</tr>
<tr>
<td></td>
<td>30 Dress Forms</td>
</tr>
<tr>
<td>22.</td>
<td>Fashion and Fashion Journalism</td>
</tr>
<tr>
<td></td>
<td>1st Floor, 180 New Montgomery, Pattern Making and Construction</td>
</tr>
<tr>
<td></td>
<td>Sewing Machines:</td>
</tr>
<tr>
<td></td>
<td>1 Industrial Sewing Machines - Juki DDL-555: 1</td>
</tr>
<tr>
<td></td>
<td>14 Industrial Sewing Machines Judi DDL-8700: 14</td>
</tr>
<tr>
<td></td>
<td>2 Industrial Sewing Machines Judi DB2-B735-3: 2</td>
</tr>
<tr>
<td></td>
<td>5 Industrial Sewing Machines Judi 8500: 5</td>
</tr>
<tr>
<td></td>
<td>1 Industrial Sewing Machines Singer W7: 1</td>
</tr>
<tr>
<td></td>
<td>1 Industrial Sewing Machines Liamato Z 365: 1</td>
</tr>
<tr>
<td></td>
<td>1 Industrial Sewing Machines Brother 500: 1</td>
</tr>
<tr>
<td></td>
<td>1 Industrial Sewing Machines Judi MO-6700: 1</td>
</tr>
<tr>
<td></td>
<td>1 Light Table</td>
</tr>
<tr>
<td></td>
<td>3 Industrial Ironing Stations</td>
</tr>
<tr>
<td></td>
<td>24 Dress Forms</td>
</tr>
<tr>
<td></td>
<td>4 Pattern Tables</td>
</tr>
<tr>
<td>23.</td>
<td>Room B40, 180 New Montgomery, Pattern Making and Construction</td>
</tr>
<tr>
<td></td>
<td>17 Industrial Sewing Machines, Juki DDL-8700</td>
</tr>
<tr>
<td></td>
<td>1 Industrial Sewing Machines, Juki MO 6700</td>
</tr>
<tr>
<td></td>
<td>3 Pattern Tables</td>
</tr>
<tr>
<td></td>
<td>3 Ironing Stations</td>
</tr>
<tr>
<td></td>
<td>22 Dress Forms</td>
</tr>
<tr>
<td>24.</td>
<td>Room B45, 180 New Montgomery, Pattern Making and Construction</td>
</tr>
<tr>
<td></td>
<td>18 Industrial Sewing Machines, Juki DDL-8700</td>
</tr>
</tbody>
</table>
Department Name: Fine Art Painting and Printmaking
Shop Equipment/Facility Description:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Intaglio and Relief Studio</td>
</tr>
<tr>
<td></td>
<td>2100 sq. ft.</td>
</tr>
<tr>
<td></td>
<td>American French Tool (24&quot; x 48&quot;)</td>
</tr>
<tr>
<td></td>
<td>(2) Griffins (26&quot; x 48&quot;)</td>
</tr>
<tr>
<td></td>
<td>Takach-Garfield (33&quot; x 57&quot;)</td>
</tr>
<tr>
<td></td>
<td>Rosin box (23.5&quot; x 19&quot;)</td>
</tr>
<tr>
<td></td>
<td>vertical etching tank (23&quot; x 20&quot;)</td>
</tr>
<tr>
<td></td>
<td>2 acid bath trays (25&quot; x 21&quot;)</td>
</tr>
<tr>
<td></td>
<td>water bath (31&quot; x 42&quot;)</td>
</tr>
<tr>
<td></td>
<td>Pexto 52&quot; plate shear</td>
</tr>
<tr>
<td></td>
<td>large drying rack (68&quot; x 44&quot;)</td>
</tr>
<tr>
<td></td>
<td>4 comp. rollers (largest =16.75&quot; x 6.5&quot; dia.)</td>
</tr>
<tr>
<td></td>
<td>assorted Takach brayers</td>
</tr>
<tr>
<td></td>
<td>2 glass inking stations (23&quot; x 48&quot;)</td>
</tr>
<tr>
<td></td>
<td>2 glass inking stations (22.5&quot; x 70&quot;)</td>
</tr>
<tr>
<td></td>
<td>4 large 8' x 5' work tables</td>
</tr>
<tr>
<td>2.</td>
<td>Lithography Studio</td>
</tr>
<tr>
<td></td>
<td>1100 sq. ft.</td>
</tr>
<tr>
<td></td>
<td>Thomas W. Hall (25&quot; x 33&quot;)</td>
</tr>
<tr>
<td></td>
<td>Fuchs &amp; Lang (25&quot; x 36)</td>
</tr>
<tr>
<td></td>
<td>Brand? (32&quot; x 56&quot;)</td>
</tr>
<tr>
<td></td>
<td>Brand? (25&quot; x 42&quot;)</td>
</tr>
<tr>
<td></td>
<td>Graining sink w/ 2 levigators</td>
</tr>
<tr>
<td></td>
<td>660 lb. hydraulic lift</td>
</tr>
<tr>
<td></td>
<td>AmerGraph photo plate exposure unit (27&quot; x 23.5&quot; approx.) (2) plate bases (24&quot; x 36&quot;)</td>
</tr>
<tr>
<td></td>
<td>80 +</td>
</tr>
<tr>
<td></td>
<td>24&quot; x 36&quot; largest assorted leather rollers</td>
</tr>
<tr>
<td></td>
<td>Assorted comp. rollers (largest = 24&quot; x 8.5&quot; dia.)</td>
</tr>
<tr>
<td></td>
<td>4 medium work tables (4'x8&quot;, 6'x5&quot;, 2.5'x12')</td>
</tr>
<tr>
<td>3.</td>
<td>Letterpress Studio</td>
</tr>
<tr>
<td></td>
<td>2700 sq. ft.</td>
</tr>
<tr>
<td></td>
<td>Vandercook SP20 Proof Press (max sheet 19&quot;x25.5&quot;)</td>
</tr>
<tr>
<td></td>
<td>Vandercook No. 4 Proof Press (max sheet 14.5&quot; x 17.75&quot;)</td>
</tr>
<tr>
<td></td>
<td>(2) Universal 1 Proof Presses (max sheet 15&quot; x 21.75&quot;)</td>
</tr>
<tr>
<td></td>
<td>8 x 12 Golding No. 6 Jobber motorized platen</td>
</tr>
<tr>
<td></td>
<td>8 x 11 Challenge Gordon treadle platen</td>
</tr>
<tr>
<td></td>
<td>10 x 14 Colt's Armory motorized platen (die cutting)</td>
</tr>
<tr>
<td>4.</td>
<td>AZ Photopolymer platemaker (13.5&quot; x 9.5&quot; washout area)</td>
</tr>
<tr>
<td></td>
<td>assorted Patmag bases (12&quot; x 16&quot; largest) (2) Ideal Kutrimmer hand paper cutters 31&quot; large drying rack (32&quot;x48&quot;)</td>
</tr>
<tr>
<td></td>
<td>5 large 5x8' work tables</td>
</tr>
<tr>
<td>5.</td>
<td>Silkscreen Studio</td>
</tr>
<tr>
<td></td>
<td>1500 sq. ft.</td>
</tr>
<tr>
<td></td>
<td>assorted (largest = 25&quot; x 30&quot;)</td>
</tr>
<tr>
<td></td>
<td>AmerGraph exposure unit (41&quot; x 32&quot; glass)</td>
</tr>
<tr>
<td></td>
<td>fully equipped dark room large drying rack (32&quot;x48&quot;)</td>
</tr>
<tr>
<td></td>
<td>19 work stations 36&quot; x 60&quot; w/ hinge clamps</td>
</tr>
<tr>
<td>6.</td>
<td>Printmaking Studio</td>
</tr>
<tr>
<td></td>
<td>2160 sq. ft.</td>
</tr>
<tr>
<td></td>
<td>Takach (60&quot; x 32&quot;) Griffin (44&quot; x 23&quot;)</td>
</tr>
<tr>
<td></td>
<td>Takach Litho press (18&quot; x 36&quot;)</td>
</tr>
<tr>
<td></td>
<td>2 acid bath trays (25&quot; x 21&quot;)</td>
</tr>
<tr>
<td></td>
<td>water bath (31&quot; x 42&quot;)</td>
</tr>
<tr>
<td></td>
<td>large drying rack (44&quot;x68&quot;)</td>
</tr>
<tr>
<td></td>
<td>4 glass inking stations (36&quot; x 72&quot;)</td>
</tr>
<tr>
<td></td>
<td>4 large 4x8' work tables</td>
</tr>
<tr>
<td>7.</td>
<td>Book Arts Studio</td>
</tr>
<tr>
<td></td>
<td>3100 sq ft.</td>
</tr>
<tr>
<td></td>
<td>Challenge Diamond 30.5&quot; motorized paper cutter</td>
</tr>
<tr>
<td></td>
<td>Jaques Board Shear 45&quot;</td>
</tr>
<tr>
<td></td>
<td>(2) Ideal Kutrimmer hand paper cutters 44&quot; Table top drill press</td>
</tr>
</tbody>
</table>
### Department Name: Fine Art Sculpture

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Kiln Room/Glaze Room at the Cannery holds the kilns that are used for firing all student ceramic work: 5 Skutt KM-1227 kilns, 1 Skutt KM-1027 kiln, 1 Cress EC242431FH front-loading kiln, and 1 Cress Rocket test kiln. 1 Pugmill mixer/extruder in Glaze Room.</td>
</tr>
<tr>
<td>2.</td>
<td>Ceramics classrooms: 1 clay slab roller table, 1 wall-mounted extruder, throwing wheels</td>
</tr>
<tr>
<td>3.</td>
<td>Mold-making Studio: Used by classes for making plaster and rubber molds, casting in ceramic, plaster, and wax. Also used by Bronze Casting class for wax-working. Equipment: 1 wax drum, 1 four burner countertop stove, compressed air outlets</td>
</tr>
<tr>
<td>4.</td>
<td>General Studio: Used by a variety of classes for modeling and construction purposes. Equipment includes: 1 bench grinder, 1 sand blaster, 1 belt sander, 1 TIG welder, 1 band saw, 1 drill press, compressed air outlets</td>
</tr>
<tr>
<td>5.</td>
<td>Foundry Facility: Used by various classes for casting bronze and raku firing. Equipment includes: 1 burn-out kiln, 1 furnace, 1 sandblaster, 1 Burr King belt grinder, 1 raku kiln</td>
</tr>
<tr>
<td>6.</td>
<td>Slurry Room: Used by various classes for creating ceramic shells for bronze casting purposes. 1 slurry mixer used.</td>
</tr>
<tr>
<td>7.</td>
<td>Spray Booth/Patina Booth: 2 Natural gas outlets, 2 compressed air outlets</td>
</tr>
<tr>
<td>10.</td>
<td>Kiln Room at 410 Bush: Kilns used by classes for firing ceramic work: 2 front-loading electric kilns, 1 test kiln</td>
</tr>
</tbody>
</table>

### Department Name: Game Development

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>HTC Vive: Virtual Reality Headset and controllers</td>
</tr>
<tr>
<td>2.</td>
<td>3 Oculus Rifts: Virtual Reality Headset</td>
</tr>
<tr>
<td>3.</td>
<td>Phones: Nexus 5x &amp; Samsung Galaxy s7 developing games using Unity, Unreal, Adobe Flash software</td>
</tr>
<tr>
<td>4.</td>
<td>Oculus Gear VR: Portable Virtual Reality Headset</td>
</tr>
<tr>
<td>5.</td>
<td>2 Cintiq Labs &amp; 2 Cintiq Classrooms (83 Cintiqs total) used for digital painting and textures, Mudbox, Zbrush, Substance Live, Quixel, Adobe Suite</td>
</tr>
<tr>
<td>6.</td>
<td>100 Wacom Tablets used for digital painting, concept art, modeling, textures and various game design classes using Quixel, Adobe Suite and Substance Live</td>
</tr>
<tr>
<td>7.</td>
<td>Tablets: (15) iPads, (5) iPod Touch, (4) Nexus 7 Tablets, (2) Nexus 9 Tablets, (5) Samsung Galaxy Tablets for developing games using Unity, Unreal, Adobe Flash software</td>
</tr>
<tr>
<td>8.</td>
<td>1 Lab and 7 classrooms with computers: 260 PCs, 9 iMacs all using Unreal Engine, Unity, Visual Studio 2016, Autodesk Maya 2016, Adobe Suite, Cryengine/LumberYard software</td>
</tr>
<tr>
<td>9.</td>
<td>30 Microsoft XBox One Controllers</td>
</tr>
<tr>
<td>10.</td>
<td>Leap Motion used for developing games in Virtual Reality</td>
</tr>
<tr>
<td>11.</td>
<td>Tango Tablets are used for augmented reality by combining 3D motion tracking with depth sensing to give a mobile device the ability to know where it is and how it moves through space</td>
</tr>
</tbody>
</table>

### Department Name: Illustration

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Costume Library with well over 100 costumes for models, props and accessories. Used by all studio classes, students and faculty for setting up models for illustrations</td>
</tr>
<tr>
<td>2.</td>
<td>Lamps (Fresnel lens, and traditional incandescent) fixtures with booms, gels, and softboxes to light models. Minimum of TWO tripod and lamp heads in each of four studio class rooms</td>
</tr>
<tr>
<td>3.</td>
<td>60” color monitors in 8 classrooms to show work and demos</td>
</tr>
<tr>
<td>4.</td>
<td>IMACS in all studio and white table classrooms</td>
</tr>
<tr>
<td>5.</td>
<td>four Wacom tablets and styli to loan</td>
</tr>
<tr>
<td>6.</td>
<td>furniture (chairs, tables and props) for studio set ups</td>
</tr>
</tbody>
</table>
Department Name: Industrial Design

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>FDM lab - (1) Afinia H800, (4) Afinia H480, (1) MakerBot Replicator, (1) MakerBot Z18, (1) Otherrmill, (1) FormLabs Form 1</td>
</tr>
<tr>
<td>5.</td>
<td>Paint Mixing Room - (1) Pneumatic Paint Shaker (1) Fume Hood</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Computer Lab Equipment/Facility Description:</strong></td>
</tr>
<tr>
<td></td>
<td>Computer Labs – (120) computers, (107) Wacom Cintiq</td>
</tr>
<tr>
<td>8.</td>
<td>Large Format Printer Room - (3) Epson Large format printers, (1) HP large format printer</td>
</tr>
<tr>
<td>9.</td>
<td>(5) Ricoh multifunction color laser printers</td>
</tr>
<tr>
<td>10.</td>
<td>(3) Projectors</td>
</tr>
<tr>
<td>11.</td>
<td>(3) Dell Mobile Workstations</td>
</tr>
</tbody>
</table>

Department Name: Interior Architecture and Design

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Room 121: computer lab. 26 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray</td>
</tr>
<tr>
<td>8.</td>
<td>IAD Materials Library: IAD materials library houses material samples including, wood, stone, fabrics, tiles, etc. which are available for onsite student reference and use.</td>
</tr>
<tr>
<td>9.</td>
<td>Wood Shop: 2 Sawstop industrial cabinet saws, Milwaukee vertical panel saw, Robland horizontal panel saw, 2 Micromark desktop tablesaws, Powermatic drill press, Jet 14” Bandsaw, Rikon 18” Bandsaw, Makita compound miter saws, Excalibur scroll saw, Oliver jointer, Powermatic planer, Vicmarc Wood lathe, dust collectors.</td>
</tr>
<tr>
<td>10.</td>
<td>2 100W Laser Cutters: Trotec 100W CO2 Laser Cutter, Ventilation System, 2 Dell Workstations - preloaded software - Job Control, AutoCAD 2015, Rhino5, Adobe CC 2015</td>
</tr>
<tr>
<td>11.</td>
<td>Tool Room: Tools and consumables available for student use including, but not limited to the following- Jigsaws, Sanders, Angle grinders, Cordless drills, a variety of model making tools, hand chisels, clamps, glues, sand paper etc.</td>
</tr>
<tr>
<td>12.</td>
<td>IAD Archiving Rooms: used for collection and storage of BFA &amp; MFA student work for the CIDA, NASAD, &amp; WASC accreditations.</td>
</tr>
</tbody>
</table>

Department Name: Jewelry and Metal Arts

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Rolling Mills</td>
<td>Metal Shop</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>2 Platen Hammers</td>
<td>2 TIG Welders</td>
</tr>
<tr>
<td>2 Benchtop Guillotine Metal Shears</td>
<td>3 MIG Welders</td>
</tr>
<tr>
<td>3 Beverly Shears</td>
<td>3 Oxygen/Acetylene Gas Welders</td>
</tr>
<tr>
<td>3 Bench Mounted Bolt Cutters</td>
<td>1 Plasma Cutter</td>
</tr>
<tr>
<td>3 Bench Grinders</td>
<td>1 Stick Welder</td>
</tr>
<tr>
<td>2 75lb. Anvils</td>
<td>1 Treadle Hammer</td>
</tr>
<tr>
<td>1 50lb. Anvil</td>
<td>1 MIFCO F100-A Round Flat Hearth Forge</td>
</tr>
<tr>
<td>4 Tool Cabinets with over 120 metal fabrication and goldsmithing hammers, stakes, mandrels, small anvils and files</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Beverly Shears</th>
<th>Metal Shop</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Bench Mounted Bolt Cutters</td>
<td>2 Patina Booths with Natural Gas/Oxygen Torches</td>
</tr>
<tr>
<td>3 Bench Grinders</td>
<td>5 Ventilated Grinding Booths</td>
</tr>
<tr>
<td>2 75lb. Anvils</td>
<td>1 Large Floor Standing Sandblasting Cabinet</td>
</tr>
<tr>
<td>1 50lb. Anvil</td>
<td>1 Powder Coating Booth with Lights</td>
</tr>
<tr>
<td>4 Tool Cabinets with over 120 metal fabrication and goldsmithing hammers, stakes, mandrels, small anvils and files</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Floor Mounted Variable Speed Drill Presses</th>
<th>Wood Shop</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Vertical Band Saws</td>
<td>1 Horizontal Panel Saw</td>
</tr>
<tr>
<td>1 Sawstop Table Saw</td>
<td>1 Router Table</td>
</tr>
<tr>
<td>1 Jointer</td>
<td>2 Mitering Chop Saws</td>
</tr>
<tr>
<td>1 Planer</td>
<td>2 Combination Belt/Disc Sanders</td>
</tr>
<tr>
<td>1 Oscillating Spindle Sander, 1 Scroll Saw</td>
<td>1 Tool Cabinet with Forging Hammers, Swages and Tongs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 Hollander Beater</th>
<th>Papermaking Studio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Vacuum Forming Table</td>
<td>1 20-ton Hydraulic Press</td>
</tr>
<tr>
<td>1 Burke and James Drymount Press</td>
<td>1 Seal Drymount Press</td>
</tr>
<tr>
<td>1 Goldblatt Pattern Pistol/Pulp Sprayer</td>
<td>1 Goldblatt Pattern Pistol/Pulp Sprayer</td>
</tr>
<tr>
<td>70 European and Tibetan Moulds and Deckles</td>
<td>70 European and Tibetan Moulds and Deckles</td>
</tr>
<tr>
<td>5 Envelope Deckles</td>
<td>5 Envelope Deckles</td>
</tr>
<tr>
<td>1 Book Sewing Frame</td>
<td>1 Book Sewing Frame</td>
</tr>
<tr>
<td>1 Janome HD3000 Sewing Machine</td>
<td>1 Janome HD3000 Sewing Machine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Paragon XPRESS-Q-11A Digital Control Enameling Kilns</th>
<th>Enameling</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 StencilPro Screenprinting Kit</td>
<td>5.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 MIFCO E4-O Electric Melting Furnace</th>
<th>Casting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Spring Driven Centrifugal Casting Machine</td>
<td>1 Paragon W-18 Digital Program Electric Burnout Kiln</td>
</tr>
<tr>
<td>1 Steam Dewaxer</td>
<td>1 V.I.C. Tabletop Casting Vacuums</td>
</tr>
<tr>
<td>2 Vibratory Tumblers</td>
<td>1 Investment Vacuum Table with Welch Vacuum Pump and Large Bell Jar</td>
</tr>
<tr>
<td>1 Vulcanizer</td>
<td>2 Vibratory Tumblers</td>
</tr>
<tr>
<td>1 Air Pressure Wax Injector</td>
<td>1 Vulcanizer</td>
</tr>
<tr>
<td>1 Hand Pump Wax Injector</td>
<td>1 Air Pressure Wax Injector</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Epilog Fusion 60 Watt Laser Cutters</th>
<th>Laser Cutting and CNC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Epilog Helix 25 Watt Laser Cutter</td>
<td>2 Vibratory Tumblers</td>
</tr>
<tr>
<td>1 Othermill Desktop CNC Milling Machine</td>
<td>1 Vulcanizer</td>
</tr>
</tbody>
</table>

128
<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computer Lab with 21 computers with key software, including: Adobe Creative Suite, Autodesk, Revit, AutoCAD, 3ds Max and Plugins, Rhino 3d, Sketchup, Lumion, Google Earth.</td>
</tr>
<tr>
<td>2.</td>
<td>Print Lab with OCE Colorwave Large Format Printer, Ricoh Large Format Scanner, Small Format Color Printer.</td>
</tr>
<tr>
<td>3.</td>
<td>Assigned Drafting Tables with Mayline and Studio Space that is well-lit.</td>
</tr>
<tr>
<td>4.</td>
<td>Pin-up and Presentation Area that is well lit.</td>
</tr>
<tr>
<td>5.</td>
<td>Lecture Presentation/Seminar Rooms with state of the art presentation equipment.</td>
</tr>
<tr>
<td>6.</td>
<td>The Cannery's proximity to historical sites and public space designed by world renowned landscape architects. For Example: Levi Plaza, Union Square, Crissy Field, Joseph Conrad Park, Presidio.</td>
</tr>
<tr>
<td>7.</td>
<td>Reference Books and Slide Collection (20,000 slides)</td>
</tr>
<tr>
<td>8.</td>
<td>The Cannery's Courtyard and other public areas for observation, survey and temporary installations.</td>
</tr>
<tr>
<td>9.</td>
<td>School Nursery with native plants and succulents.</td>
</tr>
<tr>
<td>10.</td>
<td>Model Building Shop.</td>
</tr>
</tbody>
</table>

## Department Name: Motion Pictures and Television

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Digital Cameras</td>
</tr>
<tr>
<td>2.</td>
<td>Film Cameras</td>
</tr>
<tr>
<td>3.</td>
<td>Sound Equipment</td>
</tr>
<tr>
<td>4.</td>
<td>Lighting Equipment</td>
</tr>
<tr>
<td>5.</td>
<td>Grip Equipment</td>
</tr>
</tbody>
</table>

### Digital Cameras

The Equipment Facility has various different digital camera's for homework, projects and thesis projects:
- 35 HD DSLR Camera's - Canon 5D, Canon 7D, and Canon T5i's.
- 130 Small HD Camcorders - Canon H-FM500's and Sony CX-160's
- 20 Large SD/HD Camcorders - Panasonic DVX, HPX170 & HVX200 (which all come with a follow-focus and mattebox kit). |

### Film Cameras

The Equipment Facility has various different film camera's for homework, projects and thesis projects:
- 55 16mm film cameras - Bolex (mechanical), Aaton LTR7 (electric), Arri-Ś (electric), and Arri-SR (electric), which all comes with a set of lenses. |
- 3 Super 16mm film cameras: Arri-SR2 and the Arri-SR3, which comes with lenses and tripod/support. |
- 4 35mm film cameras: Arri-BL2, Arri-BL3, Arri-35III, and the Arri-435, which all of these camera's come with set of lenses, tripod/support, mattebox/follow-focus, and filters. |

### Sound Equipment

- 15 Lavalier Microphones - AudioTechnica and Sennheiser kits are provided. |
- 45 Shotgun Microphones. |
- 50 Recorders - We have really basic Zoom H4n Recorders to 2-Channel and 5- Channel mixers/recorders. |
- 90 accessories to support sound - from Headphones, to adapters/cables, and support/mounts for microphones. |

### Lighting Equipment

The Equipment Facility has a few different types of lighting that students utilize for their projects, homework and thesis projects:
- 50 Arri Lights - Ranging from 300w to 2000w lights. |
- 40 Mole-Richardson Lights: Ranging from 200w to 2000w lights. |
- 20 Kinoflo lights (soft lighting) - Ranging from 2-bank lighting to 4-bank lighting. x100 lighting accessories- Stingers, scrims, dimmers, junction boxes, etc. |

### Grip Equipment
The Equipment Facility has several different types of grip gear that students utilize for their projects, homework and thesis projects.  
300 Light Stands - Baby light stand, C-Stand, High Roller Stands, Combo Stands, etc x200 Light Modifiers - Flags, nets, silks (to manipulate and control lighting).

### MPT Computer Labs (180 NM)

The Computer Lab provides over 80 computers for students ranging from Lower to Upper Division to use for their homework and class projects for editing as well as for class use. The Computer Lab provides different programs used for editing projects: Avid Media Composer, Adobe Premiere Pro, Any other necessary programs for editing.

### MPT Studios (466 Townsend)

All the studios are to be used for class. When the studios are not being used for class, the students are allowed to reserve the studio and use it for class projects or final thesis. In addition, most studios are open during the weekends for the students. Each studio has its own lighting, grip, etc. equipment. Occasionally students will have to bring camera and sound from the equipment facility for their projects. Each set has a production design with walls, furniture, professional lighting, etc.

- **Studio 100**
  - Studio 100 is the largest of the studios with its own set design, sound system, grip gear and a set design with their own props.
  - 31 Stands - C-Stands, baby light stands, high roller stands, etc.
  - 32 Arri Lights - Ranging from 300w to 5000w lights
  - 8 Mole-Richardson Lights - Ranging from 1000w to 2000w
  - 450 accessories - Grip, stingers, light modifiers, and any other accessories that support making motion pictures.

- **Studio 103**
  - Studio 103 is a medium size studio with its own set design, not as many props as the larger studios, with some lighting and grip gear.
  - 70 stands - C-Stands, baby light stands, high roller stands, etc.
  - 30 Mole-Richardson Lights - Ranging from 650w to 2000w
  - 350 accessories - Grip, stingers, light modifiers, and any other accessories that support making motion pictures.

- **Studio 106**
  - Studio 106 is the second largest of the studios with its own set design, sound system, grip gear and a set design with their own props.
  - 66 stands - C-Stands, baby light stands, high roller stands, etc.
  - 15 Arri Lights - Ranging from 150w to 2000w lights.
  - 30 Mole Richardson Lights - Ranging from 200w - 1000w lights.
  - 500 accessories - Grip, stingers, light modifiers, and any other accessories that support making motion pictures.

- **Studio 107**
  - Studio 107 is a medium size studio with its own set design, not as many props as the larger studios, with some lighting and grip gear.
  - 10 Stands - C-Stands, baby light stands, high roller stands, etc.
  - 20 Mole Richardson Lights - Ranging from 300w to 2000w lights.
  - 100 accessories - Grip, stingers, light modifiers and any other accessories that support making motion pictures.

- **Studio 109**
  - Studio 109 is a medium size studio with its own set design, not as many props as the larger studios, with some lighting and grip gear.
  - 50 Stands - C-Stands, baby light stands, high roller stands, etc.
  - 40 Mole Richardson Lights - Ranging from 300w to 2000w lights.
  - 150 accessories - Grip, stingers, light modifiers and any other accessories that support making pictures.

- **Virtual Reality Equipment**
  - Ricoh Theta Camera is a cutting edge camera used in Virtual Reality/360 film production. Students can use these cameras to create their own Virtual Reality films in the VR Class

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**Department Name: Music Production and Sound Design for Visual Media**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Equipment/Facility Description</th>
</tr>
</thead>
</table>
| 1.     | Room 105  
        | Mac Pro  
        | Omnimax desk  
        | Impulse 61 Midi Controller iLok Dongle  
        | Vienna Dongle  
        | Pro Tools Logic Sibelius  
        | Vienna Suite  
        | Yamaha Hs5 Monitor System  
        | McDSP |
| 2.     | Classroom 110  
<pre><code>    | 17 Stations iMac |
</code></pre>
<table>
<thead>
<tr>
<th></th>
<th>Equipment and Software</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>61 Key Controller</td>
</tr>
<tr>
<td></td>
<td>Pro Tools logic</td>
</tr>
<tr>
<td></td>
<td>iLok Dongle Vienna Dongle</td>
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<td>80” Sharp Television</td>
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<td>Department Name: Photography</td>
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<tr>
<td>Item #</td>
<td>Equipment/Facility Description:</td>
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<tr>
<td>1.</td>
<td>Digital Computer Labs for Editing and Printing: 44 Mac workstations with Adobe Creative Suite, CaptureOne Pro, and Premier. 9 Epson 4900 Printers and 8 Epson 7900 Printers</td>
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<tr>
<td>2.</td>
<td>Digital Computer Labs for Scanning and Editing and Advanced Printing: 22 Mac workstations. 2 Epson 1000XL scanners, 5 Nikon 9000 scanners, 1 Imacon flexight 646, 1 Hasselblad flexight x1 scanner for film and photo scanning and 2 3880 Epson Piezo negative printers, 2 4880 Epson piezo printers, 1 7880 Epson printer, and 1 9900 Epson XL 44-inch blotter printer.</td>
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<tr>
<td>3.</td>
<td>Lighting Studios for Portraits, Still life and Studio Demos. Each Studio has the following equipment: hot lights, seamless backdrops, apple boxes, light stands, heavy duty tripods, and grip equipment. Students also have access to the following equipment to utilize in studios: Porofo Strobe lighting, light modifiers, softboxes, umbrellas, reflectors, gels,</td>
</tr>
</tbody>
</table>
4. Large Lighting Studio: used by commercial and fashion photography students working with models and vehicles in their shoots. The studio has the following equipment: broncolor strobe lighting systems, parabolic reflectors, large flats, seamless cove backdrop, pre-made sets for backdrops, light-modifiers, hair & makeup stations, studio grip equipment (apple boxes, light stands, stand adapters, gels, screens, flags, tape etc.)

5. Location Lighting Equipment: Students have access to Canon cameras, lenses, accessories, and Profoto lighting equipment, light modifiers, grip equipment, light stands, umbrellas, softboxes and tripods to learn on-location photography lighting.

6. Phase One Kits. Commercial Photo studio standard. Advanced students have access to the following equipment in studio: PhaseOne IQ140 Kit, and a PhaseOne XF160 kit, Hasselblad Mount digital Blachs with charger and battery. Students have access to the following for on location: 3 Digital Leaf backs mount for manual and digital Hasselblad cameras.

7. Motion for Photographers Equipment. Students use the following equipment to film motion work with Canon DSLR's: Zoom H4n 4-Channel Handy Recorder (2015) H5 Portable Digital Audio Record, SM58 Vocal Microphone, Sennheiser ME66/K6 Shotgun Microphone Kit, Manfrotto 502HD Pro Video tripods with 75mm Half-Ball , Zacuto Z-Finder Pro 3.0x for 3.2 optical viewfinder.

8. Black and White Darkrooms: used by fine art and documentary students working on traditional photography processes. Students that use the black and white darkrooms have access to the following equipment: enlargers, easels, lenses, trays, tongs, darkroom sinks, and film developing tanks.

9. Mixed Media and Alternative Studios: used by fine art students working on historical, antiquated and contemporary photography processes. Students that use the alternative darkrooms have access to the following equipment: enlargers, mural enlargers, exposure units, easels, lenses, flat irons, darkroom sinks, film developing tanks, trays, tongs, glass pitchers, and graduated cylinders.

10. Private MFA Photo Studios: used by commercial and fine-art students post midpoint to work on-campus to complete their thesis portfolio. Students use these spaces to edit work, matting, framing, working on final presentation of photo work, extensive photoshoot setups, space to build sets, fine-art photo processes, consistent lighting, etc. Students have access to the following equipment: chemical and photo process storage, trays, tons, lighting equipment and modifiers, seamless backdrops, hot press, paper cutters, mat- cutters.

Department Name: Visual Development

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<tr>
<th>Item #</th>
<th>Equipment/Facility Description</th>
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<td>1.</td>
<td>Cintiq classroom 1 - Cintiqs for students to draw from live models.</td>
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<tr>
<td>2.</td>
<td>Cintiq classroom 2 - Cintiqs for students to create projects using the latest software, Mari, Photoshop,</td>
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<tr>
<td>3.</td>
<td>4 classrooms using the latest Wacom tablets used for creating projects.</td>
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<tr>
<td>4.</td>
<td>540 Powell has four model classrooms using 10 Arri 350 lights and for lighting models</td>
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<tr>
<td>5.</td>
<td>540 Powell has an extensive costume room used for live model drawing.</td>
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<tr>
<td>6.</td>
<td>540 Powell has an extensive prop room ranging from glassware to weaponry for action scenes.</td>
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<tr>
<td>7.</td>
<td>180 NM has a classroom with Zbrush software which is used for modeling on the computer</td>
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<tr>
<td>8.</td>
<td>180 NM has a classroom with Keyshot software which is used for modeling on the computer</td>
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<tr>
<td>9.</td>
<td>180 NM has a classroom with Maya software which is used for modeling on the computer</td>
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<tr>
<td>10.</td>
<td>180 NM has a classroom with Mari software which is used for modeling on the computer</td>
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</tbody>
</table>

Department Name: Web Design and New Media

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<th>Item #</th>
<th>Equipment/Facility Description</th>
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<tbody>
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<td>1.</td>
<td>Motion Graphics Lab Room 415: 21 MacPro Workstations</td>
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<td>2.</td>
<td>12 iPads available for UX testing</td>
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<td>3.</td>
<td>Digital Capture Equipment: 8 DSLR Canon Rebel xTi</td>
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<td>4.</td>
<td>3 tripods PowerPack strobe Power Supply (90-260V)</td>
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<tr>
<td>5.</td>
<td>Software: Adobe CC, Sketch, Coda, MAXON Cinema 4D Studio, FontLab, Adobe Type Library, 3rd Party Plugins</td>
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