ACADEMY of ART UNIVERSITY

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

Academy of Art University
79 New Montgomery
San Francisco, CA 94105
1-800-544-2787
www.academyart.edu

CATALOG ADDENDUM 1

2023-2024 SP23 SU23 FA23 SP24 SU24 FA24

STUDENT AND ACADEMIC POLICIES

+ PROGRAM LEARNING OUTCOMES

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Catalog
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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 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 AND INSTITUTIONAL LEARNING OUTCOMES

MISSION STATEMENT

It is the mission of Academy of Art University to prepare aspiring professionals in the fields of design, communication and the arts by delivering excellent undergraduate and graduate degrees, certificate programs, and portfolio and upskill courses.

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 communication 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 service.

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.

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ACCREDITATION

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 1080 Marina Village Parkway, Suite 500 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, MA and MFA in Acting; AA in Automotive Restoration; BFA and MFA in Knitwear Design; BFA and MFA in Textile Design; and MA in Writing & Directing for Film.

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: anticipated 2030

- B.Arch (162 undergraduate credits)

Next accreditation visit: 2026

KANSAS STATE APPROVAL

Academy of Art University is approved by the Kansas Board of Regents (1000 SW Jackson, Suite 520, Topeka, KS 66612-1368; 785-430-4240) to offer OL instruction to Kansas Residents.

Kansas Student Records

The Office of the Registrar securely maintains academic, enrollment, and financial records of all Kansas-resident online students at the institution's primary administrative location in digital format for 50 years from each student's last date of attendance.

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.

NOTICES

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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, 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.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting osar.bppe.ca.gov.

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ADMISSIONS

UNDERGRADUATE ADMISSIONS STATEMENT

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

UNDERGRADUATE ADMISSIONS REQUIREMENTS

Academy of Art University requires all 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 or equivalent
- 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

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

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

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

After submitting the application form and application fee, graduate applicants must submit the following additional items.

Statement of Intent: An explanation of Graduate School goals and desired outcomes of the graduate degree in a one page, typed essay.

Résumé: An itemized list of educational and professional experience.

College Transcripts:

- Official or unofficial sealed transcripts may be sent directly from the college(s) attended or may be submitted by the applicant by mail. NOTE: Architecture and Art History students must submit official college transcripts.
- Transcripts from applicant may be emailed to transcripts@academyart.edu.
- Transcripts must show completion of at least a Bachelor’s Degree or equivalent. You must submit official or unofficial transcripts from the institution from which you graduated.

- Academy of Art University accepts electronic submission of official transcripts. Students sending an official electronic transcript 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**: Transcripts issued by schools outside the United States in original language must be translated by a professional translation company accredited by the American Translators Association (ATA), and/or evaluated by an educational credential evaluation service accredited by the National Association of Credential Evaluation Services (NACES). These agencies charge a fee and are not affiliated with Academy of Art University. For approved companies, or more information, please contact the Office of the Registrar.

Portfolio/Reel: A body of work representing the chosen discipline is required for class placement in the graduate program. Registration for the appropriate classes is based on the skills demonstrated in the portfolio/reel. Additional materials may be required by the specific departments. Applicants should contact an Admissions Representative for details on digital portfolio/reel submission, including content and format requirements.

** Upon receiving all application requirements, the department will review and will recommend that the student be accepted, not accepted or allowed to enroll in Graduate Preparatory Coursework. Preparatory Coursework will be determined by the department to meet the graduate admissions requirements.*

Please note that The Academy 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.

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 is determined to carry 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. NOTE: Grades of transferred courses are not factored into the G.P.A. The Grade Point Average (G.P.A.) is calculated using only units attempted at Academy of Art University.
- 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 unless the student is active duty military.
- 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 unless the student is active duty military.

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 and 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 one 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 polices.

Active Duty Military Transcripts
Active duty military students who are required to take military coursework after beginning a degree program may be eligible to receive additional transfer units. Eligible credits are held to all standard transfer policies aside from the date they are earned. In addition, earned credit must be recorded on a Joint Services Transcript and taken as a result of active military duty.

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 or equivalent 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.

ELIGIBILITY FOR LICENSURE (GRADUATE AND UNDERGRADUATE)

Architecture License Information

California candidates who provide evidence of having completed all the following requirements are eligible to receive a license to practice architecture:

- Be at least 18 years of age or the equivalent of a graduate from high school
- Five years of architectural educational experience or the equivalent as specified in the Board's regulations
- Architectural Experience Program (AXP) or the Canadian Provincial Internship in Architecture Program (IAP)
- All divisions of the Architect Registration Examination (ARE)
- California Supplemental Examination (CSE)

CAB also requires that every candidate for licensure furnish a complete set of fingerprints for the purpose of conducting a criminal history background check. California residents must submit their fingerprints through Live Scan, which can be done at their local police department, sheriff's office, or another authorized location. Out-of-state residents should visit the CAB website and request fingerprint hard cards be mailed to them for the background check.

Candidates with education and training experiences not listed above may also be eligible to receive a license to practice architecture in California, while those who have had a previous license denied or a criminal history may be ineligible. Therefore, current and prospective students are strongly encouraged to contact the California Architects Board in writing if they have questions about becoming a licensed architect in California.

California Architects Board (CAB)
2420 Del Paso Road, Suite 105
Sacramento, CA 95834-9673
Phone: (916) 574-7220
Email: cab@dca.ca.gov

As eligibility for licensure varies in each region, we encourage prospective and enrolled students outside of California to contact NCARB below for complete and current information on licensure requirements specific to the region where they plan to work.

National Council of Architectural Registration Boards (NCARB)
Phone: (202) 879-0520
Website: https://www.ncarb.org/contact-us

Landscape Architecture License Information

California applicants who provide evidence of having completed all the following requirements are eligible to receive a license to practice landscape architecture:

- Be at least 18 years of age (or have graduated from high school in order to receive training/experience credit)
- Have six years of qualifying education and training experience in actual practice of landscape architecture (an approved degree or extension certificate will allow applicants to take LARE sections 1 and 2 prior to earning training experience)

- Submit a full set of fingerprints for the purpose of conducting a federal and state criminal history record check
- Pass the Landscape Architect Registration Examination (LARE)
- Pass the California Supplemental Examination (CSE)

Upon meeting education and training experience requirements, the California landscape architecture candidate must apply for eligibility. The application and all required documents must be received by the Landscape Architects Technical Committee (LATC) no later than 45 days before the first date of any LARE section the candidate wishes to take. For further details on the requirements for and various pathways of obtaining licensure in California, visit the Landscape Architects Technical Committee (LATC) website: www.latc.ca.gov.

Candidates who have had a previous license denied or a criminal history may be ineligible. Applicants are not required to disclose prior criminal record history, but any criminal record will become evident as a result of required fingerprinting. Therefore, current and prospective students are strongly encouraged to contact the Landscape Architects Technical Committee (LATC) if they have questions about becoming a licensed landscape architect in California.

Landscape Architects Technical Committee (LATC)
2420 Del Paso Road, Suite 105
Sacramento, CA 95834-9673
Phone: (916) 575-7230
Email: latc@dca.ca.gov

As practice laws and eligibility for licensure vary by region, we encourage prospective and enrolled students outside California to contact either of the two organizations below for complete and current information on licensure requirements specific to the region where they plan to work.

The American Society of Landscape Architects
Phone: 1-888-999-2752 (Toll Free)
Email: info@asla.org
Website: https://www.asla.org/stategovtaffairslicensure.aspx

The Council of Landscape Architecture Registration Boards (CLARB)
Phone: 571-432-0332
Email: info@clarb.org
Website: www.clarb.org

Interior Architecture & Design Certification Information

In California, the requirements to become a certified interior designer include the four paths below. (The specifications listed below are what is needed to pass the California specific exam (IDEX) and ultimately become a Certified Interior Designer in the state of California.):

Path 1:
- Candidates can take the IDEX® California Exam but, are not yet eligible to be -Certified.
- Candidates must meet one of the following minimum qualifications to sit for the IDEX® California:

- Minimum of 40 Semester Core Units from accredited design program (60 Quarter Units)

OR

- More than 5 but less than 8 years of diversified design experience.

Path 2:
- Candidates Qualify to Become Certified Upon Passing the IDEX California®.
- Candidates must meet one of the following minimum qualifications:

- 80+ Semester Core Units from accredited design program (120+ Quarter Units) plus two years of diversified design experience.
- 60 - 79 Semester Core Units from accredited design program (90+ Quarter Units) plus three years of diversified design experience.
- 40 - 59 Semester Core Units from accredited design program (60+ Quarter Units) plus four years of diversified design experience.
- Minimum eight years of diversified design experience, interior design education, or combination of both that total eight years.

Path 3:
- For Candidates who have previously passed a national design exam, streamlined path to take the IDEX California¬Æ and become certified upon successfully passing.

- Candidates must provide proof of passing one of the following examinations. ARE CQRID LEED-AP NCBDC NCIDQ NKBA-CKBD RIDQC*
- *Must Also Have 2 Years Diversified Work Experience.

Path 4:
- For Candidates who meet mainly practice commercial design, meet both the education and/or work experience requirements and has successfully passed one of the qualifying National Interior Design Exams, at the time of application, will be eligible to complete the certification process with a commercial designation, upon successful completion of the IDEX California Exam and passing required ICC courses.
- Candidates must provide proof of passing one of the following examinations: ARE, CQRID, NCBDC, NCIDQ, NKBA-CKBD, or RIDQC
- *Must Also Have 2 Years Diversified Work Experience.
- Path 4 candidates must also provide proof of recently passing the following California Based, International Codes Council (ICC) Courses, to qualify:

- 2018 IBC Essentials with 2019 CA Amendments
- 2019 CBC Title 24 Regulation (Energy)
- 2019 CBC Chapter 11B Accessibility in Public Buildings
- 2019 CBC Means of Egress
- Building Codes 101 for Interior Designers

For more information on becoming a Certified Interior Designer in California, contact the California Council for Interior Design Certification (CCIDC):

California Council for Interior Design Certification (CCIDC)
Tel: (760)-294-1936
Email: ccidc@ccidc.org.
Website: https://ccidc.org/becoming-a-certified-interior-designer

As practice laws and eligibility for certifications vary by jurisdiction, we encourage prospective students who live outside of California to contact the organization below for further information on certification requirements specific to the state or territory where they plan to work:

Council for Interior Design Qualification (CIDQ)
Tel: (202) 721-0220
Email: inquiries@cidq.org
Website: https://www.cidq.org/jurisdictional-requirements

Art Education Information

Applicants for a California preliminary (five-year) credential must satisfy all of the following requirements:

1. Complete a baccalaureate or higher degree, except in professional education, from a regionally accredited college or university.
2. Satisfy the basic skills requirement. See Commission leaflet CL-667, entitled Basic Skills Requirement for additional information on acceptable scores and submitting score reports.
3. Verify subject matter competence by one of the following methods:
    a. Achieve a passing score on the appropriate subject-matter examination(s).Information, including passing scores and registration, can be found in Commission leaflet CL-674S entitled Verifying Subject-Matter Competence by Examination for Single Subject Teaching Credentials.
    b. Complete a Commission-approved subject-matter program or its equivalent and obtain verification of completion from the authorized person in the education department of a California college or university with an approved program.
    c. For Specialized Science subjects only, individuals may take and pass the appropriate subject matter examinations or obtain verification of completion of subject-matter course work from the Commission on Teacher Credentialing. Requirements and procedures may be found in Coded Correspondence 03-0010.
    d. Successful completion of applicable coursework verified by a Commission approved program of professional preparation. Coursework must be completed at a regionally-accredited institution and addresses each of the domains of the subject matter requirements adopted by the Commission in the content area of the Single Subject Credential.
    e. Complete a degree major from a regionally-accredited college or university in one of the statutory subjects available for a Single Subject Teaching Credential as listed above. Degree major must be in the subject area being sought.
    f. Successful completion through a combination of coursework and examination options that meet or exceed the domains of the subject matter requirements adopted by the Commission in the content area of the Single Subject Credential. Such mixing of options may only be done by candidates enrolled in a Commission-approved preparation program.

4. Complete a course (two semester units or three quarter units) in the provisions and principles of the U.S. Constitution or pass an examination given by a regionally accredited college or university.
5. Complete a Commission-approved teacher preparation program, that includes satisfying the following requirements (content listed below must be addressed in the program but does not require specific standalone courses):
    a. Developing English Language Skills, including Reading, by completing comprehensive reading instruction that includes the following: the systematic study of phonemic awareness, phonics, and decoding; literature, language and comprehension; and diagnostic and early intervention techniques.
    b. Instruction in foundational and advanced computer technology that includes general and specialized skills in the use of computers and technology in educational settings.
    c. Instruction in Health Education, including, but not limited to, nutrition; the physiological and sociological effects of alcohol, narcotics, and drug abuse; the use of tobacco; and provide verification of training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills that meets the standards established by the American Heart Association or Red Cross.
    d. Teaching Performance Assessment (TPA)
6. Obtain a formal recommendation for the credential by the program sponsor.

Academy of Art University's Art Teaching Credential programs are accredited by the California Commission on Teacher Credentialing (CTC) and prepare students for a California K-12 Art Teaching Credential. We can recommend the graduates of our Art Education degree programs for a California teaching license only, which is not valid for teaching in other states and jurisdictions. The online Art Teaching Credential and the Masters in Art Teaching require fieldwork assignments in observing and teaching art to pupils in person in Northern California public schools.

We encourage prospective students outside of California to visit the U.S. Department of Education website listed below for information specific to the state where they plan to teach.

U.S. Department of Education State Contacts
Website: https://www2.ed.gov/about/contacts/state/index.html

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

The Academy of Art University awards up to 12 units of Liberal Arts credit for Advanced Placement (AP) exams with a score of 4 or higher and International Baccalaureate (IB) HL exams with a score of 5 or higher. Undergraduate Liberal Arts Placement section for more information.

Academy of Art University does not award credit through ACT, AICE, CLEP, SAT exams, or experiential learning. View Undergraduate Liberal Arts Placement section for more information.

INTERNATIONAL STUDENT ENGLISH PLACEMENT TESTING

Academy of Art University does offer visa and English language services to prospective students from other countries, 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.

Academy of Art University provides English for Art Purposes (EAP) classes for all levels of English proficiency and EAP support in mainstream courses as needed. There is no minimum language proficiency required of students. For placement purposes, international students must submit a recent score (within the last two years) of an approved English placement exam (TOEFL, IELTS, or Duolingo) prior to the start of the first semester, or they can take the Accuplacer placement exam on campus at the start of their first semester. All international students – onsite, hybrid, and online – must take an English placement exam.

Students may be waived from EAP classes if they place out of EAP classes on an approved English placement exam, if they have completed a four-year degree or advanced degree from Australia, Canada, Ireland, New Zealand, United Kingdom, or USA with official documentation, or if they have completed a degree from the Academy of Art University.

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 level 4 assessment.

EAP Support Policy
Classes designated “EAP” in the course offerings will have an EAP Support Instructor assigned at the beginning of the semester. EAP support is currently available only to students who are currently enrolled in one of the following classes: EAP 1, EAP 2, EAP 3, and EAP 4 or students who are no more than one semester removed from any of the above-listed classes. If there are no students who qualify for EAP support in an EAP designated class, that teacher will be re-assigned to a different class to help students who do qualify.

Students in classes with no EAP designation may also qualify for language support if they meet the criteria listed above. Students should ask their instructor to contact EAP Support to request further assistance. EAP students should make every attempt to enroll in EAP-designated art, design, graduate studies and liberal arts classes if available. All students, domestic and international, may make use of the services of an EAP Support Instructor, including EAP study groups.

EAP support instructors are assigned for the duration of the semester unless:

- The content and the support instructor agree that all of the qualifying second language learners in the class can comprehend the class material, lecture, vocabulary, testing methods, and assignments on their own.
- If other support programs such as the Writing Lab and Speaking Lab are available and appropriate to remedy language/content issues.
- Students who refuse or are not utilizing language support, and the content and the language instructor agree to pull language support from the class..

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
- Earn credit through: AP exam (4 or higher) and/or IB HL exam (5 or higher)
- Waiver* through passing score on ACT, AICE, AP, CLEP, IB or SAT exam
- Waiver* through passing score on Academy of Art University Placement Exam (available for the practical mathematics for the following majors only: Architecture, Game Programming, Landscape Architecture, Fashion Marketing, Fashion Merchandising & Fashion Product Development.)

*Units from waived requirements must be made up with elective Liberal Arts course work.
All exam scores must be submitted to the Office of the Registrar for review.

NOTE: Students who place out of a required course via Exam (ACT, AICE, AP, CLEP, or S.A.T.) will have that requirement waived but must make up the units as designated by the Student Advisor.
NOTE: The Academy will award up to 12 units of Liberal Arts for Advanced Placement (AP) exams with a score of 4 or higher.*
NOTE: The Academy will award up to 12 units of Liberal Arts for International Baccalaureate (IB) High Level (HL) course work with a score of 5 or higher.*
* Applicable to students with a Spring 2023 start date or later.

PLACEMENT: WRITTEN COMMUNICATION

AICE — **Advanced International Certificate of Education**

AS Level Exam in English Language

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

A Level Exam in English Language

SCORE	PLACEMENT
E or higher	Place out of LA 108 and LA 202

A Level Exam in English Literature

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

AP — **Advanced Placement (AP) Exam**

AP Exam in English Language/Composition or Literature/Composition

SCORE	PLACEMENT
3	Place out of LA 108 and into LA 202
4	Award 3 units and place out of LA 108 and into LA 202
5	Award 6 units and place out of LA 108 and LA 202

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

Exam in English Composition

SCORE	PLACEMENT
4	Place out of LA 108 and into LA 202
5 or higher	Place out of LA 108 and into LA 202 *(Award 3 units for LA 108)*

S.A.T. — **Scholastic Aptitude Test**

SAT II (Writing Subject Test)

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

SAT I (Written) after April 1995

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

SAT I (Written) exam before April 1995

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

PLACEMENT: PRACTICAL MATHEMATICS

(Math for Architecture, Game Development, Game Programming, Landscape Architecture, Fashion Marketing, Fashion Merchandising & Fashion Product Development)

Academy of Art University Placement Exam

Practical Mathematics Placement Exam

SCORE	PLACEMENT
100-199	Place into Fundamental Math ARH, GAM, GAP, LAN, FSH Marketing, FSH Merchandising, & FSH Product Development students → Take LA 255 College Math
200-299	Place out of Fundamental Math Place into Applied Math ARH, GAP & LAN students → Take LA 271 College Algebra with Geometry GAM, FSH Marketing, FSH Merchandising, & FSH Product Development students → Math Requirement satisfied
300-399	Place out of Fundamental Math and Applied Math Place into Advanced Math (ARH) or Discrete Mathematics (GAP) ARH students → Take LA 293 Mathematics for Architects GAP students → Take LA 286 Discrete Mathematics LAN students → Math Requirement satisfied
400-499	Place out of Fundamental Math, Applied Math, and Advanced Math (ARH) or Discrete Mathematics (GAP) Place into 3D Math GAP students → Take LA 288 Vector, Matrices, & Transformations ARH students → Math Requirement satisfied
500-599	Place out of 3D Math GAP students → Math Requirement satisfied

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

Completion of ACT Level I or II

SCORE	PLACEMENT
Pass	Place out of the Quantitative Literacy Requirement
Pass	ARH, GAP, LAN, FSH Marketing, FSH Merchandising, & FSH Product Development students place out of LA 255

ACT Exam

SCORE	PLACEMENT
28 or higher	Place out of the Quantitative Literacy Requirement
28 or higher	ARH, GAP, LAN, FSH Marketing, FSH Merchandising, & FSH Product Development students place out of LA 255

AICE **Advanced International Certificate of Education**

AS Level or A Level Exam in Mathematics

SCORE	PLACEMENT
E or higher	ARH, GAP, and LAN students place out of LA 255 and LA 271
E or higher	All other majors: Place out the Quantitative Literacy Requirement

AS Level or A Level Exam in Mathematics - Further

SCORE	PLACEMENT
E or higher	ARH students place out of LA 255, LA 271 and LA 293
E or higher	GAP and LAN students place out of LA 255 and LA 271
E or higher	All other majors: Place out the Quantitative Literacy Requirement

AP **Advanced Placement (AP) Exam**

AP Exam in Calculus AB or BC or Statistics or Computer Science A

SCORE	PLACEMENT
3	Place out of LA 255 and LA 271 (LAN Major)
3	Place out of LA 255 and LA 271 and into LA 293 (ARH Major)
3	Place out of the Quantitative Literacy Requirement (All other majors)
4 or higher	Award 6 units and place out of LA 255 and LA 271 (LAN Major)
4 or higher	Award 6 units and place out of LA 255 and LA 271 and into LA 293 (ARH Major)
4 or higher	Award 6 units and place out of the Quantitative Literacy (All other majors)

AP Exam in Computer Science A (GAP Major Only)

SCORE	PLACEMENT
3	Place out of LA 255, LA 271, LA 286, and into LA 288
4 or higher	Award 6 units and place out of LA 255, LA 271, LA 286, and into LA 288

CLEP **College-Level Examination Program**

College Mathematics

SCORE	PLACEMENT
50 or higher	Place out of the Quantitative Literacy Requirement
50 or higher	ARH, GAP, LAN, FSH Marketing, FSH Merchandising, & FSH Product Development students place out of LA 255

College Algebra
Precalculus
Calculus

SCORE	PLACEMENT
50 or higher	Place out of the Quantitative Literacy Requirement
50 or higher	FSH Marketing, FSH Merchandising, & FSH Product Development students place out of LA 255
50 or higher	ARH, GAP, & LAN students place out of LA 255 and LA 271

IB **International Baccalaureates (IB) Exam**

(IB) HL Exam in Mathematics

SCORE	PLACEMENT
4	Place out of the Quantitative Literacy Requirement
4	ARH, GAP, LAN, FSH Marketing, FSH Merchandising, & FSH Product Development students place out of LA 255
5 or higher	Place out of the Quantitative Literacy Requirement *(Award 3 units for Practical Mathematics)*
5 or higher	ARH, GAP, LAN, FSH Marketing, FSH Merchandising, & FSH Product Development students place out of LA 255 *(Award 3 units for Practical Mathematics)*

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

SAT I (Mathematics)

SCORE	PLACEMENT
500 or higher	Place out of the Quantitative Literacy Requirement
500 or higher	ARH, GAP, LAN, FSH Marketing, FSH Merchandising, & FSH Product Development students place out of LA 255

SAT II Mathematics Subject Examination (Mathematics Achievement Test)

SCORE	PLACEMENT
500 or higher	Place out of the Quantitative Literacy Requirement
500 or higher	ARH, GAP, LAN, FSH Marketing, FSH Merchandising, & FSH Product Development students place out of LA 255
600 or higher	ARH, GAP, & LAN students place out of LA 255 and LA 271

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

AICE **Advanced International Certificate of Education**

AS Level & A Level Exams in a Specific Subject Area

SCORE	PLACEMENT
E or higher	Place out of the equivalent course

AP **Advanced Placement (AP) Exam**

(AP) Exam in a Specific Subject Area

SCORE	PLACEMENT
3	Place out of the equivalent course
4 or higher	Award 3 units for Art History, Historical Awareness or Cultural Ideas and Influences

CLEP **College-Level Examination Program**

American Government
History of the United States I: Early Colonization to 1877
History of the United States II: 1865 to the Present
Western Civilization I: Ancient Near East to 1648
Western Civilization II: 1648 to the Present

SCORE	PLACEMENT
50 or higher	Place out of the equivalent course

IB **International Baccalaureates (IB) HL Exam**

(IB) Exam in a Specific Subject Area (except in Art History)

SCORE	PLACEMENT
4	Place out of the equivalent course
5 or higher	Place out of the equivalent course *(Award 3 unit for Historical Awareness or Cultural Ideas and Influences)*

LIBERAL ART ELECTIVES

AP **Advanced Placement (AP) Exam**

(AP) Exam in a Specific Subject Area

SCORE	PLACEMENT
4 or higher	Award 3 units for Liberal Arts Elective

NOTE: Other exam subject areas may be considered. Contact the LA Department for applicable exams.

IB **International Baccalaureates (IB) HL Exam**

(IB) Exam in a Specific Subject Area

SCORE	PLACEMENT
5 or higher	Place out of the equivalent course *(Award 3 units for Liberal Arts Elective)*

PLACEMENT: EMPLOYMENT COMMUNICATIONS AND PRACTICES

Employment Communications and Practices

Students with Career Planning coursework should submit transcripts to The Office of The Registrar. Submit Official Transcript(s) by mail or by email: Transcripts@academyart.edu. Students with professional experience wishing to be considered for waiver from LA 291 Designing Careers should submit supporting documentation documents with a waiver request using the Student Submissions Portal. The Student Submissions Portal link and login information can be obtained from an advisor.

Transfer Options

Transfer in a comparable Career Planning course that covered all of the following areas:

- Career research
- Research methods for employment opportunities
- Employment correspondence documents
- Employment interview techniques

Waiver/Substitution Options

Request consideration for waiver from LA 291 Designing Careers by submitting transcripts and/or supporting documentation that demonstrates one of the following:

- Completion of an Associate's Degree in which the degree included at least one career preparation, business practices, or a major specific professional practices course.
- Completion of more than 60 college credits in which the coursework included at least one career preparation, business practices, business law, senior thesis, or a major specific professional practices course.
- Completion of a Bachelor's Degree

Industry experience with a project proposal demonstrating the criteria below.

Industry Experience Criteria

Students with less than 5 years of management and/or industry experience submit:

1. Professional resume
2. Cover or Query letter addressed to a specific party
3. Unsolicited business proposal with the following components:
    - Statement of Purpose
    - Background
    - Procedures
    - Qualification
    - Request for Approval

Students with 5 years or more of management and/or industry experience submit:

1. Professional resume (clearly indicating 5 years or more of industry experience)
2. Cover or Query letter addressed to a specific party
3. Project proposal* with the following components:
    - Background/Problem Description
    - Proposed Solution
    - Approach
    - Deliverables
    - Outcome

*May be for a project completed as part of industry experience. If citing a past project, include your role in the project.

Waiver/Substitutions

NOTE: A waived course must be substituted with another course. Students who place out of LA 291 will have the Employment Communications requirement waived but must make up the units with either a substitute Academy of Art University Liberal Arts course, or a general education transfer course as determined by the Registrar.

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.

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FINANCIAL AID & TUITION

FINANCIAL AID

Student Financial Services 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 Student Financial Services Office for current requirements, SFS@academyart.edu.

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 2017-2018 academic year at another institution, the student cannot receive a Stafford loan for the same time period at Academy of Art University.

NOTE: FAFSA and financial aid documents must be completed every academic year.

FINANCIAL AID AWARD LETTERS

Approximately 3-4 business days after the FAFSA is completed and processed successfully, and Academy of Art University Financial Aid application is submitted, an award letter will be available through your Student Portal, https://sfp.ocs.oraclecloud.com/aau/portal/saml. You will be able to see what you are eligible for, along with instructions on how to complete the Federal Direct Student Loan Master Promissory Note and Entrance Counseling electronically. You can accept or decline the aid offered in your Student Portal. Students selected for verification by the Department of Education must submit additional documents (required tax documents, verification worksheet, etc.) to our Student Financial Services Office. Depending on what type of documents you are required to submit, they can either be uploaded through the Student Portal or mailed to us at:

Academy of Art University
Attention: Student Financial Services Office
79 New Montgomery Street
San Francisco, CA 94105

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

UNDERGRADUATE

How do I apply for Federal financial aid?

The US federal government provides financial aid options to students through either federal grants, federal loans or both to help you cover your educational costs. To begin the federal financial aid process, please view our guide to 5 Steps for Completing your Federal Financial Aid.

For assistance with understanding the FAFSA process and for help completing your application, please contact a financial aid representative, SFS@academyart.edu.

Follow these five simple steps to get started:

STEP 1: Apply for admission to Academy of Art University

To process your financial aid, first apply to Academy of Art University and provide your social security number on your admissions application.

STEP 2: File a Free Application For Federal Student Aid (FAFSA)

Complete the FAFSA online at fafsa.gov and use Academy of Art University's Federal School ID Number: 007531

STEP 3: Get started on your financial aid plan

All students should meet with our Financial Aid Office to review their financial options. Contact the office today at 1-415-618-6190 or SFS@academyart.edu to schedule your discussion.

STEP 4: Accept or Decline Your Financial Aid Rewards

You will receive notification to login to your Student Portal to view the amount and types of aid you are eligible to receive based on a full time enrollment assumption. You must accept or decline these awards.

STEP 5: Manage Your Financial Aid Award Disbursements

What types of State and Federal Financial Aid are available?

Cal Grant: Gift aid for California students that does not have to be paid back

- 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.

Cal Grant Disbursement Policy

- Cal Grant awards are disbursed after the add/drop period of the semester and continue to disburse as students become eligible. Cal Grants are only disbursed after:
    1. It's confirmed that there is valid ISIR,
    2. It's confirmed that student meets all Cal Grant eligibility criteria, including California residency, and
    3. The student attends past the add/drop period.

  The amount disbursed is based on the student's enrollment status for classes attended after the add/drop period.
- Cal Grant awardees may elect to receive the full disbursement of their "Access" or "Book and Supplies" awards to use towards educational expenses instead of having it applied to any outstanding balances on the student's account. By choosing the first option, Cal Grant awardees are responsible to resolve any account balances with their institution. Cal Grant awardees have the ability to rescind option at any time (up to disbursement). Please contact SFS@academyart.edu for more information.

Cal Grant Residency Policy

All Cal Grant recipients must be residents of California. Students must have resided in California for at least one year and intend to make California their permanent state of residence to meet the Cal Grant residency requirement. The residency determination date for Cal Grant purposes is the first day Cal Grant is awarded for each award year.

California residency will be verified by the following at the initial Cal Grant award each award year that the student is eligible for Cal Grant.

- The student's permanent state, state of legal residence, and legal residence date information will be reviewed on the most recent ISIR received for the applicable award year.
    - If the student's permanent state or state of legal residence listed is not California or the states listed are California and the legal residence date information reflects a residence date within the past year, conflicting information exists.
    - In addition, if the student is unmarried and was less than 18 years of age by the application deadline, the parent's address information will also be confirmed on the most recent ISIR received for the applicable award year. If the parent's address listed is not in California, conflicting information exists.
- The student's address on file will be reviewed to ensure that it is in California.
    - If the student's address on file is not in California, conflicting information exists.

If it is determined that there is conflicting residency information on file, the student will be notified and will be asked to submit one of the following documents to confirm residency.

- Mail/package label addressed to the student and postmarked within 60 days of the beginning of the term or a computer-generated utility bill (cellphone, cable, electric, gas, etc.) displaying the student's name and address dated within 60 days of the beginning of the term.
- The student's California driver's license with an issue date within 60 days of the submission date.

If the student submits one of the documents outlined above reflecting a California address, the conflicting information is considered resolved and California residency is confirmed.

Cal Grant funds will not be disbursed until the student's California residency is confirmed.

NOTES:

- Residency for unmarried students who are less than 18 years of age by the application deadline is based on the residency of their parent(s).
- If a minor student's parent(s) are in the U.S. Armed Forces; stationed in California and on active duty when the student enrolls, they are considered a California resident.

PELL Grant: Gift aid that does not have to be paid back

- Awarded to eligible undergraduate students (first AA/BA/BS/BFA) and eligible education certificate candidates

Federal Supplemental Educational Opportunity Grant (SEOG): Gift aid that does not have to be paid back

- Awarded to eligible undergraduate students with exceptional financial need.

Federal Work Study: Financial Aid earned while working.

- Federal Work Study (FWS) is a federally funded program that provides students financial assistance that will not have to be paid back. FWS is different from other types of financial aid because you do not receive funds until you locate a job and begin working. The amount you earn is dependent upon the job you obtain and the number of hours you work. One main advantage of FWS employment is that when you apply for future financial aid, your FWS earnings are not included as a financial resource.

Direct Stafford Loans: Loans from the government that must be paid back.

- Subsidized loans are available to students with financial need. No interest is charged on a subsidized loan while the student is in school. Unsubsidized loans are available to all students regardless of income, less any subsidized amount received. Students are responsible for the interest that will accrue on an unsubsidized loan while in school. Additional information about repayment, deferment and consolidation of these loans can be found at the Direct Loans web site.

Direct Parent Plus Loans: Loans that are taken out by parents of dependent students that must be paid back.

- Federal Direct PLUS Loans are available to parents and stepparents of dependent students. Borrowers must meet credit history and debt burden requirements. Repayment is amortized over 10 years.

How does a parent apply for the Direct PLUS Loan?

- A parent must log on to https://studentloans.gov using their own information and FSA ID. Click Request a Direct PLUS Loan and select Parent PLUS. Complete the borrower information, student information and loan information. Lastly, review and submit for credit check.
- What is a Direct Parent PLUS Loan? The loan is money that can be used to pay a dependent student's educational costs including tuition, fees, housing, transportation, supplies, etc.

- Who can apply for the Direct Parent PLUS Loan? A parent or step-parent of a dependent student.
- Why is there a credit check? Direct Loans checks for adverse credit including bankruptcy, repossession, foreclosure, wage garnishment, defaulted loan, etc. Direct Loans is not checking income ratio, credit score, employment status or lack of credit. You will be presented with options if the credit is denied.

Direct Graduate Plus Loans: Loans that are taken out by graduate students and must be paid back.

- Federal Direct Graduate PLUS Loans are available to eligible students in a graduate or degree or certificate program. Borrowers must meet credit history and debt burden requirements.

When should I expect an Award Letter?

The Student Financial Services Office will send you a notification to login into your Student Portal to view your awards. You will have to accept or decline the awards offered.

If you have applied to the University and submitted your FAFSA but did not receive a notification regarding your award letter, please contact our office: (415) 618-6190 or SFS@academyart.edu.

Who is BankMobile and why are they sending me a green envelope with a personal code?

Academy of Art University has partnered with BankMobile Disbursements, a financial services company, to provide students with electronic options for refunds. BankMobile is committed to transparently providing students with refund choices.

How do I submit my financial aid paperwork?

Some forms can be submitted by logging into your Student Portal at https://sfp.ocs.oraclecloud.com/aau/portal/saml.

Verification forms that cannot be submitted online must be mailed to:

Academy of Art University
Attn: Student Financial Services Office
79 New Montgomery St
San Francisco, CA 94105

Please contact us if you have questions regarding financial aid documents.

(415) 618-6190
SFS@academyart.edu

My financial aid does not cover my tuition. What should I do?

Academy of Art University awards students the maximum allowed by federal regulations (except for limited SEOG funds). If your award does not cover your tuition balance, you can either:

- Pay the difference by tuition deadline.
- Sign up for the interest free payment plan.
- Apply for a private educational loan. A credit check is required, and a cosigner may be required.
    - Please refer to ElmSelect for more information and a list of private loans and lenders currently available. We encourage you to contact these loan providers to see what options are available to you.
    - Enrollment: Students can be enrolled less than half-time to full-time

If you have any questions on alternative loans, please call:

Sun Chan
Alternative Loan Manager
(415) 618-6228

GRADUATE

What types of Federal financial aid programs are available to graduate students?

Federal aid available to Academy of Art University graduate students:

Federal Work Study: Financial Aid earned while working.

- Federal Work Study (FWS) is a federally funded program that provides students financial assistance that will not have to be paid back. FWS is different from other types of financial aid because you do not receive funds until you locate a job and begin working. The amount you earn is dependent upon the job you obtain and the number of hours you work. One main advantage of FWS employment is that when you apply for future financial aid, your FWS earnings are not included as a financial resource.

Direct Stafford Loans: Loans from the government that must be paid back.

- Unsubsidized loans are available to all students regardless of income. Students are responsible for the interest that will accrue on an unsubsidized loan while in school. Additional information about repayment, deferment and consolidation of these loans can be found at the Direct Loans web site.

Direct Graduate Plus Loans: Loans that are taken out by graduate students and must be paid back.

- Federal Direct Graduate PLUS Loans are available to eligible students in a graduate or degree or certificate program. Borrowers must meet credit history and debt burden requirements.

TUITION RATES

Tuition rates are posted on Academy of Art University website.

Tuition Rates – Domestic Students (effective Fall 2023)

Undergraduate
$1,126 per unit

Graduate Tuition & Art Teaching Credential Tuition
$1,279 per unit

Sample calculations (effective Fall 2023)

Undergraduate 3 unit course
$1,126 X 3 units = $3,378

Graduate 3 unit course
$1,279 X 3 units = $3,837

Tuition Rates – International Students (effective Fall 2023)

Undergraduate
$1,272 per unit

Graduate Tuition & Art Teaching Credential Tuition
$1,404 per unit

Sample calculations (effective Fall 2023)

Undergraduate 3 unit course
$1,272 X 3 units = $3,816

Graduate 3 unit course
$1,404 X 3 units = $4,212

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

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

FEES

Fee Description	Fee Amount	Fee Notes
Application Fee	$50.00	This non-refundable fee is required to process an application.
Enrollment Fee	Domestic Students: $95.00 International Students: $100.00	Non-refundable fee for new students; charged in lieu of $50 registration fee for domestic students their first semester
Course Fees	varies by course	Many courses have specific course fees. Please refer to details in the Course Fees & Prerequisites chapter. **NOTE:** Fees may be different for on-campus sections and online sections.
Drop Fee	$25.00	A $25.00 fee will be charged for each class dropped once the second week of each semester begins. **NOTE:** No drop fee is charged for courses dropped when there is no refundable tuition. **NOTE:** Dropping one section to add another section is considered an add/drop and the $25.00 drop fee will apply
Food Plan	varies by plan	View plans at http://academyartdining.com.
Installment Payment Plan Fee	varies by amount borrowed	The installment plan enables students to pay their tuition in four separate payments. Please note an administrative payment plan fee will be assessed based on the amount borrowed. Please work with an Accounts Receivable Coordinator to determine the fee assessment.
Late Registration Fee	$50.00	This fee is charged at the time of registration after the Term tuition due date.
Late Payment Fee	$50.00	This fee is charged if tuition is not paid by the due date.
Library Fee: Late Return	Minimum Late Fee: $0.25 Maximum Late Fee: $65.00	$0.25 a day per Book $0.25 a day per Picture File Envelope $3.00 a day per Video/DVD $1.00 a day per Sound Recording CD-ROM $1.00 a day per Music CD $1.00 a day per Online Course CD $1.00 a day per Flash Drive/Jump Drive
Library Fee: Lost Book	$65.00	$55.00 (or an approved replacement) plus a $10.00 processing fee.
Library Fee: Replacement Book	$10.00	Student must provide an approved replacement plus pay the $10.00 processing fee.
Locker: Rental Fee	$20.00	Lockers may be rented on a semester basis.
Official Transcript Fee	$10.00	The $10 fee covers one official transcript. Additional copies ordered at the same time cost $2.00 each. There is no fee for unofficial transcripts.
Registration Fee	$50.00	This non-refundable fee is due at the time of registration every semester. Once this fee is paid and registration is processed, it cannot be applied to another semester.
Replacement ID Card Fee	$30.00	ID cards are required for entry into all Academy of Art University buildings. Replacement cards may be acquired at the Security Office.
Returned Check Fee	$15.00	A $15.00 fee will be charged to the student's account if a check is returned due to Insufficient Funds.
RLab	$395.00	Students enrolled in select animation and visual effects online, on campus and virtual class sections are charged a fee of $395 for the term to have access to our remote lab, known as rLAB.
Student Tuition Recovery Fund (STRF)	$2.50 per $1,000.00 of institutional charges	Non-Refundable: The STRF charge is $2.50 per $1,000 of institutional charges, rounded to the nearest thousand dollars. Charged to California residents and students enrolled in a residency program.
Student Activity Fee	$30.00	Covers various services provided on-campus. This includes services from the Academic Resource Center, some special events and bus services. Students taking one or more courses on-campus are charged this fee whether or not they avail themselves of the services. This fee is waived for students taking all courses online.
International Student Services Fee	$300.00	One-time fee, onsite students only, non-refundable
International Student Refundable Enrollment Deposit	$2500.00	One-time refundable enrollment deposit, onsite International students only. The deposit will be applied toward the first semester's tuition. All refunds will be returned within 45 days of our receipt of a formal notice that you will not attend the Academy of Art University.

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

Fee	Cost
Application Fee*	$50
Registration Fee*	$50/semester
Enrollment Fee*	Domestic Students: $95/ International Students: $100
Student Tuition Recovery Fund (STRF)	Non-Refundable: The STRF charge is $2.50 per $1,000 of institutional charges, rounded to the nearest thousand dollars. One-time fee of approximately $435 for students who are California residents or onsite.
Student Activity Fee	$30/semester, onsite only
Undergraduate Tuition	*(effective Fall 2023: $1,126/unit – Domestic, $1,272 /unit - International)*
Course Fees (onsite students)	$1,500/average per semester, varies by program (see catalog addendum 1)
Materials/Supplies	$576/average per semester
Estimated undergraduate expenses for a full-time domestic student are $31,836	
* These fees are non-refundable, non-deferrable and non-transferrable	

Graduate

Fee	Cost
Application Fee*	$50
Registration Fee*	$50/semester
Enrollment Fee*	Domestic Students: $95/ International Students: $100
Student Tuition Recovery Fund (STRF)	Non-Refundable: The STRF charge is $2.50 per $1,000 of institutional charges, rounded to the nearest thousand dollars. One-time fee of approximately $215 for students who are California residents or onsite.
Student Activity Fee	$30/semester, onsite only
Graduate Tuition	*(effective Fall 2023: $1,279/unit - Domestic, $1,404/unit - International)*
Course Fees (onsite students)	$900/average per semester, varies by program (see catalog addendum 1)
Materials/Supplies	$576/average per semester
Estimated graduate expenses for a full-time domestic student are $34,118	
* These fees are non-refundable, non-deferrable and non-transferrable	

TOTAL PROGRAM COST*

Program Name	Application Fee (non-refundable)	Enrollment Fee (non-refundable)	Registration Fee (non-refundable)	Student Tuition Recovery Fund (maximum, non-refundable) **	Student Activity Fee ($30 per semester, onsite only, non-refundable)	Semester Tuition	Estimated Course Fees (minimum)	Estimated Course Fees (maximum)	Estimated Due for Entire Program (minimum) ***	Estimated Due for Entire Program (maximum) ***
AA Acting	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Advertising	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Animation & Visual Effects	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Automotive Restoration	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Fashion	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Fashion - Communication	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Fashion - Styling	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Fashion Marketing	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Fashion Merchandising	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Fashion Product Development	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Fine Art	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Game Design	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Graphic Design	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Illustration	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Industrial Design	$50	$95	$250	$205.00	$180	$13,512	$2,029	$5,206	$78,975	$82,160
AA Interaction & UI/UX Design	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Interior Arch & Design	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Jewelry & Metal Arts	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Knitwear Design	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Landscape Architecture	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Motion Pictures & Television	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Music Production	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Photography	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Sound Design	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Studio Production: ADV	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Visual Development	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
AA Visual Merchandising	$50	$95	$250	$187.50	$180	$13,512	$1,845	$4,733	$71,849	$74,744
BA Architectural Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BA Art History	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BA Communications & Media Tech	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BA Fashion - Journalism	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
Bachelor of Architecture	$50	$95	$700	$540.00	$450	$13,512	$4,980	$12,779	$208,384	$216,202
BFA Acting	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Advertising	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Animation & Visual Effects	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Art Education	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Art Education & Fine Art	$50	$95	$550	$487.50	$360	$13,512	$4,612	$11,832	$188,132	$195,370
BFA Art Education & Art History	$50	$95	$550	$447.50	$360	$13,512	$4,243	$10,885	$173,166	$179,823
BFA Art History	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Costume Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Fashion	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Fashion - Comm & Styling	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Fashion Marketing	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Fashion Merchandising	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Fashion Prod. Development	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Fine Art	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Footwear & Accessory Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Game Art	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Game Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Graphic Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Illustration	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507

BFA Industrial Design	$50	$95	$550	$430.00	$360	$13,512	$4,058	$10,412	$165,681	$172,053
BFA Interaction & UI/UX Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Interior Arch & Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Jewelry & Metal Arts	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Knitwear Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Landscape Architecture	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Motion Pictures & Television	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Music Prod./Sound Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Music Production	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Music Scoring & Composition	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Photography	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Sound Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Textile Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Visual Development	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Visual Merchandising	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BFA Writing-Film/TV/Dig. Med.	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
BS Game Programming	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Advertising	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Animation &Visual Effects	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Fashion	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Fine Art	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Graphic Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Illustration	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Industrial Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Interaction &UI/UX Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Interior Arch & Design	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Motion Pictures Television	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CERT Photography	$50	$95	$550	$390.00	$360	$13,512	$3,689	$9,466	$150,715	$156,507
CRED Art Teaching Credential 1	$50	$95	$100	$62.50	$90	$11,511	$642	$1,546	$24,059	$24,966
CRED Art Teaching Credential 2	$50	$95	$150	$105.00	$120	$11,511	$1,071	$2,577	$40,595	$42,107
CRT Social Media Management	$50	$95	$100	$55.00	$90	$13,512	$553	$1,420	$21,209	$22,078
MA Acting	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Adv. Architectural Design 1	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Adv. Architectural Design 2	$50	$95	$250	$215.00	$180	$11,511	$2,141	$5,154	$82,771	$85,792
MA Advertising & Branded Media	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Animation & Visual Effects	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Art Education 1	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Art Education 2	$50	$95	$300	$215.00	$210	$11,511	$2,141	$5,154	$83,644	$86,665
MA Art History	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Communications & Media Tech	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Costume Design	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Fashion	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Fashion - Journalism	$50	$95	$200	$147.50	$150	$11,511	$1,499	$3,608	$57,197	$59,312
MA Fashion Art Direction	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Fashion Marketing	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Fashion Merchandising	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Fine Art	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Game Development	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Graphic Design & Digital Media	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Illustration	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Industrial Design	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Interaction & UI/UX Design	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Interior Arch & Design	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Jewelry & Metal Arts	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Landscape Architecture	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Music Scoring & Composition	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Photography	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Sound Design	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910

MA Visual Development	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
MA Writing & Directing Film	$50	$95	$200	$127.50	$150	$11,511	$1,285	$3,093	$49,097	$50,910
Master of Architecture 1	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
Master of Architecture 2	$50	$95	$400	$320.00	$270	$11,511	$3,104	$7,474	$124,130	$128,509
MAT Art Education 1	$50	$95	$150	$95.00	$120	$11,511	$963	$2,319	$36,577	$37,938
MAT Art Education 2	$50	$95	$200	$137.50	$150	$11,511	$1,392	$3,350	$53,147	$55,111
MFA Acting	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Advertising	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Animation & Visual Effects	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Costume Design	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Fashion	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Fashion - Marketing/Brand	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Fashion Merch & Management	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Fashion Prod. Development	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Fine Art	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Footwear & Accessory Design	$50	$95	$300	$215.00	$210	$11,511	$2,141	$5,154	$83,644	$86,665
MFA Game Development	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Graphic Design	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Illustration	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Industrial Design	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Interaction & UI/UX Design	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Interior Arch & Design	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Jewelry & Metal Arts	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Knitwear Design	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Landscape Architecture	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Motion Pictures & Television	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Music Prod/Sound Design	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Music Scoring & Composition	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Photography	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Sound Design	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Textile Design	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Visual Development	$50	$95	$300	$227.50	$210	$11,511	$2,248	$5,412	$87,796	$90,968
MFA Writing-Film/TV/Dig. Med.	$50	$95	$300	$215.00	$210	$11,511	$2,141	$5,154	$83,644	$86,665

* The estimated total program costs listed above reflect fees and tuition for full time, onsite, domestic students. Onsite international students are charged a $300 international student services fee.
** Non-Refundable: The STRF charge is $2.50 per $1,000 of institutional charges, rounded to the nearest thousand dollars.
***A maximum annual tuition increase of 5% is included in the, “Estimated Due for the Entire Program” based on a fall 2023 start.

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.

VA PENDING PAYMENT POLICY

In accordance with Public Law 115-407, Sec. 103, a student using Veteran Affairs Veteran Readiness and Employment benefits (Chapter 31) or the Post-9/11 G.I. Bill® (Chapter 33) will be allowed to enroll in and attend courses and access campus facilities (including the library or other institutional facilities) while the institution awaits payment for tuition and fees from the VA. While awaiting the receipt of funds from the VA, the Academy of Art University will not impose any penalty, charge late fees, or require an eligible student to borrow additional funds to cover tuition or fees because of the student's inability to meet his or her financial obligations due to the delayed disbursement of a payment provided by the Secretary under Chapter 31 or 33. This waiting period begins on the date when the student provides appropriate documentation to the university and continues either until the funds are received from the VA or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 31 or 33 benefits, a student must provide the following documents no later than the first day of the first semester the benefits will be used:

- Chapter 33- Certificate of Eligibility (COE) or Statement of Benefits (printed from the VA website), or
- Chapter 31- Electronic Purchase Order authorization, and
- Signed copy of Academy of Art University's VA Student Bill of Rights

Tuition and fee costs incurred that are not payable by the VA are the responsibility of the student and are not covered under the provision established by PL 115-407, Sec. 103. Students are responsible to contact the Financial Aid Office to discuss payment options for any tuition and fee costs not anticipated to be paid by the VA.

For more information regarding this policy, contact our Student Financial Services Office at (415) 618-6190.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

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 - Students should expect a minimum estimated additional cost of $540 for books and supplies each semester.

Health insurance fee (mandatory for all international students and domestic student athletes registered in 6 or more units only) $653.09 fall semester (2021), $1,132.73 spring and summer semesters (2022), $315.04 summer semester (2022). Domestic student athletes can opt out with proof of other health insurance.

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 (based on the amount borrowed as determined by the accounts receivable department), 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. Architecture Digital Whiteboard Subscription Per Semester $10.

If applicable: The cost for each English for Art Purposes (EAP) class breaks down as follows:

- Undergraduate (Domestic): $1,041 per unit x 6 units = $6,246.00
- Undergraduate (International): $1,091 per unit x 6 units = $6,546.00
- Graduate (Domestic): $1,171 per unit x 6 units = $7,026.00
- Graduate (International): $1,227 per unit x 6 units = $7,362.00

Students learn specialized vocabulary and language skills for artists and designers in the four levels of EAP classes available. The number of classes required is based on a placement test that will determine the student's English proficiency. Depending on the student's rate of progression, additional time in EAP classes may be required, which would increase the cost.

If applicable: On-Campus Housing- Room $12,944 Board $6,542 Estimated due for current academic year. Housing License Agreement to be executed annually. Estimated cost based on current academic year. 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 and 2-month interest free installment for Summer semesters. A mandatory installment plan contract must be 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 requires that payments be made 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. Failure to meet due dates may result in late fees, cancellation of the installment plan, loss of access to classes, and/or courses being administratively dropped.

A non-refundable administrative payment plan fee of 6% of the amount borrowed will be assessed. Please contact our Student Financial Services Office to determine the fee or for any account related questions or concerns (415) 618-6190.

REFUNDS

All refund payments will be mailed or loaded to your BankMobile account within 45 days of the date of cancellation, withdrawal, involuntary withdrawal or completion.

Parent refund checks will be mailed to the address we have on file. Students are responsible to keep their address(es) up to date through their online Learning Management System (LMS) account or by notifying their Student Advisor or Student Financial Services Specialist 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 POLICY

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 CHARGES

Withdrawal During: FALL/SPRING	
Week 1	100%
Week 2	86.6%
Week 3	80%
Week 4	73.3%
Week 5	66.6%
Week 6	60%
Week 7	53.3%
Week 8	46.6%
Week 9	40%
Week 10+	0%

Withdrawal During: SUMMER & 7 ½ WEEK SESSIONS	
Week 1	100%
Week 2	73.3%
Week 3	60%
Week 4	46.6%
Week 5+	0%

Withdrawal During: INTERSESSION	
Day 1	100%
Day 2	86.6%
Day 3	80%
Day 4	73.3%
Day 5	66.6%
Day 6	60%
Day 7	53.3%
Day 8	46.6%
Day 9	40%
Day 10+	0%

Withdrawal During: 8 WEEK SESSIONS	
Week 1	100%
Week 2	75%
Week 3	62.5%
Week 4	50%
Week 5+	0%

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. Cal Grant/State financial assistance
8. Other Federal and Private financial assistance
9. Student
10. Student's parent, as required

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

The refund policy above applies to Iowa students with the exception of the following special circumstances:

All tuition charges will be refunded to Iowa students who withdraw within the first 14 consecutive days of the semester.

Student-friendly Tuition Refund Policy: If an Iowa student terminates from any of the school's programs or courses after the first 14 consecutive days of the semester, the student will receive a pro rata refund that is not less than ninety-five percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period to the total number of calendar days in the school period.

Exceptional Tuition Refund Policy: This policy applies when an Iowa student terminates a postsecondary educational program after the first 14 consecutive days of the semester due to the student's physically 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 the 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.

CAL GRANT REFUND POLICY

When a student withdraws during the semester, the amount of Cal Grant funds earned in the semester is determined on a pro rata basis. The percentage of earned Cal Grant funds is calculated by dividing the number of days attended in the semester by the total number of days in the semester. Institutional breaks during the semester of five or more days in length are removed from this calculation. If the student completed more than 60% of the semester, the Cal Grant funds for that semester are earned in full.

Any Cal Grant funds that are unearned based on this calculation will be reported on WebGrants and returned to the California State Aid Commission.

This policy applies to all Cal Grant awards, including: Cal Grant A, Cal Grant B, Cal Grant B Access, and the California Chafee Grant.

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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ACADEMIC POLICIES

POLICY ACKNOWLEDGEMENT

Academic Policies must be acknowledged in all Online courses prior to course content availability.

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 published in the catalog associated with students' matriculation term for a particular university career (undergraduate or graduate) are those that must be met for awarding degrees or certificates. 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: Changing programs may result in completed courses not counting toward the new program.
NOTE: Courses may be substituted if the department determines that appropriate skills are evident in a portfolio of work.
NOTE: A change from a graduate program to an undergraduate program requires the approval of the Executive Director of Graduate Services & Administration and a completed application for the new program.
NOTE: A change from an undergraduate program to a graduate program requires the approval of the Executive Director of Graduate Services & Administration and a completed application for the new program. The student must fulfill the graduate school application requirements.
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)
66 Unit Program

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

60 Unit Program

Plan	Number of units to complete per year
2 Year Plan	30
2.5 Year Plan	24
3 Year Plan	21
3+ Years	Part-time students: See Student Advisor for an individualized plan.

Bachelor's Degree (BA, BFA or BS)
132 Unit Program

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

120 Unit Program

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

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

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

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

Art Teaching Credential
33 Unit Program

Plan	Number of units to complete per year
1 Year Plan	33
1.5 Year Plan	21
2 Year Plan	19
2 + Years	Part-time students: See Student Advisor for an individualized plan.

Master of Arts Degree (MA)
42 Unit Program

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

36-39 Unit Program

Plan	Number of units to complete per year
1.5 Year Plan	27
2 Year Plan	24
2.5 Year Plan	18
3+ Years	Part-time students: See Student Advisor for an individualized plan.

Master of Fine Arts Degree (MFA)
78 Unit Program

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

60-63 Unit Program

Plan	Number of units to complete per year
2.5 Year Plan	27
3 Year Plan	21
3.5 Year Plan	18
4+ Years	Part-time students: See Student Advisor for an individualized plan.

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

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

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/ .

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.

DIPLOMAS

Upon degree conferral*, the Academy of Art University dispatches diplomas within a window of six to eight weeks. It's imperative for students to note that diplomas are sent to the designated "mailing address" listed in the student Self-Service Center. To ensure timely delivery, students should ensure that their addresses are accurate and current. In instances where diplomas are returned due to invalid or incorrect addresses, students will receive an email notification.

The Office of the Registrar will retain any undeliverable diplomas for one year.

Diploma Printing Schedule:
The Academy of Art University schedules the printing of diplomas for each graduating class during the Spring, Summer, and Fall terms. All diploma printing tasks are managed by external vendors, with no provisions for in-house processing. Upon the end of a semester, graduates can expect a diploma processing duration of 6 to 8 weeks. It's advisable for graduates to anticipate this timeframe while making post-graduation arrangements.

Address Verification for Diploma Shipment:
In the lead-up to the end of their academic journey, students should proactively access their Self-Service portal to cross-check and if needed, modify their shipping address. The recorded address in a student's profile is considered the default destination for diploma dispatch. For a seamless delivery experience, students are prompted to review and adjust their address at least 2 weeks prior to the conclusion of the semester.

Replacement Diploma Procedure:
The Academy of Art University values its alumni and provides the facility for replacement diploma issuance upon request. These replacement diplomas align with the tri-annual printing schedule set for regular diplomas. In situations where a student places an order for a replacement, it is synchronized with the shipment of the forthcoming graduating cohort's diplomas. The charges for replacement diplomas are as follows.

- A flat fee of $10 for the diploma.
- Shipping fees: $10 for domestic students and$20 for international students.
- **For expedited requests** outside the standard processing cycles, an additional $50 is charged. These expedited orders are processed between 1 to 2 weeks from the order date.

For detailed inquiries or further clarity regarding this policy, kindly contact the Registrar's office at registrar@academyart.edu.

*Conferral times may vary.

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.

First AAU Degree	Sequential, Longer AAU Degree in the Same Major	Maximum Applicable Units
60 unit AA	120 unit BFA	60 units
66 unit AA	132 unit BFA	66 units
36 unit MA	63 unit MFA	36 units

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.

First AAU Degree	Subsequent AAU Degree in a Different Major	Maximum Applicable Units
60 unit AA	120 unit BFA	60 units
132 unit BFA	60 unit AA	30 units
132 unit BFA	66 unit AA	33 units
36 unit MA	63 unit MFA	30 units
63 unit MFA	36 unit MA	18 units

UNDERGRADUATE GRADE LEVELS

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

COURSE NUMBERING

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

Course Numbers	Course Level
1-99	Non-Credit Courses
100-299	Lower Division Courses
300-599	Upper Division Courses
600-999	Graduate Courses

CREDIT HOURS

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

Methods of Learning
Example methods of learning:

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

CREDIT HOUR POLICY

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

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

or:

At least an equivalent amount of work as required above of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Class Mode: 4.5 Hour Studio (4.5 hour/week courses)
One credit hour is associated with a class meeting for 1.5 hours per week. Each 1.5 hours of class time requires a minimum of 2.0 hours 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: 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:

Class Mode	In-Class Hours	Out-of-Class Coursework Hours	Credit Hours [units earned]
Lecture	3	6	3
Studio	4.5	6	3
Studio	6	3	3
Architecture Studio	12	12	6
Group Directed Study (graduate programs only)	3	6	3
Internship	9	Not Applicable	3
Online	3	6	3
Thesis Forum (graduate programs only)	3	6	3

POLICY ON ACADEMIC FREEDOM & 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. Faculty members are expected to promote these values while maintaining a classroom 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 thoughtful approach as students develop their creative processes and intellectual positions. 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 open dialogue as appropriate to the curriculum;
- Do not introduce material that has no relation to 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 federal and state laws governing:

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

While members of the Academy of Art University community will not be disciplined for activities that are protected under the law as free speech, they can be disciplined for sexual harassment or intimidation if their activities are viewed as creating a difficult or uncomfortable environment for others. In addition, Academy of Art University will investigate expressions of violent intent that indicate a faculty or student may be endangering themselves or others. Please review the Academy of Art University Handbook for employment policies governing inappropriate workplace conduct including but not limited to unlawful discrimination, harassment, retaliation and workplace violence.

Disputes will be adjudicated through the Academy of Art University's grievance procedure (described in the Student Appeals and Grievances section of this document) or the Academy of Art University's Human Resources department, as appropriate. The Board of Directors and President are ultimately responsible for protecting and overseeing standards of academic freedom and responsibility at Academy of Art University.

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 and Spring Semester Enrollment Status

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

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

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

NOTE: Summer enrollment in 6 units will be considered full time for graduate students and ½ time for undergraduate students**.**

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.

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

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

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

Art Teaching Credential (ATC)			
Units Earned	0-9 units	10-33 units	
Minimum GPA	2.7	3.0	

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

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. This distinction will be noted on official transcripts.

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.

Academic Standing	Definition & Conditions
Good Standing	Student cumulative record meets the minimum Grade Point Average (GPA) requirement.
Academic Probation	Student record does not meet the minimum cumulative Grade Point Average (GPA) requirement after the first semester or a semester with "Good Standing". • Students on Academic Probation are subject to enrollment conditions as outlined in the Academic Probation Policy. • **ATHLETIC** students on Academic Probation are not eligible to compete.
Extended Academic Probation	Student record continues to not meet the minimum cumulative Grade Point Average (GPA) requirement. • Students will be placed on Extended Academic Probation following a semester of academic probation if their cumulative GPA does not meet minimum standards. • Extended Academic Probation will continue if the student's semester GPA is at least equal to the minimum GPA requirements as stated in the Minimum GPA Requirement section of the Student and Academic Policies catalog. • Extended Academic Probation will *not* continue if the student's semester GPA is below the minimum GPA requirements as stated in the Minimum GPA Requirement section of the Student and Academic Policies catalog. Failure to meet this requirement after a semester of Extended Academic Probation will result in Academic Dismissal. • Students who are granted re-entry after dismissal are considered to be on Extended Academic Probation. • Students on Extended Academic Probation are subject to enrollment conditions as outlined in the Academic Probation Policy. • **FINANCIAL AID** students on Extended Academic Probation are not eligible for Financial Aid. See Financial Aid Satisfactory Academic Progress requirements. • **ATHLETIC** students on Extended Academic Probation are not eligible to compete.
Academic Dismissal	If the student's semester GPA does not meet the required minimum standards after a semester of Extended Academic Probation, as stated in the Minimum GPA Requirement section of the Student and Academic Policies catalog, the student will be dismissed from the University. • The student's record is deactivated and the student may not enroll in courses.

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 the Learning Management System (LMS) to enroll, add, or drop courses. All registration activity must be approved by Student Advisor.
- The student may not enroll for a future semester unless all mid-term grades have posted with a grade of "C" or higher 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 the student's schedule in place of administratively dropped courses.
- **STUDENT ATHLETES** on Academic Probation are not eligible to compete.
- **FINANCIAL AID** students on Extended Academic Probation are not eligible for Financial Aid. See 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. 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 emails to:

Education Services Specialist
Tricia Turney
TTurney@academyart.edu

READMISSION AFTER DISMISSAL

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

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

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FINANCIAL AID & SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES

FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENT

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

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

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

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

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

FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS (SAP) STANDINGS

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

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

- SAP met
- Financial Aid Warning
- SAP not met

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

FINANCIAL AID: MINIMUM GPA REQUIREMENT

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

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

Minimum GPA

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

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

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

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

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

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

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

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

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

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

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

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

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

FINANCIAL AID: MINIMUM COMPLETION RATE REQUIREMENT

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

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

Minimum Completion Rate
In order to meet the minimum completion rate, a student must successfully complete at least one half (50%) of the cumulative credits attempted until the student has reached 29 attempted credits and at least two-thirds (66.6%) of the cumulative credits attempted thereafter.

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

50% Completion Rate Until Student Has Attempted 29 Credits

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

66.6% Completion Rate After 30 Credits and Beyond

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

Attempted Units include:

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

Completed Units include:

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

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

NOTE: Unit requirements may vary by major. Refer to departments for specific unit requirements.
NOTE: Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.
NOTE: For students who change majors, the units not counted toward the new major will not be included in the maximum time frame requirement.

FINANCIAL AID: ENROLLMENT STATUS

Enrollment status is a factor of consideration for Financial Aid.

Undergraduate students must carry a minimum study load of 12 units 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

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

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

FINANCIAL AID: SATISFACTORY PROGRESS APPEAL

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

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

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

Deadline to submit a SAP appeal is the census date of the following term.

Send letters to:
Director of Financial Aid
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105
or email to: sfs@academyart.edu.

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REGISTRATION & COURSE ENROLLMENT POLICIES

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 though their online account at any time.

RE-ENTRY

Domestic students who withdrew and elect to re-enter the institution must complete the Request for Re-Entry form.

International Students must contact International Continuing Student Advisor at 415-274-2208.

Upon re-entry, students must complete a program evaluation with a Readmission Representative 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: Student programs that are incomplete and have not had registration activity in a one year period will be considered inactive and subject to Reinstatement Policies in addition to the Re-Entry procedure.

NOTE: The graduation requirements in effect at the time of re-entry may be required for awarding of a degree or certificate if student has been gone for more than two consecutive terms. Students who are returning within two terms or less will be allowed to follow the program requirements in place when they left the University.

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 **grievance department**.
- 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 **grievance department**.
- Transcripts received after a student's first re-entry semester will not be eligible for transfer review. Send Letters to: Grievance@academyart.edu.

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)

INACTIVATION AND REINSTATEMENT

Any student without registration activity in a two-year period is considered inactive and must be re-matriculated in order to continue enrollment. Upon re-entry to the University, inactive students will be subject to current curriculum requirements and standards. Inactive students will also be required to sign an updated enrollment agreement to be reinstated, prior to attending classes.

NOTE: Previously taken coursework may not all apply, and degree requirements and offerings are subject to change.

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, prior to the start date 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.

Changes in Schedule: The Academy reserves the right to amend, alter, or modify its course offerings at any time. If the Academy proposes a course schedule change to a course currently scheduled, students who are already enrolled will be notified of any proposed changes. The change will not be made unless 90% of those students scheduled agree to the change. Every attempt will be made to accommodate Student's preferences with regards to any schedule change.

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 full 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 full 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)

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

7.5 Week/15 Module Semesters (Summer)

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

STUDENT'S RIGHT TO CANCEL

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations beyond an administrative fee (application, enrollment and registration fees) not to exceed $250.00, 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: 79 New Montgomery St, San Francisco, CA 94105. This can be done by mail or by hand delivery.

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 canceled by the University, 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.

WITHDRAWAL

Students who elect to withdraw from Academy of Art University during the semester must complete an exit consultation with their Student Services Advisor. Students, with their Advisor, will complete a withdrawal form documenting the withdrawal, the reason for withdrawal, review items that may impact the student as a result of withdrawing, and assess if the University could do anything to maintain their standing as a student.

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 Student Financial Services Office at (415) 618-6190 and notify us of your withdrawal. A follow up email to SFS@academyart.edu 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 four 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.

INVOLUNTARY WITHDRAWAL

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

- Student fails to attend classes for four 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."

REINSTATEMENTS AFTER ADMINISTRATIVE WITHDRAWALS

Administrative withdrawals are final and do not permit reinstatement within the same semester.

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 (MA-COM and MA-FSH-J majors only)/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.

ONLINE STUDENT IDENTITY VERIFICATION

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), the Academy verifies the identities of distance education students enrolled by the following methods:

• All online students are issued a student ID number upon enrollment. Once enrolled, students are given a secure login and password to their online profile in the LMS where they have access to their classes, and support resources.

• All graduate students must present synchronously at their Midpoint and Final Review evaluations utilizing audio and video tools in Adobe Connect© before an assembled committee of faculty.

Online Education oversees the Academy's Learning Management System (LMS), the online system that delivers all online classes. Online Education ensures that each student is provided with a unique username and password to access their online classes. Students' passwords are encrypted in the online systems so that even if the system were hacked student passwords could not be obtained. Each time a student attends their online classes they must login with their unique user name and password to enter the online class system.

Since 2014, Online Education has provided a system in the LMS for all online students to be issued Academy ID cards with a photograph of their face (as required for all on campus students).

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STUDENT SUPPORT

ACCESS FOR STUDENTS WITH DISABILITIES

Academy of Art University's Accessibility Resources department facilitates reasonable accommodations for students with disabilities and health conditions. 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 alignment with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Students are responsible for communicating their accommodation requests and submitting documentation that meets Accessibility Resources' eligibility criteria. To ask about eligibility criteria and request accommodations, students may contact

Accessibility Resources:
Email: accessibility@academyart.edu
Phone: 415.618.3775
www.academyart.edu/accessibility

The designated Coordinator for the purposes of the University's compliance with Section 504 of the Rehabilitation Act is Anne Connors.

Students may email a letter of appeal regarding the determination of disability-related accommodations to the ADA Coordinator, Anne Connors, at AConnors@academyart.edu.

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.

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

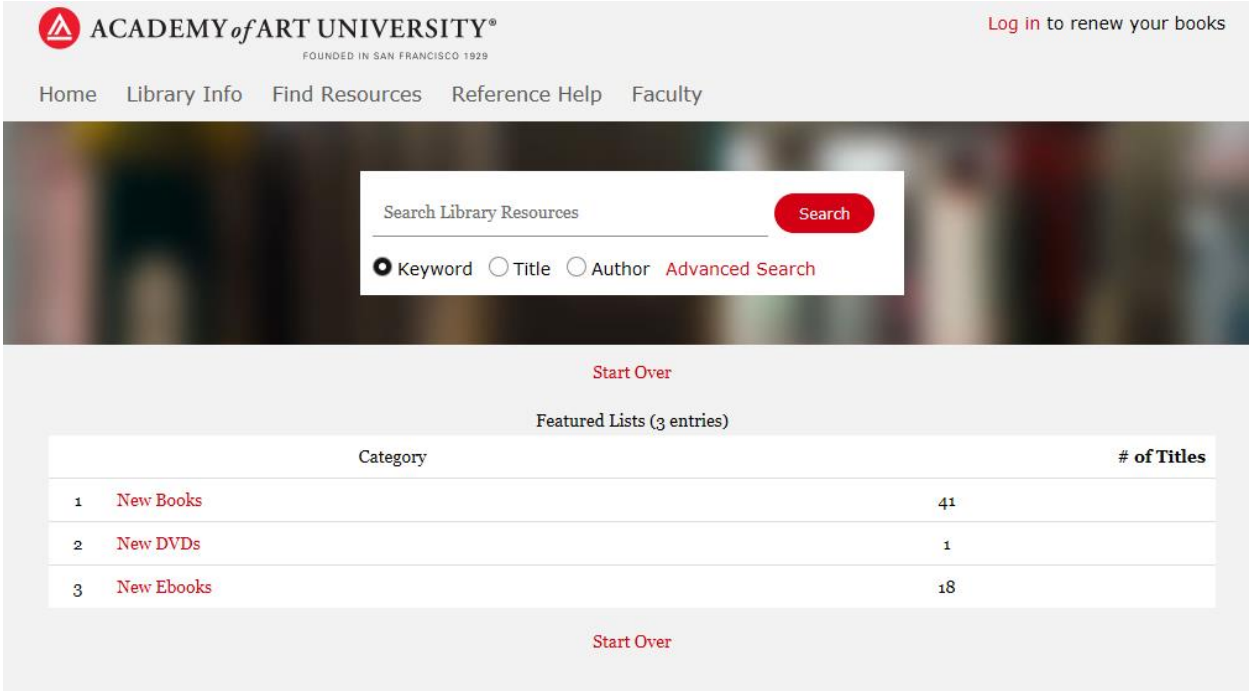
Academy of Art University Library is located on the 6th floor of the 180 New Montgomery building. To meet the diverse needs of our undergraduate and graduate programs the library has a well curated and diverse collection that supports the university's art and design curriculum.

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

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

Discover a wealth of art and design information in our fully stocked library. Enjoy our DVD theater, research databases, and virtual reference material on a variety of subjects. Conduct research, study with friends, or just find a quiet place to read in our comfortable library.
Visit Library Website: http://library.academyart.edu/

New Materials



If you would like individual research help, you can also use the Ask a Librarian form to schedule an appointment with a librarian for a research consultation. You can meet with a librarian in person, via Zoom, or on the phone.

This service is available to currently enrolled Academy of Art University students and faculty only.

Theater & Group Study Room

Group Study Room Use

Need a place to study together? We've got a group study room! The room seats 8 people and has a conference table and a whiteboard, so it's a great place for studying, brainstorming, or rehearsing. You can use the group study room for up to 2 hours at a time. If another group books a time slot after your time slot is over, that group has priority. Since this room is very popular, be sure to reserve your time in advance! To reserve the room, call us at 415-618-3842, e- mail us at library@academyart.edu, or speak to a library staff member.

Since we want the room to be available to all of our patrons as needed, we do not allow recurring teacher-led study groups or classes to book this room as a weekly meeting spot.

If you do not arrive or contact us by 15 minutes after the start of your reservation, we will cancel your reservation and make the room available for other students.

Theater Room Use

We have a 15-seat theater room where you can watch DVDs or VHS tapes. The room also has a computer hooked up to the projector that you can use to view files or the internet. You can use the theater room for up to 3 hours at a time. In order to reserve the theater room, call us at 415-618-3842, e-mail us at library@academyart.edu, or speak to a library staff member. Since this room is very popular, be sure to reserve your time in advance!

As with the group study room, we do not allow recurring classes or study groups to use the theater room as a regular meeting spot.

If you do not arrive or contact us by 15 minutes after the start of your reservation, we will cancel your reservation and make the room available for other students.

Library Classroom Use

The Library Classroom (Room 621) has regularly scheduled classes and events. This room may be used by faculty on a case-by-case basis; you must make an appointment by speaking with Debra Sampson, the Library Director. She can be contacted at dsampson@academyart.edu. The Library Classroom may be booked only if the Group Study Room is unavailable and there are no other classes or events scheduled in this space. Reservations cannot exceed 2 hours. We do not allow recurring classes or study groups to use the classroom as a regular meeting spot.

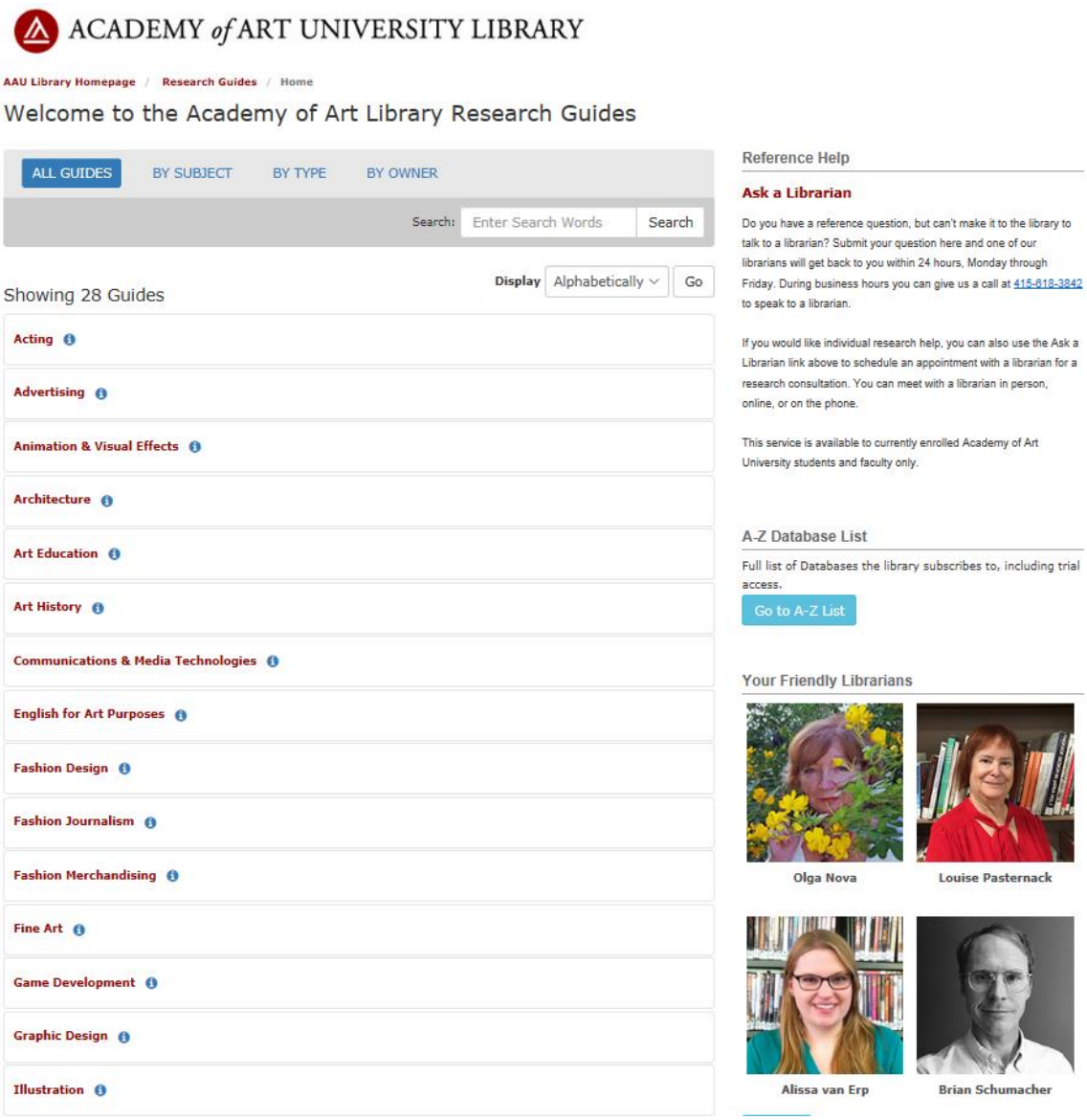
If you do not arrive or contact us by 15 minutes after the start of your reservation, we will cancel your reservation and make the room available for other patrons.

Filming in the Library

Filming in the Library is prohibited. Filming in the Library may only take place with approval from University Facilities and the AAU Library Director. Please note that filming requests must be submitted a minimum of two weeks in advance.

Department Research Guides

http://libguides.academyart.edu/



Online Articles & Databases

http://elmo.academyart.edu/find-resources/online_articles.html

- Online Resources
- Browse Collections
- Basic Search
- Advanced Search
- Annual Collections
- Course Reserves
- Magazines
- Master's Thesis Projects
- Movies
- New Materials
- Special Collections
- Digital Images
- Online Resources
- Full Text Magazine and Journals
- Full Text E-Books
- Materials Resources
- Advertising Resources
- Architecture & Interior Architecture Resources
- Business & Company Information
- Software Tutorials
- Fashion Resources
- Music Database
- Guest Speaker Video Database

Unless otherwise noted, you can access these websites and databases directly when in the library. Outside the library, you will be asked to enter your Brightspace credentials. If you have trouble accessing any of these resources, contact the library at library@academyart.edu.

Full Text Magazine and Journal Databases

EBSCO - Search Academic Search Premier, Art Source, & OmniFile
- Search all of the journals and magazines in Academic Search Premier, Art Source, and OmniFile Full Text
- Select with only one search!
- EBSCO YouTube Help Channel

EBSCO Academic Search Premier
- This multi-disciplinary database provides full text for more than 4,600 journals and magazines, including more than 3,900 peer-reviewed titles.

EBSCO Art & Architecture Source
- Access to over 630 full text journals and more than 220 full-text books on art topics including advertising, architecture, art history, computers in art, fashion design, folk art, graphic design, landscape architecture, motion pictures, photography, and more.

EBSCO OmniFile Full Text Select
- Contains full text articles from over 1,600 magazines, journals and newspapers covering art, technology, agriculture, education, science, humanities, law, business, and more.

Flipster Magazines
- Access Art and Design digital magazine titles online from a computer or download them to a smartphone or tablet using the Flipster mobile app for offline reading.

Exact Editions Magazines
- Access digital magazine titles from the Exact Editions Fashion and Culture Collection and the Architecture Collection.

JSTOR
- Full text scholarly journals covering a wide range of arts, architecture, music, humanities, sciences, and social sciences.
- JSTOR Support Guide

Full Text Electronic Books

Ebook Central
- 9,000+ full text books in a wide variety of subjects, including art, history, and technology.
- Take it with you! You can download many Ebook Central books for 1, 7, or 14 days.
- Create citations, mark your place, highlight text, and make notes.
- Ebook Central Help Guides
- Ebook Central Getting Started Handout (PDF)
- Check out our Ebook Frequently Asked Questions (FAQ) page.

EBSCO Ebook Collection
- EBSCO ebooks offers a small collection of ebook titles that can be accessed online.

Berg Fashion Library
- Over 100 new and classic books on fashion.
- Full access to the 10-volume Berg Encyclopedia of World Dress and Fashion.
- Berg Getting Started Handout (PDF)

Oxford Art
- An online encyclopedia of world art and art history, spanning from prehistoric to modern art.
- Contains artist biographies, information about art movements, timelines of world art, definitions of art terms, and links to image collections.
- Oxford Art Getting Started Handout (PDF)
- Oxford Art Help Guides and Videos

Materials Resources

Material ConneXion Database and Stacks

- Comprehensive online database of thousands of material types, including unique, innovative and sustainable materials.
- Stacks works in tandom with the materials database. Within the Stacks you will find material deep dives, industry insights, sustainability webinars, trend reports, glossary of terms and much more!
- Search by material type, material name, manufacturer name, or country or origin.
- Material ConneXion Getting Started Handout (PDF)
- To create a new account you will need to use your AAU email address (art.edu for students, academyart.edu for faculty) and check your email at: outlook.office.com. Click here for info on creating an account.

Business & Company Information

Business Market Research Collection

- Includes Hoover's Company Profiles, OxResearch, Barnes Reports, and Snapshots!
- Information on international and domestic companies including personnel, budgets, products, operations, and competitors.
- Contains proprietary information about more than 40,000 public and non-public companies and 225,000 key executives.

Mintel

- Market research and analysis covering the U.S. and some international marketplaces.
- Gives insight into the trends and consumer behaviors that will shape tomorrow's markets.

WARC

- Case studies, company reports, trend reports, consumer insights, and more!
- Great information on advertising, merchandising, marketing, and market analysis.
- Contains data and reports from more than 30 leading content sources worldwide including Admap, International Journal of Advertising, ESOMAR, Euromonitor, and the Journal of Advertising Research.

Architecture & Interior Architecture Resources

Avery Index to Architectural Periodicals

- Article abstracts and citations for journals on architecture, city planning, interior design, and landscape architecture.
- Avery can help you search for articles in journals and magazines found in the library.

Avery Index to Architecture + EBSCO Database Search

- Search the Avery Index and all of the journals and magazines in Academic Search Premier, Art Source, and OmniFile Full Text Select with only one search!

Fashion Resources

Berg Fashion Library

- Explore the world of fashion by clothing type, country or region, time period, textile or material type, and more!
- Over 7,000 fashion-related images from encyclopedias, museums, and special collections.
- Over 100 new and classic books on fashion.
- Full access to the 10-volume Berg Encyclopedia of World Dress and Fashion.

Sourcing Journal Online

- A trade publication for apparel and textile executives, focused on sourcing and manufacturing.
- Includes in-depth features, expert analysis and interviews with industry leaders.

Vogue Archive

- A complete searchable archive of American Vogue, from the first issue in 1892 to the current month, reproduced in high-resolution color page images.
- All editorial content, covers, advertisements and pictorial features have been captured as separate documents to allow for searching and discovery.

WGSN

- Provides access to 4 million images, information on trade shows, fashion trend analysis, and information on interiors and beauty.
- Library users only have access to the FASHION section of the site.

WWD

- Daily news on trends and developments in fashion, textiles, accessories, and beauty.
- Business and finance information and job listings.

Music Database

Music Library

- Over 4,000 audio clips available to download in WAV file
- format.
- Log in using your Academy of Art username and password.
- This tutorial shows you how to search for and browse music files.

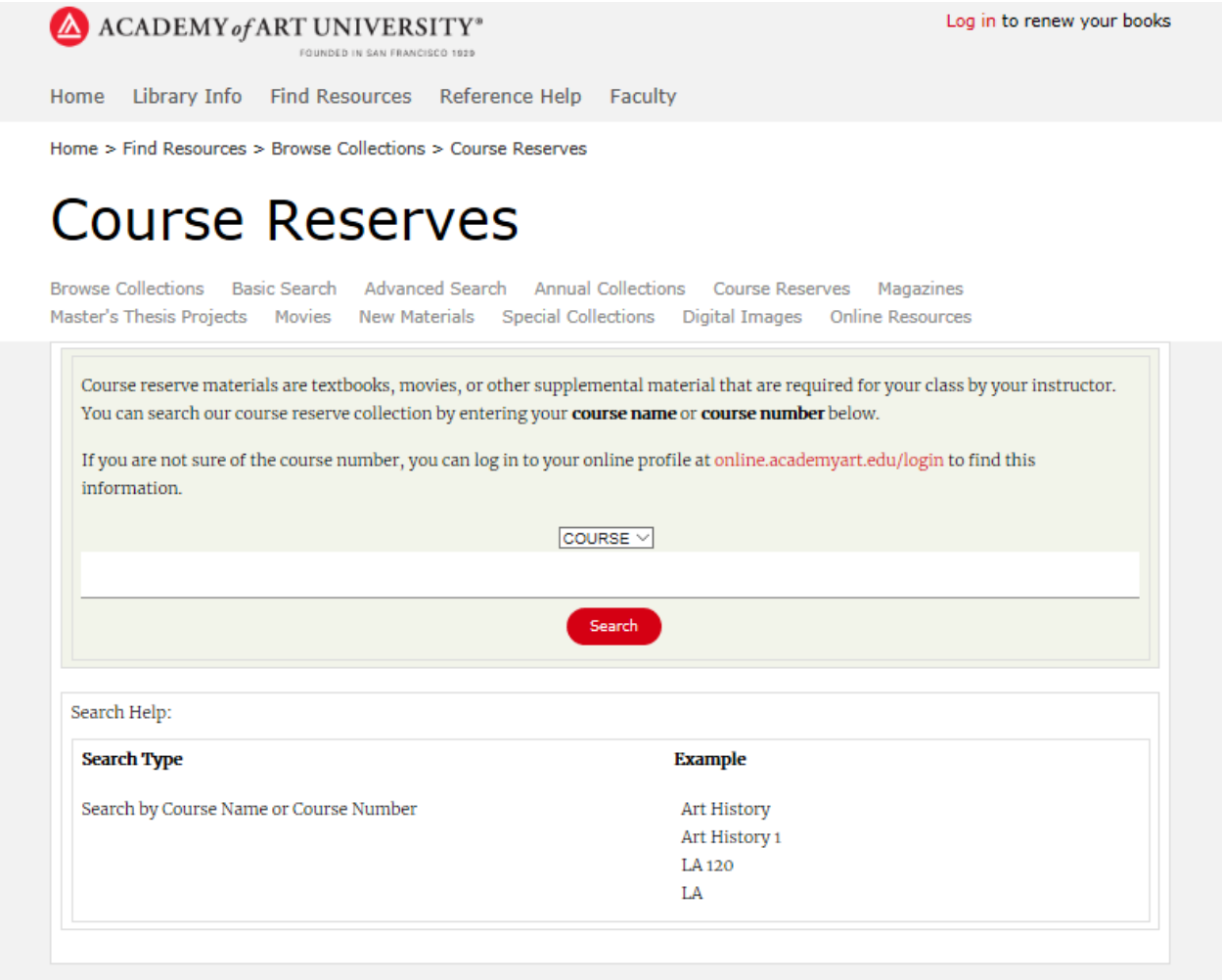
Guest Speaker Video Database

AAU Guest Speaker Videos

- View videos of guest speaker presentations at the Academy of Art University.
- Over 60 videos available, with new content added regularly.
- Includes videos from Academy events, including presentations from Academy faculty, departmental directors, and President Stephens.

Course Reserves

http://library.academyart.edu/search/r



Search Link+

http://linkencore.iii.com/iii/encore/?lang=eng

Browse Collections

http://elmo.academyart.edu/find-resources/library_catalog.html

Browse Collections

Browse Collections Basic Search Advanced Search Annual Collections Course Reserves Magazines
Master's Thesis Projects Movies New Materials Special Collections Digital Images Online Resources

Basic Search

Search for library resources by keyword, author, title, call number, or subject.

Advanced Search

Advanced Search lets you specify material type, location, year, ISBN, and more to find what you need.

Movies

Browse all the movies in our collection by genre or by department.

Magazines

Browse our periodicals by department or alphabetically. If we have access to full-text online articles for a magazine, there will be a link to that content in the title's catalog record.

MFA Projects

Browse MFA projects by department.

Special Collections

Find out more information about our Special Collections.

Annual Collections

Browse our Annuals Collection by university department.

New Materials

Take a look at the books, movies, and ebooks that we've gotten recently!

Renew Books

You can renew your books by logging in to your library account - click the link to renew.

Course Reserves

Search our Course Reserve collection by class name or class number.

Library Staff Directory

Debra Sampson
Library Director
dsampson@academyart.edu
415-618-3916

Rikki Moore
Systems and Online Resources Librarian
rmoore@academyart.edu
415-618-3858

Library Policies

Library Code of Conduct
We encourage all AAU students and faculty to visit the library. Those who use the library have the right to expect a safe, comfortable environment that supports appropriate library services. Learn more about appropriate behavior in the library.

Closing Procedures and Policies
As a courtesy to your fellow students and to AAU staff members, please be aware of and comply with the library's closing time procedures.

Group Study Room, Theater Room, & Library Classroom Use
We have a 15-seat theater and an 8-seat group study room available for your use. Our classroom, while typically reserved for classes and events, is sometimes available as well. Learn more about these rooms, how to reserve them, and our policies about them.

Theft & Vandalism Policy
Theft or vandalism of library property is a violation of Academy policy and state law, and is considered criminal and behavioral misconduct in accordance with the AAU Student Code of Conduct. Learn more about our theft & vandalism policy.

Material Replacement Policy
Patrons are responsible for AAU Library materials that are checked out to them. Any items that are lost or damaged while in a patron's possession must be paid for or replaced by the patron. Click here for details.

Alumni Use Policy
Alumni may use the AAU Library resources in the library during normal library hours. Alumni cannot check materials out of the library.

Library Guest Policy
The mission of the Academy of Art University Library is to support the students and faculty of the University. We are not open to members of the public, although individuals from the public with legitimate research interests may request temporary access.

Library Donations
The Academy of Art University Library welcomes gifts of books and other materials that enhance or develop the library collection. Click here to learn more about our donations policy and to access our donation form.

Library Location
180 New Montgomery Street 6th Floor
San Francisco, California 94105 Phone: (415) 618-3842

Book Drop Locations
180 New Montgomery Street, 1st floor

Architectural Collection Location
601 Brannan Street Room 122A
San Francisco, California 94107 Phone: (415) 618-3679
Hours: Monday-Friday, 10-12, 1-4

Architectural Collection Information
All required and recommended books for Architecture classes will be housed in the Architectural Collection at the Brannan Street location. Additionally, a small number of architecture related reference books are also housed in this collection.

You can also use our website to request that items be delivered to you at the Brannan building - use the Request button in book records and select the Architecture Hold Shelf as your pickup location.

Borrowing Privileges

Undergraduate Students

Circulating books:
7 books for 14 days. 2 renewals allowed.
Link+ Books:
3 books for 21 days. 1 renewal allowed.
Movies:
3 movies for 3 days. 1 renewal allowed.
Flash drives:
2 day checkout. 1 renewal allowed.
Picture file images:
25 pictures per envelope. 7 envelopes in total.
Student fines:
$0.25 a day per book
$1.00 a day per movie
$0.25 a day per sound or music CD
$1.00 a day per flash drive
$0.25 a day per picture file envelope
Lost or damaged items:
$55.00 (or an approved replacement) plus a $10.00 processing fee.
Library use only:
Course reserve materials
Desk reference
Fashion files
Magazines
MFA theses
Reference books
Rare books

Graduate Students

Circulating books:
10 books for 14 days. 2 renewals allowed.
Link+ Books:
3 books for 21 days. 1 renewal allowed.
Movies:
3 movies for 3 days. 1 renewal allowed.
Flash drives:
2 day checkout. 1 renewal allowed.
Picture file images:
25 pictures per envelope. 10 envelopes in total.
Student fines:
$0.25 a day per book
$1.00 a day per movie
$0.25 a day per sound or music CD
$1.00 a day per flash drive
$0.25 a day per picture file envelope
Lost or damaged items:
$55.00 (or an approved replacement) plus a $10.00 processing fee.
Library use only:
Course reserve materials
Desk reference
Fashion files
Magazines
MFA theses
Reference books
Rare books

Faculty

Circulating books:
10 books for 14 days. 2 renewals allowed.
Link+ Books:
3 books for 21 days. 1 renewal allowed.
Movies & CDs:
5 at a time for 7 days. Cannot be renewed.
Flash drives:
2 day checkout. 1 renewal allowed.
Picture file images:
25 pictures per envelope. 10 envelopes in total.
Lost or damaged items:
All faculty members will be held responsible for lost or damaged items. $55.00 (or an approved replacement) plus a $10.00 processing fee.
Library use only:
Course reserve materials
Desk reference
Fashion files
Magazines
MFA theses
Reference books
Rare books

Department Directors

Circulating books:
10 books for the duration of the semester. Books must be returned by the last day of the semester in which they were checked out.
Link+ Books:
3 books for 21 days. 1 renewal allowed.
Movies & CDs:
5 at a time for 7 days. Cannot be renewed.
Flash drives:
2 day checkout. 1 renewal allowed.
Picture file images:
25 pictures per envelope. 10 envelopes in total.
Lost or damaged items:
All faculty members will be held responsible for lost or damaged items. $55.00 (or a approved replacement) plus a $10.00 processing fee.
Library use only:
Course reserve materials
Desk reference
Fashion files
Magazines
MFA theses
Reference books
Rare books

Limitations on Library Privileges

Overdue notices are issued as a courtesy via your Academy of Art University email account. Failure to receive reminders or overdue notices does not excuse borrowers from the responsibility of returning or renewing items on time to avoid penalties. Fees are automatically billed to your library account when materials are returned, and accrue for each day overdue as outlined in the above "Borrowing Privileges." The max overdue fine is $5.

Patrons with fines on their account cannot check out materials. Patrons with fines of $65 or over, or long-overdue items, cannot check out materials, are prevented from grade report generation, and cannot receive transcripts (per University policy).

Suggest New Materials

The Library at the Academy of Art University welcomes acquisitions suggestions from students! Use this form to request materials that you believe would enrich our current collection. Be sure to check our online catalog before suggesting new items.

Do not use this form to request new magazines. Please see our Magazine Request form to request magazines.
All requests are subject to departmental approval. Unsigned forms will be forwarded to your department for final review by your department director. If you prefer to obtain your director's signature yourself, print out and submit our hard-copy form.
You will be contacted via email when the new materials are ready for checkout.

Printing, Copying, & Scanning

Overview
☑ Students and faculty have access to printers, copiers, and scanners during regular library hours of operation. The library has 35 computers (Macs and PCs) connected to 1 dedicated printer, 5 dual printer/copiers, and 9 scanning stations.
⚠ Print jobs are not accepted ten minutes before closing, so please plan accordingly.
☒ Wireless printing is unavailable.
☒ You may not use your own paper at the printers or copiers.
☒ Eating and/or drinking are not allowed around the computer equipment.

Print products & printer locations

Black & White Printing, US Letter 8.5"x 11" & Tabloid 11"x17" Prints: 5¢ per sheet
All printers and dual printer/copiers in the library will print black and white.

Send print jobs to the printer using any of the Macs in the ring around the circulation desk. You can retrieve your prints from any of the printers in the library. Before sending print jobs, select black and white and the size of paper you would like from the print dialog box to make sure you are charged the appropriate amount.

Color Printing, US Letter 8.5"x 11" & Tabloid 11"x17" Prints: 25¢ per sheet
All printers and dual printer/copiers in the library will print color

Send print jobs to the printer using any of the Macs in the ring around the circulation desk. You can retrieve your prints from any of the printers in the library. Before sending print jobs, select color printer and the size of paper you would like from the print dialog box to make sure you are charged the appropriate amount.

☑ To ensure that print jobs are successfully sent to the server, keep print jobs to less than 1GB each. Assistance is available at the front desk.
☑ At the library, we offer three express computers conveniently located next to the front desk. Each student and faculty member is limited to 5 minutes on these computers.
☑ Flash drives are available for checkout at the circulation desk. Checkout period is 2 days, 1 renewal.

Payment
Pay for your prints using your student account. You can add funds to your student account using a debit or credit card by following the link on the library's homepage titled Add Printer Value. Please note, you can only use this link when in the AAU library. You can add value to your account with cash by using the touch screen computer near the library classrooms. Simply log in using your student self-service log-in credentials and add cash or coin.

Copying
The library offers five self-service dual copier/printers. All five will make both black and white and color copies. Black and white copies cost five cents (5¢) per page (8.5 x 11 and 11 x 17) and color copies cost twenty-five cents (25¢) per page (8.5 x 11 and 11 x 17). You may not use your own paper. All copies must be paid for using your student account.

Scanning
The library has seven scanners which can scan documents up to a maximum size of (8.5" x 11.7") and two large format scanners which can scan documents up to a maximum size of (12.2" x 17.2"). All of our scanning stations are connected to Mac computers which use the Image Capture software to scan documents. Students and faculty are allowed to use these scanners free of charge. Printing is not available at the scanning stations.

During peak times, please be courteous to other patrons. Limit your time at the large bed scanners to 15 minutes.

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.

The Academy of Art University Career Toolkit guides you through all aspects of career preparation:

- Resumes
- Letters
- References
- Networking
- Informational Interviews
- Employment Interviews
- Career Toolkit

STUDENT EMAIL ACCOUNT ACCESS

Once enrolled, Academy students receive an art.edu email address. The format of this address is YourLMSusername@art.edu (for example, jsmith789@art.edu).

Students also receive access to Office 365, the web-based version of popular programs such as Microsoft Word, Outlook, Excel, and PowerPoint. This access is linked through the art.edu email account.

Access to @art.edu accounts will continue for as long as students are actively enrolled at the Academy of Art University. If students do not enroll in classes for two consecutive semesters (Spring/Summer, Summer/Fall, Fall/Spring), accounts will be deleted at the beginning of the second semester.

Alumni will have access for one year after graduation.

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ATTENDANCE POLICIES

ATTENDANCE

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

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

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

Attendance: Online courses
Students are required to log in to each class in which they are enrolled on at least two separate occasions during the period indicated for each module and to engage in one of the following academic activities:

- Participating in a class discussion
- Submitting or completing an assignment
- Completing an examination or quiz

NOTE: Logging in to a class alone will not trigger attendance. Students must engage in a least one of the three aforementioned activities to be marked present.

NOTE: Students may log in to the class at any time of day.

NOTE: Modules close at 11:59 PM Pacific Standard Time, and all student activity must be finalized one hour prior to this time, or by 10:59 PM Pacific Standard Time. Actions and submissions that occur between the closing of one module and the opening of the next module may be credited toward the next module and are subject to the instructor's late policy. Actions and submissions that start prior to closing of the last module but finish after the time when the final module of the semester has closed will not be considered completed actions or submissions.

NOTE: Coursework must be submitted and participation in class discussion must occur in accordance with module deadlines. Students are expected to read all module pages, complete all quizzes, and participate in the course discussion with multiple postings and/or entries during the period indicated for each module.

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".
- Four consecutive absences may result in being dropped from the course.

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/ASSIGNMENTS

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

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.

ONSITE+ / VIRTUAL CLASSROOM ATTENDANCE POLICY

- Students enrolled in the Onsite section of Onsite+ must attend on campus unless they have an excused absence or attend virtually (illness/emergency).

  *Domestic students using Department of Veterans Affairs benefits who are enrolled in the virtual section of Onsite+ may attend onsite for the first class meeting and then continue virtually.

- Students registered for the Onsite section of Onsite+ must fill out an add/drop form if they wish to officially transfer to the virtual section of the class.

- Students enrolled in any virtual section must have their camera on and engage for the duration of the class to be marked present.

- Watching the Zoom recording of a virtual or Onsite+ course does not constitute attendance. Students who do this will NOT be marked present.

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GRADING POLICIES

GRADING CRITERIA

Students are evaluated in terms of the Course Learning Outcomes which are published on the syllabus for each course. Students may access syllabi for in-progress courses electronically when they log into their accounts 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:

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

Non-Credit Grade Indications

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

Administrative Grades

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

MINIMUM GRADE REQUIREMENTS

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

- Graduate students must achieve a "C" or better in all Graduate level coursework.
- Undergraduate students must achieve a "C-" or better in all Undergraduate major courses and required studio courses. Students with start terms of Spring 2013 and beyond must also achieve a "C-" or better in LA 108 Composition for the Artist or LA 107 Writing for the Multilingual Artist. (LA 107 was first offered in summer 2016)
- Undergraduate Architecture students (with a start term of Summer 2012 and beyond) must achieve a "C-" or better in the following Liberal Art courses: LA 219 History of Architecture 1, LA 249 History of Architecture 2, LA 255 College Math**, LA 271 College Algebra with Geometry**, LA 293 Mathematics for Architects *, LA 292 Programming and Culture, LA 296 Physics for Architects, LA 319 History of Architecture 3, and LA 449 Urban Design Theory.
- 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/LAN 177 Pre-Industrial Urban Open Spaces, 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 229/IAD 231 Survey of Contemporary Interior Architecture
- Undergraduate Bachelor of Science Game Programing 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 Mathematics for Architects.
** 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 midterm grades to assess student performance during the first half of the semester.
All terms: All courses report mid-semester grades after module 7.

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

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

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
    - 590 Enhanced Studies
    - 695 Collaborative Project
    - 699 Special Topics
    - 800 Directed Study
    - 801-899 Group Directed Study
    - 900 Internship
    - 903 Study Abroad
    - 990 Portfolio Enhancement

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.

Deadline: Requests for an Incomplete grade must be made no later than a full week prior to the term's end-date. 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**
   The student must work with their student services advisor to petition for a final grade of incomplete.

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**
   Student obtains Request for Final Grade Change form from the Academic Departments Admins.

8. **Review of Final Work**
   Student submits final work and the Request for Final Grade Change form to the instructor.

9. **Department Approval**
   Department Director reviews the Request for Final Grade Change form.

10. **Submission to the Office of the Registrar**
    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**
   The student must work with their student services advisor to petition for a final grade of incomplete. The student services advisor will in turn assemble any documentation the student can provide to support their reason for a final grade of incomplete and submit this to the Online Education Department.

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.

   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.

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

7. **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 when they log into their student accounts. This resource is available for both on campus and online courses.

The course Grading Policy and Course Learning Outcomes are also accessible through the course syllabus.

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

Education Services Specialist
Grievance@academyart.edu

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
Grievance@academyart.edu

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

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STUDENT RECORD POLICIES

UNIVERSITY RECORDS

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

Students are notified in writing of any discrepancies.

All student transcripts are maintained 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

Students may obtain an official transcript of coursework taken at Academy of Art University by visiting the National Student Clearinghouse website at www.getmytranscript.com.

Please 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

Family Educational Rights and Privacy Act (FERPA) Rights Notice
The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

Right to Inspect and Review the Student's Education Records within 45 Days after the Day Academy of Art University Receives a Request for Access

Students should submit to the Office of the Registrar 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 Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

Right to Request the Amendment of the Student's Education Records that the Student Believes Are Inaccurate, Misleading, or Otherwise in Violation of the Student's Privacy Rights under FERPA

Students may ask Academy of Art University to amend a record that they believe is inaccurate or misleading. They should write the Academy of Art University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Academy of Art University decides not to amend the record as requested by the student, Academy of Art University will notify the student of the decision and advise the students of their rights 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.

Right to Provide Written Consent Before the University Discloses Personally Identifiable Information (PII) from the Student's Education Records, Except to the Extent that FERPA Authorizes Disclosure without Consent

The University 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. A school official also may include a volunteer or contractor outside of Academy of Art University who performs an institutional service or 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 (PII) 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.

FERPA permits the disclosure of PII from a student's education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student in the following cases:

- To other school officials, including teachers, within Academy of Art University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To disclose information the school has designated as "Directory Information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by the Academy of Art University to Comply with the Requirements of FERPA

Students have the right to file a complaint when they feel that Academy of Art University is not complying with the requirements of FERPA. They may contact the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4650
Phone: 1-202-263-0282
Fax: 1-202-260-9002
Email: ferpa@ed.gov
Web: https://www.ed.gov/policy/gen/reg/ferpa/index.html

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 the student does not want "Directory Information" released. Academy of Art University designates the following as public or "Directory Information": student's name, a photo or video of a student, 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.

GRAMM-LEACH-BLILEY ACT (GLBA)

The federal Gramm-Leach-Bliley Act (GLBA) regulates the privacy and security of personal financial information, referred to as Nonpublic Personal Information (NPI). NPI is any personally identifiable financial information that a financial institution collects about an individual in connection with providing a financial product or service, unless that information is otherwise publicly available.

Since Academy of Art University conducts financial activities such as lending and providing financial advisory services, we are considered a financial institution under the GLBA; therefore, federal law requires us to disclose to you how we collect, share, and protect your information. Please review our Privacy Policy to learn how we process and safeguard your NPI.

DATA PRIVACY POLICIES

Academy of Art University seeks to protect your personal and private information. For business purposes, we ask consumers for information that will enable us to provide them with services related to our educational programs. We may collect this information through our website, over the phone, by mail or email, via a mobile application, or on printed forms. The Personal Information that we collect directly from consumers is for official University use only.

Please review our policies at the links provided below:

Privacy Policy
CCPA Notice at Collection
Terms of Use (website)
Cookie Policy

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.

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STUDENT POLICIES

STUDENT RIGHTS, RESPONSIBILITIES & EXPECTATIONS

It is the student's right:

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

It is the student's responsibility:

- To know and adhere to the Student Code of Conduct and all Academy rules and regulations
- Participate appropriately and contribute to a disruption-free learning environment
- To be respectful 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

International and Domestic Student-Athletes

- International Student-Athletes will be required to enroll in the Anthem Student Advantage Health Insurance Plan.
- All domestic student-athletes will submit their insurance coverage to the athletic department for review.
    - Domestic student-athletes who do not have adequate health coverage for athletic participation will be required to enroll in the Anthem Student Advantage Health Insurance Plan.
    - Domestic student-athletes who have been deemed to carry adequate health insurance coverage for athletic participation can opt out of the Anthem Student Advantage Health Insurance Plan.
- Email: sportsmedicine@academyart.edu.

Domestic Housing Students

- All domestic housing students are eligible for the Anthem Student Advantage Health Insurance Plan.
- Domestic housing students are responsible for signing themselves up at https://student.jcbins.com/547 within 30 days of the semester starting.

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 Anthem Student Advantage Health Insurance Plan.
- All F1 students enrolled below 6 units at the Academy of Art University will be responsible for signing themselves up by submitting Student Health Insurance Plan Enrollment Request Form within 30 days of the semester starting.
- F1 students who are on OPT may qualify for the Anthem Student Advantage Health Insurance Plan through JCB: https://student.jcbins.com/726.

Additional Information

- Students can download their medical ID card through the Sydney Health app or log onto Anthem Student Advantage Website to register and review the medical ID card.
- Log into your health insurance account to update contact information: https://jcbins.com/
- Ask general questions: healthinsurance@academyart.edu or StudentServices@jcbins.com
- Ask your billing questions: ar@academyart.edu
- Ask coverage, claims questions: call Anthem Claims Department at 1.800.888.2108.
- For more detailed information about Anthem Student Advantage Health Insurance Benefits: Anthem Student Advantage Health Insurance or Review our FAQ
- Anthem Student Advantage Health Insurance Plan does NOT cover dental and vision insurance.
    - Student may purchase additional dental insurance plan at JCB https://student.jcbins.com/612
    - Student may purchase additional vison insurance plan at JCB https://student.jcbins.com/611

Making doctor's appointments at One Medical Website

- One Medical Centers provide prompt care for non-life threatening injuries or illnesses.
- AAU Students may use their e-mail address on the medical ID card to activate the account at One Medical without activation fee or code.

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. Students are encouraged to use this process without fear of any adverse action being taken against them for doing so.

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
   Attention: Education Service Specialist
   Grievance@academyart.edu

The Education Services Specialist shall investigate grievance claims and hold formal hearings with the Grievance Committee as necessary. The members of the committee serve as impartial representatives of the institution, who are not directly involved in the complaint. Formal hearings deal primarily with student complaints, involving financial concerns or academic status. The grievance will be reviewed in a timely manner. All parties will be notified in writing of the Grievance Committee's decision within approximately 30 days after the date of the meeting between the Committee and the student. The Committee will inform the student when additional time is needed to prepare an official response due to the submission of additional evidence. Decisions of the Grievance Committee are final and binding, and are not appealable internally. Complaints will be maintained as confidentially as possible. Grievances that affect a student's academic or financial status must be received by the Education Services Specialist at least one month prior to the start of the next semester in order to be considered.

For further information concerning the grievance procedure, call the office of Student Relations, Kevin Koczela, 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
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Telephone: (888) 370-7589
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.georgia.gov/student-complaints.

Maryland
Academy of Art University is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Complaints should be directed to:

Maryland Attorney General
Consumer Protection Division
200 St. Paul St.
Baltimore, MD 21202
410-528-8662/888/743/0823 (toll free)

Minnesota Residents' Complaint Procedure
For information about filing a complaint with the Minnesota Office of Higher Education, click here.

Kansas Complaint Procedure
Kansas residents and students located in the State of Kansas may file a complaint with the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS, 66612-1368; 785-430-4240. For more information, please visit https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process.

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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

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

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)
- **24-month extension of post-completion OPT for certain STEM degree holders**. AAU STEM majors are: Advanced Architectural Design, Advertising, Advertising & Branded Media Technology, Animation & Visual Effects, Architecture, Architectural Design, Art Education, Communication & Media Technology, Game Development, Game Programming, Graphic Design, Graphic Design & Digital Media, Industrial Design, Interior Architecture & Design, New Media & Web Design

Per immigration regulations, F1 students are eligible for a total of 12 months of OPT per higher education level. The 12 months of OPT can be split in pre- and post-completion OPT. Any time used in pre-completion OPT will be subtracted from the total of 12 months. This means that F1 students who have been approved for 1 year part-time pre-completion OPT, will have only 6 months of full-time post-completion OPT left after program completion. Most international students do not use any pre-completion OPT in order to have a total of 12 months of post-completion OPT available after program completion.

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 and Domestic Student-Athletes

- International Student-Athletes will be required to enroll in the Anthem Student Advantage Health Insurance Plan.
- All domestic student-athletes will submit their insurance coverage to the athletic department for review.
    - Domestic student-athletes who do not have adequate health coverage for athletic participation will be required to enroll in the Anthem Student Advantage Health Insurance Plan.
    - Domestic student-athletes who have been deemed to carry adequate health insurance coverage for athletic participation can opt out of the Anthem Student Advantage Health Insurance Plan.
- Email: sportsmedicine@academyart.edu.

Domestic Housing Students

- All domestic housing students are eligible for the Anthem Student Advantage Health Insurance Plan.
- Domestic housing students are responsible for signing themselves up at https://student.jcbins.com/547 within 30 days of the semester starting.

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 Anthem Student Advantage Health Insurance Plan.
- All F1 students enrolled below 6 units at the Academy of Art University will be responsible for signing themselves up by submitting Student Health Insurance Plan Enrollment Request Form within 30 days of the semester starting.
- F1 students who are on OPT may qualify for the Anthem Student Advantage Health Insurance Plan through JCB: https://student.jcbins.com/726.

Additional Information

- Students can download their medical ID card through the Sydney Health app or log onto Anthem Student Advantage Website to register and review the medical ID card.
- Log into your health insurance account to update contact information: https://jcbins.com/
- Ask general questions: healthinsurance@academyart.edu or StudentServices@jcbins.com
- Ask your billing questions: ar@academyart.edu
- Ask coverage, claims questions: call Anthem Claims Department at 1.800.888.2108.
- For more detailed information about Anthem Student Advantage Health Insurance Benefits: Anthem Student Advantage Health Insurance or Review our FAQ
- Anthem Student Advantage Health Insurance Plan does NOT cover dental and vision insurance.
    - Student may purchase additional dental insurance plan at JCB https://student.jcbins.com/612
    - Student may purchase additional vison insurance plan at JCB https://student.jcbins.com/611

Making doctor's appointments at One Medical Website

- One Medical Centers provide prompt care for non-life threatening injuries or illnesses.
- AAU Students may use their e-mail address on the medical ID card to activate the account at One Medical without activation fee or code.

REQUESTING A LETTER OF VERIFICATION / SUPPORT

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

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

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

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GRADUATE STUDENT POLICIES

GRADUATE MIDPOINT REVIEW

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

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

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

FINAL THESIS PROJECT REDIRECTION

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

DIRECTED STUDY

Directed Study 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.

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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.

GUIDELINES

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

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

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

PROHIBITED CONDUCT

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

Unacceptable conduct includes but is not limited to the following:

1. Cheating or plagiarism in connection with an academic program at the University, see Academy Honesty Policy. (Plagiarism may be defined as “literary theft;” i.e., the presentation and passing off as one’s own the ideas, words, or writings of another.)
2. Forgery, alteration, or misuse of University documents, records, or identification or knowingly furnishing false information to the University or any University employee.
3. Forgery or identity theft including but not limited to alteration or illegal usage of University documents, school records, and/or entrance applications.
4. Misrepresenting or falsely using student identification including misuse of Photo ID cards or posing as another individual.
5. Posing as an agent of the University.
6. Auditing classes or attending without full payment.
7. Conduct reflecting discredit on the professional ethical standards of the University.
8. Harassment of any kind including, but not limited to, threats and sexual harassment.
9. Statement with the intention to inflict pain, injury, damage or other hostile action on someone for something done or not done, this includes statements of intimidation (statements that create fear or are unnerving to the recipient).
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. The 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 IX Coordinator/office at **415-618-6498** or NArias@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 the Academy of Art University. You can view the entire policy here: https://www.academyart.edu/disclosures/title_IX.

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.

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, presentations, projects and examinations, as well as the creation of art, design, performance, or compositional (music and coding) 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 without any unauthorized assistance. 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, design, performance and compositional work, and all written work, must be the original work of the student and a result of their independent effort. Any work previously created by the student for another project and/or purpose may not be reused and claimed as original work unless authorized by the instructor. This includes misrepresenting work/material either created by someone else or AI-generated as one's own, or buying or selling written or visual work to be turned in for a class. Any quotations, paraphrases, or direct appropriation of imagery or ideas from source material, including that generated by AI, 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 zero for that assignment or project, with no opportunity to do the assignment again. All plagiarism offenses will be reported to the Department Director and to the Executive 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. Multiple plagiarism violations will be grounds for suspension or permanent dismissal from Academy of Art University. This policy as written in the Student and Academic Policies 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 misrepresenting work/material, either created by someone else or AI-generated, as one's own, or using co-created work in whole (on 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; unauthorized use of AI-generated answers or materials; 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.

POLICY PROHIBITING UNLAWFUL DISCRIMINATION AND HARASSMENT

It is the policy of the University to promote a learning and working environment free from unlawful discrimination and harassment of any kind. The University does not tolerate behavior that constitutes unlawful discrimination or harassment because of one's race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, gender identity or expression, medical condition (cancer-related or genetic condition), disability, and/or any other status protected by law.

Grievance Procedures for Unlawful Discrimination and Harassment (Including ADA/Section 504-Disability Related Grievances)

Reporting Options For Students: Students who seek to report unlawful discrimination, harassment and/or retaliation to the University, whether by another student, a faculty or staff member, or by a third party, of the University, may submit a written grievance complaint using this procedure.

Students who believe they have been subjected to unlawful discrimination on the basis of disability, or have been denied access to services or accommodations required by law by the University, may also file a grievance using this procedure.

Grievances are to be submitted by email to the Office of Student Relations, attention, Grievance Coordinator, as follows: grievance@academyart.edu.

Appropriate Administrators: All grievances under this process will be overseen by the Senior Director of Student Relations. If the grievance contains allegations of conduct by or against a faculty or staff member of the University, those reports will also be forwarded to the Vice President of Human Resources who will oversee the matter in conjunction with the Senior Director of Student Relations, or in some cases when appropriate, with the Department Director.

Please note, the University has separate policies and procedures for those matters that involve conduct or behavior that is of a sexual nature, such as reports of sexual harassment, sexual assault, dating violence, etc. Students who seek to make such reports are to follow the University's Title IX Policy for the Prohibition and Addressing of Sexual Assault, Sexual Misconduct, Dating Violence and Stalking, which can be viewed here https://www.academyart.edu/disclosures/title_IX. Any reports of this nature will be forwarded to the University's Title IX Officer for handling in accordance with those policies.

Adequate, Reliable, and Impartial Investigation: All grievances that are submitted using these procedures will be timely considered by the University.

As a first step, the matter will be reviewed to determine whether an early resolution of the matter may be achieved. The person overseeing the grievance will communicate with those involved in attempt to reach such a resolution. If an early resolution is reached, the matter will proceed to an outcome letter as described below.

If no resolution results, the matter will proceed to the investigation phase to be conducted by the **Senior Director of Student Relations** or his/her designee who is appropriately trained in investigating such matters.

Investigations will be adequate, reliable, and impartial, and shall include the opportunity to identify witnesses and other evidence/documents for consideration. Relevant information will be requested from the grieving student and from those others with important knowledge, such as faculty, staff and/or other students of the University. Interviews of persons involved may also be requested.

The time that it takes to complete an investigation varies depending on the nature of the grievance and the complexity of the matters raised by the grievance. The University's goal is to complete all investigations within sixty (60) days of the University's receipt of the grievance.

Please note, in some cases, investigation may take shorter or longer, such as if the matter occurs over a semester break or for other reasons.

Outcome Letters: In all cases, the grievance will result in a written determination letter (also referred to as an "Outcome Letter") to be transmitted within approximately sixty (60) days of the submission of the grievance.

The written determination shall provide a response to the primary assertions of the grievance complaint and may include a recommendation for an outcome or resolution that is consistent with the facts and circumstances of the matter.

In all cases in which acts of unlawful discrimination, harassment and/or retaliation is found, steps will be taken to prevent recurrence of such acts and to correct its effects in an appropriate manner in the judgment of the University.

Corrective action may include disciplinary action including, but not limited to, warnings, suspension, expulsion, termination from employment, termination from other privileges or activities of the University such as campus athletics, campus housing, internships, externships, etc.

Decisions stated in the written determination letter are final and binding, and are not appealable internally.

For further information concerning the grievance procedure, please contact the Office of Educational Services at 800.544.2787 or 415.274.2222.

Policy Prohibiting Retaliation

Retaliation or the negative or adverse action taken against someone because of their filing of a grievance or because of their participation in a grievance, is strictly prohibited. The University is committed to the prohibition of retaliation against students, including as to students who file a grievance alleging disability discrimination or a denial of access to disability services or accommodations.

TITLE IX – POLICY OF THE UNIVERSITY FOR THE PROHIBITION OF SEXUAL MISCONDUCT

A. Preamble
B. Definitions
C. Prohibited Conduct
D. Making a Title IX Report
E. Confidentiality
F. Emergency Removal
G. Informal Resolution Process
H. Formal Grievance Process to Address Formal Complaints
I. Live Hearing Procedures
J. Possible Sanctions/Remedies
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L. Education and Prevention Programs
M. Role of the Title IX Coordinator
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O. Sex Offender Registration
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Q. Victim/Informational Resources
Appendix A: Additional Resources

A. Preamble
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, including admissions and employment. The Academy of Art University does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment and sexual violence are types of prohibited sex discrimination. Sex discrimination can also include sexual assault, dating, violence, domestic violence, and stalking. The Academy of Art University's prohibition on sex discrimination also 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:

Nattiel Arias, Title IX Coordinator
(415) 618-6498
NArias@academyart.edu

Brian Brashears, Deputy
Title IX Coordinator
(415) 618-8577
BBrashears@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 complainant at fault for sexual violence. Students or employees 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, the Campus SaVE Act and 34 CFR part 106. This process is designed to respond to reports of sex discrimination including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. The procedures outlined below are also 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.

B. Definitions
There are numerous terms used by the Academy of Art University in our policy and procedures outlined below. These include the following:

Complainant: Individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: Individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education programs or activities without unreasonably burdening the other party. This includes measures designed to protect the safety of all parties, the University's educational environment and to deter sexual harassment.

Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus safety escort services, mutual restrictions on contact between the parties, changes to housing locations or arrangements, leaves of absence, increased monitoring of certain areas of campus and other similar measures. Any supportive measures provided to the complainant or respondent will remain confidential to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

Education Program or Activity: Includes locations, events or circumstances over which the University exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. This includes any building owned or controlled by a student organization that is officially recognized by the University.

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. Lack of protest or resistance does not mean consent, nor does silence mean consent.

- Consent must be ongoing throughout a sexual activity and can be revoked at any time. 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.

- It shall not be a valid excuse that the respondent believed that the complainant affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the complainant was unable to consent to the sexual activity due to incapacitation. Consent cannot be given by a person who is incapacitated.

  For example, a person cannot give consent if s/he is asleep, 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, medication 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, physical 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 other party did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.

- It shall not be a valid excuse to alleged lack of consent that the respondent believed that the complainant consented to the sexual activity under either of the following circumstances:

  (A) The respondent's belief in affirmative consent arose from the intoxication or recklessness of the accused; or

  (B) The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the complainant affirmatively consented.

Remedies: Remedies may include making supportive measures more permanent, maintenance of no contact orders, restrictions on either party requiring them to avoid certain locations or certain activities. Remedies will be designed to restore or preserve equal access to the University's education programs or activities.

Days: Any reference to the amount of days in this policy refers to calendar days, excluding holidays on which the University is closed.

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 misconduct against a another person. 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, promote healthy relationships, healthy sexuality and egalitarian gender roles, and to understand risk factors and protective factors for 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, 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. These efforts can include campus community-wide mobilizations as well as targeted audience specific programming (including both students and employees). Other examples include awareness month campaigns, rallies or marches, informational poster campaigns, resource websites, and educational programming that focuses on sharing resources and information about these issues.

C. Prohibited Conduct

Students or employees engaging in the following types of conduct may be subject to discipline, up to and including termination or dismissal from the University, after a Formal Complaint has been filed and upon completion of the grievance process outlined in sections H and I of this policy.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education programs or activities; or

(3) Sexual assault, dating violence, domestic violence or stalking as defined within this policy.

Sexual Assault: An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: A form of sexual assault. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in California is age 18.

Domestic Violence: 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 of the victim under California law; or by any other person against an adult or youth victim who is protected from that person's acts under California 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. Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Engaging in a course of conduct direct at a specific person (when based on gender or sex) that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) 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. A course of conduct 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, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Retaliation: No person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing under this part. If the University has evidence to prove that a party made a materially false statement in bad faith and takes disciplinary action against that student, that will not constitute retaliation for purposes of this section.

Retaliation includes, but is not limited to, threats, reprisals, intimidation and/or adverse educational actions against a person based on their report of sexual misconduct or participation in an investigation, report or disciplinary process.

D. Making a Title IX Report

If a report of sexual misconduct is made to the University, the procedures outlined below will be followed. The University generally will not notify parents or legal guardians of a sexual violence report unless the complainant is under 18 years old or the complainant 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). Employees who are informed of a potential Title IX issue, should notify the Title IX Coordinator as outlined in the University's employee handbook.

The procedures set forth below are intended to afford all complainants and respondents a prompt, fair and impartial process for resolving a report of sexual harassment, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions and remedies as required.

Reporting Options

Report to the Title IX Coordinator

A Title IX report can be made with the Title IX Coordinator or Deputy Title IX Coordinator. Once the Title IX Coordinator receives a report alleging sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Title IX Coordinator will consider the complainant's wishes with respect to implementing the supportive measures and will inform the complainant of the availability of supportive measures with or without the filing of a Formal Complaint. The Title IX Coordinator will also inform the complainant of their option to file a Formal Complaint and will explain the Formal Complaint process.

Formal Complaint

A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the University investigate an allegation of sexual harassment. Formal Complaints can only be made by complainants who are participating (or attempting to participate) in an Academy of Art University education program or activity or the Title IX Coordinator. Formal Complaints can only be filed with the Title IX Coordinator by mail, by email that contains the complainant's digital or physical signature (or otherwise indicates the complainant is the person filing the formal complaint), or by meeting in person (via Zoom). Formal Complaints may be consolidated when there are allegations of sexual harassment against more than one respondent or by more than one complainant against one or more respondents. Formal Complaints can also be consolidated where the allegations of sexual harassment arise out of the same facts or circumstances.

The Title IX Coordinator may move forward with a Formal Complaint, despite the Complainant's wishes, if the Title IX Coordinator finds that the investigation is necessary under the particular circumstances or is necessary to protect the University's educational community.

Below is the contact information for the Title IX Coordinator. In the event the Title IX Coordinator is absent or unavailable, students may contact the Deputy Title IX Coordinator:

Nattiel Arias, Title IX Coordinator
(415) 618-6498
NArias@academyart.edu

Brian Brashears, Deputy Title IX Coordinator
(415) 618-8577
BBrashears@academyart.edu

Employees may contact:
Emily Long, Vice President, Human Resources
Elong@academyart.edu
(415) 618-3992

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 supportive measures as reasonably available, regardless of whether the complainant chooses to report sexual violence to Campus Safety or local police.

- Assist complainants and respondents in accessing available advocacy, University support, counseling, medical/health or mental health services, and off campus legal assistance;

- Work with the San Francisco Police Department to enforce any restraining orders issued as a result of a report of sexual violence, domestic violence, sexual assault or stalking.

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 or local law enforcement. Campus Safety will also notify the Title IX Coordinator of the complaint. The University will not have *actual knowledge* of a complaint until the matter is reported to the Title IX Coordinator or Deputy Title IX Coordinator as these two positions are the only officials who have the authority to institute corrective measures on behalf of the University.

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 to make such a report. Students have the right to decline involvement with the police. Reporting to local law enforcement directly will not provide the University with actual knowledge unless a complaint is also filed with the University's Title IX Coordinator.

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 at affiliated University activities, but cannot issue orders of protection such as a restraining order. Violations of no contact orders issued by the University will constitute related violations that may lead to disciplinary action.

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 actual knowledge 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 by local authorities, disciplinary proceedings, or obtaining protective orders related to the incident more difficult.

Evidence Preservation
In order to preserve evidence, students should leave any scene of an incident undisturbed, if possible, and allow law enforcement to collect any evidence. If law enforcement is delayed or a student chooses not to report the matter to law enforcement, they should collect any items that may have evidentiary value such as clothing, bedding or blankets, and store each of those items in a separate paper bag. Complainants involved in an incident of sexual assault should avoid showering or changing clothing prior to seeking medical attention. Any related text messages, social media messages or photos should also be saved as potential evidence regarding the complaint.

E. Confidentiality
Unless a Formal Complaint is filed, the Title IX Coordinator does not need to notify the respondent of the name of the complainant for the purposes of providing supportive measures, unless the particular supportive measures affect the respondent in a way that requires the respondent to know the identity of a complainant (i.e. mutual no contact order). Any supportive measures provided to the complainant or respondent will be kept confidential to the extent it will not impair the ability of the University to provide such measures. In some cases, the Title IX Coordinator may need to disclose some information about a complainant to another University employee or Department in order to provide the necessary supportive 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 a Formal Complaint alleging sexual harassment is filed, each party's identity will need to be disclosed to the other so both parties may meaningfully participate in the grievance process. This information will be shared between the parties in the written notice of allegations. No further personally identifiable information, such as addresses or student identification numbers will be included in the written notice.

Personal identifiable information about the complainant and respondent will only be 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 either party nor does it maintain identifiable information regarding either party 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 parties' names or other personally identifying information will NOT be revealed.

F. Emergency Removal
A respondent (whether they are an employee or student) may be removed from the University on an emergency basis. Prior to removing a respondent, the University will undertake an individualized safety and risk analysis. If the University determines that an immediate threat to the physical health or safety of any student or other individual (arising from the allegations of sexual harassment) justifies removal, the University will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal through a virtual meeting with the Chief Academic Officer. Non-student employee respondents may also be placed on administrative leave pending the outcome of the grievance process outlined below.

G. Informal Resolution Process
After a Formal Complaint is filed, the parties may be offered the opportunity to engage in an informal resolution process which includes the opportunity for mediation. The informal resolution process can be used at any time after a formal complaint is filed and prior to reaching a determination regarding responsibility. The informal resolution process is never an option to resolve allegations that an employee sexually harassed a student.

Parties will not be required to participate in the informal resolution process. The parties will be provided a written notice that includes information regarding the allegations as well as the requirements of the process. The University will also obtain the parties' voluntary, written consent to the informal process. An alternative resolution process is *only* an option if *both* the complainant and respondent agree to participate, after receiving a full disclosure of the allegations and their options to follow the grievance process, as described below. Once both parties agree to the informal resolution process in writing, a mediation meeting with the Title IX Coordinator will be scheduled within 10 days. The complainant and respondent each have the right to withdraw from the informal resolution process and to proceed with a formal grievance process at any time prior to resolution.

The alternative resolution process will result in a letter confirming the outcome of the resolution process, whether an agreement is reached or not. This letter will be sent within 3 calendar days of the mediation meeting. If no agreement is reached, the matter will proceed through the formal grievance process. If applicable, any remedies, supportive measures and/or disciplinary sanctions agreed to during the resolution will have the same force and effect as though they were imposed following a formal investigation and hearing. If both parties jointly agree on an outcome after the informal resolution process neither party is permitted to resume a formal complaint arising from the same incident nor can the matter be appealed. Records will be maintained by the Title IX Coordinator only and will only be shared with other University personnel as needed to carry out the terms of the agreement.

H. Formal Grievance Process to Address Formal Complaints

The formal grievance process consists of a prompt, fair and impartial process to address formal complaints filed with the Title IX Coordinator. The grievance process will treat respondents and complainants equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. This grievance process will be followed after a Formal Complaint has been filed and before any disciplinary sanctions are taken against the respondent.

The grievance process requires an objective evaluation of all relevant evidence including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent or witness. The Title IX Coordinator, investigator and any decision-makers will not have a conflict of interest or bias for or against complainants or respondents, in general or on an individual basis. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The grievance proceedings shall include a prompt, fair, and impartial investigation and resolution to formal 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 students while promoting a fair and equitable process.

The University's goal is to complete all investigations and decisions regarding appropriate remedies and sanctions, as well as determinations of appeals, within 90 days of the University's receipt of a Title IX Complaint. In the event of a temporary delay of the grievance process or an extension of time frames for good cause, the University will provide the complainant and respondent with written notice of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; or other possible considerations.

For students, sexual harassment is a violation of the Student Code of Conduct and this policy and may result in disciplinary action. Employees who violate this policy may also be subject to discipline, up to and including termination of employment. Acts constituting sexual assault, domestic violence, dating violence, and stalking may also subject the respondent to criminal and civil penalties under federal and state law.

Formal Investigation

If a formal complaint is filed with the Title IX Coordinator, an investigation will be initiated and an investigator will be assigned. The investigator will receive annual training on how to conduct an investigation, issues of relevance and how to create an investigative report that fairly summarizes relevant evidence. Investigators will also be trained on the definition of sexual harassment, the scope of the University's education programs or activities and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest and bias.

The burden of proof and gathering of evidence sufficient to reach a determination regarding responsibility is on the University, rather than the parties. This excludes information regarding a party's records maintained by a physician, psychiatrist or psychologist related to the party's treatment, unless the University obtains the party's voluntary, written consent. (see 34 CFR section 106.45(b)(5)(i)). The parties will have an equal opportunity to present witnesses (including experts) and evidence (both exculpatory and inculpatory). Parties will not be restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence.

Both parties will be permitted to have an advisor present during the investigation who may be, but is not required to be, an attorney. **Advisors attending investigations may not speak on behalf of their advisee but may only consult and advise the party they are attending with.**

Notice of Allegations
Both parties will be notified of their rights and responsibilities throughout the formal investigation process. Upon the receipt of a Formal Complaint, an explanation of rights and responsibilities will be provided to both the complainant and the respondent and will include information or statements regarding the following:

- A copy of the University's policy outlining both the formal grievance process and the informal resolution process.

- Information regarding the conduct allegedly constituting sexual harassment including sufficient details known at the time, such as the identities of the parties involved in the incident, if known, and the date and location of the alleged incident, if known. Both parties will be provided with sufficient time to prepare a response before an initial interview.

- Written notice of the date, time, location, participants and purpose of the investigative interview with sufficient time for the party to prepare to participate.

- A statement that the respondent is presumed "not responsible" for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process.

- The responsibility of both the complainant and respondent to be truthful in the investigation. Parties are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process.

- The right to participate in the investigation by providing additional relevant information or potential witnesses.

- The right to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the University does not intent to rely on in a reaching a determination of responsibility.

- Information regarding possible sanctions or protective measures the University may impose following the final determination.

- 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.

- Notice that the parties may have an advisor of their choice, who may be, but is not required to be and attorney, and may be present during each step in the grievance process.

- The party's right not to be disciplined for drug or alcohol offenses related to an incident of alleged sexual misconduct, except in extreme circumstances (i.e. an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.)

If, during the course of the investigation, the University decides to investigate allegations about the complainant or respondent, that are not included in the initial notice, the University will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint
The University will investigate the allegations in a Formal Complaint. However, if the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in this policy, even if proved, did not occur within the University's education program or activity or did not occur against a person in the United States, then the University **must** dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX. The complaint may however, be pursued through the Student Code of Conduct, pursuant to the process outlined in Addendum A of this policy. The Title IX Coordinator will decide, based on the circumstances, whether the matter will proceed under the process outlined in Addendum A.

A formal complaint may also be dismissed if a complainant notifies the Title IX Coordinator, at any time during the investigation or hearing, that they would like to withdraw the formal complaint or any allegations contained therein; if the respondent is no longer enrolled or employed by the University; or specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or the allegations contained in the complaint.

Any dismissal of a formal complaint will be communicated simultaneously to both the complainant and respondent in writing and will outline the reasons for dismissal.

Standard of Review
All determinations in the investigation and hearing process, for both student and employee respondents, shall be based on a "preponderance of the evidence" standard (i.e. whether it is more likely than not the alleged misconduct occurred).

Privileged Communications
The University will not allow, rely upon or otherwise use questions or evidence that constitute or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Completion of Investigation
Once the investigator has had the opportunity to speak with both the complainant and respondent, any witnesses offered by either party and review all evidence associated with the case, the preliminary Investigative Report will be compiled. The Investigative Report will fairly summarize the facts and evidence gathered throughout the investigation and will include summaries of each interview conducted and copies of documents or materials gathered in the investigation.

The Investigative Report will be made available to the complainant and respondent for inspection and review. The investigation will include any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the University does not intend to rely on in reaching a determination regarding responsibility. This evidence will include inculpatory and exculpatory evidence, whether provided by the parties or a witness, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The University will send each party and the party's advisor, if any, the evidence and Investigative Report for inspection and review in an electronic format. The parties will have 10 calendar days to submit a written response. If a written response is provided, the investigator will review each party's response and will consider this information when completing the investigation.

Once the investigator receives any written responses and concludes the investigation, the investigator will finalize the Investigative Report. The Investigative Report will fairly summarize relevant evidence and, at least 10 days prior to a hearing, will be sent to each party and the party's advisor, if any, in an electronic format for their review and written response.

I. Live Hearing Procedures
Hearing Panel
The decision-maker in the Title IX process will be a hearing panel of three (3) University employees, from various departments. Each member of the Hearing Panel will be trained on the definition of sexual harassment, the scope of the University's education program or activity, how to conduct a hearing and how to serve impartially. Decisionmakers will be trained on avoiding pre-judgment of the facts at issue, conflicts of interest, bias and issues of relevance related to questions and evidence submitted during the hearing. Decision-makers will also receive training on any technology to be used at a live hearing. The Title IX Coordinator will select officers to serve on the Hearing Panel, based on availability, and will inform the parties of the names and position of each panel member. Each party has the opportunity to object, in writing, to the selection of hearing officers on the panel. Any such objection shall be submitted in writing to the Title IX Coordinator within 3 business days of the date the parties were made aware of the Hearing Panel members. The proposed hearing panel members shall review any such objection. Once the Hearing Panel is selected, the Panel will be provided a copy of the Investigative Report and any evidence included as part of the investigation.

The Title IX Coordinator shall serve as the hearing coordinator and will *only* assist with logistical issues and maintain documentation of the hearing. The Title IX Coordinator will not participate in the hearing or the decision of the panel.

Hearing Logistics
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. Both parties will be provided meaningful access to the Investigative Report at least 10 calendar days prior to the hearing and will be provided timely notice of the date of the hearing. At the request of either party the University will provide for a live hearing to occur with the parties located in separate rooms or locations with technology enabling the Hearing Panel and the parties to simultaneously see and hear the party or the witness answering questions. The University will make any and all necessary arrangements to ensure the parties' safety and to avoid any undue emotional distress.

Live hearings may be conducted with all parties physically present in the same location or any or all parties, witnesses, and other participants may appear at the live hearing virtually with technology enabling participants to simultaneously see and hear each other. An audio recording will be made of the hearing and will be available to the parties for inspection and review.

The Hearing Panel will decide the format for the hearing and will determine the relevancy of any proffered witnesses. The hearing may allow for brief opening and closing statements. Each party will be able to present relevant evidence and witnesses. Any individual appearing as a witness will be present only while providing a statement and responding to questions. The Hearing Panel may exclude any witnesses, such as character witnesses, who are deemed irrelevant to deciding the outcome of the matter. Formal rules of evidence will not apply.

Evidence, such as prior disciplinary sanctions that demonstrate of a pattern of misconduct by the Respondent that is similar in nature, may be deemed relevant when determining the appropriate sanction.

Advisors
The complainant and the respondent each have the opportunity to be advised by a support person/personal advisor at any stage of the process and to be accompanied by that advisor at any meeting or hearing. A party can choose their own advisor, at their expense. If the party does not choose an advisor prior to the hearing, the University will provide an advisor at the hearing for them, without fee or charge, to conduct cross-examination on behalf of that party. The advisor will be a representative of the University who will be trained on how to carry out their role as advisor.

At the hearing the Hearing Panel will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. The cross-examination will be conducted directly, orally, and in real time by the party's advisor. Neither the complainant or respondent will be able to personally conduct any cross-examination. Advisors are not permitted to speak on behalf of the party. The advisor may only conduct cross-examination.

Cross Examination
Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent or witness answers a cross-examination question or other question, the Hearing Panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are, in general, not relevant. Questions and evidence about the complainant's prior sexual behavior may be permitted if: (1) They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or (2) If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are being offered to prove consent.

If a party or witness does not submit to live cross-examination at the hearing, the panel must not rely on *any* statement of that party or witness in reaching a determination regarding responsibility. The Hearing Panel cannot assume that a party or witness' absence or refusal to answer cross-examination or other questions indicates a party's admission of responsibility or lack thereof.

Hearing Panel's Findings
The Hearing Panel will review the information presented at the hearing and will make a determination regarding responsibility. The written determination will include the following:

1. Identification of the allegations constituting sexual harassment.

2. A description of the procedural steps taken from the receipt of the formal complaint through the determination. This will include any notification to parties, interviews with the parties and witnesses, site visits or other methods used to gather evidence as well as any hearings held.

3. Findings of fact supporting the determination.

4. Conclusions regarding the application of the provisions of this policy to the facts.

5. A statement of, or rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University is imposing on the respondent and whether any remedies designed to restore or preserve equal access to the University's education program or activity will be provided to the complainant.

6. The University's procedures and bases for the complainant and respondent to appeal.

The complainant and the respondent will be notified simultaneously in writing of the Hearing Panel's decision and any sanctions and remedies issued. If an appeal is filed, the sanctions or remedies will be final on the date the parties receive a written determination regarding the outcome of the appeal. If no appeal is filed, the sanctions and remedies will become final the date on which an appeal would no longer be considered timely. The Title IX Coordinator will be responsible for implementing any remedies issued by the hearing panel.

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).

J. Possible Sanctions/Remedies
The goal of sanctions is to eliminate a hostile environment, prevent the reoccurrence of the misconduct and to address any effects of the misconduct while considering the impact of separating a student from his/her education. The Title IX Coordinator will work with University departments to implement 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, formal warnings, conduct 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. The school will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

K. Appeal Process
Both parties may file an appeal from a determination regarding responsibility or from the University's dismissal of a Formal Complaint, or any allegations contained therein, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, investigator(s) or hearing panel member(s) had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter.

The request for an appeal should be filed in writing and should be received by the Title IX Coordinator within 10 calendar days after the date both parties received notice of the outcome of the hearing. The request should also state and explain the basis for challenging the decision. The Title IX Coordinator will forward the request to the decisionmaker for the appeal, the Executive Vice President of Educational Support Services. Once the decision-maker receives the appeal request, they will notify both parties that an appeal has been received and give both parties 10 calendar days to submit a written statement in support of, or challenging, the outcome. The decision-maker will consider the information submitted and provide a written decision, which includes the result of the appeal and the rationale for the result, simultaneously to both parties.

L. Education and Prevention Programs
The University has purchased online training modules for students and employees and will disseminate the modules each semester. The online version has a tracking device to show that the student or employee has taken the course. Below is a description of the modules provided to students:

All new students will be provided with Everfi's course titled "Sexual Assault Prevention: Undergraduate" or "Sexual Assault Prevention: Graduate Students" based on the program they are enrolled in. These courses provide 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, supportive measures and Title IX conduct proceedings among other important topics. The course engages undergraduate students in fostering healthy relationships and preparing them to recognize and respond to sexual assault and harassment when it occurs. The graduate course includes Title IX and Clery Act training to support graduate students' interactions with advisors, faculty members, peers and undergraduate students (including responding to disclosures).

Employees will also be provided training through Everfi. The course for employees, titled “Preventing Harassment and Discrimination: Non-Supervisors with Title IX/Clery Module” and “Preventing Harassment and Discrimination: Supervisors with Title IX/Clery Module” will include training on the topics of sexual misconduct, potential conduct violations, employees’ role in reporting instances of sexual misconduct, bystander intervention training and risk reduction. The module for non-supervisors prepares faculty and staff to cultivate and maintain a workplace culture resistant to discrimination, harassment and retaliation. Faculty and Staff will be equipped with the information and skills that promote intervention and empathy. This course includes information specific to requirements under Title IX and the Clery Act. The module for supervisors prepares leaders to cultivate and maintain a workplace culture resistant to discrimination, harassment and retaliation. Supervisors will be equipped with the information and skills that promote intervention and empathy.

The University will participate in ongoing prevention and awareness campaigns including programming, initiatives and strategies throughout each school year to promote awareness of sexual misconduct. 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.

M. Role of the Title IX Coordinator

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, monitors outcomes, identifies and addresses any patterns and assesses effects on the campus climate, and assists the University in addressing issues that affect the wider campus community.

A student should contact the Title IX Coordinator or Deputy Title IX Coordinator in order to:

- Make a report regarding sex discrimination.
- Obtain Supportive Measures.
- File a Formal Complaint with the Title IX Coordinator.
- Seek information about students’ rights and courses of action available to resolve reports or complaints that involve potential sexual misconduct.
- Report any type of retaliation against a complainant or participant in an investigation or hearing that relates to this Policy.
- Notify the University of an incident, policy or procedure that may raise potential concerns related 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 sexual harassment.

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 supportive measures to avoid depriving students of access to the University’s programs and activities during the course of the investigation and to protect the complainant and other students, 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.

N. Tips for Bystander Intervention
Everyday there are multiple situations where we can be active bystanders. When we witness comments or jokes about sexual assault, abusive behaviors or someone stuck in an uncomfortable situation, 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 you have the responsibility to act.

3. Choose the form of assistance to use. Consider the following options:
    - Direct Intervention: Only if you are comfortable, you can consider approaching the person directly.
    - Delegate: Find friends of the person engaging in the negative conduct to intervene. Consider calling a resident advisor, faculty member or campus safety.
    - Distract: Divert the person's attention away from the situation.

4. Understand ways 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.

O. 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/.

P. 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, Paul Yep. 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.

Q. 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, 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 resources 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.

Appendix A: Additional Resources
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.

Paul Yep, Vice President of Campus Safety & Lab Resources
180 New Montgomery, Room B-83
San Francisco, CA 94105

Nattiel Arias, Title IX Coordinator
(415) 618-6498
NArias@academyart.edu

Brian Brashears, Deputy Title IX Coordinator
(415) 618-8577
BBrashears@academyart.edu

Employees may contact:
Emily Long, Vice President, Human Resources
Elong@academyart.edu
(415) 618-3992

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.

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 24-hour Hotline for Mental Health Services
415-255-3737 or 888-246-3333
http://mentalhealthsf.org/help-now/hotline-crisis-supports/
The confidential resources listed below can provide students with support as well as basic information about your options.

San Francisco Women Against Rape (SFWAR)
24-hour Rape Crisis Line, collect calls accepted. Offers confidential counseling to survivors of sexual assault and provides advocacy services.
415-647-RAPE/7273
http://www.sfwar.org
info@sfwar.org

Zuckerberg San Francisco General
1001 Potrero Ave
San Francisco, CA 94110
The hospital's Emergency Department offers 24/7 medical care, including medical forensic examinations, to survivors of sexual assault.

San Francisco General Hospital Trauma & Recovery Center/Rape Treatment Center
Provides medical services for sexual assaults reported through the Zuckerberg San Francisco General Hospital Emergency Department. The Center also provides counseling, optional police reporting services and evidence collection for adult survivors of trauma, violence and loss through its comprehensive care, advocacy and outreach services. Spanish and Asian languages spoken.
2727 Mariposa Street, Suite 100 (at Bryant Street)
San Francisco, CA 94110
(415)437-3000 (Crisis Line)
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/

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.

ADDENDUM A

The following grievance proceedings are part of a prompt, fair and impartial process under the student code of conduct and are designed to address any formal complaints of sexual assault, dating violence, domestic violence or stalking that must be dismissed from the Title IX Formal Grievance Process according to section H. of this policy and 34 CFR section 106.45.

Formal Investigation
If a formal investigation under this process is initiated, an investigator will be assigned and both parties will be notified of their rights and responsibilities throughout the formal investigation process. An explanation of rights and responsibilities, provided to both the complainant and the respondent, will include information or statements regarding the following:

- Information regarding the allegations constituting a potential violation of the student code of conduct, the specific code of conduct section allegedly violated, the identities of the parties and the date and location of the alleged incident(s) prior to any interview, with sufficient time to prepare for meaningful participation.

- 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 right to have a support person/personal advisor present during the investigation and hearing. The support person/personal advisor is a silent observer. The support person/personal advisor may be present at the investigation and hearing but may not 24 speak for or on behalf of the complainant/respondent, as described in further detail below.

- The party's right not to be disciplined for drug or alcohol offenses related to an incident of alleged sexual misconduct, except in extreme circumstances.

- The right of an individual who participates as a complainant or witness in an investigation of alleged sexual misconduct to not be subject to disciplinary sanctions for a violation of the University's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

After the formal investigation has been initiated, the investigator will contact both the complainant and the respondent and will complete interviews.

Standard of Review
All determinations in the investigation and hearing process shall be based on a "preponderance of the evidence" standard, i.e. whether it is more likely than not the alleged misconduct occurred.

Completion of Investigation
Once the investigator has had the opportunity to speak with both the complainant and respondent, any witnesses offered by either party, and review all evidence associated with the case, the preliminary Investigative Report will be compiled. The Investigative Report will fairly summarize the facts and evidence gathered throughout the investigation and will include summaries of each interview conducted and copies of documents or materials gathered in the investigation.

The Investigative Report will be made available to the complainant and respondent for inspection and review. The investigation will include any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. The University will send each party and the party's advisor, if any, the evidence and Investigative Report for inspection and review in an electronic format. The parties will have 10 calendar days to submit a written response. If a written response is provided, the investigator will review each party's response and will consider this information when completing the investigation.
Once the investigator receives any written responses and concludes the investigation, the investigator will finalize the Investigative Report. If the respondent is a faculty or staff member, the Title IX Coordinator will forward the Investigative Report to the Human Resources Department for review. Human Resources will determine sanctions for respondents who are employees, including employment-related sanctions for those employees who are also students of the University, but who are named as a respondent based on their role as an employee. Any sanctions related to their role as a student shall be determined by the process pertaining to students set forth below.

If the respondent is a student, the Investigative Report will be sent to the Chief Academic Officer, who will review the matter and determine whether the case could lead to Serious Discipline or Non-Serious Discipline, as defined below.

Serious Discipline
Serious Discipline is defined in this policy as suspension for any length of time, expulsion from the University or removal to online classes only. In matters where the Chief Academic Officer determines there is a potential for Serious Discipline, the Investigative Report will be forwarded to a Hearing Panel, as set forth below, for final determination through a formal hearing.

Non-Serious Discipline
Non-Serious Discipline is defined in this policy as any form of discipline that is less than suspension, expulsion or removal to online-only status. Forms of Non-Serious Discipline could include formal warnings, continued enforcement of a No Contact Order (or other supportive measures), required additional training, removal from housing, or limiting the ability of the student to participate in extracurricular activities in general or in a leadership role.

If the Chief Academic Officer believes the alleged prohibited conduct, if found to have occurred, could lead to Non-Serious Discipline for the respondent, the respondent will not be entitled to a live hearing. The Chief Academic Officer will issue the findings and appropriate sanctions, if any, within 15 days after the completion of the investigation. The Chief Academic Officer will determine sanctions for respondents who are both students and employees, but who are named as a respondent based on their role as a student. Any sanctions related to a student's role as an employee shall be determined by the Human Resources Department.

Possible Sanctions/Remedies
The goal of sanctions is to eliminate a hostile environment, prevent the reoccurrence of the misconduct and to address any effects of the misconduct while considering the impact of separating a student from his/her education. 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, conduct probation, alternate housing or class arrangements, limitations for the respondent to attend on-campus classes or enter certain buildings, suspension for one or more semesters, 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. The school will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

Hearing Process – Serious Discipline Only
In matters that involve the potential for Serious Discipline against a student, the Title IX Coordinator shall simultaneously inform both parties of their rights to a hearing and will outline the hearing process once the Investigative Report is completed.

The Hearing Panel will consist of three (3) University employees from various departments. Each member of the Panel will be trained in matters related to the hearing process including issues related to domestic violence, dating violence, sexual assault, and stalking. This training, conducted online, 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 will select officers to serve on the Hearing Panel, based on availability, and will inform the parties of the names and position of each panel member. Each party has the opportunity to object, in writing, to the selection of hearing officers on the panel. Any such objection shall be submitted in writing to the Title IX Coordinator within 3 business days of the date the parties were made aware of the Hearing Panel members. The proposed hearing panel members shall review and decide on any such objection. Once the Hearing Panel is selected, the Panel will be provided a copy of the complete Investigative Report and any evidence considered in the investigation.

The Title IX Coordinator shall serve as the hearing coordinator and will handle any logistical issues and maintain documentation of the hearing.

1. 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. Both parties will be provided meaningful access to the Investigative Report 10 calendar days prior to the hearing and will be provided timely notice of the date of the hearing.

3. The University will make any and all necessary arrangements to ensure the parties' safety and to avoid any undue emotional distress. Either the complainant or respondent may choose not to participate in the hearing process. However, the lack of direct testimony by a party whose credibility is central to the determination of the complaint will limit the Hearing Panel's ability to consider evidence from that party.

4. 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.

5. The Hearing Panel has absolute discretion to decide the format for the hearing and to determine the relevancy of any proffered witnesses. The hearing may allow for brief opening and closing statements. Questions may be posed by the Hearing Panel to one or both of the parties. The Hearing Panel may exclude any witnesses who are deemed irrelevant to deciding the outcome of the matter. For any witness whose credibility is central to the determination of the complaint (including the complainant and respondent), the Hearing Panel will only consider live testimony provided at the hearing which is subject to indirect cross examination through the submission of questions, as set forth below.

6. Formal rules of evidence will not apply. Any party may choose to submit questions to any party or witness, and any such questions will be asked by the Hearing Panel *only*. Initial questions shall be submitted to the Title IX Coordinator at least two days prior to the hearing. Either party may submit follow-up questions to the Hearing Panel during the hearing, and the Hearing Panel will ask such questions, subject to a relevancy determination by the Hearing Panel.

7. Each party will be able to present relevant evidence and witnesses. Any individual appearing as a witness will be present only while providing a statement and responding to questions.

8. In general, a complainant's prior sexual history is not relevant. Where there is a current or ongoing relationship between the complainant and respondent and the respondent alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. The mere presence of a previous sexual or dating relationship is not, in itself, sufficient to constitute consent. Any prior sexual history of the complainant with other individuals is generally not relevant and will not be permitted.

9. Where there is evidence of a pattern of misconduct by the Respondent that is similar in nature, this information may be deemed relevant when making a finding and determining the appropriate sanction.

10. The Hearing Panel will review the information presented at the hearing as well as the information provided in the investigation. At the conclusion, the Hearing Panel will issue findings, including and any sanctions or remedies, using a preponderance of evidence standard.

11. The complainant and the respondent will be notified simultaneously in writing of the Hearing Panel's decision and any sanctions/remedies issued. The decision of the Hearing Panel is final and no further appeal is available.

12. 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).

Resolution Process – Non-Serious Discipline Only
For matters involving Non-Serious discipline ONLY, the Chief Academic Officer shall simultaneously inform both parties of the results of the investigation after receiving the completed Investigative Report, as well as the determination regarding any sanctions. 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.

The Resolution Process is not meant to be a repeat of the investigation. Additional review under the Resolution Process 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. The Resolution Committee will review the investigative file as well as the request for review and determine whether the request meets one of these 4 categories.

Both the complainant and the respondent have the right to file a request for review under the Resolution Process. The request should be filed **in writing and should be received by the Title IX Coordinator/Deputy Title IX Coordinator within 10 calendar days after the date both parties 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 Respondent believes they are entitled to additional review of the matter due to new evidence being discovered which was previously unavailable, the Respondent must provide copies or a summary of the new evidence at the time the request for review is made. The request for review by a student 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, Campus Life, Admissions, Student Services, Academic Support and Accessibility Resources, will be convened. One of the Committee members will serve as Chair and will lead the proceedings. The Committee will hear the matter within 30 days of the request for review. The Title IX Coordinator will also be present during the hearing but will not participate in the committee's decision. The members of the committee 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. This training, conducted in person and online, 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. 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 will be provided meaningful access to the Investigative Report 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.

4. Each party will be able to present evidence and witnesses relevant to the Resolution Process. If a hearing is granted, it will not be a re-hearing of the entire case but will instead focus *only* on the basis for which the additional review was granted. 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 two days 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 to ensure the parties' 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 decide 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 is final and no further appeal is available.

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).

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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 the Senior Director of Student Relations 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.

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UNIVERSITY LEARNING OUTCOMES

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.

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PROGRAM LEARNING OUTCOMES

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

SCHOOL OF ACTING

AA Acting
Undergraduate students will meet the following student performance criteria:
Acting
- Demonstrate the ability to play an objective and listen/respond effectively in on-camera work, at an intermediate level
- Analyze plays and screenplays to identify key elements necessary to build a performance, at an intermediate level

Movement
- Demonstrate understanding and basic command of movement choices used to to build a character

Vocal Production
- Project appropriately for on-camera acting

Professional Readiness
- Demonstrate intermediate-level understanding of audition requirements for seeking professional work as an actor

BFA Acting
Undergraduate students will meet the following student performance criteria:
Acting
- Behave truthfully under imagined circumstances, as defined by the script
- Listen and respond to other actors reflexively and organically in the working environment
- Play a variety of actions in pursuit of an objective

Movement
- Make effective physical choices for each role.

Voice & Speech
- Use language clearly in pursuit of an objective
- Demonstrate basic command of vocal production for camera and stage

Professional Readiness
- Assemble a resume, headshot, website, and reel suitable for seeking opportunities within the acting profession.

MA Acting
Graduate students will meet the following student performance criteria:
Acting Skills
- Deliver engaging performances with the energy level appropriate for the performance medium
- Identify and play a clear objective in a scene
- Use the other person as a driving focus in a scene
- Communicate nuanced meaning in a scene
- Add believable emotional life to a scene, as appropriate to the script
- Use the body as a tool to build character
- Use the lines as an effective tool for verbal and physical action

Artistic Collaboration
- Make performance choices that affect and are affected by other people in a scene
- Successfully make specific adjustments based on direction

Professional Readiness
- Demonstrate effective audition technique
- Demonstrate professionalism and preparedness (scripts analyzed and memorized, punctuality, respect for another actor's creative process in rehearsal, a strong work ethic, attitude, full commitment)

MFA Acting
Graduate students will meet the following student performance criteria:
Acting
- Demonstrate skills in a variety of media: film, television, theater, voiceover, improvisation and musical theater
- Demonstrate focus in a scene
- Develop a playable objective to use the other person as a driving focus in a scene
- Communicate nuanced meaning and depth in a scene by striking a personal connection to the meaning and stakes of a character and a script
- Establish an organic and truthful emotional life in a scene, as appropriate to the script
- Bring the necessary energy to deliver dynamic performances appropriate for the performance medium

Spontaneity
- Demonstrate the ability to bring spontaneity to a scene and utilize improvisation as an integral part of the rehearsal process

Artistic Collaboration
- Make performance choices that affect and are affected by other people in a scene
- Successfully make specific adjustments based on direction

Speech & Movement
- Demonstrate vocal range, resonance, breath control, and appropriate vocal power
- Use the body as a tool to build character
- Use the lines as an effective tool for verbal and physical action

Professional Readiness
- Complete a demo reel that showcases the student's most dynamic and marketable material
- Demonstrate professionalism and preparedness (scripts analyzed and memorized, punctuality, respect for another actor's creative process in rehearsal, a strong work ethic, attitude, full commitment)

SCHOOL OF ADVERTISING

AA Advertising
Undergraduate students will meet the following student performance criteria:
Design Skills
- Effectively use visual media, including freehand drawing, to convey ideas and concepts throughout the creative process
- Apply basic design principles to creative work

Communication Skills
- Create narratives that demonstrate an understanding of the elements of storytelling: idea, structure, conflict, character, and imagery
- Present ideas in both formal and informal group settings

Problem Solving
- Apply strategic elements demonstrating an understanding of the target customer, the product/service, and the market
- Gather, assess, and apply relevant information, including historical research, as part of the conceptual and design process

Conceptual Thinking
- Communicate relevant objectives through the use of appropriate aesthetic choices
- Generate original ideas
- Develop ideas that can be articulated within project parameters

Professional Readiness
- Produce basic materials required for an entry-level job search

AA Studio Production for Advertising & Design
Undergraduate students will meet the following student performance criteria:
Design Skills
- Apply basic design principals to visual media as required by project parameters

Communication Skills
- Write with conciseness and clarity and apply the conventions of standard written English to communicate effectively
- Apply feedback to refine and publish content to meet project parameters

Problem Solving
- Demonstrate an understanding of studio supply management including forecasting, budgeting costs, and material supplies
- Adapt concepts to meet project objectives across a variety of media

Technical Skills
- Effectively utilize industry-standard technology for workflow and asset management
- Demonstrate an understanding of the hardware and software used in a modern studio production environment

Professional Readiness
- Produce basic materials required for an entry-level job search

BFA Advertising
Undergraduate students will meet the following student performance criteria:
Design Skills
- Effectively use visual media, including freehand drawing, to convey ideas and concepts throughout the creative process.
- Apply basic design principles to creative work.

Communication Skills
- Create engaging narratives that demonstrate an understanding of the elements of storytelling: idea, structure, conflict, character, and imagery.
- Clearly and confidently present ideas in both formal and informal group settings.
- Coherently explain complex ideas in short-form, simplified writing.

Problem Solving
- Apply strategic elements focused on the target customer, the product/ service, and the market.
- Gather, assess, and apply relevant information, including historical research, as part of the conceptual and design process.

Conceptual Thinking
- Communicate relevant objectives through the use of appropriate aesthetic choices.
- Think conceptually and execute projects beyond traditional advertising media.
- Generate original ideas.
- Develop ideas that can be articulated within project parameters.

Professional Readiness
- Present an original portfolio to acquire a job within the industry.
- Articulate career goals and plan to achieve them.
- Submit work according to professional presentation standards.
- Collaborate with other members of a creative team.

MA Advertising & Branded Media
Graduate students will meet the following student performance criteria:
Strategic Communication
- Develop strategic elements focused on the target customer, the product/service, and the market
- Gather, assess, and apply relevant information, including historical research, to strategic work

Visual Communication
- Use appropriate visual media, including freehand drawing, to convey essential elements

Verbal Communication
- Convey creative ideas, concepts, and brand tone through engaging and sophisticated language at each stage of the creative process
- Communicate verbally and in writing with a unique and versatile voice

Conceptual Thinking
- Communicate relevant objectives through the use of appealing aesthetic choices
- Think conceptually and execute projects beyond traditional advertising media

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals
- Submit work according to professional presentation standards

MFA Advertising
Graduate students will meet the following student performance criteria:
Strategic Communication
- Develop strategic elements focused on the target customer, the product/service, and the market
- Gather, assess, and apply relevant information, including historical research, to strategic work

Visual Communication
- Use appropriate visual media, including freehand drawing, to convey essential elements
- Apply appropriate design principles to strategic and creative work

Verbal Communication
- Convey creative ideas, concepts, and brand tone through engaging and sophisticated language at each stage of the creative process
- Communicate verbally and in writing with a unique and versatile voice

Conceptual Thinking
- Communicate relevant objectives through the use of appealing aesthetic choices
- Think conceptually and execute projects beyond traditional advertising media
- Consider diverse points of view, and reach well-reasoned conclusions as part of the conceptual and design process

Professional Readiness
- Present a sophisticated and original portfolio to acquire a job within the industry.
- Articulate career goals and plan to achieve them
- Communicate strategic conceptual and artistic goals at a professional level
- Submit work according to professional presentation standards
- Collaborate with other members of a creative team

SCHOOL OF ANIMATION & VISUAL EFFECTS

AA Animation & Visual Effects
Undergraduate students will meet the following student performance criteria:
Visual Communication and Problem Solving
- Make effective design choices to support narrative, character, and/or mood
- Demonstrate the ability to research for inspiration, reference, accuracy, and incorporate findings into designs
- Create digital elements/effects appropriate to assignment parameters
- Demonstrate an understanding of cinematic continuity through sequential imagery
- Demonstrate proficient drawing and/or modeling skills: composition, perspective, proportion, and anatomy
- Successfully convey motion and interaction of character and/or object kinesis

Technical Skills
- Demonstrate facility and flexibility with animation and/or VFX technology, software and digital media

Professional Readiness
- Produce basic materials required for an entry-level job search
- Demonstrate an understanding of the production pipeline through successful participation in the collaborative/pipeline process

BFA Animation & Visual Effects
Undergraduate students will meet the following student performance criteria:
Visual Communication and Problem Solving
- Make effective design choices to support narrative, character, and/or mood
- Demonstrate the ability to research for inspiration, reference, accuracy, and incorporate findings into design solutions
- Design and generate digital elements or effects that meet the needs of imagery
- Demonstrate an understanding of cinematic continuity through sequential imagery
- Demonstrate proficient drawing and/or modeling skills and concepts appropriate to project parameters
- Successfully convey motion and interaction of character and/or object kinesis

Technical Skills
- Demonstrate facility and flexibility with animation and/or VFX digital media, technology, and software

Professional Readiness
- Assemble a professional digital or portfolio demonstrating an understanding of the target market
- Demonstrate an understanding of the production pipeline through successful participation in the collaborative/pipeline process

Specialty Skills: Storyboarding

- Create and pitch stories and concepts through the use of sequential imagery
- Demonstrate an understanding of cinematic continuity by creating sequential imagery that supports narrative, character, and/or mood
- Demonstrate proficient drawing and/or modeling skills and concepts appropriate to project parameters

Specialty Skills: Traditional Animation and Stop Motion

- Successfully convey motion and interaction of character and/or object kinesis
- Demonstrate proficient drawing and/or modeling skills and concepts appropriate to project parameters

Specialty Skills: Modeling

- Model with appropriate use of form, proportion, and anatomy
- Create and apply look development consistent with the overall style of the project

Specialty Skills: 3D Animation

- Convey motion (biped and quadruped) and interaction of moving objects
- Apply principles of animation to effectively communicate character action, emotion, and mood

Specialty Skills: Visual Effects

- Exhibit an understanding of how VFX pipeline skills and tools support all the different departments from pre through post-production.
- Create shots or assets appropriate to the project aesthetic.

MA Animation & Visual Effects

Graduate students will meet the following student performance criteria:

2D Animation & Stop Motion - Traditional Animation

- Demonstrate strong draftsmanship skills
- Create pieces that showcase expression and emotion
- Stage stories through effective camera placement choices
- Apply the major principles of animation
- Technical Skills - Demonstrate facility with animation technology and software
- Presentation Skills - Clearly demonstrate project and workflow plan
- Presentation Skills - Create a compellingly designed and well-composed review materials
- Professional Readiness - Curate a cohesive portfolio or demo reel tailored to reflect industry standards for a desired position

3D Animation

- Apply the major principles of animation
- Create pieces that showcase expression and emotion
- Stage stories through effective camera placement choices
- Technical Skills - Demonstrate facility with animation technology and software
- Presentation Skills - Create a compellingly designed and well-composed review materials
- Professional Readiness - Curate a cohesive portfolio or demo reel tailored to reflect industry standards for a desired position

3D Modeling – Modeling

- Convincingly model forms in 3-dimensions that demonstrate a thorough understanding of anatomy and sculptural form
- Display a range of modeling skill sets including hard surfaces and organic
- Create textures that will be applied to the surface of models
- Produce industry-standard turnarounds and wireframes
- Technical Skills - Demonstrate facility with animation technology and software
- Professional Readiness - Curate a cohesive portfolio or demo reel tailored to reflect industry standards for a desired position

Visual Effects

- Create shots or assets appropriate to the project aesthetic
- Develop shots or assets for narrative power
- Technical Skills - Demonstrate facility with visual effects technology and software
- Presentation Skills - Clearly demonstrate project and workflow plan
- Professional Readiness - Curate a cohesive portfolio or demo reel tailored to reflect industry standards for a desired position

MFA Animation & Visual Effects

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of the thesis project
- Produce a professional-standard project, with relevant content for the industry, showcasing technical and artistic ability

Technical Skills

- Demonstrate facility with animation / visual effects technology and software

Presentation Skills

- Clearly demonstrate project and workflow plan
- Effectively pitch ideas to the review committee
- Create a compelling designed and well-composed review materials

Preproduction Skills (Project Development)

- Develop projects that demonstrate attention to: research, analytical thinking, detail, flexibility in problem solving, and revision

Collaboration

- Collaborate effectively to produce creative projects

Professional Readiness

- Present a comprehensive demo reel / portfolio demonstrating professional-level achievement of specialty skills

Specialty Skills: Traditional Animation

- Demonstrate strong draftsmanship skills
- Create pieces that showcase expression and emotion
- Stage stories through effective camera placement choices
- Apply the major principles of animation

Specialty Skills: Storyboarding

- Demonstrate strong drawing, perspective, composition, and cinematic storytelling
- Demonstrate continuity in visual storytelling through effective camera placement choices

Specialty Skills: 3D Animation

- Apply the major principles of animation
- Create pieces that showcase expression and emotion
- Stage stories through effective camera placement choices

Specialty Skills: Modeling

- Convincingly model forms in 3-dimensions that demonstrate a thorough understanding of anatomy and sculptural form
- Display a range of modeling skill sets including hard surfaces and organic
- Create textures that will be applied to the surface of models
- Produce industry-standard turnarounds and wireframes

Specialty Skills: Visual Effects

- Create shots or assets appropriate to the project aesthetic
- Develop shots or assets for narrative power

SCHOOL OF ARCHITECTURE

Bachelor of Architecture
Undergraduate students will meet the following student performance criteria:
Conceptual Thinking and Process

- Communicate architectural concept verbally and in writing
- Articulate and extend architectural concept through diagrams
- Develop a rigorous material logic for model-making to test ideas
- Produce diagrams indicating critical analyses of relevant precedent buildings or the built environment recognizing the significance to the discipline of architecture
- Develop a design identity which synthesizes critical thought, architectural intent, and urban design strategies by developing decision-making criteria substantiated by research

Fundamental Design & Drawing and Making

- Develop criteria to generate and evaluate an architectural order and formal language
- Develop architectural proposals sensitive to the site context in scale and use based on research
- Produce architectural drawings with appropriate drawing conventions to convey spatial qualities and design intent
- Convey materiality in design projects based on an understanding of construction material properties
- Construct drawings and models with a high level of craft and attention to detail

Presentation Skills

- Clearly explain and defend design projects in verbal presentations
- Create presentation boards, slides, and/or printed materials which exhibit logical sequencing and a hierarchy of information
- Develop effective visual communication strategies to convey information that build towards an argument

Leadership and Community

- Demonstrate a commitment to community building and social equity through programming and organization of an architectural project
- Demonstrate sensitivity to diverse viewpoints of user groups in the design of a building
- Engage a collaborative process in the development of a design, with a range of design and engineering disciplines

Integrated Design

- Conduct a user & programmatic analysis
- Communicate analyses of the urban and environmental conditions of a site with clear graphic devices
- Integrate sustainable and energy-conscious strategies into the design of a building
- Communicate analyses of environmental performance systems of the design with clear graphic devices
- Develop an energy-conscious strategy for the design of building envelope systems and material selection
- Integrate structural systems into the design of a building
- Produce technical documentation describing the integration of architecture and building systems
- Accommodate accessibility and life safety requirements in the design of a building

BA Architectural Design
Undergraduate students will meet the following student performance criteria:
Conceptual Thinking and Process

- Communicate conceptual thinking verbally and in writing
- Articulate and extend conceptual thinking through diagrams
- Develop a rigorous material logic for model-making to test ideas
- Produce diagrams indicating critical analyses of relevant precedent buildings or the built environment recognizing the significance to the discipline of architecture
- Produce critical analyses of contemporary, historical, global precedents inclusive of buildings, urban planning, theoretical texts, or related arts applicable to studio projects and systems
- Develop a design identity which synthesizes critical thought, architectural intent, and urban design strategies by developing decision-making criteria substantiated by research

Fundamental Design & Drawing and Making

- Develop criteria to generate and evaluate an architectural order and formal language
- Develop architectural proposals sensitive to the site context in scale and use based on research
- Produce architectural drawings with appropriate drawing conventions to convey spatial qualities and design intent
- Convey materiality in design projects based on an understanding of construction material properties
- Construct drawings and models with a high level of craft and attention to detail

Presentation Skills

- Clearly explain and defend design projects in verbal presentations
- Create presentation boards, slides, and/or printed materials which exhibit logical sequencing and a hierarchy of information
- Develop effective visual communication strategies to convey information that build towards an argument
- Determine appropriate representation techniques to describe the spatial qualities and human experience of the design proposal

Leadership and Community

- Demonstrate a commitment to community building and social equity through programming and organization of an architectural project
- Demonstrate sensitivity to diverse viewpoints of user groups in the design of a building
- Engage a collaborative process in the development of a design, with a range of design and engineering disciplines
- Demonstrate and articulate knowledge of professional practices and contractual conventions

Integrated Design

- Conduct a user & programmatic analysis
- Communicate analyses of the urban and environmental conditions of a site with clear graphic devices
- Integrate sustainable and energy-conscious strategies into the design of a building
- Communicate analyses of environmental performance systems of the design with clear graphic devices
- Develop an energy-conscious strategy for the design of building envelope systems and material selection
- Integrate structural systems into the design of a building
- Produce technical documentation describing the integration of architecture and building systems
- Accommodate accessibility and life safety requirements in the design of a building

MA Advanced Architectural Design 1

Graduate students will meet the following student performance criteria:

Design

- Demonstrate development of design exploration and understanding throughout the program

Visual Communication

- Visually communicate ideas through multiple representation methods
- Visually communicate ideas through architectural drawings: site plan, plan, section, elevation, and 3D representation
- Produce accurate physical models of design ideas

Written Communication

- Effectively summarize architectural projects and design process in well-crafted proposals and final portfolio book

Presentation Skills

- Professionally present design proposal and final projects

Building Systems, Materials and Methods

- Demonstrate understanding of material systems and construction methods necessary for advanced architectural design projects
- Demonstrate understanding of the general structure of the project

Portfolio Development

- Demonstrate development of a clear area of focus for the duration of the program
- Present advanced architectural design projects in a final, well-crafted portfolio book

MA Advanced Architectural Design 2

Graduate students will meet the following student performance criteria:

Design

- Demonstrate development of design exploration and understanding throughout the program

Visual Communication

- Visually communicate ideas through multiple representation methods
- Visually communicate ideas through architectural drawings: site plan, plan, section, elevation, and 3D representation
- Produce accurate physical models of design ideas

Written Communication

- Effectively summarize the project and process in a well-crafted proposal and thesis book

Presentation Skills

- Professionally present the thesis proposal and final project

Building Systems, Materials and Methods

- Demonstrate understanding of material systems and construction methods necessary for the thesis project
- Demonstrate understanding of the general structure of the project

Thesis Proposal Development

- Demonstrate development of a clear area of focus for the duration of the program
- Clearly define the mission of the thesis project
- Present research in relation to the project
- Demonstrate the relevance of the thesis project to the field of architecture

Master of Architecture 1

Graduate students will meet the following student performance criteria:

Design:

- Demonstrate development of design exploration and understanding throughout the program

Visual Communication:

- Visually communicate ideas through hand sketching/ drawing, including hand drawn concept sketches, design process sketches and diagrams
- Visually communicate ideas through architectural drawings (digital or otherwise): site plan, plan, section, elevation, and 3D representation
- Produce accurate physical models of design ideas

Written Communication:

- Effectively summarize the project and process in a well-crafted proposal and thesis book

Presentation Skills:

- Professionally present the thesis proposal and final project

Building Systems, Materials and Methods:

- Demonstrate understanding of material systems and construction details
- Demonstrate understanding of building systems (including structural systems, mechanical, plumbing, and electrical systems)
- Demonstrate understanding of environmental control systems
- Demonstrate understanding of building codes and accessibility
- Apply sustainability concepts in their project

Thesis Proposal Development:

- Clearly define the mission of their project
- Present research that defines the need and desirability of the project
- Provide a profile of the user group
- Comprehensively define and analyze the proposed site area and its context
- Present and analyze relevant precedents for the project
- Develop a general project concept related to the site analysis and program
- Effectively present the suitability of the proposed program on the proposed site
- Produce a spatial/ functional program outline

Thesis Project:

- Produce a comprehensive architectural and building solution to the mission statement

Master of Architecture 2

Graduate students will meet the following student performance criteria:

Design:

- Demonstrate development of design exploration and understanding throughout the program

Visual Communication:

- Visually communicate ideas through hand sketching/ drawing, including hand drawn concept sketches, design process sketches and diagrams
- Visually communicate ideas through architectural drawings (digital or otherwise): site plan, plan, section, elevation, and 3D representation
- Produce accurate physical models of design ideas

Written Communication:

- Effectively summarize the project and process in a well-crafted proposal and thesis book

Presentation Skills:

- Professionally present the thesis proposal and final project

Building Systems, Materials and Methods:

- Demonstrate understanding of material systems and construction details
- Demonstrate understanding of building systems (including structural systems, mechanical, plumbing, and electrical systems)
- Demonstrate understanding of environmental control systems
- Demonstrate understanding of building codes and accessibility
- Apply sustainability concepts in their project

Thesis Proposal Development:

- Clearly define the mission of their project
- Present research that defines the need and desirability of the project
- Provide a profile of the user group
- Comprehensively define and analyze the proposed site area and its context
- Present and analyze relevant precedents for the project
- Develop a general project concept related to the site analysis and program
- Effectively present the suitability of the proposed program on the proposed site
- Produce a spatial/ functional program online

Thesis Project:

- Produce a comprehensive architectural and building solution to the mission statement

SCHOOL OF ART EDUCATION

BFA Art Education

Undergraduate students will meet the following student performance criteria:

Art and Design Skills

- Create a portfolio of work representing a broad range of visual media as well as a specialized discipline of art / design

Teaching and Communication Skills

- Design effective art education curricula targeted to an intended audience with consideration for the needs of diverse learners
- Demonstrate appropriate applications of content standards such as the California Pre-Kindergarten through 12th Grade Visual Arts Standards
- Articulate the importance of art in education based on research, observation and experience

Visual Literacy

- Articulate the formal and expressive properties of works of art / design as well as their content, meaning and purpose

Knowledge of Human Development

- Articulate appropriate strategies for meeting the needs of all learners and learning styles with consideration for human developmental stages, cultural and linguistic diversity, physical and cognitive disabilities and accelerated learning in art education settings

Professional Readiness

- Demonstrate breadth and depth of accomplishment as an artist and art educator through a professional portfolio

BFA in Art Education & Art History

Undergraduate students will meet the following student performance criteria:

Art Skills and Visual Literacy

- Create artwork that illustrates technical skill and creative expression in a breadth and depth of visual media
- Apply knowledge of the properties of art (e.g., subject matter, elements of art and principles of design, and techniques) when creating works of art to successfully interpret and convey meaning
- Apply knowledge of the properties of art (e.g., subject matter, elements of art and principles of design, and techniques) when analyzing works of art to successfully interpret and convey meaning

Teaching and Communication Skills

- Design effective traditional and innovative art education lessons and curriculum units targeted to an intended audience
- Demonstrate knowledge of effective instructional strategies based on art education theories and practical field experiences
- Produce effective technology-based artwork and instructional materials
- Speak, read and write on a basic level in a European language

Art Historical Analysis and Research

- Apply theoretical and methodological approaches to the interpretation of Western Art and architecture

- Conduct research, write effectively and synthesize acquired knowledge in art historical as well as fine art contexts

Knowledge of Human Diversity

- Identify strategies for meeting the needs of various learners in art education settings based on knowledge of human developmental stages, cultural and linguistic diversity, and learning assets and needs (cognitive, physical, emotional)

Professional Readiness

- Demonstrate breadth and depth of accomplishment as an artist, art historian and educator through a professional portfolio

BFA in Art Education & Fine Art

BFA Double Major Fine Art/Art Education students will meet the following student performance criteria:

Art and Design Skills

- Create a portfolio of work representing a range of visual media as well as a specialized discipline of art / design
- Demonstrate craftmanship and fine attention to detail in technical and creative aspects of work

Teaching and Communication Skills

- Design effective art education curricula targeted to an intended audience with consideration for the needs of diverse learners
- Articulate the importance of art in education based on research, observation and fieldwork experience

Concept Development and Critical Analysis

- Explore and clearly articulate concepts and creative possibilities with a given topic or subject
- Analyze the strengths and weaknesses of concept and execution of a given artwork

Visual Literacy

- Articulate the formal and expressive properties of works of art / design as well as their content, meaning and purpose

Knowledge of Human Development

- Articulate appropriate strategies for meeting the needs of all learners and learning styles with consideration for human developmental stages, cultural and linguistic diversity, physical and cognitive disabilities and accelerated learning in art education settings

Professional Readiness

- Demonstrate breadth and depth of accomplishment as an artist and art educator through a professional portfolio
- Produce a professional- standard portfolio of well-crafted artwork demonstrating personal vision

MA Art Education 1

Graduate students will meet the following student performance criteria:

Art and Design Skills

- Create a portfolio of work representing a broad range of visual art/design media.

Teaching and Communication Skills

- Design effective art education curricula targeted to an intended audience with consideration for the needs of diverse learners.
- Demonstrate an advanced level of knowledge of sound instructional strategies based on content standards in the visual arts, key contemporary art theories and experiences in the field.
- Demonstrate an advanced level of knowledge for appropriate uses of technology in arts education settings.
- Articulate the importance of art in education based on advanced levels of research, observation and experience.

Visual Literacy

- Articulate the formal and expressive properties of works of art / design as well as their content, meaning and purpose at an advanced level.

Research and Conceptual Development

- Produce work that reveals advanced levels of analysis, insight, design and methods based on the distinctive needs and characteristics of art education settings and audiences.

Knowledge of Human Development

- Demonstrate an advanced level of knowledge of human developmental stages and their application to learners' cognitive, social, emotional and physical abilities in art education settings.
- Demonstrate an advanced level of knowledge of learners' diverse linguistic and cultural needs in art education settings.
- Demonstrate an advanced level of knowledge of accelerated learners and special needs learners (physical, cognitive, etc.) in art education settings.

Professional Readiness

- Demonstrate professional-level presentation skills appropriate to art education settings.

- Demonstrate breadth and depth of accomplishment as an artist and art educator through a professional portfolio at an advanced level.

MA Art Education 2
Graduate students will meet the following student performance criteria:
Art and Design Skills
- Create a portfolio of work representing a broad range of visual art/design media.

Teaching and Communication Skills
- Design effective art education curricula targeted to an intended audience with consideration for the needs of diverse learners.
- Demonstrate an advanced level of knowledge of sound instructional strategies based on content standards in the visual arts, key contemporary art theories and experiences in the field.
- Demonstrate an advanced level of knowledge for appropriate uses of technology in arts education settings.
- Articulate the importance of art in education based on advanced levels of research, observation and experience.

Visual Literacy
- Articulate the formal and expressive properties of works of art / design as well as their content, meaning and purpose at an advanced level.

Research and Conceptual Development
- Produce work that reveals advanced levels of analysis, insight, design and methods based on the distinctive needs and characteristics of art education settings and audiences.

Knowledge of Human Development
- Demonstrate an advanced level of knowledge of human developmental stages and their application to learners' cognitive, social, emotional and physical abilities in art education settings.
- Demonstrate an advanced level of knowledge of learners' diverse linguistic and cultural needs in art education settings.
- Demonstrate an advanced level of knowledge of accelerated learners and special needs learners (physical, cognitive, etc.) in art education settings.

Professional Readiness
- Demonstrate professional-level presentation skills appropriate to art education settings.
- Demonstrate breadth and depth of accomplishment as an artist and art educator through a professional portfolio at an advanced level.

Master of Arts Teaching (MAT) Degree & Credential Program - Track 1
Graduate students will meet the following student performance criteria:
Teaching Skills
- Make subject matter comprehensible to students
- Gauge student learning using a variety of assessment strategies
- Engage and support all students in learning
- Plan instruction and design learning experiences for all students
- Create and maintain an effective environment for student learning
- Develop as a professional educator

Professional Readiness
- Create a professional portfolio suitable for seeking employment as a credentialed art educator in the state of California
- Develop a comprehensive plan to effectively advocate for Art Education in the 21st century

Master of Arts Teaching (MAT) Degree & Credential Program- Track 2
Graduate students will meet the following student performance criteria:
Teaching Skills
- Make subject matter comprehensible to students
- Gauge student learning using a variety of assessment strategies
- Engage and support all students in learning
- Plan instruction and design learning experiences for all students
- Create and maintain an effective environment for student learning
- Develop as a professional educator

Professional Readiness
- Create a professional portfolio suitable for seeking employment as a credentialed art educator in the state of California
- Develop a comprehensive plan to effectively advocate for Art Education in the 21st century

Art Teaching Credential – Track 1
Graduate students will meet the following student performance criteria:
Teaching Skills

- Make subject matter comprehensible to students
- Gauge student learning using a variety of assessment strategies
- Engage and support all students in learning
- Plan instruction and design learning experiences for all students
- Create and maintain an effective environment for student learning
- Develop as a professional educator

Professional Readiness

- Create a professional portfolio suitable for seeking employment as a credentialed art educator in the state of California

Art Teaching Credential - Track 2
Graduate students will meet the following student performance criteria:
Teaching Skills

- Make subject matter comprehensible to students
- Gauge student learning using a variety of assessment strategies
- Engage and support all students in learning
- Plan instruction and design learning experiences for all students
- Create and maintain an effective environment for student learning
- Develop as a professional educator

Professional Readiness

- Create a professional portfolio suitable for seeking employment as a credentialed art educator in the state of California

SCHOOL OF ART HISTORY

BA Art History
Undergraduate students will meet the following student performance criteria:
Knowledge

- Demonstrate proficient knowledge of art historical issues through a final written thesis
- Intelligently discuss art and architecture from the major Western traditions and the artists that produced them
- Analyze the stylistic characteristics of Western art and architecture using appropriate terminology
- Analyze the social, political, historical and religious contexts of Western art and architecture

Art and Design Skills

- Develop an understanding of the materials and methods of fine art production in relation to the art historical narrative

Research and Analysis

- Research and persuasively analyze an art historical issue and/or theoretical position
- Apply theoretical and methodological approaches to the interpretation of Western art and architecture

Communication Skills

- Clearly express their ideas though reflective writing and researched presentations
- Speak, read and write on a basic level in a foreign (European) language

Professional Readiness

- Conduct research, write effectively and synthesize acquired knowledge in art historical as well as fine art contexts

BFA Art History
Undergraduate students will meet the following student performance criteria:
Art Historical Knowledge

- Demonstrate proficient knowledge of art historical issues through a final written thesis.
- Intelligently discuss art and architecture from the major Western traditions and the artists that produced them
- Analyze the stylistic characteristics of Western art and architecture using appropriate terminology
- Analyze the social, political, historical and religious contexts of Western art and architecture

Art and Design Skills

- Create a portfolio of work within a specialized discipline of fine art (Painting and Printmaking or Sculpture)
- Demonstrate basic command of color, drawing and compositional choices within their specialty area

Research and Analysis

- Research and persuasively analyze an art historical issue and/or theoretical position
- Apply theoretical and methodological approaches to the interpretation of Western art and architecture

Communication Skills

- Clearly express their ideas though reflective writing and researched presentations
- Speak, read and write on a basic level in a foreign (European) language

Professional Readiness

- Conduct research, write effectively and synthesize acquired knowledge in art historical as well as fine art contexts.

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MA Art History

Graduate students will meet the following student performance criteria:

Art Historical Knowledge

- Demonstrate advanced specialized knowledge of a specific period or field of art history, including the creative process and related intellectual issues, through a final written thesis.

Research and Analysis

- Research and persuasively analyze/argue an art historical issue and/or theoretical position
- Apply theoretical and methodological approaches to the interpretation of Western art and architecture.
- Conduct independent scholarly research, highlighting a joint understanding of art historical issues and the creative process through a written thesis in the student's chosen area of specialization.

Communication Skills

- Clearly express their ideas through scholarly writing and researched presentations.
- Demonstrate reading proficiency in at least one Western European language.

Professional Readiness

- Apply acquired specialized as well as broader art historical knowledge and research skills in a variety of contexts (scholarly, educational, curatorial, connoisseurial).

SCHOOL OF COMMUNICATIONS MEDIA TECHNOLOGIES

BA Communications & Media Technologies

Undergraduate students will meet the following student performance criteria:

Production Skills and Technical Knowledge

- Produce broadcast-ready video and audio content (including recording on location and in the studio, editing, and creating basic media graphics)
- Generate interactive content for websites, social media and mobile devices
- Format and distribute content across all major media platforms

Conceptual Thinking

- Identify, gather, assess, record, and research relevant information for a story
- Formulate precise questions, consider diverse points of view, and research opportunities as part of the interview and investigation process
- Discuss and analyze media trends
- Develop unique, original story ideas

Written and Oral Communication

- Develop scripts, features, articles and other written content for media coverage in various platforms
- Perform professionally, including hosting and reporting on camera and microphone, or direct on-air talent to do the same
- Communicate concepts and ideas for a media project using industry terminology, both verbally and in writing

Visual Communication

- Rapidly visualize story ideas in the pre-production and production stage
- Apply basic design principles to various types of video, print, and interactive media

Professional Readiness

- Produce a professional reel to acquire a job within the media industry or corporate environment
- Meet deadlines and submit work according to professional presentation standards
- Produce content demonstrating specialized knowledge in a specific area of the media, such as art, design, news, entertainment, fashion, or sports
- Identify strengths and tailor portfolio to showcase them

MA Communications & Media Technologies
Graduate students will meet the following student performance criteria:
Production Skills
- Produce broadcast-ready video content that adheres to professional standards
- Use and create interactive content and web designs to promote and enhance media projects
- Depending on the student's specialization: ability to present oneself on camera professionally in various kinds of scripted, live, and impromptu settings in the studio and on location; or, the ability to direct on camera talent in the studio and on location.

Conceptual Thinking
- Identify, research, and evaluate relevant information as appropriate to chosen media specialty.
- Apply creative business and technological solutions for formatting, distributing, and marketing content across all major media platforms
- Apply creative business strategies in the presentation and promotion of projects.

Written and Oral Communication
- Develop scripts, features, articles and other written content for in-depth and continuous coverage of a media specialty.
- Demonstrate mastery of various types of interview techniques appropriate to a target audience or media genre.
- Develop sophisticated concepts for a media project and to professionally pitch these ideas.

Visual Communication
- Rapidly visualize story ideas in the pre-production stage, for individual projects and larger-scale projects or series.
- Apply advanced design principles to various types of video, print, and interactive media.

Professional Readiness
- Produce a professional reel to acquire a job within the media industry or corporate environment
- Meet deadlines and submit work according to professional presentation standards.

SCHOOL OF FASHION

AA Fashion *(Teachout)*
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Produce creative and original designs
- Select design concepts appropriate for the customer or audience
- Conduct design research

Visual Presentation Skills
- Create professional and organized presentations that reflect an individual/personal style
- Communicate design concepts and philosophy two-dimensionally

Technical Skills
- Work with industry standard software

Verbal and Written Presentation Skills
- Clearly express ideas utilizing industry vocabulary

Professional Readiness
- Produce basic materials required for an entry-level job search

AA Fashion Communication
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Research and develop material appropriate for print, online, broadcast or social media

Technical Skills
- Work effectively with industry standard software

Verbal and Written Presentation Skills
- Clearly express ideas utilizing fashion industry vocabulary
- Conduct effective interviews

Historical Knowledge
- Intelligently discuss major fashion movements and the work of key stylists, designers, photographers, and magazines

Professional Readiness
- Produce basic materials required for an entry-level job search

AA Fashion Marketing
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Conduct basic market and consumer research using industry-standard research tools and methods
- Apply research findings to concepts and applications in contemporary fashion marketing and business marketplace
- Identify changes, trends and opportunities in global fashion business, consumer and products

Fashion Marketing
- Apply market research to develop a competitive business and marketing plans appropriate for various fashion businesses and target consumers
- Analyze fashion marketing and business trends, consumer, technology, and innovation in a global marketplace

Technical Skills
- Work effectively with industry standard software

Presentation Skills
- Communicate research, ideas, and concepts professionally and effectively through audience-appropriate visual aids
- Apply the conventions of standard written English to write professionally

Collaboration Skills
- Work effectively in a team

Professional Readiness
- Produce basic materials required for an entry-level job search

AA Fashion Merchandising
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Develop informed point of view or concept by conducting effective research

Fashion Merchandising
- Source, edit and select the appropriate product for a target customer

Presentation Skills
- Clearly express ideas utilizing fashion industry vocabulary
- Conduct professional PowerPoint presentations
- Express ideas in written form

Collaboration Skills
- Work effectively in a team

Professional Readiness
- Produce basic materials required for an entry-level job search

AA Knitwear Design *(Teachout)*
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Produce creative and original designs
- Select design concepts appropriate for the customer or audience
- Conduct design research

Visual Presentation Skills
- Create professional and organized presentations that reflect an individual/personal style
- Communicate design concepts and philosophy two-dimensionally

Technical Skills
- Work with industry standard software

Verbal and Written Presentation Skills
- Clearly express ideas utilizing industry vocabulary

Professional Readiness
- Produce basic materials required for an entry-level job search

AA Fashion Product Development
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Conduct research to inform point of view or concept
- Analyze trends and market research to develop products appropriate for target markets and consumers
- Identify changes, trends and opportunities in global fashion business, consumer and products

Product Development

- Identify materials, sourcing, and manufacturing processes appropriate for product market (brand, consumer, and price point)
- Produce accurate and detailed technical drawings and flat patterns using both traditional medium and computer software

Visual Presentation Skills

- Create organized presentations that reflect a point of view consistent with product and brand

Technical Skills

- Demonstrate proficiency in industry-standard product development related tools and software

Presentation Skills

- Present and communicate trends, product concepts and details clearly and effectively

Collaboration Skills

- Work effectively in a team

Professional Readiness

- Produce basic materials required for an entry-level job search

AA Fashion - Styling

Undergraduate students will meet the following student performance criteria:

Research and Concept Development

- Select concepts appropriate for the market and customer, demonstrating an understanding of design and market research.
- Generate ideas that are related to the chosen concept as well as to one another.

Visual Presentation Skills

- Create professional and organized presentations.

Technical Skills

- Demonstrate skills in pinning, steaming, folding and propping fashion products.
- Demonstrate basic skills in photography, composition, lighting, make-up artistry and hair styling.

Verbal and Written Presentation Skills

- Clearly express their ideas utilizing fashion industry vocabulary.

Historical Knowledge

- Intelligently discuss major fashion movements and the work of key stylists, designers, photographers, and magazines.

Art Direction

- Design the visual aesthetic of pictures for fashion photo shoots, including: clothes, accessories, backdrops, props, photographic styles, location, hair, make-up, and models.

Collaboration Skills

- Work effectively in a team.

Professional Readiness

- Produce basic materials required for an entry-level job search.

AA Fashion Visual Merchandising *(Teachout)*

Undergraduate students will meet the following student performance criteria:

Research and Concept Development

- Develop informed point of view or concept by conducting effective research
- Produce creative visual merchandising concepts

Visual Merchandising

- Demonstrate an understanding of appropriate products for target customers
- Create and work within a budget to produce in-store and digital presentations
- Merchandize a retail selling environment
- Design and execute basic in-store and digital presentations
- Propose visual presentation concepts that translate from 2D to 3D

Visual Presentation Skills

- Effectively communicate design concepts and philosophy using a variety of visualization methods
- Create professional presentations, digitally and manually

Technical Skills

- Work effectively with basic industry standard software
- Demonstrate basic skills with regard to tools and materials for visual display and product presentation

Presentation Skills

- Clearly express ideas utilizing fashion industry vocabulary
- Clearly express ideas in written form

Professional Readiness

- Produce basic materials required for an entry-level job search

BA Fashion Journalism *(Teachout)*

Undergraduate students will meet the following student performance criteria:

Research and Concept Development

- Research and develop compelling material for print, online or broadcast media

Technical Skills

- Work effectively with industry standard software.

Verbal and Written Presentation Skills

- Clearly express their ideas utilizing fashion industry vocabulary
- Conduct effective interviews
- Write competent, 1,000 word features
- Competently pitch their ideas

Historical Knowledge

- Intelligently discuss major fashion movements and the work of key stylists, designers, photographers, and magazines

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion *(Teachout)*

Undergraduate students will meet the following student performance criteria:

Research and Concept Development

- Produce creative and original designs
- Select design concepts appropriate for the customer
- Generate ideas that are coherently related to the chosen concept
- Conduct thorough design research
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D

Visual Presentation Skills

- Create professional and organized presentations that reflect an individual/personal style
- Effectively communicate design concepts and philosophy two-dimensionally

Technical Skills

- Work effectively with industry standard software
- Demonstrate technical proficiency in design communication

Verbal and Written Presentation Skills

- Clearly express ideas utilizing industry vocabulary

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion Design

Undergraduate students will meet the following student performance criteria:

Research and Concept Development

- Produce creative and original designs
- Select design concepts appropriate for the customer or audience
- Generate ideas that are coherently related to the chosen concept
- Conduct thorough design research
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D

Visual Presentation Skills

- Create professional and organized presentations that reflect an individual/personal style
- Effectively communicate design concepts and philosophy two-dimensionally

Technical Skills

- Work effectively with industry standard software
- Demonstrate technical proficiency in design communication

Verbal and Written Presentation Skills

- Clearly express ideas utilizing industry vocabulary

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Costume Design *(Teachout)*

Undergraduate students will meet the following student performance criteria:

Research and Concept Development

- Produce creative and original designs
- Select design concepts appropriate for the customer or audience
- Generate ideas that are coherently related to the chosen concept
- Conduct thorough design research
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D

Visual Presentation Skills

- Create professional and organized presentations that reflect an individual/personal style
- Effectively communicate design concepts and philosophy two-dimensionally

Technical Skills

- Work effectively with industry standard software
- Demonstrate technical proficiency in design communication

Verbal and Written Presentation Skills

- Clearly express ideas utilizing industry vocabulary

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

Costume Design Skills

- Demonstrate advanced skills in alterations, distressing, and quick rigging of costume pieces for theatrical productions
- Effectively document and apply director/cast/crew feedback to costume designs
- Prepare a legible, organized production bible including all relevant charts, documents, and photographs
- Maintain consistency in the costume looks and actors' hair and makeup for the entire production

BFA Fashion Marketing

Undergraduate students will meet the following student performance criteria:

Research and Concept Development

- Conduct thorough market and consumer research using industry-standard research tools and methods
- Analyze research to develop concepts and applications in contemporary fashion marketing and business marketplace
- Identify changes, trends and opportunities in global fashion business, consumer and products

Fashion Marketing

- Apply market research to develop a competitive business and marketing plans appropriate for various fashion businesses and target consumers
- Analyze fashion marketing and business trends, consumer, technology, and innovation in a global marketplace
- Identify and evaluate traditional, digital and social media marketing tools and trends to develop effective branding and marketing strategies
- Develop and manage budgets for marketing and promotion strategies and executions

Technical Skills

- Work effectively with industry standard software to demonstrate and communicate concepts and plans professionally

Presentation Skills

- Create visual and written presentations professionally that reflect a point of view consistent with product, target consumer, and brand
- Communicate research and concepts professionally and effectively through audience-appropriate visual aids
- Effectively pitch concepts and ideas
- Apply the conventions of standard written English to write professionally

Collaboration Skills

- Work effectively in a team

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion Merchandising
Undergraduate students will meet the following student performance criteria:
Research and Concept Development

- Conduct thorough market and consumer research using industry-standard research tools and methods
- Identify trends, consumer changes, and market opportunities in the global fashion marketplace
- Analyze research to develop merchandising concepts and applications in contemporary fashion marketing and business marketplace
- Produce creative and original merchandising concepts
- Apply merchandising concepts to advance point of view or concept appropriate for the market changes, target customer, and business types

Fashion Merchandising

- Source, edit and select the appropriate product for a target customer
- Apply merchandising skills and develop product assortments for the selected channels
- Conduct a fashion business analysis and create an effective business plan (sales assortment plan, finances plan and marketing plan)

Technical Skills

- Work effectively with industry standard software to demonstrate and communicate concepts and plans professionally

Presentation Skills

- Create professional visual and written presentations that reflect a point of view consistent with product, target consumer, and brand
- Communicate ideas and merchandising concepts professionally and effectively using fashion industry vocabulary
- Communicate ideas and merchandising concepts professionally and effectively using audience-appropriate visual aids
- Effectively pitch concepts and ideas
- Apply the conventions of standard written English to all professional written communication

Collaboration Skills

- Work effectively in a team

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion Product Development
Undergraduate students will meet the following student performance criteria:
Research and Concept Development

- Conduct research to advance point of view or concept
- Analyze trends and market research to develop products appropriate for target markets and consumers
- Identify changes, trends and opportunities in global fashion business, consumer and products

Product Development

- Identify materials, sourcing, and manufacturing processes appropriate for product market (brand, consumer, and price point)
- Produce accurate and detailed technical drawings and flat patterns using both traditional medium and computer software
- Demonstrate proficiency in creating complete production documents utilizing design skills, technical skills and production specifications
- Develop products appropriate for a variety of fashion businesses and their target consumers

Visual Presentation Skills

- Create professional and organized presentations that reflect a point of view consistent with product and brand
- Create industry-standard production materials

Technical Skills

- Demonstrate proficiency in industry-standard product development related tools and software

Presentation Skills

- Present and communicate trends, product concepts and details clearly and effectively in a professional format

Collaboration Skills

- Work effectively in a team

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion Visual Merchandising *(Teachout)*
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Advance point of view or concept by conducting meaningful research and analysis
- Produce creative and original merchandising concepts

Visual Merchandising
- Source, edit and select the appropriate product for a target customer and a selected channel
- Create and work within a budget to produce in-store and digital presentations
- Merchandize a retail selling environment
- Design and execute effective in-store and digital presentations
- Propose visual presentation concepts that translate from 2D to 3D

Visual Presentation Skills
- Effectively communicate design concepts and philosophy using a variety of visualization methods
- Create professional presentations digitally and manually
- Create professional and organized presentations that reflect a point of view consistent with product and brand

Technical Skills
- Work effectively with industry-standard software
- Demonstrate basic skills with regard to tools and materials for visual display and product presentation

Presentation Skills
- Effectively pitch concepts and ideas
- Conduct professional presentations
- Communicate ideas and merchandising concepts professionally and effectively using fashion industry vocabulary
- Communicate ideas and merchandising concepts professionally and effectively using audience appropriate visual aids
- Apply the conventions of standard written English to all professional written communication

Collaboration Skills
- Work effectively in a team

Professional Readiness
- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Knitwear Design *(Teachout)*
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Produce creative and original designs
- Select design concepts appropriate for the customer
- Generate ideas that are coherently related to the chosen concept
- Conduct thorough design research
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D

Visual Presentation Skills
- Create professional and organized presentations that reflect an individual/personal style
- Effectively communicate design concepts and philosophy two-dimensionally

Technical Skills
- Work effectively with industry-standard software
- Demonstrate technical proficiency in design communication

Verbal and Written Presentation Skills
- Clearly express their ideas utilizing industry vocabulary

Professional Readiness
- Create a relevant and original portfolio and collateral materials, which can be used to market themselves to the industry

BFA Fashion Communication and Styling
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Create innovative concepts with artistic references that are on trend and appropriate for the market
- Translate concepts in mood boards
- Research and develop compelling material for print, online or broadcast media

Visual Presentation Skills
- Create professional and organized presentations

Technical Skills

- Demonstrate advanced skills in pinning, steaming, folding and propping fashion products for photo shoots
- Demonstrate basic skills in photography, make-up artistry and hair styling
- Work effectively with industry standard software

Verbal and Written Presentation Skills

- Clearly express ideas utilizing fashion industry vocabulary
- Competently pitch ideas
- Conduct effective interviews
- Write competent, 1,000-word features

Historical Knowledge

- Intelligently discuss major fashion movements and the work of key stylists, designers, photographers and magazines

Styling & Art Direction

- Create outfits for a concept or client mixing garments and accessories
- Design the visual aesthetic of pictures for fashion photo shoots and videos

Production

- Manage production for fashion photo shoots and videos: crew, contracts, permits, transportation, call sheet
- Assemble and coordinate creative teams for photo shoots and book models
- Produce content for digital and print media publications

Collaboration Skills

- Work effectively in a team
- Assemble a network of shops, designers, and industry connections to source clothes, accessories, props, and content ideas

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Footwear & Accessory Design *(Teachout)*

Undergraduate students will meet the following student performance criteria:

Research and Concept Development

- Produce creative and original designs
- Select design concepts appropriate for the customer or audience
- Generate ideas that are coherently related to the chosen concept
- Conduct thorough design research
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D

Visual Presentation Skills

- Create professional and organized presentations that reflect an individual/personal style
- Effectively communicate design concepts and philosophy two-dimensionally

Technical Skills

- Work effectively with industry standard software
- Demonstrate technical proficiency in design communication

Verbal and Written Presentation Skills

- Clearly express ideas utilizing industry vocabulary

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Textile Design *(Teachout)*

Undergraduate students will meet the following student performance criteria:

Research and Concept Development

- Produce creative and original designs
- Select concepts appropriate for the market and customer, building on analysis of design and market research
- Generate ideas that are coherently related to the chosen concept as well as to one another
- Conduct thorough design research, as evidenced in the sketchbook
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D

Visual Presentation Skills

- Create professional and organized presentations that reflect an individual/personal style

- Effectively communicate their design concepts and philosophy two-dimensionally

Technical Skills

- Work effectively with industry standard software
- Produce printed textile designs on fabric

Verbal and Written Presentation Skills

- Clearly express their ideas utilizing fashion industry vocabulary

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MA Costume Design

Graduate students will meet the following student performance criteria:

Costume Design Skills

- Conduct research to develop creative concepts and build a visual story
- Demonstrate a consistent level of design quality from pre-production through the shooting of the film or rehearsal process in live performance art
- Conduct specific research based on a given script that shows a clear understanding of the costume needs for the story
- Design costumes that support the needs of the story and characters
- Communicate design ideas 2-dimensionally using traditional and digital media
- Develop a 2D design concept into fully realized 3D costumes for a production
- Apply advanced 3D design techniques to create clothing to a professional standard

Professional Readiness

- Produce a cohesive portfolio tailored to reflect career goals

MA Fashion Art Direction

Graduate students will meet the following student performance criteria:

Art Direction

- Demonstrate the application of project-related research to creative vision in sketchbooks and mood boards
- Style models in outfits appropriate for the given concept or market
- Style off-figure outfits appropriate for the given concept or market
- Create 3D installations for visual merchandising and set design
- Effectively produce fashion photo shoots
- Effectively produce fashion videos
- Art direct 2D and 3D cohesive visual communication strategies

Technical Skills

- Work effectively with styling kit and set design tools

Visual Communication & Digital Tools

- Apply graphic and web design principles to creative work
- Create custom branding, typography and layouts for case study brands
- Work effectively with industry-standard software

Verbal & Written Communication

- Effectively pitch ideas
- Clearly convey ideas and concepts using specific fashion industry language

Collaborative Skills

- Collaborate creatively to produce creative projects

Professional Practices

- Create a relevant and original portfolio and collateral materials, which can be used to market themselves to the industry

MA Fashion Journalism

Graduate students will meet the following student performance criteria:

Visual Communication & Digital Tools

- Apply basic design principles to creative work
- Work effectively with industry-standard software

Verbal and Written Communication

- Write compelling material for print, online, or broadcast media
- Clearly convey ideas and concepts using specific fashion industry language
- Effectively pitch ideas
- Conduct effective interviews
- Develop both a personal voice and the ability to adapt voice to fit a variety of print/online publications

Research & Concept Development

- Conduct in-depth research to develop material for print, online, or broadcast media.
- Demonstrate ability to undertake editorial “packages,’’ combining various journalistic features

Social Media & Blogging

- Publish, share, and promote stories to target audiences on social media
- Conceptualize, produce, and package content across social-media channels

Collaborative Skills

- Collaborate effectively to produce creative projects

Professional Practices

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MA Fashion Marketing

Graduate students will meet the following student performance criteria:

Specialty Skills

- Gather, analyze and apply quantifiable macro and micro market research to identify marketing opportunities and provide marketing solutions
- Develop feasible marketing plans by applying strategic consumer insights, emerging fashion market trends, and digital innovations, as appropriate to the project
- Demonstrate an understanding of the financial implications of marking campaigns and general fashion businesses by establishing realistic budgets, financial goals and creating appropriate financial management plans and control matrices
- Develop creative and innovative marketing solutions that are applicable to a specific fashion business

Technical Skills

- Create engaging presentation materials to communicate research and marketing solutions using basic design principles and industry standard software

Verbal & Written Communication

- Clearly pitch ideas and concepts using specific fashion industry and marketing language

Collaborative Skills

- Collaborate effectively to produce creative projects

Professional Readiness

- Produce a cohesive portfolio tailored to reflect career goals

MA Fashion Merchandising

Graduate students will meet the following student performance criteria:

Fashion Merchandising

- Gather, analyze and organize relevant data to support their projects
- Analyze case studies/and or project work, demonstrating critical thinking skills
- Make assumptions based on quantifiable research and statistics
- Correctly identify key points in the supply chain and demonstrate that they understand the relationships between its members
- Demonstrate command of visual merchandising presentation for fashion product and services
- Identify trends and determine what merchandise can be developed, marketed and sold

Communication Skills

- Express concepts and strategies clearly using professional terminology
- Clearly convey ideas and concepts using specific fashion industry language

Professional Practices

- Produce a cohesive portfolio tailored to reflect career goals

MFA Fashion

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project

Specialty Skills: Design

- Design Thesis: Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segment
- Conduct research to develop their creative concept and build a visual story
- Demonstrate good understanding of their market
- Communicate their design ideas 2-dimensionally using traditional and/or digital media
- Create advanced flat technical specification drawings by hand and by computer

- Design collections demonstrating a sophisticated understanding of fashion design and advanced technical skills

Specialty Skills: 3-Dimensional Design/Technical Design/CDFP

- Thesis: Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segment
- Apply advanced 3D design techniques to create clothing to a professional standard

Collaborative Skills

- Collaborate effectively to produce creative projects

Professional Practices

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Fashion Design

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project

Specialty Skills: Design

- Design Thesis: Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segment
- Conduct research to develop their creative concept and build a visual story
- Demonstrate good understanding of their market
- Communicate their design ideas 2-dimensionally using traditional and/or digital media
- Create advanced flat technical specification drawings by hand and by computer
- Design collections demonstrating a sophisticated understanding of fashion design and advanced technical skills

Specialty Skills: 3-Dimensional Design/Technical Design/CDFP

- Thesis: Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segment
- Apply advanced 3D design techniques to create clothing to a professional standard

Collaborative Skills

- Collaborate effectively to produce creative projects

Professional Practices

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Fashion Marketing & Brand Management

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project

Specialty Skills: Fashion Marketing and Brand Management

- Thesis: Complete an advanced-level project consisting of a competitive brand business plan and marketing strategy for different types of fashion businesses including marketing communication collateral, and prototypes
- Gather, analyze, and apply macro and micro market research to marketing and brand solutions
- Develop integrated marketing plan for fashion products or services demonstrating effective verbal, written and visual communication skills and techniques utilizing industry standard software
- Identify opportunities in global fashion marketplace reflecting understanding of consumer and market needs and trends
- Demonstrate creative problem solving skills by developing feasible marketing solutions based on analysis and synthesis of quantifiable research, data and case studies
- Establish realistic marketing budgets and financial goals for a fashion business
- Verbal Communication: Clearly pitch ideas and concepts using specific fashion and marketing language
- Professionalism: Communicate professionally and effectively through written, visual and oral presentations using industry standard software

Collaborative Skills

- Collaborate effectively to produce creative projects

Professional Practices

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Fashion Merchandising & Management

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project

Specialty Skills: Fashion Merchandising and Management: Merchandising Thesis

- Research, plan, and write advanced-level project inclusive of a 3-year business plan based on selling product or services

Specialty Skills: Fashion Merchandising and Management

- Projects must include a visual component and/or a prototype
- Gather, analyze and organize relevant data to support their projects
- Analyze case studies/and or project work, demonstrating critical thinking skills
- Make assumptions based on quantifiable research and statistics
- Establish realistic financial goals for a fashion business, retail or wholesale
- Correctly identify key points in the supply chain and demonstrate an understanding of the relationships between its members
- Demonstrate command of visual merchandising presentation for fashion product and services
- Identify trends and determine what merchandise can be developed, marketed and sold
- Communicate professionally and effectively through written, visual and oral presentations using industry standard software

Collaborative Skills

- Collaborate effectively to produce creative projects

Professional Practices

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Fashion Product Development
Graduate students will meet the following student performance criteria:
MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project

Product Development

- Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segment
- Analyze fashion and market trends to apply to specific target consumer and brands
- Design and develop complete lines of fashion products demonstrating high level aesthetics and design skills using both traditional medium and computer software
- Correctly identify key points in the supply chain and demonstrate an understanding of the relationships between its members
- Develop comprehensive sourcing, costing and pricing strategies for targeted markets
- Visual Communication: Produce accurate and detailed technical drawings and flat patterns using both traditional medium and computer software
- Professionalism: Communicate professionally and effectively through written, visual and oral presentations using industry standard software

Collaborative Skills

- Collaborate effectively to produce creative projects

Professional Practices

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Costume Design
Graduate students will meet the following student performance criteria:
Costume Design Thesis

- Create a body of work that will be built into a portfolio, representing an advanced level of achievement, targeted towards the film industry or other performance arts productions
- Conduct research to develop creative concepts and build a visual story
- Demonstrate a consistent level of design quality from pre-production through the shooting of the film or rehearsal process of a live production
- Conduct specific research based on a given script that shows a clear understanding of the costume needs for the story
- Design costumes that support the needs of the story and characters
- Communicate design ideas 2-dimensionally using traditional and digital media
- Develop a 2D design concept into fully realized 3D costumes for a production
- Apply advanced 3D design techniques to create clothing to a professional standard

Collaboration

- Collaborate effectively to produce creative projects

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Footwear & Accessory Design *(Teachout)*
Graduate students will meet the following student performance criteria:
MFA Thesis

- Present an original thesis concept worthy of the MFA degree and demonstrate the feasibility of the thesis project

Product Development Thesis or Portfolio

- Produce a portfolio of unique accessory design work that includes final collection and various class projects including collaborations of an MFA standard
- Use a disciplined design process which includes a body of original research culminating in a unique collection of accessories in context with current and future trends
- Develop a unique and original fabrication or manipulation of materials and/or construction, and demonstrate the use of in the final collection
- Develop a unique and individual design aesthetic

Footwear & Accessory Design

- Produce accurate and detailed technical drawings and flat patterns using both traditional medium and computer software
- Effectively use equipment specific to leatherworking to manipulate and sew leather to produce footwear and accessories
- Use of unique hand crafting skills for footwear making and leather working and use of hand tools

Professional Practices

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Knitwear Design *(Teachout)*
Graduate students will meet the following student performance criteria:
MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project

Specialty Skills

- Thesis: Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segment.
- Program and operate computerized industrial knitting machines.
- At an advanced level: Develop their original design concepts from knit swatches through to garment design, illustrated and rendered to industry standards.
- At an advanced level: Construct fully-fashioned as well as cut-and-sew knit garments to industry standards.

Collaborative Skills

- Collaborate effectively to produce creative projects.

Professional Practices

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Textile Design
Graduate students will meet the following student performance criteria:
MFA Thesis

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project
- Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segments

Textile Design

- Conduct research to develop their creative concept and build a visual story
- Demonstrate good understanding of their markets
- Demonstrate thorough knowledge of repeats and engineered prints both on paper and fabric
- Design surface patterns for a wide variety of end products at an advanced level
- Demonstrate advanced knowledge of computer software used in the industry
- Communicate their design ideas 2-dimensionally using traditional and/or digital media

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

SCHOOL OF FINE ART

AA Fine Art
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Demonstrate basic skills in composition
- Demonstrate effective use of color theory
- Demonstrate effective use of proportion, gesture, and perspective
- Use value effectively when creating form
- Apply anatomical knowledge to accurately draw the human form
- Demonstrate craftsmanship and fine attention to detail

Technical Execution
- Demonstrate technical proficiency in a variety of printmaking processes (printmaking only)

Professional Readiness
- Produce basic materials required for an entry-level job search

BFA Fine Art
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Demonstrate craftsmanship and fine attention to detail
- (Painting & Printmaking) Produce a consistent body of work demonstrating proficiency in a breadth of fine art disciplines
- (Painting & Printmaking) Demonstrate basic skills in composition
- (Painting & Printmaking) Demonstrate effective use of color theory
- (Painting & Printmaking) Use value effectively when creating form
- (Painting & Printmaking) Use appropriate style and techniques to effectively execute ideas
- (Painting) Demonstrate effective use of proportion and gesture
- (Painting) Demonstrate effective use of perspective
- (Painting) Apply anatomical knowledge to accurately draw the human form
- (Sculpture) Demonstrate understanding of three-dimensional composition, crafting (technical skill) and applying underlying concept to the overall sculpted solution
- (Sculpture) Demonstrate basic skills in 3D composition
- (Sculpture) Develop ideas (concept) that supports the overall composition (or construction) of a sculptural form.
- (Sculpture) Devote attention to transitions and effectively solve transition problems
- (Sculpture) Present and light work in gallery-ready form, including designing effective mounting systems

Technical Execution
- (Printmaking) Demonstrate technical proficiency in a variety of printmaking processes
- (Sculpture) Execute sculptural solutions with media-specific technical proficiency

Concept Development and Critical Analysis
- Explore and clearly articulate concepts and creative possibilities with a given topic or subject
- Analyze the strengths and weaknesses of concept and execution of a given artwork

Professional Communication
- Describe and discuss artwork in a professional manner

Professional Readiness
- Produce a professional-standard portfolio of well-crafted artwork demonstrating personal vision
- Create professional self-promotional materials
- Demonstrate an understanding of pricing and the various possibilities to display and sell artwork

Certificate – Fine Art
Undergraduate students will meet the following student performance criteria:
Visual Communication
- (Painting & Printmaking) Produce a consistent body of work demonstrating proficiency in a breadth of fine art disciplines
- (Sculpture) Demonstrate understanding of three-dimensional composition, crafting (technical skill) and applying underlying concept to the overall sculpted solution.
- (Painting & Printmaking) Demonstrate basic skills in composition
- (Sculpture) Demonstrate basic skills in 3D composition
- (Painting & Printmaking) Demonstrate effective use of color theory
- (Painting) Demonstrate effective use of proportion and gesture
- (Painting) Demonstrate effective use of perspective
- (Painting & Printmaking) Use value effectively when creating form

- (Painting & Printmaking) Use appropriate style and techniques to effectively execute ideas
- (Painting) Apply anatomical knowledge to accurately draw the human form
- Demonstrate craftsmanship and fine attention to detail
- (Sculpture) Develop ideas (concept) that supports the overall composition (or construction) of a sculptural form.
- (Sculpture) Devote attention to transitions and effectively solve transition problems
- (Sculpture) Present and light work in gallery-ready form, including designing effective mounting systems

Technical Execution

- (Printmaking) Demonstrate technical proficiency in the six major components of printmaking (etching, lithography, silkscreen, monotype, relief and book arts)
- (Printmaking) Demonstrate technical proficiency in editioning
- (Sculpture) Execute sculptural solutions with media-specific technical proficiency

Concept Development and Critical Analysis

- Explore and clearly articulate concepts and creative possibilities with a given topic or subject
- Analyze the strengths and weaknesses of concept and execution of a given artwork

Professional Communication

- Describe work effectively

Professional Readiness

- Produce a professional-standard portfolio of well-crafted artwork demonstrating personal vision

MA Fine Art

Graduate students will meet the following student performance criteria:

Visual Communication

- Work with advanced level skill in a chosen medium or mediums.

Planning and Conceptual Development

- Conduct project-related research
- Choose appropriate materials and techniques to support concepts

Professional Readiness

- Produce a cohesive portfolio tailored to reflect career goals

Specialty Skills: Printmaking

- Demonstrate proficiency in relevant printmaking techniques
- Demonstrate editioning skills

MFA Fine Art

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of the thesis project
- Produce a body of professional-level artwork warranting a professional gallery exhibit, demonstrating personal vision, rigor and cohesiveness in style, group and concept

Visual Communication

- Work with appropriate skill in a chosen medium or mediums.

Planning and Conceptual Development

- Conduct project-related research
- Explore ideas and articulate concepts.
- Choose appropriate materials and techniques to support concepts.

Critical Analysis

- Critically evaluate personal work using objective criteria: describing facts, analyzing composition, interpreting content, and judging results.

Communication Skills

- Give clear and concise professional presentations (verbal and visual).
- Professionally present ideas in writing.

Professional Readiness

- Produce a gallery-ready professional portfolio.
- Produce professional promotional materials.

Specialty Skills: Printmaking

- Demonstrate proficiency in relevant printmaking techniques
- Demonstrate editioning skills

SCHOOL OF GAME DEVELOPMENT

AA Game Design
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Integrate environments, characters, or props for a cohesive game experience
- Visually demonstrate skills that meet project parameters

Technology
- Demonstrate familiarity with technology related to contemporary game production

Presentation Skills
- Clearly present ideas using industry standard terminology

Critical Thinking and Problem Solving
- Visually communicate research and ideas throughout the design process

Professional Readiness
- Final Review deliverables demonstrate foundational skills for the game development industry

BFA Game Design
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Visually demonstrate skills that meet game industry standards
- Use simple sketches, maps, and wireframes to communicate gameplay intent
- Employ basic graphic design principles to create clear and aesthetically pleasing documentation

Technology
- Demonstrate proficiency with technology related to contemporary game production

Presentation Skills
- Clearly and professionally present work and ideas using industry-standard terminology

Critical Thinking and Problem Solving
- Visually communicate research and ideas throughout the design process
- Research and generate workable solutions under a deadline

Professional Readiness
- Produce a professional portfolio which meets industry standards
- Work cooperatively and effectively in a professional production environment
- Apply appropriate production methodologies and scope in relation to time and task management

Specialty Skills
- Design, organize, and build game prototypes in established game engines
- Create design documentation and detailed paper maps for a professional preproduction package
- Effectively use visual and code-based scripting to implement game and level mechanics
- Tune systems for balance and playability while taking into consideration dependencies on related systems

BFA in Game Art
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Integrate environments, characters, or props for a cohesive game experience
- Visually demonstrate skills that meet game industry standards

Technology
- Demonstrate proficiency with technology related to contemporary game production

Presentation Skills
- Clearly and professionally present work and ideas

Critical Thinking and Problem Solving
- Visually communicate research and ideas throughout the design process
- Research and generate workable solutions under a deadline

Professional Readiness
- Produce a professional portfolio which meets industry standards
- Work cooperatively and effectively in a professional production environment
- Identify strengths and develop a portfolio tailored to showcase them

Specialty Skills: 3D Art
- Model with appropriate use of form, proportion, & function
- Create and apply textures consistent with the overall look of the project

Specialty Skills: Concept Art

- Effectively utilize line, edge, value and design in all concept work
- Effectively apply the rules of perspective
- Demonstrate flexibility in illustrative style and the ability to accommodate style to project needs

BS Game Programming

Undergraduate students will meet the following student performance criteria:

Architecture

- Use architectural design patterns as appropriate to improve program cohesion and limit coupling between systems
- Write professional-quality technical documentation
- Create data-driven code

Implementation

- Implement appropriate data structures to manage program data
- Write efficient algorithms to solve programming problems
- Write defensive, error-free code

Professionalism

- Conform to industry standard software engineering practices, such as commenting, following a coding standard, following naming conventions, etc.
- Demonstrate mastery of industry standard tools
- Produce a professional portfolio which meets industry standards
- Work cooperatively and effectively in a professional production environment

MA Game Development

Graduate students will meet the following student performance criteria:

Visual Communication

- Critically evaluate the aesthetics, meaning and effect of imagery
- Use appropriate media to communicate ideas throughout the design process

Technology

- Demonstrate mastery of the tools and technology related to area of specialty

Critical Thinking and Problem Solving

- Research and generate workable solutions under a deadline

Professional Readiness

- Produce a cohesive portfolio or demo reel tailored to reflect career goals

Specialty Skills: Game & Level Design

- Communicate abstract game theory ideas using game design documents and 2D maps
- Create playable games with 3D technology

Specialty Skills: Character Modeling

- Sculpt, model and texture forms in 3-dimensions that demonstrate a thorough understanding of human and zoological anatomy
- Translate visual research and reference to create 3D characters

Specialty Skills: Environment Modeling

- Sculpt, model, texture, and light forms in 3-dimensions that demonstrate a thorough understanding of organic, architectural, and industrial forms
- Translate visual research and reference to create 3D environments

Specialty Skills: Concept

- Follow an industry-standard process, from thumbnails through final render to generate concept designs
- Apply visual research to concept art
- Demonstrate an understanding of movement, proportion, and functionality of designs through effective orthographic or perspective drawings

MFA Game Development

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of the thesis project
- Create a thesis project that demonstrates a professional-level achievement in specialty

Visual Communication

- Critically evaluate the aesthetics, meaning and effect of imagery

Technology

- Demonstrate mastery of the tools and technology related to area of specialty

Presentation Skills

- Present their ideas and solutions in a visually compelling cogent manner using industry standard vocabulary and professional quality presentation materials

Critical Thinking & Problem Solving

- Create project schedules and milestones and manage resources to meet project goals
- Research and generate workable solutions under a deadline

Professional Readiness

- Produce a professional demo reel or portfolio which meets industry standards
- Work cooperatively and effectively in a production environment

Specialty Skills: Game & Level Design

- Communicate abstract ideas using game design documents and 2D maps
- Create playable games with 3D technology

Specialty Skills: Animation

- Effectively apply the principles of animation to characters, environments/props, or VFX
- Demonstrate continuity in visual storytelling when incorporating original animations into established game engines
- Develop and showcase a consistent signature style

Specialty Skills: Environment Modeling

- Translate visual research and reference to create 3D environments appropriate for the artistic style of the project
- Model, texture and light forms in 3-dimensions that demonstrate a thorough understanding of organic, architectural, and industrial form
- Produce assets such as buildings, vehicles and foliage

Specialty Skills: Character Modeling

- Sculpt, model and texture forms in 3-dimensions that demonstrate a thorough understanding of human and zoological anatomy
- Translate visual research and reference to create 3D characters appropriate for the artistic style of the project
- Produce assets such as humanoid characters, creatures and props

Specialty Skills: Concept

- Follow an industry-standard process, from thumbnails through final render to generate concept designs
- Apply visual research to Concept art
- Demonstrate an understanding of movement, proportion, and functionality of designs through effective orthographic or perspective drawings

SCHOOL OF GRAPHIC DESIGN

AA Graphic Design

Undergraduate students will meet the following student performance criteria:

Critical & Creative Thinking

- Identify appropriate audiences for defined problems
- Demonstrate the resourcefulness necessary to conceive appropriate design solutions

Conceptual Skills

- Develop and prototype potential design solutions for specific problems
- Create visual communications that are audience appropriate

Formal Skills

- Create visual communications demonstrating competent formal design skills based in design principles: composition, balance, hierarchy, harmony, and contrast
- Create visual communications demonstrating competent formal design skills based in aesthetics: appropriate typography, composition and construction of meaningful imagery
- Utilize the appropriate media, materials, tools, technology, platforms, and techniques to create visual communications

Professional Readiness

- Produce basic materials required for an entry-level job search

BFA Graphic Design

Undergraduate students will meet the following student performance criteria:

Critical & Creative Thinking

- Identify appropriate audiences for defined problems
- Demonstrate the resourcefulness and flexibility necessary to conceive appropriate design solutions

Conceptual Skills

- Develop and prototype potential design solutions for specific problems
- Create visual communications that are audience appropriate
- Develop design solutions that function within a defined context recognizing physical, cognitive, cultural and social human factors

Formal Skills

- Create visual communications demonstrating competent formal design skills based in design principles: composition, balance, hierarchy, harmony, and contrast
- Create visual communications demonstrating competent formal design skills based in aesthetics: appropriate typography, composition and construction of meaningful imagery
- Utilize the appropriate media, materials, tools, technology, platforms, and techniques to create visual communications

Professional Readiness

- Effectively present and communicate ideas
- Demonstrate the skills necessary for chosen career path through the presentation of a satisfactory body of work

Certificate – Graphic Design

Undergraduate students will meet the following student performance criteria:

Critical & Creative Thinking

- Identify appropriate audiences for defined problems
- Demonstrate the resourcefulness and flexibility necessary to conceive appropriate design solutions

Conceptual Skills

- Develop and prototype potential design solutions for specific problems
- Create visual communications that are audience appropriate
- Develop design solutions that function within a defined context recognizing physical, cognitive, cultural and social human factors

Formal Skills

- Create visual communications demonstrating competent formal design skills based in design principles: composition, balance, hierarchy, harmony, and contrast
- Create visual communications demonstrating competent formal design skills based in aesthetics: appropriate typography, composition and construction of meaningful imagery
- Utilize the appropriate media, materials, tools, technology, platforms, and techniques to create visual communications

Professional Readiness

- Effectively present and communicate ideas
- Demonstrate the skills necessary for chosen career path through the presentation of a satisfactory body of work

MA Graphic Design & Digital Media

Graduate students will meet the following student performance criteria:

Critical & Creative Thinking

- Conduct appropriate research to identify problems and potential solutions
- Demonstrate the resourcefulness and flexibility necessary to conceive and execute design solutions

Conceptual Skills

- Create compelling and engaging visual communications that convey appropriate messages and ideas
- Address problems through a design process
- Create visual communications demonstrating competent formal design skills which include: hierarchy, typography, aesthetics, composition and construction of meaningful images
- Demonstrate competence in media, materials, tools, technology, and techniques

Professional Readiness

- Effectively present and communicate ideas
- Demonstrate the skills necessary for chosen career path through the presentation of a cohesive body of work

MFA Graphic Design

Graduate students will meet the following student performance criteria:

Critical & Creative Thinking

- Conduct appropriate research to identify problems and potential solutions
- Initiate appropriate level of audience involvement and participation
- Demonstrate the resourcefulness and flexibility necessary to conceive and execute design solutions

Conceptual Skills

- Create compelling and engaging visual communications that convey appropriate messages and ideas
- Address problems through a design process
- Develop design solutions that function effectively within a defined context (social, cultural, technological, economic, etc.)

Formal Skills

- Create visual communications demonstrating competent formal design skills which include: hierarchy, typography, aesthetics, composition and construction of meaningful images
- Demonstrate competence in media, materials, tools, technology, and techniques

Professional Readiness

- Demonstrate sound organization and design project management skills
- Effectively present and communicate ideas
- Demonstrate the skills necessary for chosen career path through the presentation of a competent body of work

MFA Thesis Project

- Produce a comprehensive graduate thesis project that successfully utilizes design to solve for an identified problem
- Propose a graduate thesis project that identifies a problem, and has the potential for successful development using design

SCHOOL OF ILLUSTRATION

AA Illustration

Undergraduate students will meet the following student performance criteria:

Drawing and Composition

- Effectively use line, edge, and or value
- Depict gesture in proper proportion
- Apply value pattern and establish focal point
- Harmonize color
- Apply perspective when appropriate
- Conduct research for quality and usable reference
- Create thumbnails, comps, and layouts as part of design process

Tools & Technique

- Execute illustrations using appropriate tools and media

Professional Readiness

- Demonstrate the ability to tell a story visually and meet client-based solutions
- Produce basic materials required for an entry-level job search

BFA Illustration

Undergraduate students will meet the following student performance criteria:

Research Skills

- Conduct research for quality and usable reference
- Create coherent thumbnails, comps, and layouts

Drawing

- Effectively use line, edge, and or value
- Accurately depict gesture in proper proportion

Composition and Color

- Effectively apply value pattern and establish focal point
- Communicate underlying concept and mood
- Effectively harmonize color
- Apply perspective when appropriate

Tools and Technique

- Execute illustration work using appropriate tools and media

Personal Style

- Demonstrate evidence of individual style – personal voice

Presentation Skills

- Professionally present work, orally and digitally

Professional Development

- Demonstrate the ability to tell a story visually and meet client-based solutions
- Create a consistent, marketable, quality portfolio

MA Illustration
Graduate students will meet the following student performance criteria:
Artistic Ability
- Work with appropriate skill in a chosen medium or mediums
- Create compelling images

Research and Conceptualization Skills
- Clearly identify their audience
- Conduct research for reference

Presentation Skills
- Professionally present their work

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals

MFA Illustration
Graduate students will meet the following student performance criteria:
MFA Program Learning Outcomes
The MFA Illustration Graduate School curriculum emphasizes visual communication and a mastery of technical and conceptual abilities and involves intensive education in the formulation of ideas, problem solving and artistic skill. Students are asked to stretch their talents and refine the skills that will enhance their art, broadening the opportunities for their work. Development of the individual style and viewpoint is a focus of graduate studies in Illustration.

The graduate student will develop a portfolio that demonstrates a personal style and a high level of professional skills. A refined illustrative style and voice will culminate in the graduate student individual focus for their Final Project in areas such as editorial, advertising, graphic novel and children's books. The Final Project is exhibited to the public upon approval of the Final Review committee.

MFA graduates of the School of Illustration will meet the following student performance criteria:
MFA Thesis Project
- Plan a portfolio of works directed towards legitimate markets
- Produce a professional-level portfolio consisting of 15 works directed towards legitimate markets

Artistic Ability
- Demonstrate the skills necessary in the chosen medium or mediums to successfully complete their thesis project
- Create compelling images
- Maintain a consistent “language” or “signature style”

Research and Conceptualization Skills
- Clearly identify their audience
- Conduct research for reference

Presentation Skills
- Professionally present and discuss their work with a review committee.

Professional Readiness
- Develop both digital and print materials to market themselves and their work
- Demonstrate an understanding of current trends and visual industry standards by describing how their work will address a specific market

SCHOOL OF INDUSTRIAL DESIGN

AA Automotive Restoration
Undergraduate students will meet the following student performance criteria:
Automotive Restoration
- Identify all major automotive components and systems and their functions
- Conduct research to acquire relevant information for the restoration of vintage automobiles
- Disassemble an automobile and produce detailed documentation of the processes and conditions of components
- Create accurate technical diagrams
- Restore or duplicate automotive woodwork
- Restore or duplicate sheet metal by forming to specifications
- Sculpt auto body panels to specifications
- Paint auto body panels using industry standard equipment
- Evaluate the condition of a damaged or deteriorated component to determine the steps to repair or fabricate the piece

AA Industrial Design
Undergraduate students will meet the following student performance criteria:
Design Process and Storytelling

- Summarize the acquired information and analysis to set relevant design objective(s) and design criteria
- Visually communicate a variety of design ideas that address the set design objectives and criteria
- Visually communicate development processes of unique and appropriate forms to meet the design objectives
- Develop 3-D models reflecting design intentions and to evaluate design qualities
- Communicate the design decision-making process, evaluating the ideas through the set design criteria
- Exhibit consideration for mass-productions
- Exhibit consideration for sustainability and human factors

Visual Communication

- Accurately communicate intended forms, proportions, dimensions, and packaging information in drawings
- Produce cohesive appearances between 2-D (drawings) and 3-D (models)
- Complete models and visualization with craftsmanship and application of colors appropriate to the project

Professional Readiness

- Produce a professional portfolio appropriate for seeking an entry level supportive role within the industry
- Demonstrate consideration for graphic layouts in portfolio pages

BFA Industrial Design
Undergraduate students will meet the following student performance criteria:
Design Process and Storytelling/Narrative

- Summarize the acquired information and analysis to set relevant design objective(s) and design criteria
- Visually communicate a variety of creative and original design ideas that address the set design objectives and criteria
- Communicate the design decision-making process filtering the ideas through the set design criteria
- Visually communicate development processes of unique and appropriate forms to meet the design objectives
- Develop 3-D models reflecting design intentions and to evaluate design qualities
- Exhibit understanding in basic manufacturing and considerations for mass-productions
- Exhibit considerations for sustainability, human factors, and/or user experiences

Visual Communication

- Accurately communicate intended forms, proportions, dimensions, packaging information, details, colors, materials, and finishes in drawings
- Produce cohesive appearances between 2-D (drawings) and 3-D (models)
- Complete models and visualization with craftsmanship, application of colors, materials, and finishes appropriate to the project

Professional Readiness

- Produce a professional portfolio appropriate for seeking employment within the industry
- Demonstrate graphic sensitivity in portfolio design

Certificate – Industrial Design
Undergraduate students will meet the following student performance criteria:
Visual Communication

- Accurately communicate intended forms, colors, materials, and finishes in drawings
- Produce orthographic drawings matching perspective drawings, or vice versa
- Produce 3-D models/forms accurate to 2-D artwork/plans to be accurate to one another
- Complete models and visualization with craftsmanship, application of colors, materials, and finishes appropriate to the project

Design Skills

- Conduct research and analysis for execution of the design project
- Generate a variety of creative and original design ideas that visually communicate the development processes used to address and solve stated problems
- Develop 3-D models reflecting design intentions and to evaluate design qualities
- Exhibit understanding in basic manufacturing and considerations for mass-productions
- Exhibit considerations for sustainability

Professional Readiness

- Produce a professional portfolio appropriate for seeking employment within the industry
- Demonstrate graphic sensitivity in portfolio design

MA Industrial Design
Graduate students will meet the following student performance criteria:
Visual Communication
- Produce work that demonstrates proficiency in branding, graphics, drawing, rendering, 3D modeling, and/or model making
- Communicate product forms, scales, dimensions, proportions, functions, component layout, and user interactions

Design Process
- Communicate findings from research and supporting materials
- Clearly define the problem/opportunity, hypothesis, main objectives, and design criteria deduced from research findings
- Use innovative processes and design methodologies to develop conceptually strong projects (including brainstorming, mapping, sketches, and synthesis/testing of many ideas)
- Produce variety of original design ideas that address set design criteria and evaluate them to determine the most appropriate design directions
- Explore and determine materials, color, form, manufacturing, ergonomics/human factors, and sustainability appropriate for the project(s)

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals
- Communicate design story in clear and concise manner through portfolio pieces
- Exhibit graphic sensitivity in portfolio design

MFA Industrial Design
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project
- Explain the relevance of their project to their professional goals
- Complete an approved body of work which represents an advanced level of achievement in their area of focus

Research & Analysis
- Clearly define the problem/opportunity, hypothesis, main objectives, and product requirements in their project brief
- Conduct adequate research and communicate findings using appropriate supporting materials

Visual Communication
- Produce work that demonstrates proficiency in branding, graphics, drawing, rendering, 3D modeling, and model making

Design Process
- Explore materials, color, form, manufacturing, ergonomics/human factors, and sustainability
- Incorporate understanding of costs, bill of materials, and specifications into design planning process
- Use innovative processes and design methodologies to develop conceptually strong projects (including brainstorming, mapping, sketches, and synthesis/testing of many ideas)
- Explore secondary designs: packaging, engineering, user interface, and/or user experience

Presentation Skills
- Give clear and concise professional presentations (verbal and visual)
- Accurately present their ideas in writing

Professional Readiness
- Produce a professional portfolio of work demonstrating their skills to a potential employer
- Organize a final, stand-alone gallery exhibit of their completed thesis project

SCHOOL OF INTERIOR ARCHITECTURE & DESIGN

AA Interior Architecture & Design
Undergraduate students will meet the following student performance criteria:
Interior Design Skills
- Demonstrate creative approaches to spatial organization, use of material and lighting
- Demonstrate a basic understanding of the laws, codes and standards that impact fire and life safety by correctly applying professional standards to space planning and layouts
- Demonstrate a basic understanding of ADA and Universal Design principles in interior design solutions
- Demonstrate a basic understanding of human factors and behavior in the built environment by creating informed design solutions

- Create construction drawings and documents
- Demonstrate an understanding of movements and traditions in interior design, architecture and furniture by applying precedents design solutions

Problem Solving Skills

- Present design solutions by creating ideation sketches, bubble diagrams and preliminary drawings

Technical Design Skills

- Effectively apply principles of two and three dimensional design through both traditional and digital media
- Effectively apply color in all aspects of visual communication
- Visualize basic concepts through sketching and space planning

Communication Skills

- Communicate design ideas using accurate design vocabulary

Building Systems

- Demonstrate an understanding of both basic construction and non-structural systems such as ceilings, flooring and interior walls in design ideas

Global Perspective

- Demonstrate an understanding of social, economic and cultural influences in interior designs

Professional Readiness

- Produce basic materials required for an entry-level job search

BFA Interior Architecture & Design

Undergraduate students will meet the following student performance criteria:

Human & Global Centered Design

- Apply interior solutions that consider users' cultural and social needs
- Apply interiors solutions that consider users' physical needs
- Apply interiors solutions that consider ecological and sustainable principles

Design Process & Conceptual Thinking

- Develop appropriate programming documents that identify user needs through the gathering and analysis of information
- Produce schematic design solutions that meet programmatic requirements and conceptual intent
- Create refined design solutions culminating in design development presentations
- Produce construction documentation of interior buildings and FF & E specifications

Furnishings & Materiality

- Furniture and fixtures are appropriate to the programming needs and design intent
- Textiles are appropriate to the programming needs and design intent
- Interior construction materials are appropriate to the programming needs and design intent

Integrated Design

- Develop design solutions that consider major construction types and construction systems, such as, electrical, mechanical, energy, security, and acoustics through design decisions
- Demonstrate an understanding of lighting systems by creating lighting solutions that address aesthetics, function, and energy conservation
- Demonstrate an understanding of federal regulations impacting accessibility and universal/inclusive design principles through the application of these professional standards in design solutions
- Demonstrate an understanding of the laws and codes impacting life safety through application of these professional standards on design solutions

Fundamentals of Design

- Apply the elements and principles of two and three-dimensional design, across all platforms, in design solutions and visual communications
- Apply color principles and theories, across all platforms, in design solutions and visual communications
- Demonstrate an understanding of movements and traditions in interior design, architecture, furnishings, and the visual arts and consider their relationship in current design

Oral, Written & Visual Literacy

- Describe how design solutions support the project requirements and design intent in written analysis
- In an oral presentation, describe a design project while defining how the design solutions support the project requirements and design intent
- Communicate ideas and solutions through freehand & digital drawing and drafting, three-dimensional models, renderings, ideation sketching, and comprehensive visual presentations

Professional Practice & Collaboration

- Demonstrate knowledge of professional practice, business and contract procedures, and business ethics
- Collaborate with other disciplines in the development of interior environments
- Produce a portfolio and identity system to qualify for an entry position in interior architecture and design

MA Interior Arch & Design
Graduate students will meet the following student performance criteria:
Interior Design Skills

- Meet industry standards in response to professional ethics, global issues and technological advances
- Demonstrate creative approaches to layout, spatial organization, use of material, lighting, and relationship of interior design and furnishings to the architecture of the building
- Create construction drawings and documents
- Demonstrate an understanding of color principles, theories, and systems in interior design

Research and Problem Solving

- Conduct research and synthesize findings to generate multiple concepts and design responses to programmatic requirements

Presentation Skills

- Integrate oral and visual material to present ideas clearly

Professional Readiness

- Produce a cohesive portfolio tailored to reflect career goals

MFA Interior Arch & Design
Graduate students will meet the following student performance criteria:
Human & Global Centered Design

- Apply concepts of environmental psychology in the creation of interior environments addressing the interplay of humans and their physical environments enriching the quality of life

Design Process & Conceptual Thinking

- Produce a problem statement for the development of a thesis project contributing to the needs of a community or specialty area of design
- Research user needs to inform the programming document
- Produce schematic design solutions that meet programmatic requirements and conceptual intent culminating in the creation of volumetric spaces
- Create refined and holistic design solutions culminating in a design development presentation
- Produce construction documentation of interior buildings and FF & E specifications, based on the holistic design solutions

Furnishings & Materiality

- Apply furnishings, fixtures, & equipment, and interior construction materiality that enhance the aesthetic and ecological qualities of the design while providing for the programmatic requirements and conceptual design intent

Fundamentals of Design

- Apply aesthetics responsive to the programmatic requirements and design intent through the elements and principles of two- and three-dimensional design, including color principles and theories, across all platforms in design solutions and visual communications
- Demonstrate an understanding of movements and traditions in interior design, architecture, furnishings, and the visual arts and consider their relationship in design solutions

Integrated Design

- Demonstrate an understanding of major construction types and construction systems, through design decisions
- Demonstrate an understanding of the laws, codes, and federal regulations impacting life safety, accessibility, and energy efficiency through application of these professional standards to design solutions

Oral, Visual, & Written Literacy

- Communicate and defend design solutions in oral and written presentations that support the project requirements and design intent, and exhibit a logical sequencing and hierarchy of information
- Demonstrate use of a wide range of visual media with professional craftsmanship to communicate ideas and solutions, including freehand & digital drawing and drafting, three-dimensional models, rendered presentations, and ideation sketching

Professional Practice & Collaboration

- Demonstrate an understanding of professional practice, business and contract procedures, and business ethics
- Collaborate with other disciplines on processes and solutions to produce a creative interior environment
- Produce a portfolio, including the incorporation of a thesis project, and identity system to qualify for a design position in interior architecture and design

SCHOOL OF JEWELRY & METAL ARTS

AA Jewelry & Metal Arts
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Effectively execute design concepts
- Demonstrate evidence of trialing and self-editing designs, as evidenced in sketchbook/journal
- Demonstrate facility in fine art foundations and media-specific skills

Conceptual Development and Critical Analysis
- Explore and articulate concepts and creative possibilities within a given topic or subject
- Analyze the strengths and weaknesses of a given project

Presentation Skills
- Clearly express ideas verbally, visually, and in writing
- Display work to professional presentation standards
- Demonstrate craftsmanship and attention to detail

Professional Readiness
- Manage workload to meet deadlines
- Produce basic materials suitable for an entry-level job search

BFA Jewelry & Metal Arts
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Effectively execute design concepts
- Demonstrate evidence of trialing and self-editing designs, as evidenced in sketchbook/journal
- Demonstrate facility and flexibility in fine art foundations and media-specific skills

Conceptual Development and Critical Analysis
- Explore and articulate concepts, creative possibilities, and appropriate solutions within a given topic or subject
- Analyze the strengths and weaknesses of concept, execution, and refinement of a given project

Presentation Skills
- Clearly express ideas verbally, visually, and in writing
- Display work to professional presentation standards
- Demonstrate craftsmanship and attention to detail

Professional Readiness
- Manage workload to meet deadlines
- Create a coherent, original portfolio and collateral materials, including website, postcards, and business cards, demonstrating personal vision and achievement of technical proficiency in chosen medium

MA Jewelry & Metal Arts
Graduate students will meet the following student performance criteria:
Visual Communication
- Work with advanced level skill in chosen mediums and techniques

Research and Concept Development
- Apply project-related research to design solutions

Critical Analysis
- Critically discuss work using objective criteria: describing facts, analyzing techniques, interpreting content, and evaluating results
- Discuss work within the context of historical movements and contemporary trends

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals

MFA Jewelry & Metal Arts
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Present an original thesis concept worthy of the MFA degree.
- Demonstrate the feasibility of the thesis project.
- Produce a cohesive body of work demonstrating personal vision and professional level achievement in concept and execution.

Visual Communication
- Work with advanced level skill in chosen mediums and techniques.

Research and Concept Development
- Explore ideas, articulate concepts, and conceive solutions.
- Apply project-related research to design solutions.

Critical Analysis
- Critically discuss work using objective criteria: describing facts, analyzing techniques, interpreting content, and evaluating results
- Discuss work within the context of historical movements and contemporary trends in the thesis proposal, final paper, and directed study journals.

Presentation Skills
- Give clear, concise presentations supported by appropriate visual materials.

Professional Readiness
- Professionally present and exhibit artwork.
- Manage workload to meet deadlines.
- Produce a portfolio and collateral materials suitable for chosen career path.

SCHOOL OF LANDSCAPE ARCHITECTURE

AA Landscape Architecture

Undergraduate students will meet the following student performance criteria:

Research and Design Process
- Apply the basic principles and elements of design to landscape architecture design proposals
- Explore sufficient concepts and alternative proposals as part of the design process

Natural Systems
- Identify the indigenous components and processes found on any site (soil types, individual plant species, plant communities, wildlife, climatic conditions, and hydrology) and determine the resultant design opportunities and constraints
- Effectively use trees, shrubs, grasses, annuals, perennials and bulbs in their planting designs in order to provide year-round seasonal beauty and function

Technical Systems and Materials
- Design technically accurate and ecologically sensitive grading and drainage plans and irrigation systems

Historical Precedent
- Demonstrate sufficient knowledge of historical precedents, including cultural and geographic forces that have shaped major historical gardens, public parks and urban open spaces in their design projects

Graphic/Visual Communication
- Visually communicate their ideas and proposals (perspectives, axonometrics, plans sections and elevations)
- Successfully use a range of visual media to communicate their ideas and proposals (freehand and computer drawing, drafting, three dimensional models, rendered presentation illustratives)

Verbal Presentation Skills
- Successfully communicate design proposals and key objectives of their projects

Professional Readiness
- Produce basic materials required for an entry-level job search

BFA Landscape Architecture

Undergraduate students will meet the following student performance criteria:

Design Proposals
- Design beautiful and functional outdoor environments of all scales that respond to specific user/client needs and programmatic requirements
- Produce defensible planning and design solutions that reflect knowledge of the cultural, historical, ecological and climatic factors of a given site

Research and Design Process
- Conduct a thorough observation and analysis and/or a post-occupancy evaluation of a site in order to determine how people use space
- Work effectively with the natural forms, processes and elements of an indigenous landscape during the entire planning and design process
- Apply the basic principles and elements of design to landscape architecture planning and design proposals
- Explore sufficient concepts and alternative proposals as part of the planning and design process

Natural Systems
- Identify the indigenous components and processes found on any site (soil types, individual plant species, plant communities, wildlife, climatic conditions, and hydrology) and determine the resultant planning and design opportunities and constraints

- Effectively use trees, shrubs, grasses, annuals, perennials and bulbs in their planting designs in order to provide year-round seasonal beauty and function

Technical Systems and Materials

- Design technically accurate and ecologically sensitive grading and drainage plans
- Select materials that will enhance the aesthetic and ecological qualities of a given site as well as provide for the programmatic requirements of the client and/or user group
- Develop construction details that solve structural, functional, aesthetic/environmental issues
- Recognize the design opportunities and limitations of building and construction codes

Historical Precedent

- Demonstrate sufficient knowledge of historical precedents, including cultural and geographic forces that have shaped major historical gardens, public parks and urban open spaces in their design projects

Graphic/Visual Communication

- Visually communicate their ideas and proposals (perspectives, axonometrics, plans sections and elevations)
- Successfully use a range of visual media to communicate their ideas and proposals (freehand and computer drawing, drafting, three dimensional models, rendered presentation illustratives)

Verbal Presentation Skills

- Successfully communicate design proposals and key objectives of their projects
- Articulate rationale for design decisions throughout the design process

Professional Readiness

- Produce a professional portfolio demonstrating their skills and design process
- Collaborate effectively with other members of a project team

MA Landscape Architecture

Graduate students will meet the following student performance criteria:

Design Proposals

- Demonstrate basic command of the key principles, systems, and elements of design that inform two- and three- dimensional planning and design as well as graphic composition
- Produce defensible design and planning proposals that reflect an awareness of the historical, ecological and climatic factors of a given site
- Creatively solve planning and design problems

Research and Design Process

- Conduct sufficient research and analyze findings at appropriate junctures in the planning and design process
- Explore sufficient concepts and alternatives, and test them against relevant criteria and standards

Natural Systems

- Identify and evaluate key features and processes found on a site (such as soil types, individual plant species, plant communities, wildlife, climatic conditions, and hydrology) to determine design opportunities and constraints

Human and Social Factors

- Demonstrate an understanding of the complexities that exist between human behavior and outdoor space in planning and design proposals

Technical Systems and Materials

- Apply the principles of sustainability when planning and designing grading and drainage plans
- Select and evaluate materials that will both enhance the aesthetic and ecological qualities of a given site and provide for the programmatic requirements of the client and/or user group

History, Theory, and Criticism

- Demonstrate an awareness of fundamental design traditions, ideas, and influences in planning and design proposals

Visual and Verbal Communication

- Consolidate research and present ideas in concise and convincing verbal and written presentations
- Successfully apply various graphic media to clearly communicate ideas and concepts that reflect the design process and project proposals

Professional Readiness

- Produce a professional portfolio demonstrating their skills and design process

MFA Landscape Architecture

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility and relevance of the thesis project
- Produce a comprehensive project that contributes to the design community, demonstrating advanced landscape architecture planning and design skills

Design Proposals

- Demonstrate command of the key principles, systems, and elements of design that inform two- and three-dimensional planning and design as well as composition
- Make effective and appropriate planning and design choices at a variety of scales
- Produce defensible planning and design proposals

Research and Design Process

- Produce comprehensive site inventory research and analysis
- Integrate findings from the site inventory and analysis to develop appropriate planning and design proposals
- Display a working knowledge of the historical influences and theoretical principles of landscape planning and design
- Incorporate appropriate public policy, law, codes and standards in the planning and design process
- Natural Systems: Identify the indigenous natural systems, components and processes found on a given site and incorporate findings into planning and design proposals
- Human & Social Factors: Demonstrate understanding of the diverse needs, values and customs of the communities and individuals active at the site by incorporating findings into planning and design proposals

Design Development

- Evaluate and select materials that will enhance the qualities of a given site as well as provide for the programmatic requirements
- Demonstrate an understanding of site development and site engineering as appropriate to the site design (grading, drainage, planting design and hardscape development)
- Apply principles and strategies of sustainability to planning and design decisions

Communication Skills

- Consolidate research and present ideas in concise and convincing verbal, written and graphic presentations
- Utilize appropriate media, including computer graphics and freehand drawing to communicate thinking process and planning and design proposals

Professional Readiness

- Produce a professional portfolio demonstrating technical and problem-solving skills that reflect professional expectations
- Demonstrate an understanding of the impact of landscape architecture on the stewardship of the environment
- Demonstrate an understanding of the ethical issues involved in landscape architectural planning, design and practice

MFA Landscape Architecture 2 *(Teachout)*

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility and relevance of the thesis project
- Produce a comprehensive project that contributes to the design community, demonstrating advanced landscape architecture planning and design skills

Design Proposals

- Demonstrate command of the key principles, systems, and elements of design that inform two- and three-dimensional planning and design as well as composition
- Make effective and appropriate planning and design choices at a variety of scales
- Produce defensible planning and design proposals

Research and Design Process

- Produce comprehensive site inventory research and analysis
- Integrate findings from the site inventory and analysis to develop appropriate planning and design proposals
- Display a working knowledge of the historical influences and theoretical principles of landscape planning and design
- Incorporate appropriate public policy, law, codes and standards in the planning and design process
- Natural Systems: Identify the indigenous natural systems, components and processes found on a given site and incorporate findings into planning and design proposals
- Human & Social Factors: Demonstrate understanding of the diverse needs, values and customs of the communities and individuals active at the site by incorporating findings into planning and design proposals

Design Development

- Evaluate and select materials that will enhance the qualities of a given site as well as provide for the programmatic requirements
- Demonstrate an understanding of site development and site engineering as appropriate to the site design (grading, drainage, planting design and hardscape development)
- Apply principles and strategies of sustainability to planning and design decisions

Communication Skills

- Consolidate research and present ideas in concise and convincing verbal, written and graphic presentations
- Utilize appropriate media, including computer graphics and freehand drawing to communicate thinking process and planning and design proposals

Professional Readiness

- Produce a professional portfolio demonstrating technical and problem-solving skills that reflect professional expectations
- Demonstrate an understanding of the impact of landscape architecture on the stewardship of the environment
- Demonstrate an understanding of the ethical issues involved in landscape architectural planning, design and practice

SCHOOL OF MOTION PICTURES & TELEVISION

AA Motion Pictures & Television

Undergraduate students will meet the following student performance criteria:

General Filmmaking Skills

- Demonstrate basic understanding of the process of creating a film in collaboration with multidisciplinary teams

Technical Skills

- Demonstrate basic technical skills in editing, lighting, and cinematography

Professional Readiness

- Produce basic materials suitable for seeking entry-level employment

BFA Motion Pictures & Television

Undergraduate students will meet the following student performance criteria:

General Filmmaking Skills

- Collaborate effectively with multi-disciplinary teams
- Demonstrate basic understanding of the process of creating a film from beginning to end

Professional Readiness

- Apply knowledge of roles in the film industry to select an area of specialization (Midpoint Review only)
- Effectively showcase work in an industry-standard demo reel and website (Final Review only)
- Demonstrate professional – level achievement through the execution of a variety of projects in area of specialization (Final Review only)

Editing

- Demonstrate proficiency in editing and color correction programs by effectively using them in projects.
- Complete an editorial project through locked cut to include basic sound effects, scratch music underscore, and color correction

Screenwriting

- Create shorts that demonstrate a basic understanding of story structure
- Write shorts where three-dimensional characters are built
- Write shorts that contain realistic dialogue

Cinematography

- Work effectively with various cameras, lenses and accessories
- Design and execute creative lighting schemes
- Effectively manage a scene for coverage
- Apply principles of composition and camera movements to enhance the story

Directing

- Guide a crew in preproduction, production, and postproduction to execute effective choices that serve the story
- Create shorts that demonstrate a basic understanding of story structure and character development
- Elicit engaging and believable performances from actors

Producing

- Demonstrate basic proficiency in budgeting and scheduling
- Demonstrate familiarity with negotiating film contracts (for actors, crew, locations, equipment, lodging, transportation, and catering)
- Demonstrate understanding of the legal aspects of film production, including copyrights, trademarks, music licensing, and working with minors

Production Design

- Support the look of films based on the director's vision, including choosing locations, creating settings, selecting props, and dressing sets
- Communicate design concepts through basic drawing skills and visual presentations

MA Writing & Directing Film

Graduate students will meet the following student performance criteria:

Writer-Director Skills

- Direct a short film that showcases their abilities as a writer-director.
- Develop compelling ideas for short and feature film screenplays.
- Create defined and engaging characters.
- Write a well-structured short film script and feature outline.
- Elicit engaging and believable performances from actors.

Professional Readiness

- Make well-organized and effective choices that serve the story during the preproduction, production and postproduction process.
- Apply film marketing research to develop an effective social media marketing campaign and articulate a promotional strategy for their film.

MFA Motion Pictures &Television

Graduate students will meet the following student performance criteria:

Editing

- Demonstrate advanced– level achievement in editing through both thesis films and various other projects
- Demonstrate proficiency in post-production technology and techniques
- Effectively showcase work in an industry-standard demo reel and website
- Collaborate effectively with multi-disciplinary teams

Screenwriting

- Write shorts that are of sufficient quality to be approved for thesis production (Final Review only)
- Deliver fully-developed outlines and scripts that adhere to principles of a story structure
- Create 3-dimensional characters that drive the story
- Write dialogue driven by subtext

Cinematography

- Demonstrate advanced-level achievement in cinematography through thesis films and various other projects (Final Review only)
- Work effectively with various cameras, lenses and accessories
- Design and execute creative lighting schemes
- Effectively manage a scene for coverage
- Apply principles of composition and camera movements to enhance the story
- Collaborate effectively with grip, camera, and electric teams
- Effectively showcase work in an industry-standard demo reel and website

Directing

- Propose a story that is marketable and/or appealing to a general audience for development into a thesis film (Midpoint Review only)
- Demonstrate advanced-level achievement in directing through completion of an approved thesis project (Final Review only)
- Guide a crew in preproduction, production, and postproduction to execute effective choices that serve the story
- Elicit engaging and believable performances from actors
- Direct a thesis film that showcases their skills (approved first cut must include a temp dub)
- Collaborate effectively with multi-disciplinary teams

Producing

- Demonstrate advanced-level achievement by producing two or more thesis films (Final Review only)
- Effectively showcase work in an industry-standard demo reel or website
- Collaborate effectively with multi-disciplinary teams

Production Design

- Design the look of at least two thesis films based on the director's vision, including: choosing locations, creating settings, selecting props, and dressing sets. (Final Review only)
- Communicate design concepts through basic drawing skills and visual presentations
- Effectively showcase work in an industry-standard demo reel and website
- Collaborate effectively with multi-disciplinary teams

SCHOOL OF MUSIC PRODUCTION & SOUND DESIGN FOR VISUAL MEDIA

AA Music Production *(Teachout)*
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Synthesize and apply knowledge of contemporary styles to the composition and production of music

Production Techniques
- Demonstrate proficiency at recording on a digital audio workstation (DAW)
- Demonstrate familiarity with the music production process

Professional Readiness
- Produce basic materials to create a portfolio that showcases skills and supports career opportunities

AA Sound Design
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Demonstrate an understanding of master work examples by applying the appropriate sound design principles to a variety of media projects

Sound Design
- Construct effective sound design elements for film, television, animation, games and commercials
- Design soundtracks which support the emotional content of the visual image
- Create balanced sound mixes for final soundtracks

Production Techniques
- Demonstrate proficiency at recording on a digital audio workstation (DAW)
- Demonstrate familiarity with audio recording techniques, editing, and mixing

Professional Readiness
- Produce basic materials to create a portfolio that showcases skills and supports career opportunities

BFA Music Production *(Teachout)*
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Synthesize and apply knowledge of contemporary styles to the composition and production of original music

Production Techniques
- Produce a professional-quality recording on a digital audio workstation (DAW)
- Demonstrate mastery of the music production process
- Create music mixes with balance, depth and sonic interest

Professional Readiness
- Demonstrate professional achievement through creation of a portfolio that showcases skills and supports career opportunities.

BFA Music Scoring & Composition
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Synthesize and apply knowledge of contemporary styles to the composition of original music

Production Techniques
- Create orchestral mockups and electronic scores using current sequencers and sample libraries
- Record and mix scores and music stems using current software and hardware

Composition
- Compose music which supports the emotional content of the visual media
- Sketch and compose stylistically appropriate music in a variety of dramatic styles
- Orchestrate dramatic music using appropriate instrumental tone colors and voicings

Professional Readiness
- Demonstrate professional achievement through creation of a portfolio that showcases skills and supports career opportunities

BFA Sound Design
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Demonstrate an understanding of master work examples by applying the appropriate sound design principles to a variety of professional media projects

Production Techniques
- Demonstrate proficiency in audio recording, editing and mixing in the creation of soundtracks
- Demonstrate proficiency in digital tools for sound design in a digital audio workstation (DAW)

Sound Design

- Produce original sound design elements for film and other visual media
- Design soundtracks which support the emotional content of the visual image
- Create compelling and balanced sound mixes for final soundtracks

Professional Readiness

- Demonstrate professional achievement through creation of a portfolio that showcases skills and supports career opportunities.

MA Music Scoring & Composition

Graduate students will meet the following student performance criteria:

Music Composition

- Demonstrate an understanding of advanced concepts in the language of music: harmony, melody, and rhythm
- Orchestrate and arrange music at a professional level
- Write or edit music for different visual environments (such as film, television, animation, games, multimedia, and commercials) at a professional level

Production Skills and Technical Knowledge

- Demonstrate proficiency with software related to contemporary sound production techniques

Professional Readiness

- Think critically and demonstrate flexibility in creating or editing music for client needs
- Complete a final project which reflects professional goals

MA Sound Design

Graduate students will meet the following student performance criteria:

Listening Skills and Critical Thinking

- Demonstrate an advanced understanding of the singular elements and overall combinations of sound design

Soundtrack for Visual Media

- Create sound which supports or heightens the emotional impact of visual imagery

Production Skills and Technical Knowledge

- Demonstrate proficiency with software related to contemporary sound production techniques

Professional Readiness

- Think critically and demonstrate flexibility in creating or editing audio for client needs
- Complete a final project which reflects professional goals

MFA Music Scoring &Composition

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Plan an original portfolio of work worthy of the MFA degree
- Complete an original MFA thesis which represents an advanced level of achievement in the field of music creation for visual media

Listening Skills and Critical Thinking

- Think critically and demonstrate flexibility in creating or editing music for client needs

Music Composition

- Orchestrate and arrange music at a professional level
- Write or edit music for different visual environments (such as film, television, animation, games, multimedia, and commercials) at a professional level
- Create music which supports or heightens the emotional impacts of visual images (or visual material)
- Demonstrate an advanced understanding of the language of music: harmony, melody, and rhythm

Production Skills and Technical Knowledge

- Demonstrate expert-level proficiency with software related to contemporary music production techniques

Professional Readiness

- Present a comprehensive demo reel / portfolio demonstrating professional-level achievement
- Collaborate effectively with a creative team on a given project, such as a film, television show, animation, game, multimedia project, or commercial

MFA Sound Design

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Plan an original portfolio of work worthy of the MFA degree
- Complete an original MFA thesis which represents an advanced level of achievement in the field of sound design for visual media

Listening Skills and Critical Thinking

- Analyze visual elements and execute innovative sound design and editorial for visual media
- Demonstrate an advanced understanding of the singular elements and overall combinations of sound design
- Think critically and demonstrate flexibility in creating or editing music for client needs

Soundtrack for Visual Media

- Create compelling, balanced and professional sound mixes
- Create sound which supports or heightens the emotional impacts of visual images (or visual material)

Production Skills and Technical Knowledge

- Demonstrate expert-level proficiency with software related to contemporary sound production techniques

Professional Readiness

- Present a comprehensive demo reel / portfolio demonstrating professional-level achievement
- Collaborate effectively with a creative team on a given project, such as a film, television show, animation, game, multimedia project, or commercial

SCHOOL OF PHOTOGRAPHY

AA Photography

Undergraduate students will meet the following student performance criteria:

Conceptual and Problem-Solving Skills

- Make creative decisions that support conceptual impact, cohesiveness and memorability of created images
- Integrate key conceptual elements (such as mood, narrative, introducing the unexpected) with technical elements (such as composition, lighting, point of view) to suggest a story or elicit an emotional response from the viewer

Lighting Skills

- Utilize indoor and outdoor lighting, studio lighting techniques, lighting with constant light sources, and mixed lighting situations
- Work effectively with natural light and demonstrate understanding of the relationship between time of day and variations related to quality of light
- Work effectively with point source, flood, spot, diffused and reflected light

Camera Capture Skills

- Demonstrate full knowledge of digital SLR components
- Demonstrate understanding of exposure controls
- Effectively use a light meter for multiple lighting situations

Digital Imaging

- Apply Photoshop techniques using various tools, layers, curves and selections with digital images
- Apply retouching skills and color correction knowledge consistent with industry standards

Digital Printing

- Produce professional quality prints
- Create high quality print portfolio demonstrating printing skill and overall quality of images required for petition to graduate
- Demonstrate understanding of archival qualities, including ink and paper stability

Professional Readiness

- Demonstrate knowledge of industry trends and professional practices related to professional photography
- Produce professional materials required for an entry-level job search

BFA Photography

Undergraduate students will meet the following student performance criteria:

Conceptual and Problem-Solving Skills

- Make creative decisions that optimize conceptual impact, cohesiveness and memorability of created images
- Integrate key conceptual elements (such as mood, narrative, introducing the unexpected) with technical elements (such as composition, lighting, point of view) to suggest a story or elicit an emotional response from the viewer

Lighting Skills

- Master indoor and outdoor lighting, studio lighting techniques, lighting with constant light sources, and mixed lighting situations
- Work effectively with natural light and demonstrate understanding of the relationship between time of day and variations related to quality of light

- Work effectively with point source, flood, spot, diffused and reflected light

Camera Capture Skills

- Demonstrate full knowledge of digital SLR components
- Demonstrate complete understanding of exposure controls
- Effectively use a light meter for multiple lighting situations

Digital Imaging

- Apply advanced Photoshop techniques using various tools, layers, curves and selections with digital images
- Apply retouching skills and color correction knowledge consistent with industry standards

Digital Printing

- Produce professional quality prints
- Create high quality print portfolio demonstrating printing skill and overall quality of images required for petition to graduate
- Demonstrate understanding of archival qualities, including ink and paper stability

Professional Readiness

- Produce and present a professional portfolio that meets department expectations and industry standards
- Create promotional materials to support print portfolio and website
- Demonstrate knowledge of industry trends and professional practices related to professional photography

MA Photography

Graduate students will meet the following student performance criteria:

Conceptual and Design Skills

- Make creative decisions that optimize conceptual impact, cohesiveness and personal style
- Integrate conceptual and technical elements of photography to convey a story, idea, or emotion
- Effectively deploy design elements within the composition and presentation of the imagery

Technical Skills

- Utilize effective lighting styles, techniques and equipment appropriate to art for commerce, photojournalism/documentary, or fine art applications, as determined by projects and professional focus
- Master exposure, lighting ratios, and post-production skills as appropriate to the project

Communication and Analysis

- Communicate ideas and proposals clearly, verbally and in writing, including defending work and choices made during capture, output and presentation
- Critique their photographs with an understanding of technical, aesthetic, and historical context

Professional Readiness

- Produce a cohesive portfolio tailored to reflect career goals

MFA Photography

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Produce an advanced-level thesis project within a digital or traditional specialization, demonstrating mastery and synthesis of the skills taught in the program

Thesis Project Development

- Propose a solid concept suitable for refinement and development
- Select an appropriately challenging and feasible project
- Present a cohesive body of work
- Successfully articulate the end result of the project
- Demonstrate sufficient preparation for their project (research, problem solving)

Conceptual and Design Skills

- Make creative decisions that optimize conceptual impact, cohesiveness and personal style
- Integrate conceptual and technical elements of photography to convey a story, idea, or emotion
- Effectively deploy design elements within the composition and presentation of the imagery

Technical Skills

- Utilize effective lighting styles, techniques and equipment appropriate to art for commerce, photojournalism/documentary, or fine art applications, as determined by projects and professional focus
- Master exposure, lighting ratios, and post–production skills as appropriate to the project

Communication and Analysis

- Communicate ideas and proposals clearly, verbally and in writing, including defending work and choices made during capture, output and presentation
- Demonstrate professional behavior throughout the review process
- Critique their photographs with an understanding of technical, aesthetic, and historical context
- Build on feedback to improve their body of work

Professional Readiness

- Assemble a cohesive portfolio, which shows a unique personal view and style
- Produce and present professional quality materials
- Clearly articulate future plans and goals in the area of photographic specialty

SCHOOL OF VISUAL DEVELOPMENT

AA Visual Development

Undergraduate students will meet the following student performance criteria:

Visual Development

- Generate functional designs for entertainment media (2D or 3D), following an industry-standard process from thumbnails through final render
- Communicate narrative, theme and character through design choices
- Demonstrate the ability to research for inspiration, reference, and accuracy

Artistic Ability

- Draw and paint convincing poses, expressions, character designs, thumbnails, storyboards and production paintings
- Demonstrate facility creating perspective and conveying anatomy and proportion in human and animal figures
- Demonstrate the use of a focal point, with value, color, detail and composition

Technical Skills

- Demonstrate facility with relevant animation technology and software

Presentation Skills

- Discuss work clearly

Professional Readiness

- Produce basic materials required for an entry-level job search

BFA Visual Development

Undergraduate students will meet the following student performance criteria:

Visual Development

- Generate functional designs for entertainment media (2D or 3D), following an industry-standard process from thumbnails through final render
- Effectively communicate narrative, theme and character through design choices
- Maintain a consistent “language” or “signature style” in art directing a scene with the requisite continuity in visual storytelling
- Demonstrate the ability to research for inspiration, reference, and accuracy
- Demonstrate flexibility in illustrative style by showing both a unique personal style and the ability to accommodate style to project needs

Artistic Ability

- Draw and paint convincing poses, expressions, character designs, thumbnails, storyboards and production paintings
- Demonstrate facility creating perspective and conveying anatomy and proportion in human and animal figures.
- Master the use of a focal point, with value, color, detail and composition.

Technical Skills

- Demonstrate proficient skills with relevant animation technology and software.

Presentation Skills

- Create visually compelling and cohesive presentations
- Discuss work clearly and professionally

Collaboration

- Collaborate effectively on creative projects

Professional Readiness

- Produce a comprehensive portfolio (digital and print) which meets industry standards
- Manage workload to meet deadlines

MA Visual Development

Graduate students will meet the following student performance criteria:

Artistic Ability

- Demonstrate strong drawing and compositional skills
- Create value studies that demonstrate an understanding of lighting, composition, and space

Research and Critical Thinking
- Apply visual research to design solutions

Visual Development
- Apply color and design elements consistent with the overall look of the film
- Design elements to support the narrative
- Demonstrate continuity in visual storytelling

Presentation Skills
- Create visually compelling, professional-quality presentation materials
- Pitch ideas clearly and professionally

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals

MFA Visual Development

Graduate students will meet the following student performance criteria:

MFA Thesis Project
- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project
- Produce a professional-standard project, with topical content for the industry, showcasing artistic ability

Artistic Ability
- Demonstrate strong drawing and compositional skills
- Create value studies that demonstrate an understanding of lighting, composition, and space

Research and Critical Thinking
- Apply visual research to design solutions
- Demonstrate an understanding of the production pipeline by presenting an effective timeline at the Midpoint Review (MPR only)

Collaboration
- Collaborate effectively to produce creative projects

Visual Development
- Apply color and design elements consistent with the overall look of the film.
- Design elements to support the narrative
- Demonstrate continuity in visual storytelling

Presentation Skills
- Create visually compelling, professional-quality presentation materials
- Pitch ideas clearly and professionally

Professional Readiness
- Produce a professional-level digital and print portfolio suitable for seeking employment within the industry
- Demonstrate accountability for planning complex projects, prioritizing tasks and meeting project milestones.

SCHOOL OF INTERACTION & UI/UX DESIGN

AA Interaction & UI/UX Design

Undergraduate students will meet the following student performance criteria:

Visual Communication
- Apply the basic principles of composition and implement grid systems in layouts
- Make typographic choices that effectively communicate information hierarchy
- Demonstrate effective use of color and imagery

Critical Thinking
- Conduct and apply research to generate design ideas demonstrating an understanding of intended audience
- Diagram the user experience

Technical Skills
- Demonstrate facility industry standard tools and applications
- Format content for communication across mediums
- Demonstrate coding skills by building functional products and prototypes

Professional Readiness
- Produce basic materials required for an entry-level job search

BFA Interaction & UI/UX Design
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Create grid-based visual compositions that demonstrate essential principles of design
- Make typographic choices that effectively communicate information hierarchy and mood
- Demonstrate effective use of color and imagery

Critical Thinking
- Collect data appropriate for the given project
- Use research findings to develop design ideas centered on real target users
- Identify user demographics and diagram the user experience
- Produce a consistent interactive experience in a medium appropriate to the user's needs

Technical Skills
- Demonstrate an understanding of the current interactive technologies, tools, and apps by effectively using them to execute substantive projects
- Demonstrate coding skills by building fully functional products and prototypes that simulate the intended interactive experience

Professional Readiness
- Produce a cohesive portfolio tailored to reflect stated career goals

MA Interaction & UI/UX Design
Graduate students will meet the following student performance criteria:
Design Thinking
- Gather, analyze and apply the information necessary to develop design solutions centered on real target users
- Create interactive architecture to support the needs of the projects' functionality

Visual Communication
- Effectively utilize grid, hierarchy, typography, color, and composition
- Apply the above design principles to effectively implement and show interactivity appropriate to the project

Technical Abilities
- Demonstrate an understanding of the current interactive technologies by selecting the appropriate technical tools to complete substantive projects and a professional portfolio site

User Experience
- Demonstrate a realistic consideration of potential users
- Apply testing results to refine projects throughout the design process, documenting key iterations along the way

Professional Readiness
- Present a clearly defined portfolio that comprehensively integrates all the skills learned in the MA program
- Accurately cite or credit sources used to develop portfolio work

MFA Interaction & UI/UX Design
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Present a clearly defined design project worthy of the MFA degree
- Provide proof of concept demonstrating the feasibility of the project
- Produce a final thesis project demonstrating design thinking, visual communication and technical skills

Design Thinking
- Gather, analyze and apply the information necessary to develop design solutions centered on real target users
- Demonstrate thorough knowledge of thesis topic and identify resources for content development
- Create interactive architecture to effectively support the needs of the project's functionality

Visual Communication
- Effectively utilize grid, hierarchy, typography, color, and composition
- Apply the above design principles to effectively implement/display interactivity appropriate to the project

Technical Abilities
- Demonstrate an understanding of current interactive technologies by identifying appropriate technical tools to implement a core component of the thesis project
- Establish and document the technical scope of the thesis project

User Experience
- Demonstrate a realistic consideration of potential users
- Develop final testing plan based on initial explorations

- Apply testing results to refine projects throughout the design process, documenting key iterations along the way

Professional Readiness

- Effectively articulate and defend ideas and process
- Accurately cite or credit sources used to develop thesis proposal, project, and presentations
- Demonstrate organizational skills in the thesis proposal and record of thesis project development process
- Develop and demonstrate the skills required for the chosen professional path, as demonstrated in the thesis project, portfolio and personal website

SCHOOL OF WRITING FOR FILM, TELEVISION & DIGITAL MEDIA

BFA Writing-Film, Television & Digital Media

Undergraduate students will meet the following student performance criteria:

Research

- Apply research to create authentic story worlds, characters and dialogue

Story Development Skills

- Generate story ideas that work for feature films, television, short films and web series
- Develop stories that are fresh and imaginative
- Apply essential screenwriting tools to develop stories that are structurally sound
- Create sympathetic or empathetic characters

Critical Thinking

- Identify story/script problems and find creative solutions

Written Presentation Skills

- Effectively present stories in a logline, premise and theme
- Effectively present stories in a beat sheet, synopsis, treatment and outline

Screenwriting Skills

- Demonstrate proficient screenwriting skills in structure, character development, action description, dialogue and subtext
- Apply the proper format for film and television scripts

Collaboration

- Effectively collaborate with other students

Professional Readiness

- Complete polished scripts that are ready for seeking representation and employment in the industry
- Develop a strategy for accessing agents, managers and producers
- Apply the conventions of standard written English to write professionally

MFA Writing-Film, Television & Digital Media

Graduate students will meet the following student performance criteria:

Research

- Effectively conduct in-depth research and apply results to create authentic story worlds, characters and dialogue

Story Development Skills

- Develop compelling stories
- Apply essential screenwriting tools to develop stories that are structurally sound

Critical Thinking

- Analyze story/script problems and find creative solutions

Written Presentation Skills

- Write well-developed treatments or outlines and synopses

Screenwriting Skills

- Demonstrate command of character development, dialogue and subtext in work

Collaboration

- Effectively collaborate on multiple projects

Professional Readiness

- Submit professionally formatted and proofread scripts
- Demonstrate ability to receive and apply notes as required in the industry
- Demonstrate an awareness in work of what is commercially viable

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STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES

STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES

Federal agencies use Standard Occupational Classification (SOC) codes to organize workers into occupational categories for statistical purposes. The SOC codes for the employment positions determined to be in field for graduates of the Academy of Art University are listed below by Academic School. To request a list of in field employment positions for a specific major, please email SPFSdatarequest@academyart.edu.

School of Acting
27-2011.00
27-2012.04
25-1121.00
25-3021.00
27-2099.00
25-1199.00
25-3099.00

School of Advertising
27-1011.00
27-3043.00
11-2011.00
13-1161.00
11-2021.00
13-1161.01
27-1024.00
27-3031.00
27-1029.00
25-1199.00
25-3099.00

School of Art History
19-3093.00
25-4013.00
25-4012.00
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School of Animation & Visual Effects
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School of Art Education
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School of Architecture
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School of Communications & Media Technologies
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School of Fine Art
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27-1012.00
25-1121.00
25-2031.00
25-2021.00
25-4012.00
27-1011.00
41-9012.00
27-1019.00
25-1199.00
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School of Fashion
27-1022.00
13-1022.00
11-2021.00
27-1026.00
51-6092.00
27-3023.00
27-3041.00
27-4021.00
27-1013.00
51-6052.00
27-1021.00
41-2031.00
41-1011.00
39-3092.00
27-1011.00
41-9012.00
27-1024.00
27-3031.00
13-1161.00
11-2022.00
43-5061.00
13-1199.06
11-1011.00
27-1029.00
51-6099.00
27-3099.00
25-1199.00
25-3099.00

School of Game Development
15-1255.01
27-1014.00
15-1252.00
15-1251.00
15-1253.00
27-1029.00
27-3099.00
15-1299.00
25-1199.00
25-3099.00
11-9039.00

School of Graphic Design
27-1024.00
27-1011.00
15-1255.00
27-1014.00
43-9031.00
15-1254.00
11-2021.00
13-1161.00
27-1029.00
25-1199.00
25-3099.00

School of Interior Architecture & Design
27-1025.00
27-1026.00
17-3011.00
25-1031.00
11-9041.00
11-2022.00
27-1029.00
17-3019.00
25-1199.00
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School of Industrial Design
27-1021.00
17-3026.00
15-1254.00
17-2141.00
27-1012.00
27-1024.00
51-9124.00
41-2031.00
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School of Illustration
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25-1121.00
27-1029.00
27-1019.00
25-1199.00
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School of Interaction & UI/UX Design
15-1255.00
15-1254.00
27-1024.00
15-1252.00
15-1253.00
27-1011.00
15-1299.01
27-1014.00
13-1161.01
27-3031.00
27-1029.00
15-1299.00
27-3099.00
25-1199.00
25-3099.00

School of Jewelry & Metal Arts
51-9071.00
51-9071.06
27-1012.00
51-9123.00
27-1013.00
41-2031.00
25-4012.00
27-1029.00
27-1019.00
25-1199.00
25-3099.00

School of Landscape Architecture
17-1012.00
25-1031.00
17-3019.00
27-1029.00
25-1199.00
25-3099.00

School of Motion Pictures & Television
27-2012.00
27-4031.00
27-4032.00
27-3043.05
27-1027.00
27-1011.00
27-2011.00
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27-3023.00
51-9198.00
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27-2099.00
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25-1199.00
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School of Music Production & Sound Design for Visual Media
27-2041.00
27-4014.00
27-2042.00
25-1121.00
27-2099.00
27-1029.00
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School of Photography
27-4021.00
51-9151.00
25-4012.00
41-9012.00
25-1121.00
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School of Visual Development
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School of Writing for Film, Television & Digital Media
27-3043.05
27-3041.00
27-2012.00
27-3023.00
27-1019.00
25-1199.00
25-3099.00

Social Media Management Certificate
13-1161.01
13-1161.00
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27-3099.00
25-1199.00
25-3099.00

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CAMPUS AND FACILITIES

OUR CAMPUS

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

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: 540 Powell Street, 625 Sutter Street, 410 Bush Street, 740 Taylor Street, 180 New Montgomery Street, 1849 Washington Street, 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:

Browser*	Versions	MacOS	PC
Mozilla Firefox	Latest Version	x	x
Google Chrome	Latest Version	x	x
Apple Safari	Latest Version	x	
Microsoft Edge	Latest Version		x
*JavaScript must be enabled in your browser. Third party cookies must be allowed for certain tools to function.			

Your computer must meet these minimum requirements:

MacOS	Operating System: Must be running a recent and supported version of MacOS. Apply typically supports the most recent OS and two previous versions.
Windows	Operating System: Must be running a recent and supported version of Microsoft Windows. https://learn.microsoft.com/en-us/windows/release-health/supported-versions-windows-client

- Memory: minimum 8 GB (suggested 16 GB or more)
- Storage: minimum 128 GB Hard Drive or access to expandable storage media (recommended 512 GB or more)

In addition to a computer and an internet browser, you must have the following hardware and software to successfully participate in our online classes:

- Peripherals: Monitor, keyboard, mouse, and speakers. Webcam with microphone for all online language classes and synchronous meetings.
- Internet Service Provider: any service provider will suffice if it provides reliable access to the Internet of 3 Mbps (minimum). It is highly recommended that you have a connection capable of 10 Mbps or more. Although unlikely, please ensure your ISP does not enforce data caps which would prevent you from uploading multiple large files.

Email: All Academy of Art students receive a free Microsoft 365 email account and access to Microsoft 365 web apps (including Microsoft Word).

Adobe Creative Cloud: All students have access to the full Adobe Creative Cloud suite of applications while actively enrolled in classes.

While participating in online classes, you may choose to share documents and files via email or in the online Discussions tool. You are expected to use your own updated anti-virus software. Anti-virus software can be downloaded for free or for a small charge from the provider of your choice.

Some classes require additional software or hardware which you may need to purchase, at additional cost. Some software or hardware may only be compatible with one operating system (MacOS or Microsoft Windows). 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 to 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 INTERACTION & UI/UX DESIGN
School of Interaction & UI/UX Design 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

Academy of Art University offers its students access to world-class equipment including, cameras, lighting equipment, photography, studio spaces, green-screen rooms, and telecine studios.

60 Federal St, San Francisco, CA

No academic department currently assigned to this building.
Fine Art Painting
Fine Art Open Studios
Drawing Classrooms
Student Lounge
Printmaking studio
Silkscreen studio
Letterpress studio
Intaglio and relief studio
Lithography studio
Book arts studio
Frame shop
Prop room
Archival room

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79 New Montgomery St, San Francisco, CA

In this building:
Communications & Media Technologies
Graphic Design
Motion Pictures & Television
Film post production lab
Academy Resource Center (A.R.C.)
ARC Tutorial Labs
Atelier Gallery
Admissions office (for High School, Pre-Admissions & Military Admissions only)
Campus Tours
Classroom Services
Career and Entrepreneurial Services
Communications and Multimedia studios and labs
Grievance
Human Resources
Student Lounge
Urband Knights Radio
Veterans Lounge
Executive offices (satellite offices only)
Housing office
Registrar's office
International student office
Student Affairs
Campus Life
79 Theater

180 New Montgomery St, San Francisco, CA

In this building:
Animation & Visual Effects
Art Education
Game Design
Motion Pictures & Television
Music Production & Sound Design for Visual Media
Interaction & UI/UX Design
Visual Development
Campus Security
Cafe 180
Student ID Distribution
English for Art Purposes
EAP Support Labs
Mac lab
Cintiq lab
Library
eSports Game Room
PC Labs
Student Print, Copy, and Scan Stations
User experience lab
Sound studios
Telecine Services
Green screen studio

540 Powell St, San Francisco, CA

In this building:
Animation & Visual Effects
Visual Development
Illustration
Drawing lab
Cintiq lab
Prop and costume rooms for Illustration
Bradley Hall
Student Lounge

601 Brannan St, San Francisco, CA

In this building:
Architecture
Interior Architecture & Design
Landscape Architecture
Materials library for Architecture and Interior Architecture & Design
Furniture and model shop
Large Live Animal Drawing Classroom
Basketball court
Metal Shop
M./Arch Studios
Open Studios
PC Labs
Print Lab
Student Cafe and Lounge

466 Townsend St, San Francisco, CA

In this building:
Acting
Foundations
Motion Pictures & Television
Drawing classrooms
Sound stages
Acting classrooms
Cinematography stages
Directing stages
Student Lounge
Writing for Film, Television, and Digital Media
Wood Shop

460 Townsend St, San Francisco, CA

In this building:
Landscape Architecture
Interior Architecture & Design
Lecture Classrooms
Student Lounge

360 Swift Avenue, South San Francisco, CA

The Foundry:	Burr-king sander	Pneumatic presses
Metal crucible	Sand blaster	Air compressors
Burnout kiln	Arc welders	Life trucks and hoists
Cut-off stations	Centrifugal blowers	

625 Polk St, San Francisco, CA

Fashion Department:	Knitwear lab	Silkscreening lab
Lecture Classrooms	Fashion styling	Costume design
Student Lounge	Textile lab	Fashion PR & Special events

625 Sutter St, San Francisco, CA

In this building:	Traditional black and white darkroom	MFA Studios
Photography	625 Gallery (Photography)	
Photography equipment room		

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410 Bush St, San Francisco, CA

In this building:	Metal shop for Sculpture & Jewelry & Metal Arts students	Tool room for Sculpture & Jewelry & Metal Arts students
Advertising	Student Lounge	Welding Classroom
Jewelry & Metal Arts	Wood shop for Sculpture & Jewelry & Metal Arts students	
Jewelry MFA Studios		

1849 Van Ness, San Francisco, CA

In this building:	Metal shop	Auto Restoration
Industrial Design	Cintiq lab	Firestone Cafe
Wood shop	Car Museum	
Paint shop	3D Print Lab	

740 Taylor St, San Francisco, CA

In this building:	Digital Photography and Print Labs
Photography	

2151 Van Ness Ave, San Francisco, CA

In this building:	Photography (Studio/Classroom in basement)	Cathedral Auditorium

491 Post St, San Francisco, CA

In this building:	Liberal Arts
Art History	Morgan Auditorium

Atelier
79 New Montgomery St, San Francisco, CA
Monday – Saturday: 9AM – 6PM
Featuring the work of students and alumni, the Atelier showcases an ever-changing array of student work, photography, home decor, stationery, books, jewelry, clothing, accessories, and much more. Shop for the latest works from the next generation of artists in a curated gallery space, or attend one of our exciting events.

625 Gallery
625 Sutter Street, San Francisco, CA
Monday–Friday: 10 a.m.–6 p.m.
Saturday: 10 a.m.–5 p.m.
Located in our main photography building, the 625 Gallery showcases emerging photography and fine art students as well as alumni work. New exhibits open the first Thursday of every month, so stop in and discover the next generation of artists. All proceeds benefit the artist and the Academy of Art University's Scholarship Fund.

The Cannery
2801 Leavenworth St, San Francisco, CA
Tuesday - Sunday 9AM - 6PM
Adjacent to the Golden Gate Bridge in a historic cannery building, the Cannery Gallery showcases emerging student artists as well as alumni work. New exhibits open the first Thursday of every month, so stop in and discover the next generation of artists. All proceeds benefit the artist and the Academy of Art University's Scholarship Fund.

Landscape Architecture
Sculpture
The Gating Room (Wax Studio)
Ceramics Studio
Foundations Classrooms
Open Studios
Student Galleries
Student Lounge
Tool & Wood Shop
Agency

688 Gallery
688 Sutter St, San Francisco, CA
Monday – Friday: 9AM – 6PM
Adjacent to the Edgar Degas Apartment Building, the 688 Gallery is a non-profit gallery showcasing fine art, photography and mixed media art by student, faculty and alumni. New exhibits open the first Thursday of every month, so stop in and discover the next generation of artists. All proceeds benefit the artist and the Academy of Art University's Scholarship Fund.

1071 Pine St, San Francisco, CA
Visit Fitness & Recreation for current hours.
Just steps from the Rodin Residence Hall, the gym at 1071 Pine St. offers a full complement of weights, stationary bikes, treadmills, elliptical machines, and other exercise equipment. Stay healthy and happy with a range of classes designed to improve your fitness and keep you energized.
You must fill out a safety waiver to attend Campus Recreation classes and workshops, or to use the gym, pool, basketball courts and/or skateboard ramp. You can find the safety waiver here.

601 Brannan St, San Francisco, CA
Visit Fitness & Recreation for current hours.
When you need some sun with your workout, take advantage of our basketball courts at 601 Brannan Street. Adjacent to our Interior Architecture & Design/Architecture building, there are batting cages and you can even join a pickup game or compete in regular tournaments on either of our regulation-sized basketball courts.
Take a break to get some sun and sweat in your eyes before getting back to your projects and stay healthy and fit.
You must fill out a safety waiver to attend Campus Recreation classes and workshops, or to use the gym, pool and/or basketball courts.

620 Sutter St, San Francisco, CA
Visit Fitness & Recreation for current hours.
Located in the Clara Gil Stephens "Health and Wellness" Hall, the facilities at 620 Sutter St. include a six-lane indoor pool with lifeguards and a well-equipped gym with adjacent locker rooms. It's a great way to stay healthy and happy, and both the gym and pool are open to students with a valid ID card.
To use the 620 Sutter Pool or Gym, you must check in at the front desk prior to using the gym or pool. A recreation safety waiver must also be signed before initial use of the gym.

Acting Ticket office
Dance Studio
Theater

For current dining information, please visit https://academyart.sodexomyway.com/dining-near-me/hours.

The Commodore
825 Sutter St, San Francisco, CA

Notes:	Co-ed	Freshmen only
	24-hr security	Mandatory meal plan

Amenities:
Computer lab, Pool table, Dining hall (I-House Café), Cable TV located in the lounge
Room Types Available:
DDFB

The Commodore is located at 825 Sutter, across the from International House at 860 Sutter. Offering mostly double occupancy rooms, this building houses both men and women under 21-years old, and requires a meal plan.

Each student room features standard furnishings, a walk-in closet, and full bath and shower. The entire building (student rooms and common areas) is Wi-Fi enabled, and common areas include a study room, a recreation room with big screen TV and video games, computer kiosks, two common microwaves, a common refrigerator, coin-operated laundry, and a large lobby with seating areas.

Built in 1928 as a merchant seaman hotel, the Commodore has a whimsical eye for Neo-Deco styling and luxury liner details. Dramatic mosaics, murals and playful custom furnishings give The Commodore an air of sophisticated fun–spin the "Wheel of Fortune" when you check-in and see which of San Francisco's hidden treasures you will be your next adventure.

Located in the heart of the downtown area, three blocks west of Union Square and at the foot of Nob Hill, The Commodore is a short walk to the world famous cable cars, shopping, restaurants and theaters. Nearby are many Academy buildings in Nob Hill and downtown, including three dining halls, our gym, and a shuttle stop.

Howard Brodie Residence Hall
655 Sutter St, San Francisco, CA

Notes:	24-hr security	Mandatory meal plan

Amenities:
Computer lab, Pool table, Dining hall (Art Café), Cable TV located in the lounge
Room Types Available:
DDNB, DSNB, DPNB

The Howard Brodie Residence Hall at 655 Sutter is a modern building located in the heart of Nob Hill, two blocks from Union Square, and is our largest residence hall. Only steps away from the Fine Arts Building and two of the our galleries, the Brodie Residence Hall is also within walking distance of many other campus locations.
The hall offers shared rooms and community bathrooms on each floor, and has a study room with computers for student use, common lounges with cable TV, a pool table, and video game equipment. Howard Brodie also offers a full kitchen with cabinet space and refrigerator space for student groceries.

Ansel Adams
2211 Van Ness Ave, San Francisco, CA

Notes:	21 and over only

Amenities:
Cable TV
Room Types Available:
DDNB, DDFB, DRU, DCL, PRU

The Ansel Adams building offers a unique blend of apartment style housing and residence hall style rooms. Tropical foliage and a koi fish-filled pond surround the exterior of this modern building, and an industrial kitchen with cabinet and refrigerator space is available for student use. The student lounge offers access to cable TV and video game equipment.

An intimate residence hall, students benefit from a tight-knit community of artists.

Clara Gil Stephens
620 Sutter St, San Francisco, CA
Notes: Co-ed Mandatory meal plan
Amenities:
Big screen TV, Pool table, Gym, Pool, Dining hall
Room Types Available:
DDFB, DPNB, DPFB

Clara Gil Stephens Hall is located in the heart of Union Square.

This historic landmark was originally designed by famed Bay Area architect Lewis Parsons Hobart, who also designed Grace Cathedral on San Francisco's Nob Hill. Originally housing the San Francisco YWCA, it was later used as a hotel and features high vaulted lobby ceilings, a beautiful indoor pool area, grand entrance doors, and an exterior adorned with an array of international flags.

Today, the building offers co-ed housing for Academy students. The building is also home to the Academy's fitness gym and indoor swimming pool with locker rooms, and campus recreation offering fitness classes to students.

Coco Chanel Hall
1916 Octavia Blvd, San Francisco, CA
Notes: Female-only

Amenities:
Study room with computers, Ping-pong table, Cable TV in the lounge, Large common kitchen
Room Types Available:
DDFB, DDNB, DSFB, DPFB, DPNB, DSNB

A beautiful mansion with a wide spiral staircase and hardwood floors, the Coco Chanel Residence Hall at 1916 Octavia is located in Pacific Heights near Lafayette Park, a perfect place for jogging, relaxing, picnics, sketching, drawing, or taking photographs.

The quiet, residential setting of this community includes a beautiful front garden and a serene courtyard in the backyard. Shared rooms are available at this hall, with both private and shared bathrooms. The residence hall has a study room with computer kiosks available, and you can also enjoy the ping-pong table, cable TV and video game equipment in the student lounge area.

Frank Lloyd Wright Hall
1153 Bush St, San Francisco, CA

Amenities:
Study area, Ping-pong table, Pool table, Foosball table, Cable TV in the lounges, Half basketball court
Room Types Available:
DPNB, DDNB, DDHB, DSNB, DSHB, DSFB

Private and shared rooms are available with shared bathrooms. Enjoy the study area, and ping-pong, pool, and foosball tables in the student lounge, or watch cable television in the common lounge areas. Relax in the large backyard or play a pick-up game in our half-court basketball area.

Mary Cassatt
2209 Van Ness Ave, San Francisco, CA
Notes: Co-ed
Amenities:
Public computers, Ping pong table, Pool table, Cable TV in the lounge, Common kitchen
Room Types Available:
DSNB, DDNB, DDFB

The Mary Cassatt Residence Hall at 2209 Van Ness is an impressive classical Victorian building and a historical landmark featuring a carved oak spiral staircase, a beautiful hallway, hardwood floors, and stunning architectural details.

Each room has its own distinctive style and features shared and community bathrooms. The residence hall has computer kiosks, ping pong and pool tables, along with cable television and video game equipment are available in the student lounge.

The Star
1727 Lombard St, San Francisco, CA
Notes: Co-ed Over 21
Amenities:
Cable TV in the lounge, Common kitchen
Room Types Available:
DDFB, DSFB, DPFB

This 1950's building was converted from a California surf-style motel, and is located in the Marina – one of San Francisco's most sought-after neighborhoods. Run, bike, or walk along the Marina and Crissy Field with stunning views of the Golden Gate Bridge hanging in the horizon.

The Star offers a full kitchen and cable TV with video game equipment in the common lounge.

Edgar Degas Apartments
680 Sutter St, San Francisco, CA

Amenities:
Ping-pong table
Foosball table
Big screen television with cable
Room Types Available:
ADSK, DCL, PRU

The Edgar Degas Apartments at 680 Sutter are located in the heart of Nob Hill, next to our 688 Gallery and across the street from our 625 Sutter academic building. The building is also minutes away from Union Square, the gallery district, and Chinatown with countless cafés, restaurants, parking garages, and grocery stores in the surrounding area.

Residents enjoy the ping-pong and foosball tables, video game equipment, a big screen television, and cable television programming in the common lounge as well as computer kiosks for use.

The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

Fritz Lang Apartments
560 Powell St, San Francisco, CA

Amenities:
Big screen television with cable
Room Types Available:
ADSK, PRU, DCL

This beautiful turn-of-the-century apartment building is located next door to the Academy's 540 Powell academic building and steps from the vibrant Union Square, Chinatown, and North Beach districts in San Francisco. Catch an iconic cable car right outside your door in this centrally-located apartment building. Residents enjoy the ping-pong and foosball tables, video game equipment, a big screen television, and cable television programming in the common lounge as well as computer kiosks for use. The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

Johannes Vermeer Apartments
736 Jones St, San Francisco, CA

Amenities:
Study room
Computer kiosks
Pool table
Room Types Available:
ADSK, DCL

The Vermeer Apartments at 736 Jones are housed in a handsome and quiet building perched on one of San Francisco's famous hills. Enjoy numerous restaurants and galleries in the area, and walk a short distance to other Academy campus buildings, Union Square, and Chinatown. The building has a study room and computer kiosks available for student use. The recreation room offers video game equipment and cable television. Programs and activities are geared towards a co-ed community. The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

John Singer Sargent Apartments
1900 Jackson St, San Francisco, CA

Room Types Available:
ADSK, PRU, DCL, DRU
The John Singer Sargent Apartments at 1900 Jackson are housed in a modern building in the clean, lively, and beautiful Pacific Heights neighborhood. Located near Lafayette Park, you'll enjoy jogging, relaxing, picnics, sketching, drawing, or taking photographs.

The apartments have fully functional kitchens, however students are responsible for bringing their own pots, pans, and dishes.

Leonardo daVinci Apartments
1080 Bush St, San Francisco, CA
Notes: Co-ed
Amenities:
Ping-pong table, Pool table, Foosball table, Cable television in the recreation room
Room Types Available:
APSK, APSNK, PRU, ADSK, DRU, DCL, ASSK

The Leonardo da Vinci Apartments at 1080 Bush are located in our largest apartment building combining history and modernity. Within walking distance to most Academy campus buildings, as well as grocery stores, cafés, and restaurants, the apartments are located near the California Cable Car line and is only a 10-minute walk from Chinatown.

With a study room and computer kiosks available for student use, residents enjoy the ping-pong, pool, and foosball tables, as well as cable television programming in the recreation room. Programmed activities are geared toward the residents. The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

International House
860 Sutter St, San Francisco, CA
Notes: Co-ed Mandatory meal plan
Amenities:
I-House diner in the building, Pool table and foosball tables, cable TV
Room Types Available:
DDFB, DDHB, DDNB, DSFB, DSHB, DSNB

Come experience and learn from other cultures at the International House residence hall. Located in a six-story turn-of-the-century building in downtown San Francisco. Enjoy a hot meal in the I-House Cafe located in the building, and take a break from studying in our recreation or TV rooms with friends.

Shuttles
Free for all students and staff members, our shuttle service is designed to get you efficiently and safely around our urban campus in San Francisco. Shuttle stops are located near all university buildings–all you need is your ID card. Login to plan your trips for the day and enjoy the ride.

SIGNIFICANT EQUIPMENT

Department Name: Acting

Item #	Equipment/Facility Description:
1.	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.
2.	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.
3.	Alexander Technique Private Lessons: When enrolled in one of the ACT Alexander Technique classes, students are
4.	able to participate in private lessons with the instructor. This private lesson is conducted in a private space, used solely for these sessions.
5.	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.
6.	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.
7.	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.
8.	180 seat theater at 79 New Montgomery: To screen films during the semester, and is also used for special events.
9.	A voice over demo reel from Voice Over classes: Voice Over classes offer a demo reel of student work created in a professional environment.
10.	Private singing coaching during Singing 1: Singing 1 offers private coaching during the semester.
11.	4 Theatrical productions put on per year: These performances include three plays and one musical. Two of these

Department Name: Advertising

Item #	Equipment/Facility Description:
1.	Agency space: Mac computer w/ general software build, telephone, flat screen TV
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

Item #	Equipment/Facility Description:
1.	Print Lab: 1 Ricoh C901 printer, 1 ColorWave 650 color plotter, 2 Ricoh W3601 black & white plotters
2.	Room 112: classroom and computer lab. 21 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Impero Education Pro
3.	Room 225: computer lab. 24 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, 2 flatbed scanners
4.	Room 221: computer lab. 11 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray
5.	Room 466: computer lab. 18 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray
6.	2 100W Laser Cutters: Trotec 100W CO2 Laser Cutter, Ventilation System, 2 Dell Workstations - preloaded software - Job Control, AutoCAD 2015, Rhino5, Adobe CC 2015
7.	Robotic Arm: Kuka R900 sixx, 1 Dell Workstation Preloaded software- Robots in Architecture PRC, Grasshopper
8.	CNC Router: ShopBot PRSAlpha 96" x 48", 2HP Portercable Router, Vacuum table, and dust collection system, Dell Workstation preloaded software - RhinoCAM, Partworks 2D and 3D
9.	Vacuum Former: Formech 508FS, Speedaire 20 gallon air compressor
10.	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.
11.	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 mitersaw, Excalibur scroll saw, Oliver jointer, Powermatic planer, Vicmarc Wood lathe, dust collectors.
12.	Metal Shop: Millermatic 140 MIG Welder, Miller Syncrowave 200 TIG Welder, Ellis Drill Press, Ellis belt grinder, Dayton vertical bandsaw, Dayton horizontal bandsaw, Milwaukee abrasive chopsaw, Dayton combination - brake, shear, and roller, Dayton bench grinder, 2 fume extractors

Department Name: Communications and Media Technologies

Item #	Equipment/Facility Description:
1.	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
2.	1 x Profession Audio Production Studio / Radio Station. This Audio studio is the home of "Urban Knights Radio" our 7day -24 hour Radio station: 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.
3.	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.
4.	4 Computer Lab Classrooms: Each Classroom has 21 iMacPro computers. (84 total) Software includes: The Adobe Creative Suite, The Microsoft Office, Final Cut Pro
5.	1 Newsroom Classroom (21 seats) PC based classroom with specialized professional Newsroom Software (Associated Press - ENPS news writing software)
6.	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.
7.	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.
8.	1 MASTER CONTROL ROOM Facilities include: 4 Video Tape Recorders(Digital Betacam, Betacam SP, 3/4" 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.)
9.	Equipment Room Facility: For Student Equipment Check out. Equipment for check out includes: 18 Media Journalist Location Packages. Each Package contains a Panasonic HD Camera, Sennheiser Wireless Microphone, LED light, and Tripod.
10.	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.

Department Name: Fashion - Merchandising, Visual Merchandising, Product Development and Fashion Marketing

Item #	Equipment/Facility Description:
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
6.	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
7.	Room 118, 625 Polk Knitwear Classroom 16 Domestic Knitting Machines, Silver Seiko 10 Dress Form 9 Dubied Industrial Knitting Machines
8.	Room 119, 625 Polk Knitwear Classroom 18 Domestic Knitting Machines, Silver Seiko 1 Dress Form I industrial Iron Station
9.	Room 310, 625 Polk Sewing Room 3 Industrial Steam Iron Stations 19 Juki Sewing Machines
10.	Room 311, 625 Polk Pattern Cutting Room 1 Juki Industrial Sewing Machine 2 Pattern Tables 1 Industrial Steam Ironing Station 20 Dress Forms
11.	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
12.	Room 401, 625 Polk, Textile Design Classroom 2 Light Tables 8 classroom Tables 1 Dust Filtration cabinet 1 Heat Transfer Press
13.	Room 409, 625 Polk, Darkroom 1 U.V. Exposure Light 1 Vacuum Table

14.	Room 410, 625 Polk, Textile Design Classroom 1 Light Table 6 Classroom Tables 1 Heat Transfer Press 1 Jet Steamer 1 Backlit Wash Off Trough/Sink 1 Power Wash
15.	Room 411, 625 Polk, Textile Printing Studio 2 Printing tables 5’ x 30’ 5 Classroom Tables 7 Shelving Units
16.	Room 412, 625 Polk, Textile Printing Studio 1 11 Yard Fabric Steamer 2 Repeat Yardage Tables 1 Backlit Wash Off Trough/Sink in Sink Room 1 Power Wash
17.	Room 419, 625 Polk, Textile Printing Studio 2 Repeat Yardage Table 5 x 20’ 1 U.V. exposure Unit 5 Shelving Units
18.	Room B35, 625 Polk, Pattern Making and Construction 20 Dress Forms 3 Patterning Tables 5’ x 24’ 3 Industrial Ironing Stations 19 Industrial Sewing Machines 2 Industrial Overlock Sewing Machines
19.	Room B50, 625 Polk, Pattern Making and Construction 17 Dress Forms 19 Juki Industrial Sewing Machines 3 Patterning Tables 5’ x 16’ 1 Industrial Overlock Sewing machine 4 Industrial Ironing Stations
20.	Room B60, 625 Polk, MFA Studio 4 Patterning tables 8’ x 16’ 19 Industrial Sewing Machines 3 Industrial Ironing Stations 1 industrial Fusing Press 29 Dress Forms
21.	Room 503, 625 Polk, Design Classroom and Sewing Lab 5 pattern cutting tables 22 Juki Industrial Sewing Machines 1 Juki Industrial Overlock Sewing machine 1 Industrial Blind Stitch Sewing Machine 1 Hashima Industrial Fusing Press 1 Industrial Vacuum Press 30 Dress Forms
22.	Fashion and Fashion Journalism/Fashion Communication 1st Floor, 180 New Montgomery, Pattern Making and Construction Sewing Machines: 1 Industrial Sewing Machines - Juki DDL-555: 1 14 Industrial Sewing Machines Judi DDL-8700: 14 2 Industrial Sewing Machines Judi DB2-B735-3: 2 5 Industrial Sewing Machines Judi 8500: 5 1 Industrial Sewing Machines Singer W7: 1 1 Industrial Sewing Machines Liamato Z 365: 1 1 Industrial Sewing Machines Brother 500: 1 1 Industrial Sewing Machines Judi MO-6700: 1 1 Light Table 3 Industrial Ironing Stations 24 Dress Forms 4 Patterning Tables

23.	Room B40, 180 New Montgomery, Pattern Making and Construction 17 Industrial Sewing Machines, Juki DDL-8700 1 Industrial Sewing Machines, Juki MO 6700 3 Patterning Tables 3 Ironing Stations 22 Dress Forms
24.	Room B45, 180 New Montgomery, Pattern Making and Construction 18 Industrial Sewing Machines, Juki DDL-8700 3 Pattern Tables Long Tables 3 Ironing Stations
25.	Room B81 Gerber Suite 18 Computer Stations 3 Servers 1 Digitizer 1 Plotter Printer Product Development Management software

Department Name: Fine Art Painting and Printmaking - Shop Equipment/Facility Description:

Item #		Equipment/Facility Description:
1.	305/307 sq. ft. presses equipment rollers tables	Intaglio and Relief Studio 2100 sq. ft. American French Tool (24"x 48") (2) Griffins (26"x 48") Takach-Garfield (33"x 57") Rosin box (23.5" x 19") veritcal etching tank (23" x 20") 2 acid bath trays (25" x 21") water bath (31" x 42") Pexto 52" plate shear large drying rack (68" x 44") 4 comp. rollers (largest =16.75" x 6.5" dia.) assorted Takach brayers 2 glass inking stations (23" x 48") 2 glass inking stations (22.5" x 70") 4 large 8' x 5' work tables
2.	304 sq. ft. presses equipment stones rollers tables	Lithography Studio 1100 sq. ft. Thomas W. Hall (25"x 33") Fuchs & Lang (25" x 36) Brand? (32"x 56") Brand? (25"x 42") Graining sink w/ 2 levigators 660 lb. hydraulic lift AmerGraph photo plate exposure unit (27" x 23.5" approx.) (2) plate bases (24" x 36") 80 + 24" x 36" largest assorted leather rollers Assorted comp. rollers (largest = 24" x 8.5" dia.) 4 medium work tables (4'x8", 6'x5', 2.5'x12')
3.	302 sq. ft. presses	Letterpress Studio 2700 sq. ft. Vandercook SP20 Proof Press (max sheet 19"x25.5") Vandercook No. 4 Proof Press (max sheet 14.5" x 17.75") (2) Universal 1 Proof Presses (max sheet 15" x 21.75") 8 x 12 Golding No. 6 Jobber motorized platen 8 x 11 Challenge Gordon treadle platen 10 x 14 Colt's Armory motorized platen (die cutting)
4.	equipment tables	AZ Photopolymer platemaker (13.5" x 9.5" washout area) assorted Patmag bases (12" x 16" largest) (2) Ideal Kutrimmer hand paper cutters 31" large drying rack (32"x48") 5 large 5'x8' work tables
5.	301 sq. ft. screens equipment tables	Silkscreen Studio 1500 sq. ft. assorted (largest = 25" x 30") AmerGraph exposure unit (41" x 32" glass) fully equipped dark room large drying rack (32"x48") 19 work stations 36" x 60" w/ hinge clamps

6.	120 sq. ft. presses equipment tables	Printmaking Studio 2160 sq. ft. Takach (60" x 32") Griffin (44" x 23") Takach Litho press (18" x 36") 2 acid bath trays (25" x 21") water bath (31" x 42") large drying rack (44'x68") 4 glass inking stations (36" x 72") 4 large 4'x8' work tables
7.	400 sq. ft. equipment tables	Book Arts Studio 3100 sq ft. Challenge Diamond 30.5" motorized paper cutter Jaques Board Shear 45" (2) Ideal Kutrimmer hand paper cutters 44" Table top drill press hand perforator 4 large work tables (3'x9' & 3.5'x6')
8.	701 Chestnut Studios	44 private painting studios
9.	room 303	framing room/ mat cutter/miter saw/saw photo room/ lighting/cyclone/light stands

Department Name: Fine Art Sculpture

Item #	Equipment/Facility Description:
1.	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.
2.	Ceramics classrooms: 1 clay slab roller table, 1 wall-mounted extruder, throwing wheels
3.	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
4.	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
5.	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
6.	Slurry Room: Used by various classes for creating ceramic shells for bronze casting purposes. 1 slurry mixer used.
7.	Spray Booth/Patina Booth: 2 Natural gas outlets, 2 compressed air outlets
8.	Metal Shop at 410 Bush: Used by classes for metalworking. Equipment includes: TIG Welder, MIG Welder, Patina Booth, Sandblaster, horizontal bandsaw, Burr King belt grinder, Beverly shear, Metal Lathe, Drill Press, Plasma cutter, Treadle hammer, Pedestal buffer, Kalamazoo Combo Belt Sander
9.	Metal Shop at 410 Bush: Used by classes for metalworking. Equipment includes: TIG Welder, MIG Welder, Patina Booth, Sandblaster, horizontal bandsaw, Burr King belt grinder, Beverly shear, Metal Lathe, Drill Press, Plasma cutter, Treadle hammer, Pedestal buffer, Kalamazoo Combo Belt Sander
10.	Kiln Room at 410 Bush: Kilns used by classes for firing ceramic work: 2 front-loading electric kilns, 1 test kiln

Department Name: Game Development

Item #	Equipment/Facility Description:
1.	HTC Vive: Virtual Reality Headset and controllers
2.	3 Oculus Rifts: Virtual Reality Headset
3.	Phones: Nexus 5x & Samsung Galaxy s7 developing games using Unity, Unreal, Adobe Flash software
4.	Oculus Gear VR: Portable Virtual Reality Headseat
5.	2 Cintiqs Labs & 2 Cintiq Classrooms (83 Cintinqs total) used for digital painting and textures, Mudbox, Zbrush, Substance Live, Quixel, Adobe Suite
6.	100 Wacom Tablets used for digital painting, concept art, modeling, textures and various game design classes using Quixel, Adobe Suite and Substance Live
7.	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
8.	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
9.	30 Microsoft XBox One Controllers
10.	Leap Motion used for developing games in Virtual Reality
11.	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 nad how it moves through space

Department Name: Illustration

Item #	Equipment/Facility Description:
1.	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
2.	Lamps (Fresnel lens, and traditional incandescent) fixtures with booms, gels, and sofboxes to light models. Minimum of TWO tripod and lamp heads in each of four studio class rooms
3.	60" color monitors in 8 classrooms to show work and demos
4.	IMACS in all studio and white table classrooms
5.	four Wacom tablets and styli to loan
6.	furniture (chairs, tables and props) for studio set ups

Department Name: Industrial Design

Item #	Equipment/Facility Description:
1.	Laser Room - (1) Stratasys Eden 260V, (1) Stratasys Support High Pressure Wash-out Station (2) Epilog Fusion 32, (2) Morn Laser 960, (1) Graphtec CE-5000 vinyl plotter, (1) Zcorp 650
2.	FDM lab - (1) Afinia H800, (4) Afinia H480, (1) MakerBot Replicator, (1) Makerbot Z18, (1) Othermill, (1) FormLabs Form 1
3.	Metal Shop - (1)Horizontal Bandsaw, (2) Variable Speed Vertical Bandsaws, (7) Grizzly Engine/Gunsmithing Lathes, (1) Brobo Coldsaw, (1) Delta Variable Speed Drill press, (5) Bridgeport/Grizzly Knee Mills, (1) Miller TIG welder, (1) Miller MIG welder, (1) Lincoln CNC plasma cutter, (1) 20" disc sander, (2) Tool Grinding Stations, (1) 20" disc sander, (1) vertical belt sander, (1) Delta buffing station
4.	Wood Shop - (4) SawStop Tablesaws (3) Westward/ Delta Drill Presses, (3) Delta Bandsaws, (1) Grizzly Resaw Bandsaw, (1) Dewalt Chopsaw, (1) Vertical Panel Saw
5.	Paint Mixing Room - (1) Pneumatic Paint Shaker (1) Fume Hood
6.	Paint Facilities - (1) Fullsize Downdraft Booth, (1) Partitioned Spray Booth - 6 stations, (1) Crossdraft Spray booth
7.	**Computer Lab Equipment/Facility Description:** Computer Labs – (120) computers, (107) Wacom Cintiq
8.	Large Format Printer Room - (3) Epson Large format printers, (1) HP large format printer
9.	(5) Ricoh multifunction color laser printers
10.	(3) Projectors
11.	(3) Dell Mobile Workstations

Department Name: Interior Architecture and Design

Item #	Equipment/Facility Description:
1.	Print Lab: 1 Ricoh C901 printer, 1 ColorWave 650 color plotter, 2 Ricoh W3601 black & white plotters/scanners
2.	Room 110: classroom and computer lab. 21 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Impero Education Pro, Television, speakers
3.	Room 111: classroom and computer lab. 21 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Impero Education Pro, Television, speakers
4.	Room 105: classroom and computer lab. 21 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Robotel
5.	Room 121: computer lab. 26 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray
6.	Room 209: computer lab. 19 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, 2 flatbed scanners
7.	Room 206: classroom and computer lab. 21 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Television, speakers
8.	IAD Materials Library: IAD materials library houses material samples including, wood, stone, fabrics, tiles, etc. which are available for onsite student reference and use.
9.	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 mitersaw, Excalibur scroll saw, Oliver jointer, Powermatic planer, Vicmarc Wood lathe, dust collectors.
10.	2 100W Laser Cutters: Trotec 100W CO2 Laser Cutter, Ventilation System, 2 Dell Workstations - preloaded software - Job Control, AutoCAD 2015, Rhino5, Adobe CC 2015
11.	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.
12.	IAD Archiving Rooms: used for collection and storage of BFA & MFA student work for the CIDA, & WASC accreditations.

Department Name: Jewelry and Metal Arts

Item #	Equipment/Facility Description:
1.	3 Jewelry and Metal Fabrication Studios 18 Soldering stations equipped with: - 11 Meco Midget Natural Gas/Oxygen torches - 8 Smith Silversmith Acetylene and Air torches - 2 Smith "Little Torch" Oxygen/Acetylene torches 6 Baldor Benchtop Polishing Lathes with Dust Collectors 2 Benchtop Single Speed Drill Presses 1 Cameron Micro Precision Variable Speed Drill Press 7 Foredom Flex Shafts 1 Copper Electroforming Bath with Rectifier 1 20-ton Hydraulic Jewelry Press & Accessories 2 Rolling Mills 2 Platen Hammers 2 Benchtop Guillotine Metal Shears 3 Beverly Shears 3 Bench Mounted Bolt Cutters 3 Bench Grinders 2 75lb. Anvils 1 50lb. Anvil 4 Tool Cabinets with over 120 metal fabrication and goldsmithing hammers, stakes, mandrels, small anvils and files
2.	Metal Shop 2 TIG Welders 3 MIG Welders 3 Oxygen/Acetylene Gas Welders 1 Plasma Cutter 1 Stick Welder 1 Treadle Hammer 1 MIFCO F100-A Round Flat Hearth Forge 2 100 lb Anvils 2 Patina Booths with Natural Gas/Oxygen Torches 5 Ventilated Grinding Booths 1 Large Floor Standing Sandblasting Cabinet 1 Powder Coating Booth with Lights 2 Vertical Bandsaws, 2 Horizontal Bandsaws 3 Burr King Belt Sanders 1 Combination Belt/Disc Sander 1 Beverly Shear 1 Bench Mounted Bolt Cutter 1 Bench Grinder 1 Tool Cabinet with Forging Hammers, Swages and Tongs
3.	Wood Shop 3 Floor Mounted Variable Speed Drill Presses 2 Vertical Band Saws 1 Horizontal Panel Saw 1 Sawstop Table Saw 1 Jointer 1 Router Table 2 Mitering Chop Saws 2 Combination Belt/Disc Sanders 1 Planer, 1 Oscillating Spindle Sander, 1 Scroll Saw
4.	Papermaking Studio 1 Hollander Beater 1 Vacuum Forming Table 1 20-ton Hydraulic Press 1 Burke and James Drymount Press 1 Seal Drymount Press 1 Goldblatt Pattern Pistol/Pulp Sprayer 70 European and Tibetan Moulds and Deckles 5 Envelope Deckles 1 Book Sewing Frame 1 Janome HD3000 Sewing Machine
5.	Enameling 2 Paragon XPRESS-Q-11A Digital Control Enameling Kilns

	1 StencilPro Screenprinting Kit
6.	Casting 1 MIFCO E4-O Electric Melting Furnace 1 Spring Driven Centrifugal Casting Machine 1 Paragon W-18 Digital Program Electric Burnout Kiln 1 Steam Dewaxer 2 V.I.C. Tabletop Casting Vacuums 1 Investment Vacuum Table with Welch Vacuum Pump and Large Bell Jar 2 Vibratory Tumblers 1 Vulcanizer 1 Air Pressure Wax Injector 1 Hand Pump Wax Injector
7.	Laser Cutting and CNC 2 Epilog Fusion 60 Watt Laser Cutters 1 Epliog Helix 25 Watt Laser Cutter 1 Othermill Desktop CNC Milling Machine 2 Acrylic Heat Benders Digital Design Lab with 30+ Cintiq Workstations running Adobe Creative Suite
8.	3D Printing Lab 4 Afinia H480 3D Printers 1 Afinia H800 3D Printer 1 Formlabs Form1+ 3D Printer 2 Makerbot Replicator 3D Printers 1 Stratsys Objet 3D Printer Digital Design Lab with 30+ Cintiq Workstations running Rhino and Keyshot
9.	Small Metals Machining 3 Sherline 4000C Benchtop Lathes 1 Grizzly Benchtop Metal Lathe 1 Grizzly Mini Milling Machine 1 Jet JVM Vertical Mill and Accessories
10.	Stonesetting and Waxworking 16 5" Engraving Block Ball Vices 2 Matt Mini-Lathe Wax Lathes with Milling Tables

Department Name: Landscape Architecture

Item #	Equipment/Facility Description:
1.	Computer Lab with 21 computers with key software, including: Adobe Creative Sutie, Autodesk, Revit, AutoCAD, 3ds Max and Plugins, Rhino3d, Sketchup, Lumion, Google Earth.
2.	Print Lab with OCE Colorwave Large Format Printer, Ricoh Large Format Scanner, Small Format Color Printer.
3.	Assigned Drafting Tables with Mayline and Studio Space that is well-lit.
4.	Pin-up and Presentation Area that is well lit.
5.	Lecture Presentation/Seminar Rooms with state of the art presentation equipment.
6.	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.
7.	Reference Books and Slide Collection (20,000 slides)
8.	The Cannery's Courtyard and other public areas for observation, survey and temporary installations.
9.	School Nursery with native plants and succulents.
10.	Model Building Shop.

Department Name: Motion Pictures and Television

Item #	Equipment/Facility Description: The Equipment Facility has more than 6,000 resources for students to checkout and use throughout each semester. According to the level of the class the student can reserve and use the equipment between 3-5 days a week.
1.	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. x130 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). 3 High-End HD Digital Camera's - Sony F5, Arri Alexa, and Red Epic Dragon. (which all come with a set of lenses, mattebox/follow-focus, Tripod/support and filters).
2.	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-S (electric), and Arri-SR (electric), which all comes with a set of lenses. 3 Super 16mm film camera's: 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.
3.	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.
4.	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.
5.	Grip Equipment The Equipment Facility has a 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 Modifers - Flags, nets, silks (to manipulate and control lighting).
6.	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
7.	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.
8.	**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.

9.	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.
10.	**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.
11.	**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.
12.	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

Department Name: Music Production and Sound Design for Visual Media

Item #	Equipment/Facility Description:
1.	Room 105 Mac Pro Omnirax desk Impulse 61 Midi Controller iLok Dongle Vienna Dongle Pro Tools Logic Sibelius Vienna Suite Vienna Ensemble Yamaha Hs5 Monitor System McDSP
2.	Classroom 110 17 Stations iMac 61 Key Controller Pro Tools logic iLok Dongle Vienna Dongle Vienna Ensemble Headphones McDSP
3.	Classroom 140A 17 stations Logic Sibelius iMac x 17 QSC Speakers 61 Key Controller Headphones McDSP Logic Sibelius
4.	Classroom 140B 17 Stations iMac 61 Key Controller Logic Pro Tools Headphones Sibelius Adobe Creative Suite
5.	Classroom 254 Avid S6 Mac Pro & Thunderbolt Display Genelec 5.1 McDSP Izotope Pro Tools HDX iLok Dongle 70" Television
6.	Classroom and Studio 712 D-Command Mixing Surface Pro Tools HDX Dynaudio 5.1 Monitor System Focusrite 8 Channel Pre UA Audio 4-710d Distressor Compressor Mac Pro x 2 iMac x 3 iLok Dongle x 5 M-Audio Speakers M-Box Pro McDSP 64 Pin Point Patch Bay Vocal Booth Pro Tools x 4 Logic x 5 ATHM20 Headphones x6 Electric Piano
7.	Class & Studio ADR 701/702 C24 Pro Tools HD Native with 8x8x8 Avalon Dual Pre Mac Pro Dynausio Speakers Thunderbolt Hub Waves McDSP iLok Dongle 64 Pin Point Patch Bay Vocal Booth

8.	B20 Foley Stage Mac Pro & Thunderbolt Display Dynaudio Speakers 80" Sharp Television M-Audio Speakers Mackie Big Knob Presonus Interface 61 Key Controller Pro Tools logic iLok Dongle
9.	Pro Tools Edit Rooms 2nd Floor: 2008,2009,2010,2011,2012,2022,2023,2024 (8 Rooms) Mac Pro Pro Tools Logic McDSP Izotope Focusrite Interface Blue Sky Monitoring System Avid Artist Control Alesis Speakers
10.	Virtual Instrument Room 109 Mac Pro 2 x Thunderbolt Displays Omnirax desk Behringer X-Touch Apollo Thunderbolt Focal CMS 65 2.1 Monitor Speakers 3TB Disk Drive Pro Tools Logic Sibelius Vienna Suite Vienna Ensemble Pro Vienna Suite Plug-in Bundle Vienna Instruments Pro Vienna MIR Pro Vienna Dimension Strings Vienna Appassionata Strings Vienna Dimension Brass Vienna Woodwinds I Vienna Percussion – Standard Library Vienna Percussion – Extended Library Vienna Special Edition 1 – Extended Library Vienna Konzerthaus Room Pack East West Orchestra Gold East West Stormdrum 2 East West Ra Omnisphere Vienna Solo Strings Vienna Solo Strings - Extended Vienna Choir
11.	Room 108 iMac Studio Desk M-Audio Speakers Focusrite Interface 61 Key Controller Pro Tools logic iLok Dongle
12.	Room 113 iMac Studio Desk Dynaudio Speakers Focusrite Interface 61 Key Controller Pro Tools logic iLok Dongle

13.	Room 116 iMac Studio Desk M-Audio Speakers Focusrite Interface 61 Key Controller Pro Tools logic iLok Dongle
14.	Room 117 Mac Pro & Thunderbolt Display Studio Desk Genelec Monitor System Focusrite Interface 61 Key Controller Pro Tools logic iLok Dongle Vienna Dongle Sibelius Vienna Ensemble
15.	Room 118 Mac Pro & Thunderbolt Display Studio Desk Genelec Monitor System Focusrite Interface 61 Key Controller Pro Tools logic iLok Dongle Vienna Dongle Sibelius Vienna Ensemble

Department Name: Photography

Item #	Equipment/Facility Description:
1.	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
2.	Digital Computer Labs for Scanning and Editing and Advanced Printing: 22 Mac workstations. 2 Epson 1000XL scanners, 5 Nikon 9000 scanners, 1 Imacon flextight 646, 1 Hasselblad flextight 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.
3.	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, and still-life seamless tables
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 Blacks 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.
11.	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 Blacks with charger and battery. Students have access to the following for on location: 3 Digital Leaf backs mount for manual and digital Hasselblad cameras.

Department Name: Visual Development

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

Department Name: Interaction & UI/UX Design

Item #	Equipment/Facility Description:
1.	Motion Graphics Lab Room 415: 21 MacPro Workstations 21 Cinema Display Monitors
2.	12 iPads available for UX testing
3.	Digital Capture Equipment: 8 DSLR Canon Rebel xTi 12 50mm Portrait 3 tripods PowerPack strobe Power Supply (90-260V) softboxes and lights
4.	Software: Adobe CC, Sketch, Coda, MAXON Cinema 4D Studio, FontLab, Adobe Type Library, 3rd Party Plugins

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